

Public Works Committee

Alderman Bob Kordus Chairman

Alderman Ellyn Kehoe

Alderman Al Kupsik

Alderman Rich Hedlund

Alderman Sarah Hill

Director of Public Works Daniel S. Winkler, P.E.

Assistant Director of Public Works Tom Earle

City of Lake Geneva 626 Geneva Street Lake Geneva, WI 53147-1914

www.cityoflakegeneva.com

Phone: (262) 248-3673

Agenda

January 9, 2015

The regular meeting of the Public Facilities Committee will be held on Thursday, January 15, 2015 at City Hall, 626 Geneva Street, Lake Geneva, WI in the second floor meeting room at 6:00 P.M.

Meeting called to order by Chairman Bob Kordus.

Roll Call.

Minutes of the Prior Meeting.

Public Comments.

Communications.

1. Projects & Activities Update-DPW Winkler.

Agenda Items:

1. Signage in the Downtown-Discussion Regarding Making Uniform-Continued from December Meeting.
2. South Lakeshore Drive at Big Foot State Park
3. Downtown Landscaping Maintenance Contract-Breezy Hill.
4. Downtown Street Parking Reconfigurations.

Adjourn.

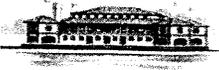
Approved by Bob Kordus
Chairman 01/05/15

Reviewed by Dennis Jordan
City Administrator
Date 01/09/15 dsw

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the City of Lake Geneva at 262-248-3673 with as much advance notice as possible.

No official Council action will be taken, however a quorum of the Council may be present.

Posted January 9, 2015 3:00 PM



Public Works Committee

Alderman Bob Kordus Chairman

Alderman Ellyn Kehoe
Alderman Rich Hedlund

Alderman Al Kupsik
Alderman Sarah Hill

Director of Public Works Daniel S. Winkler, P.E.

City of Lake Geneva 626 Geneva Street Lake Geneva, WI 53147-1914
www.cityoflakegeneva.com Phone: (262) 248-3673

January 15, 2015 Meeting Explanation

DATE: January 13, 2015

MEMORANDUM

TO: Chairman Bob Kordus & Members of the Public Works Committee

FROM: Daniel S. Winkler, P.E. *DSW*
Director of Public Works & Utilities

SUBJECT: January 15, 2015 Public Works Committee Meeting Agenda

The Public Works Committee is scheduled to meet at **6:00 PM** at City Hall.

Members in attendance:

Chairman Bob Kordus _____
Alderman Ellyn Kehoe _____
Alderman Sarah Hill _____
Alderman Al Kupsik _____
Alderman Rich Hedlund _____

Staff Present:

City Administrator Dennis Jordan _____
Director Daniel Winkler (DPW) _____
Mayor Jim Connors: _____

Other: _____

Public in attendance: _____

Approval of the Minutes of the Prior (December) Meeting:

Motion to approve by Ald. _____ and seconded by Ald. _____. The motion passed ____-0.

Public Comments:

None.

Communications:

1. Projects & Activities Update – DPW Winkler

Agenda Items:

1. Signage in the Downtown-Discussion Regarding Making Uniform-Continued from December Meeting
2. South Lakeshore Drive at Big Foot State Park.
3. Downtown Landscaping Maintenance Contract-Breezy Hill.
4. Downtown Street Parking Reconfigurations.

Public Works Projects Update

Due to the late year borrowing, numerous projects have been bid out and placed under contract for late year and spring of 2015 construction. Below please find an update on Public Works projects:

- ✓ Disc Golf Course –North pedestrian bridge Eagle Scout project pending.
- ✓ 2014 Street Maintenance Program- Stark Asphalt Done for Year. Finished Edgewood. Looking at TIF#4 Projects. Sent 2015 Street List to WE Energies for Their Use.
- ✓ Flat Iron Park Pavilion-Awarded to Glen Fern. A Construction Schedule Has Been Provided.
- ✓ Street Department Ventilation & Heating-Bid Awarded to Westenn. Contractor starting This Week.
- ✓ 1070 Carey Street Exterior Siding-Project Complete Awaiting Final Payment & Waivers.
- ✓ Park Use & Open Space Plan-Going to Council in January.
- ✓ Crackfilling-Bid awarded 11/10/14. Work in Spring.
- ✓ Cobb Park Restroom Remodel- Glen Fern Construction Has Performed Demolition.
- ✓ Overhead Doors 1070 Carey Street-Bid Quotations Going to Council 1/19.

In addition, this winter the Street Department has been out on seven (7) snow and ice events. Approximate costs for snow fighting are attached.

Agenda Item No. 1– Signage in the Downtown-Discussion Regarding Making Uniform-Continued from December Meeting.

Last month DPW Winkler was asked by consensus to inventory what we had for signage in the downtown. We thought we could locate the 1996 original wayfaring plans and get a copy to Mr. Schaefer. This was done on December 12th. The DPW also was asked to inventory the parking lot wayfaring signage for possible redoing and bring the information back to this meeting. Attached are copies of this information for PWC. Mr. Schaefer hasn't responded as yet to the request to review the pedestrian wayfaring signage. The PWC may decide on what direction to provide regarding the parking lot wayfaring signage and parking lot signs. One point to think about is that there was discussion regarding using the universal symbol for parking in lieu of words. The DPW observed a lot of "P" symbols associated with the pay stations, and there may be a bit of confusion over following the "P" to parking versus the "P" to the pay station.

If the PWC is looking for a recommendation, the DPW definitely thinks we need to identify our public parking lots with larger visible signage. Maybe we should consider assigning them a name or individual number. The wayfaring signage for parking lots is green on white background. We may wish to make them more visible with fat white lettering on a blue background. The parking lot signs themselves may be whatever the Parking Commission deems attractive and appropriate, but the letters should be large. The pedestrian wayfaring almost should be turned over the BID or the Chamber for handling. The City and Chamber may discuss who funds the signage once they decide what they want on the signs.

Direction is requested.

Motion to _____
by _____, Second by _____. Passed _____.

Agenda Item No. 2- South Lakeshore Drive at Big Foot State Park.

The DNR has been in conversation with the City regarding the shoreline erosion which is beginning to carve into the shoulder of South Lakeshore Drive at Big Foot State Park. The DNR has come back to the City and shared some concepts for modifying the roadway orientation. They will have a representative at our meeting to discuss the roadway alignments and potential improvements to the park.

Direction is requested.

Motion to _____
by _____, Second by _____. Passed _____.

Agenda Item No. 3- Downtown Landscaping Maintenance Contract-Breezy Hill.

Breezy Hill's 3-year contract to provide landscaping maintenance services to the City in the downtown and our entryways expired on December 31st. They have met with staff and have expressed an interest in extending the contract for another 3-year period. Terms would need to be finalized, but per Mr. Haske's email they are proposing 3%, 0% and 3% in the 3rd year. The City in the past was only interested in maintaining the mulch, pruning, minor weed control, and weeding on a regular basis. Last year, Breezy Hill had done a respectable job on our landscaping areas. The one area the City would like to tighten up on is that the invoice going forward needs to describe the services provided the prior month. The past times the work was bid out, we only received either only one bid or two bids where one was extremely high.

As long as the Street Department and DPW are satisfied with Breezy Hill, and with the stipulation that they provide a breakdown of services rendered with their monthly invoice, it is recommended the City extend the agreement for another 3-year term at 3% in 2015, 0% in 2016 and 3% in 2017. A copy of the 2012-2014 lease is attached.

Motion to _____
by _____, Second by _____. Passed _____.

Agenda Item No. 4- Downtown Street Parking Reconfigurations.

The DPW and Parking Enforcement Manager Sylvia Mullally drove the downtown identifying opportunities to convert from parallel to angle parking. As it involves Public Works, it is requested the PWC concur with the plan. Conversion to angle parking requires an ordinance change.

It is recommended to support the change.

Motion to _____
by _____, Second by _____. Passed _____.

Motion to Adjourn:

Motion to adjourn by _____, seconded by _____. Passed _____.

Cc: Mayor Jim Connors/Dennis Jordan/Sabrina Waswo/Common Council Members not on Committee/File

**MINUTES
OF THE PRIOR
MEETING**



Public Works Committee

Alderman Bob Kordus Chairman

Alderman Ellyn Kehoe

Alderman Al Kupsik

Alderman Rich Hedlund

Alderman Sarah Hill

Director of Public Works Daniel S. Winkler, P.E.

City of Lake Geneva 626 Geneva Street Lake Geneva, WI 53147-1914

www.cityoflakegeneva.com

Phone: (262) 248-3673

December 2014 Minutes

DATE: December 15, 2014

MEMORANDUM

TO: Chairman Bob Kordus & Members of the Public Works Committee

FROM: Daniel S. Winkler, P.E. *DSW*
Director of Public Works & Utilities

SUBJECT: December 11, 2013 Public Works Committee Meeting Agenda

The Public Works Committee met at **6:00 PM** at City Hall.

Members in attendance:

Chairman Bob Kordus X
Alderman Ellyn Kehoe _____
Alderman Sarah Hill X
Alderman Al Kupsik X
Alderman Rich Hedlund X

Staff Present:

City Administrator Dennis Jordan _____
Director Daniel Winkler (DPW) X
Mayor Jim Connors: X

Other: _____

Public in attendance: Mr. Chris Schultz & Mr. Darien Schaefer of the Chamber.

Approval of the Minutes of the Prior (September) Meeting:

Motion to approve by Ald. Hedlund and seconded by Ald. Hill . The motion passed 4 - 0 .

Public Comments:

None.

Communications:

2. Projects update on the various projects-DPW Winkler went through the status of all City projects.
3. Update on City Engineer selection process-It was discussed that the City made site visits to the top two candidates, Kapur of Burlington and GAI Consultants of Lake Geneva.

Agenda Items:

1. STH 120 & USH 12 Project Schedule & Design Plans to Date.
2. Request to Add the Museum Parking Lot Revisions to the 2014 Street Maintenance Contract.
3. Signage in the Downtown-Discussion Regarding Making Uniform.

Agenda Item No. 1– STH 120 & USH 12 Project Schedule & Design Plans to Date.

The plans and 2017 design completion schedule were shared with the committee. The plans did depict roundabouts at the entrance/exit ramps off USH 12. No action was taken.

Agenda Item No. 2- Request to Add the Museum Parking Lot Revisions to the 2014 Street Maintenance Contract.

DPW Winkler explained the request to include the parking lot modifications in the 2014 Street Maintenance contract. A unit cost estimate totaling \$17,941.00 was included from the contractor. After some discussion a motion was made by Alderman Hill to recommend change order no. 1, adding the work to the existing street contract, funded from the Parking Fund in an amount not to exceed \$20,000. The motion was seconded by Ald. Kupsik and approved 4-0.

(This item needs to go to FLJ and Council for approval).

Agenda Item No. 3– Signage in the Downtown-Discussion Regarding Making Uniform.

DPW Winkler discussed the types of signage in the downtown and showed photographs. Mr. Schaefer stated the Chamber would like to participate with recommendations on proposed revisions to the wayfaring signage. Costs and funding were discussed. The City may have as much as \$20,000 remaining in TIF#4 to assist with the upgrades. DPW Winkler advised that there is a \$500 difference between refurbishing and replacing a typical sign. The order of updating of signs appeared to be the pedestrian wayfaring signage, parking lot signage, parking lot wayfaring signage, welcome signage at the outskirts of the City, and street name signage (i.e. Main Street). DPW Winkler was asked by consensus to inventory what we had in the downtown. He thought he could locate the 1996 original wayfaring plans and would get a copy to Mr. Schaefer. The DPW also was asked to inventory the parking lot wayfaring signage for possible redoing and bring the information back to the next meeting.

Motion to Adjourn:

Motion to adjourn by ___ Ald. Hill ___, seconded by ___ Ald. Kupsik ___. Passed ___4-0___ and the meeting was adjourned at 6:28 PM.

Cc: Mayor Jim Connors/Dennis Jordan/Sabrina Waswo/Common Council Members not on Committee/File

**SNOW & ICE CONTROL
2014-2015 SNOW EVENT SUMMARY**

COPY

	<u>DATE START</u>	<u>DATE END</u>	<u>SAND/SALT TONS</u>	<u>SALT TONS</u>	<u>SAND/SALT RUN</u>	<u>FULL-PLOW RUN</u>	<u>SPECIAL COSTS</u>	<u>REGULAR COSTS</u>	<u>TOTAL COST</u>	<u>TOTAL TO DATE</u>
1	11/15/2014	11/16/2014	46.0	0.0		X	\$ 3,790.00	\$ 5,827.50	\$ 9,617.50	\$ 9,617.50
2	11/22/2014	11/22/2014	0.0	9.0	X		\$ 940.00	\$ 400.00	\$ 1,340.00	\$ 10,957.50
3	11/24/2014	11/25/2014	68.25	3.0		X	\$ 3,660.00	\$ 14,710.00	\$ 18,370.00	\$ 29,327.50
4	12/8/2014	12/8/2014	1.5	0.0	X		\$ 60.00	\$ 190.00	\$ 250.00	\$ 29,577.50
5	1/3/2015	1/5/2015	152.0	0.5	X	X	\$ 11,385.00	\$ 10,352.00	\$ 21,737.00	\$ 51,314.50
6	1/6/2015	1/7/2015	47.0	0.0		X	\$ 5,105.00	\$ 9,415.00	\$ 14,520.00	\$ 65,834.50
7	1/8/2015	1/10/2015	48.5	0.0		X	\$ 4,827.50	\$ 10,707.50	\$ 15,535.00	\$ 81,369.50
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21										
22										
		TOTAL	363.25	12.5						
		TOTAL COST TO DATE					\$ 29,767.50	\$ 51,602.00	\$ 81,369.50	
		AVERAGE COST PER EVENT					\$ 4,252.50	\$ 7,371.71	\$ 11,624.21	

cc: Public Works Director
Street Superintendent
Business Administrator
Comptroller
File

CITY OF LAKE GENEVA 2014-2015 ICE & SNOW CONTROL

TYPE OF SNOW STORM (CHECK ONE)

<input type="checkbox"/>	SAND/SALT RUN (DURATION ___ HOURS)
<input checked="" type="checkbox"/>	FULL-PLOW RUN (DURATION ___ HOURS)

SNOW STORM DATES:

START	1/8/15	
END	1/10/15	

APPROX. ACCUMULATION (INCHES) 3.50

ITEM NO.	DESCRIPTION	QUANTITY AMOUNT	UNIT	UNIT RATE	(SNOW)	
					SPECIAL COSTS	REGULAR COSTS
	TOTAL NO. OF MEN INVOLVED:	10				
1	LABOR					
	A. TOTAL REGULAR MANHOURS WORKED =	66.50	HOURS	\$ 35.00		\$ 2,327.50
	B. TOTAL OVERTIME MANHOURS WORKED = (OVERTIME = 1 1/2)	57.75	HOURS	\$ 50.00	\$ 2,887.50	
	C. TOTAL DOUBLE TIME MANHOURS WORKED= (SUNDAYS & HOLIDAYS)		HOURS	\$ 70.00	\$ -	
	D. TOTAL REGULAR NON-UNION MANHOURS WORKED =		HOURS	\$ 40.00		\$ -
	E. TOTAL OVERTIME NON-UNION MANHOURS WORKED =		HOURS	\$ 40.00	\$ -	
	TOTAL MANHOURS	124.25				
2	EQUIPMENT:					
	E. 5-CY DUMP TRUCK WITH PLOW	6.00	EACH	\$ 70.00		\$ 5,600.00
	AVERAGE PER VEHICLE	13.33	HOURS			
	TOTAL	80.00	HOURS			
	F. 1-TON DUMP TRUCK WITH PLOW	2.00	EACH	\$ 60.00		\$ 1,050.00
	AVERAGE PER VEHICLE	8.75	HOURS			
	TOTAL	17.50	HOURS			
	G. FRONT END LOADER	11.50	HOURS	\$ 75.00		\$ 862.50
	H. BOBCAT	5.50	HOURS	\$ 45.00		\$ 247.50
	I. FULL-SIZE PICK-UP TRUCK	4.00	HOURS	\$ 40.00		\$ 160.00
	J. SNOWBLOWER-FRONT END LOADER MOUNTED	5.75	HOURS	\$ 80.00		\$ 460.00
	TOTAL VEHICLE HOURS	124.25				
3	MATERIALS:					
	K. SALT/SAND MIXTURE	48.5	TONS	\$ 40.00	\$ 1,940.00	
	SALT		TONS	\$ 60.00	\$ -	
4	PROFESSIONAL SERVICES:					
	L. 15 OR 20 C.Y. DUMP TRUCK W/ DRIVER		HOURS	\$ 100.00	\$ -	
	SUB-TOTAL SNOW FIGHTING COSTS SPECIAL EXPENSES AND OVERTIME					\$ 4,827.50
	SUB-TOTAL SNOW FIGHTING COSTS DURING THE REGULAR WORK DAY					\$ 10,707.50
	TOTAL SNOWFIGHTING COST PER EVENT			\$ 15,535.00		

NOTE: COSTS NOT INCLUDED ARE AFTER-PLOWING EQUIPMENT PARTS/MAINTENANCE, STREET SWEEPING, AND INCIDENTALS.

cc: Public Works Director
Street Superintendent
Business Administrator
Comptroller
File

AGENDA ITEM NO. 1

CITY OF LAKE GENEVA
DOWNTOWN SIGNAGE DISCUSSION



PARKING LOT
SIGNAGE



Public Works Committee

Alderman Bob Kordus Chairman

Alderman Ellyn Kehoe
Alderman Rich Hedlund

Alderman Al Kupsik
Alderman Sarah Hill

Director of Public Works Daniel S. Winkler, P.E.

City of Lake Geneva 626 Geneva Street Lake Geneva, WI 53147-1914
www.cityoflakegeneva.com Phone: (262) 248-3673

DATE: December 12, 2014

MEMORANDUM

TO: Mr. Darien Schaefer
President of Chamber of Commerce & Convention & Visitor's Bureau

FROM: Daniel S. Winkler 
Director of Public Works & Utilities

SUBJECT: Downtown Pedestrian Signage

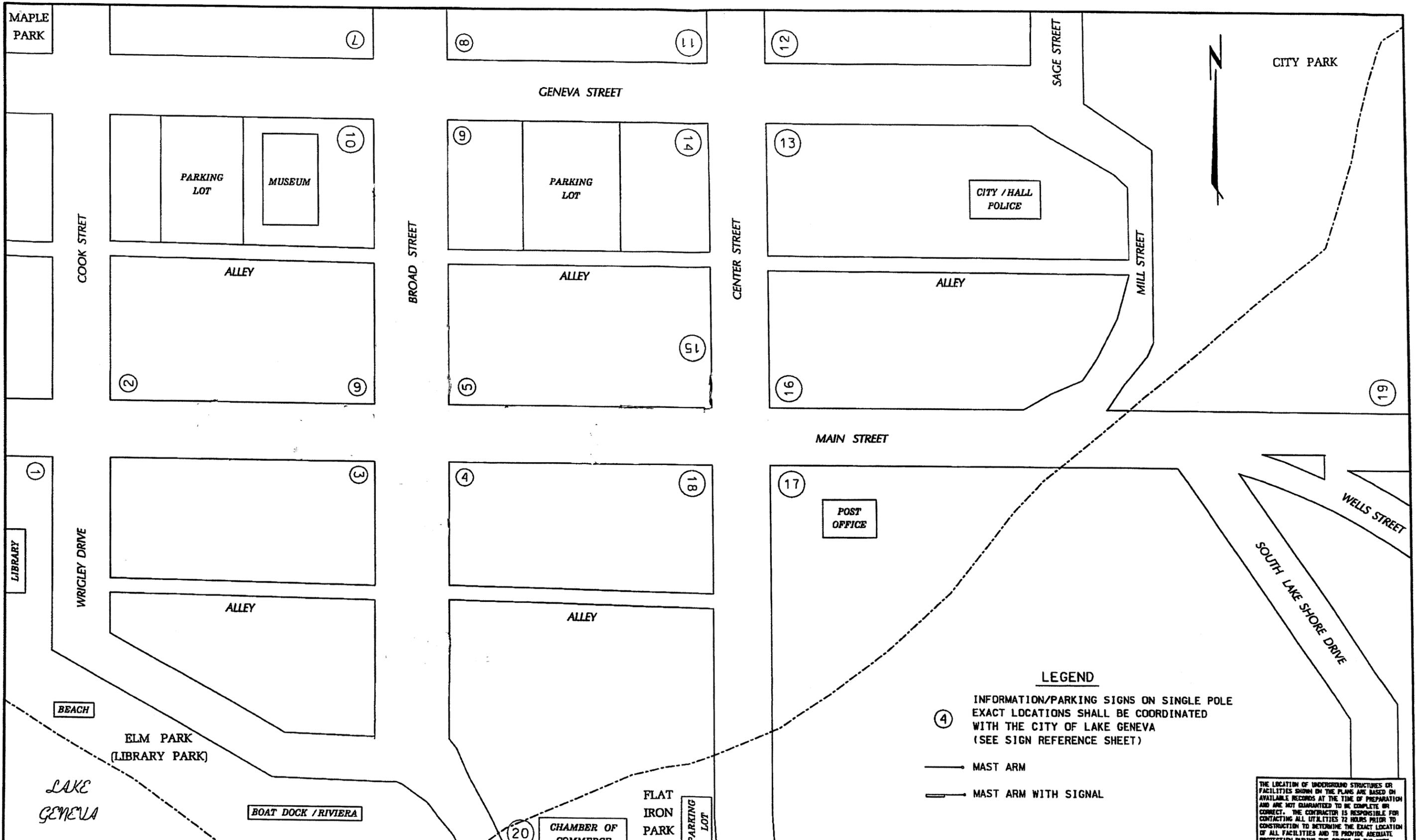
As a follow-up to last evening's meeting, you were going to review the pedestrian level signage in the downtown for accuracy and changes you wish to see to the wood carved signs. I was able to locate and copy the original 1996 drawings which depict the signage we installed and their locations in the downtown area. I believe it to still be accurate of what exists out there.

Please feel free to mark up the large plan sheet as you deem appropriate. We are hoping to retain some of the existing signs as it costs approximately \$250 per sign to recondition but in the neighborhood of \$750 to rework or replace with new.

If you wish to provide an example of what you would like to see in the way of public parking lot signs at each downtown City parking lot, a sketch of the sign with suggested wording would be helpful. The Public Works Committee is considering pedestrian wayfaring signage, parking lot directional signage, entryway signage reconditioning, and street name signage improvements in probably that order of priority.

It is hoped to have your information back by January 9th.

Cc: Mayor Jim Connors
PWC Chair Bob Kordus
Dennis Jordan
Tom Earle
Cindy Borkhuis



LEGEND

④ INFORMATION/PARKING SIGNS ON SINGLE POLE EXACT LOCATIONS SHALL BE COORDINATED WITH THE CITY OF LAKE GENEVA (SEE SIGN REFERENCE SHEET)

— MAST ARM

— MAST ARM WITH SIGNAL

THE LOCATION OF UNDERGROUND STRUCTURES OR FACILITIES SHOWN ON THE PLANS ARE BASED ON AVAILABLE RECORDS AT THE TIME OF PREPARATION AND ARE NOT GUARANTEED TO BE COMPLETE OR CORRECT. THE CONTRACTOR IS RESPONSIBLE FOR CONTACTING ALL UTILITIES 72 HOURS PRIOR TO CONSTRUCTION TO DETERMINE THE EXACT LOCATION OF ALL FACILITIES AND TO PROVIDE ADEQUATE PROTECTION DURING THE COURSE OF THE WORK.

NO.	REVISIONS		BY	DATE	DRAWN BY:		DESIGNED BY
					PRELIM	FINAL	
					MTZ	MTZ	CHECKED BY
							GAS
					DATE		SCALE
					JULY, 1996		1" = 60'
					REVISED TO CONFORM TO CONSTRUCTION RECORDS		
					DATE		

ALL RIGHTS RESERVED

CRISPELL-SNYDER, INC.
ENGINEERS & ARCHITECTS
 Elkhorn, WI (414)723-5600
 Racine, WI (414)554-8530 Sheboygan, WI (414)458-5512

TRAFFIC SIGNAL & SIGNING REVISIONS
CITY OF LAKE GENEVA
WALWORTH COUNTY, WISCONSIN

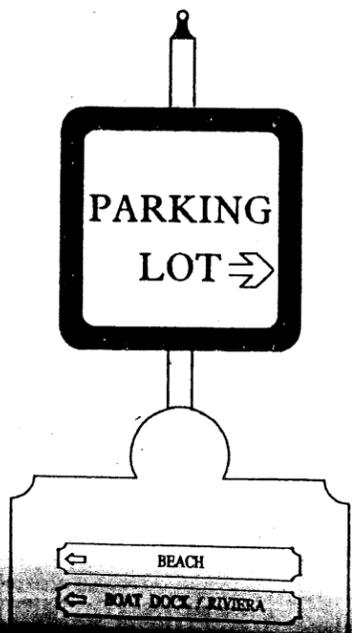
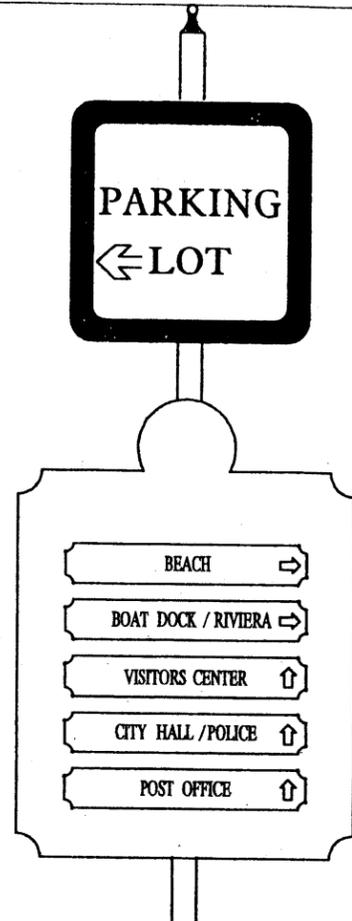
PROJECT NO. 96186
 SHEET NO. 1 OF 6
 FILE NO. F-13074

SIGN REFERENCE

INFORMATIONAL

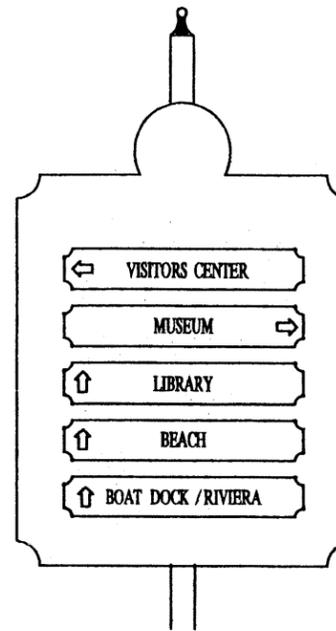
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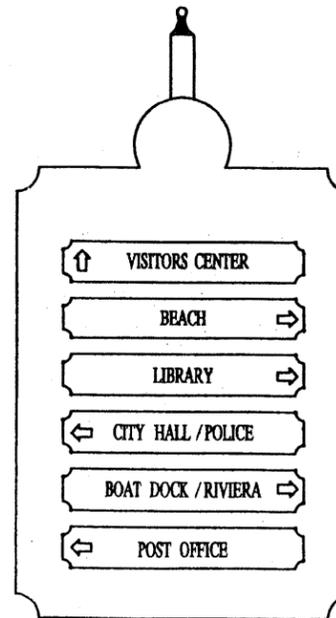


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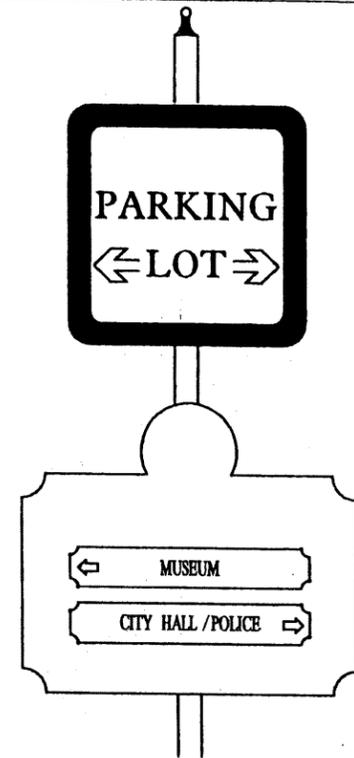


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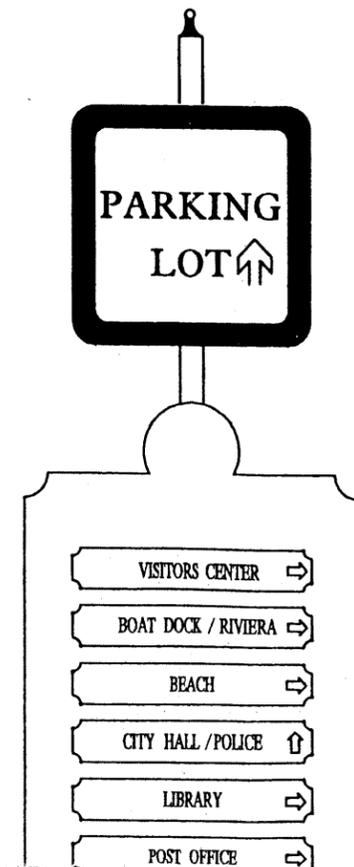


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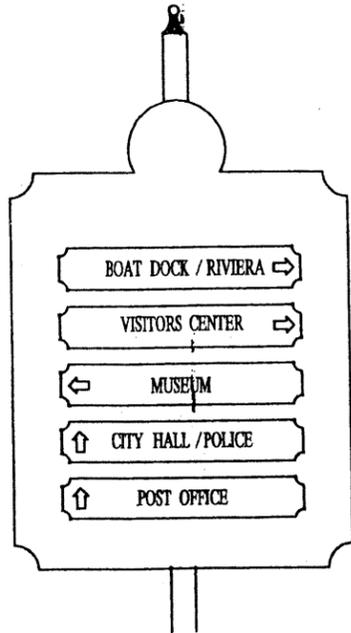
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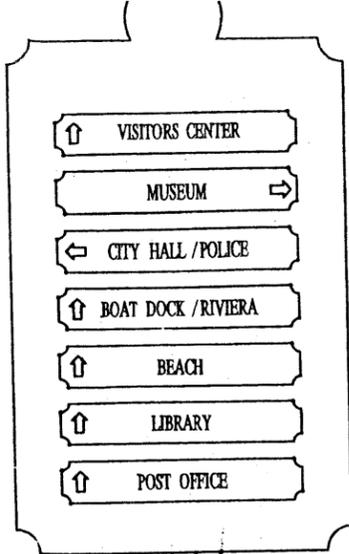
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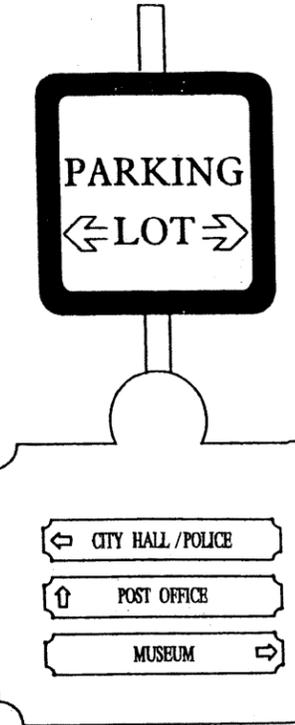
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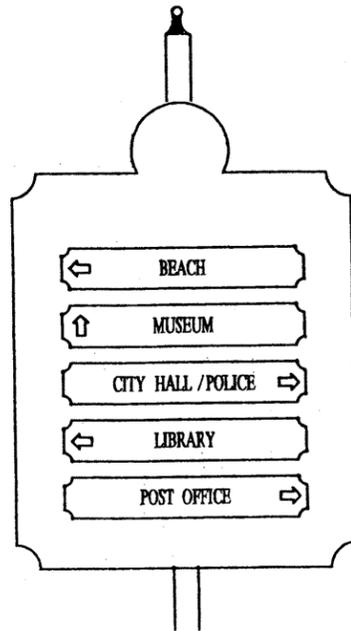
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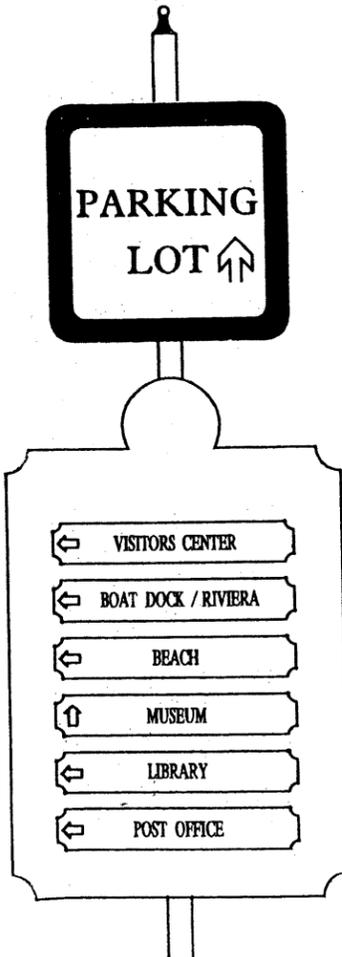
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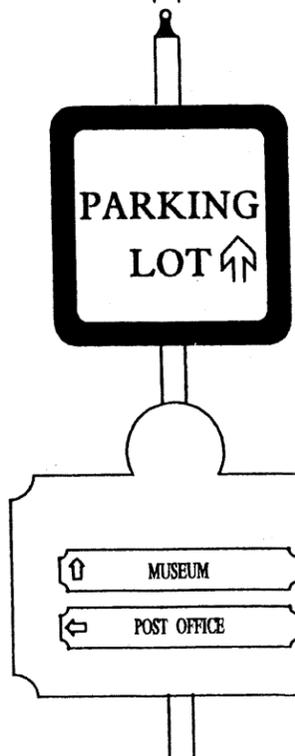
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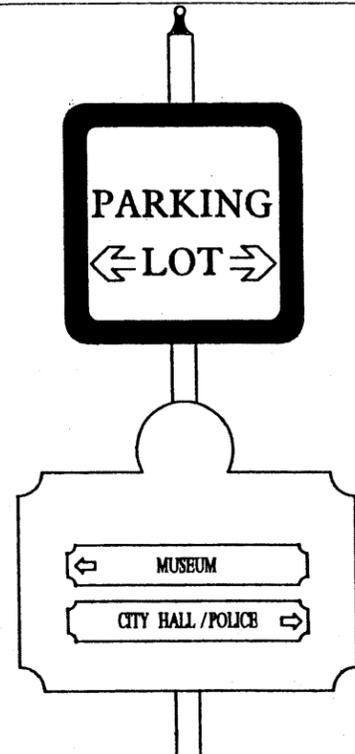


REVISIONS	BY	DATE	DRAWN BY:		DESIGNED BY
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SIGN INFO.	SWB	10-17-96	MTZ	MTZ	CHECKED BY GAS
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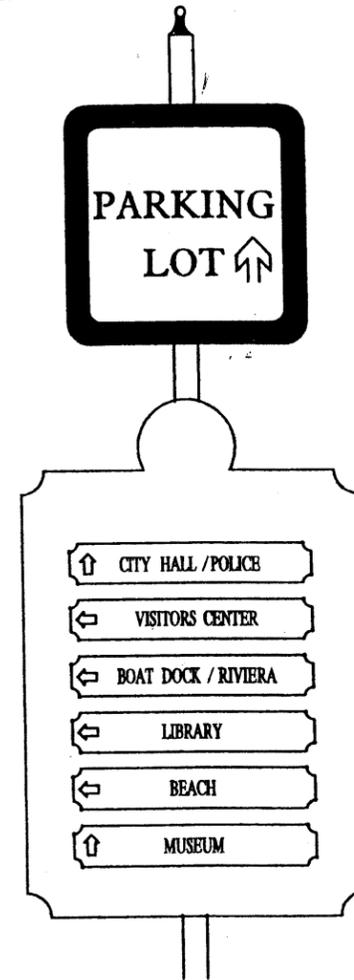
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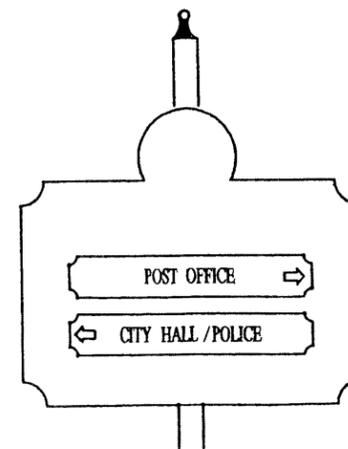
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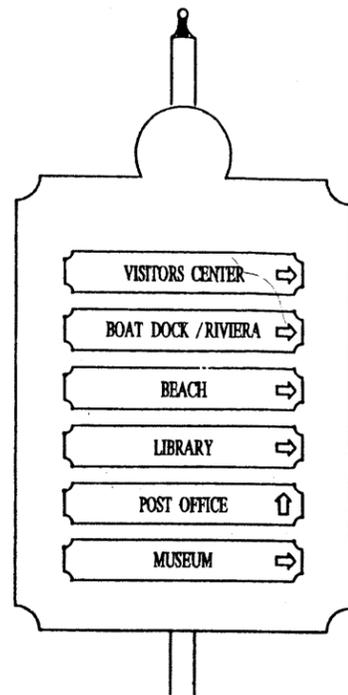
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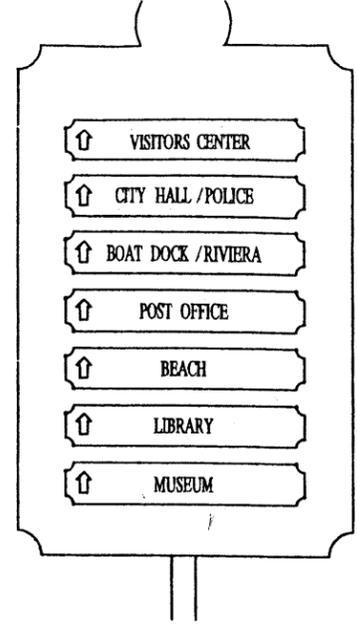
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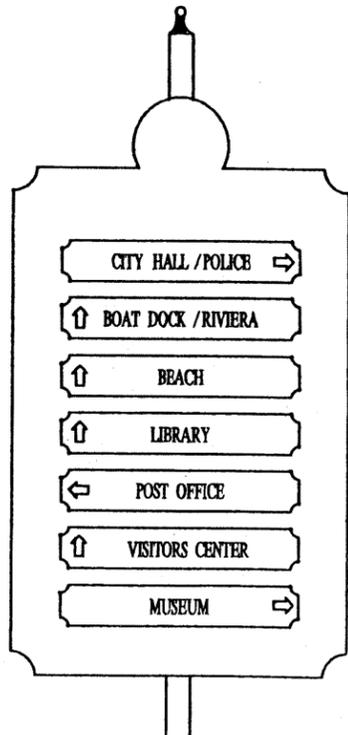
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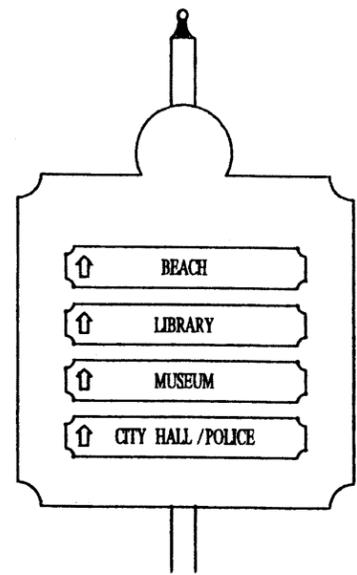
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ALL SIGNS ARE MADE OF WOOD

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-SNYDER, INC.
 & ARCHITECTS

WI (414)723-5600
 30 Shebovian, WI (414)458-5512

TRAFFIC SIGNAL &
 SIGNING REVISIONS
 CITY OF LAKE GENEVA

PROJECT NO.
 96186
 SHEET NO.
 2 OF 6



2 - PREG-FACING
SIGNAGE
PARKING

PARKING LOT
WAY PARKING SIGNAGE

DSD
01-12-15-16

**AGENDA ITEM
NO. 2**



LAGRANGE DR

EUGENE DR

GARRISON DR

DORWOOD DR

S LAKE SHORE DR

CEYLON CT

MAYTAG RD

S LAKE SHORE DR

ELM ST

MAPLE ST

W SOUTH ST

ROLLING WAY

HOLLYBUSH DR

**AGENDA ITEM
NO. 3**

Dan Winkler

From: Jeremy Haske <jhaske@breezyhillnursery.com>
Sent: Tuesday, December 23, 2014 11:41 AM
To: Dan Winkler
Cc: Dennis Jordan
Subject: RE: Extension

That is correct.

Jeremy Haske
Breezy Hill Nursery

----- Original message -----

From: Dan Winkler <lgwater@genevaonline.com>
Date: 12/23/2014 11:26 AM (GMT-06:00)
To: 'Jeremy Haske' <jhaske@breezyhillnursery.com>
Cc: Dennis Jordan <djordan@cityoflakegeneva.com>
Subject: RE: Extension

Jeremy;

Thank you for the proposal. So it is 3% for 2015, 0% for 2016, and 3% for 2017?

I need to make sure I have it correct.

Dan Winkler

From: Jeremy Haske [<mailto:jhaske@breezyhillnursery.com>]
Sent: Tuesday, December 23, 2014 10:02 AM
To: Dan Winkler
Subject: Extension

Hi Dan,

I just wanted to drop you a note to let you know that I would have no problem with extending the contract with you another three years if the council would be in agreement with it also. Two years would be fine also. I would probably have no increase in the second year again as we did before.

Have a Merry Christmas and thanks for your business!

Jeremy Haske

Landscape Maintenance Manager

Breezy Hill Nursery, Inc.

Salem, WI 53168

262-537-2111

jhaske@breezyhillnursery.com

**CITY OF LAKE GENEVA
LANDSCAPING – 2012, 2013 & 2014 SEASONS
CONTRACT**

To provide maintenance, care and housekeeping of all exterior landscaped areas per the Exhibit plans and maintenance pricing, excluding paved areas, lights, signs, fences, and irrigation systems, in accordance with the City of Lake Geneva specifications and planting list.

AGREEMENT

THIS AGREEMENT, made this 12th day of March, 2012 by and between Breezy Hill Nursery, party of the first part, hereinafter called the contractor, and the City of Lake Geneva, Wisconsin, party of the second part, hereinafter called the City.

WITNESSETH:

THAT WHEREAS, the City of Lake Geneva, Wisconsin, under provision of Sec. 66.29 Wis. Stats, and by virtue of authority vested in the said City Council has awarded to the contractor the work.

NOW THEREFORE, the Contractor and the City of Lake Geneva, for considerations hereinafter named, agree as follows:

ARTICLE 1. Scope of Work. The Contractor shall furnish all the materials, tools, equipment, labor and everything necessary to perform, and shall perform in accordance with the plans and specifications and terms of this contract the work of planting and maintaining of designated landscaping areas in the City of Lake Geneva, Wisconsin.

ARTICLE 2. Time of Completion. Work must begin within 15 days after acceptance of this contract as evidence by contractor's signature to said contract. The work shall be carried on at a rate to secure its full completion for landscaping maintenance services for the 2012, 2013 & 2014 seasons, approximately April 1 through November 30 of each year. The City of Lake Geneva may, at its sole discretion, terminate either or both of years two and three of this agreement.

ARTICLE 3. Deductions for Not Completing On Time. If the contract work is not fully completed according to the terms of the contract within the time limits herein stipulated, the Contractor shall be notified by the City in writing. Contractor shall have five (5) working days from receipt of notice to correct deficiencies in performance. Failure on the part of the Contractor to remedy deficiencies may result in termination of the contract. The City may, at its option, seek liquidated damages. Where any deductions from or forfeitures of payment in connection with the work of this contract are duly and properly declared or imposed against the Contractor, in accordance with the terms of this contract, State Laws or City Ordinance, the total amount thereof may be withheld from any money whatsoever due or to become due the Contractor under the contract, and when deducted shall be deemed and taken as payment in such amount.

ARTICLE 4. Progress Payments. Landscape maintenance including flower installations as specified, shall be invoiced by the Contractor and paid by the City in four (4) equal monthly payments beginning June 1st and monthly thereafter.

ARTICLE 5. Liabilities. Contractor agrees to save, defend, indemnify and hold harmless the City of Lake Geneva against all demands, liabilities, costs, and expenses, connected with the furnishing of any material or labor, or because of any injury to persons or property, or from the violation of law and infringement of patents. The City of Lake Geneva in consideration for the Contractor complying with the contract as provided for by the specifications, agrees to pay the contractor at the times and in the manner and in the conditions set forth in said specifications the sum and amounts set forth in said proposal, pursuant hereof the contract was awarded to him, it being understood that such payment shall be upon invoices furnished by the Contractor. It is further agreed by and between the parties hereto that all differences arising out of increase or diminution of labor, material, extra or special work; or any divergences arising out of the conflict between contractors, shall be adjusted by said City, the understanding being that the material and workmanship shall be free from all defects which might be caused by the use of poor materials, or by work improperly done. If during that period, it is found that workmanship is defective, or that there has been work improperly performed, the Contractor will at his own cost and expense upon written order from the City, entirely remove any defective portion of the work or repair the same under the direction of the City.

ARTICLE 6. The Contract Documents. The specifications together with any plans and this agreement shall form the contract.

IN WITNESS WHEREOF, the said Contractor has caused these presents to be signed by _____

_____ its president, and countersigned by _____ its secretary, and City of Lake Geneva has caused these present to be executed in its behalf by the Mayor and City Clerk of said City, the day and year first above written.

Dated: _____

CITY OF LAKE GENEVA

CONTRACTOR

Mayor

President/Officer

City Clerk

Secretary

**CITY OF LAKE GENEVA
LANDSCAPING – 2012, 2013 & 2014 SEASONS
SPECIFICATION**

PREQUALIFICATION OF BIDDERS

All bidders, prior to award of contract must present satisfactory evidence that they have been regularly engaged in this type of work and they are prepared with the necessary labor, materials and equipment to execute work to the satisfaction of the City.

PROPOSAL FORM

All proposals shall be made on the attached bid proposal forms. Prices shall be as submitted per season. Any increase in annual rates shall be as shown on the proposal documents. Any Contractor who obtains bidding documents from a clearing house or other outside party shall be responsible for notifying the City at least seven (7) days prior to bid opening date that he has plans and specifications. The Contractor will be added to the City's bidders list for any addenda or other pre-bid information supplied to bidders prior to the bid opening. Failure to notify the City may result in the City declaring such a bid irregular and possibly rejecting the Contractor's bid.

AWARD OF CONTRACT OR CONTRACTS

Contract will be awarded to the lowest, responsible, qualified bidder whose proposal complies with the requirements. The City reserves the right to reject any and all proposals, and to accept the bid or bids most advantageous to them.

EXAMINATION OF PLANS, SPECIFICATIONS AND SITES

Bidders may examine any and all plans, specifications and sites. No deviation from specifications will be allowed without written consent from the Director of Public Works & Utilities prior to award of contract. Failure to fully examine project sites and work requirements will not relieve bidder from performing work as per plan and specifications.

INSURANCE AND WORKERS COMPENSATION

The Contractor shall furnish evidence of Workers Compensation, public liability and property damage insurance. Limits of insurance shall be as follows: Minimum amounts of \$1,000,000 bodily injury and \$1,000,000 property damage including both injury and property damage caused by vehicles and machinery. A certificate of insurance shall be filed with the City at, 626 Geneva St., Lake Geneva, WI 53147.

INSPECTION AND PAYMENT

The City shall inspect work periodically to insure that all specifications are adhered to. In no case shall the final payment be made until the Contractor has complied with all requirements set forth and the City has made inspection of the entire work and is satisfied that the entire work is properly and satisfactorily complete per plans, specifications, and ready for City acceptance.

COMPLETION

Maintenance work shall be performed the entire season beginning April 1st through the end of the growing season (November 30th) unless otherwise approved by the City.

GUARANTEE

All work and any planting materials purchased by the City from the Contractor shall be guaranteed for the growing season.

QUESTIONS

Questions shall be directed to Mr. Ron Carstensen, Street Superintendent, (262) 248-6644 or Mr. Daniel Winkler, Director of Public Works and Utilities, (262) 248-2311.

SCOPE OF WORK

This proposal provides for the planting, maintenance, care and housekeeping of all exterior landscaped areas per these documents.

PERIOD OF COVERAGE

This proposal shall provide for maintenance services for the 2012, 2013 & 2014 seasons, approximately April 1st through November 30th of each year.

SHRUB, EVERGREEN AND GROUND BEDS (MINIMUM REQUIREMENTS)

1. All beds shall be edged two times a season.
2. All fertilizer shall be applied to the beds one time a season.
3. A pre-emergent herbicide shall be applied to the beds one time a season.
4. All beds shall receive a 2" or 3" layer of shredded bark at the beginning of the season.
5. All beds shall be weeded weekly to present a neat and weed-free appearance.
6. All shrub and evergreen beds shall be pruned a minimum of four times a season.
7. All groundcover beds shall be pruned as needed.
8. A post-emergent herbicide shall be applied to all beds three times a season.
9. All Perennials that do not have an ornamental value in winter will be cut down and cuttings removed.

ORNAMENTAL TREES

1. All tree rings in planting/landscape areas shall be edged two times a season.
2. Ornamental trees shall be spot pruned once a season to remove dead or damaged branches and to develop the natural form of the plant.

MISCELLANEOUS

1. A general spring clean up will be performed at the beginning of the season.
2. A fall clean up will be performed at the end of the season.
3. All perennials shall be deadheaded as needed to permute new flowers and keep a neat compact appearance.
4. All beds and trees shall be mulched with a 2" to 3" layer of shredded bark in the spring.

Landscaping – Specifications

5. Work not included in this proposal shall be done when requested in writing on a time and material basis at current rates and material at retail less 10%. Equipment will be billed at current rates. Contractor shall provide his annual hourly rate sheet to the City each year.

GENERAL

1. All work shall be performed by trained, properly supervised personnel in accordance with accepted horticultural practices. Chemicals will be applied by licensed personnel.
2. Materials shall be applied in accordance with manufacturers' directions. Where alternate products are available, the environmental impact of the products shall govern which is used.
3. Adequate personnel and equipment shall be provided to permit the timely completion of all operations.
4. Landscape debris shall be removed from the site at the end of each day at no additional charge.
5. Certificate of Insurance will be provided to the City after execution of contract.
6. Contractor's pesticide license shall be current and made available to the City for inspection upon request.
7. The Contractor will be responsible for contacting the local utility location services, (Digger's Hotline), for underground line locations. The Contractor shall not be held responsible for any sub-surface lines, which are not normally located and marked by the local utility location services unless so identified by the City. These would include, but are not limited to, invisible dog fences, cable, TV, security lines, irrigation, lighting systems, gas barbecue lines and pool equipment lines.
8. Monthly progress reports shall be submitted to the City outlining current conditions.

TERMS OF PAYMENT 2012, 2013 & 2014

All labor, equipment and material necessary to accomplish the above for the 2012, 2013 & 2014 seasons shall be provided for the sums as outlined on the Bid Proposal sheet. Landscape maintenance as outlined, shall be reimbursed to the Contractor by the City in four (4) equal monthly payments beginning June 1st and monthly thereafter.

CONTINGENCIES

Unforeseen and unpredictable items occur and must be responded to during the course of the year. Because of their unpredictable nature of such events, it is the Contractor's responsibility to promptly bring these concerns to the attention of the client when discovered. In these instances the City may provide written authorization to the Contractor to cure the event on a time and material basis.

Landscaping – Specifications

The following operations are a partial list of the types of work not included in this proposal which would be reimbursed to the Contractor on a time and material basis:

1. Repairs to turf, shrubs and trees due to snow damage.
2. Repairs to turf, shrubs and trees due to damage by those other than the Contractor.
3. Watering of turf, shrubs, flowers and trees.
4. The application of any pesticide not covered within the body of this proposal.
5. The pruning of trees having a trunk diameter of greater than 8” inches.
6. Insect and disease problems in the lawn.
7. Removal of dead shrubbery and trees.

Note: Contractor shall include an hourly rate sheet for landscaping personnel.

**CITY OF LAKE GENEVA
LANDSCAPING – 2012, 2013 & 2014 SEASONS
PROPOSAL**

TO: City of Lake Geneva
Attn: Mr. Michael Hawes, City Clerk
626 Geneva Street
Lake Geneva, WI 53147

Proposals shall be placed in a sealed envelope and returned to the above address by **10:00 A.M.**, on **Wednesday, March 7, 2012** to provide maintenance, care and housekeeping of all exterior landscaped areas per the Exhibit plans and maintenance pricing, excluding plantings, paved areas, lights, signs, fences, and irrigation systems, in accordance with the City of Lake Geneva specifications and planting list.

2012 BASE BID ITEMS (Landscaping Maintenance List)

<u>Planting Location</u>	<u>Bid Price</u>
1. East Main Street STH 50 (By BP Gas Station, Peller Road)	495 ⁰⁰
2. Sailboat Entryway (361 West Main Street)	1202 ⁰⁰
3. Museum Wall Perennial Bed and Bushes on West Side (255 Mill Street)	968 ⁰⁰
4. Donian Park Entrances (Two) – Main Street (North) and Center Street (West) & Planting Strip along the Mill Race Adjacent to Walkway Street to Street	2737 ⁰⁰
5. City Hall Front Yard Beds & Building Foundation Plantings Front & West Sides (626 Geneva Street)	3362 ⁰⁰
6. Parking Lot– Geneva Street and Sage Street (Shrubbery & Entryways)	725 ⁰⁰
7. Parking Lot – Geneva Street Behind McCullough Drug Store (Islands & Entryways)	1062 ⁰⁰
8. Theatre Parking Lot – Geneva Street and Cook Street (Islands & Entryways)	894 ⁰⁰
9. Riviera on the Lakefront Front Yard (Semi-Circular Bed by Flagpole)	695 ⁰⁰
10. Riviera on the Lakefront Front Yard (Circular Beds Around Fountain)	2290 ⁰⁰
11. West Main Street (Library Park by Maxwell Street)	528 ⁰⁰
12. North William Street – Longland Park (Park Area at Bend in Road)	539 ⁰⁰
13. Paul Molitor Park Entrance Bed (West Parking Lot Veterans Park)	415 ⁰⁰
2012 Base Bid Total	\$ 15,902⁰⁰

2ND & 3RD YEARS OF CONTRACT

% INCREASE/DECREASE FOR 2013 0 % (IN ADDITION TO 2012 RATES)

% INCREASE/DECREASE FOR 2014 3 % (IN ADDITION TO 2013 RATES)

Note: Contractor may attach a separate sheet of paper with 2013 & 2014 line item pricing if desired in lieu of annual percentage increases.

I hereby certify that all statements herein are made on behalf of Breezy Hill Nursery

Landscaping – Proposal

(Name of Corporation, partnership or person submitting bid) and that I have examined and carefully prepared this Proposal from the specifications and that I have full authority to make such statements and submit this Proposal.

Signature 

LANDSCAPE MAINTENANCE MANAGER
(Title, if any)

Date: 3-6-12

REFERENCE REQUEST

1. Name: Kerry Ingredients
Contact: Steve Choppie
Address: 3400 Millington Road, Beloit
Phone: 608-363-1200 Fax: _____

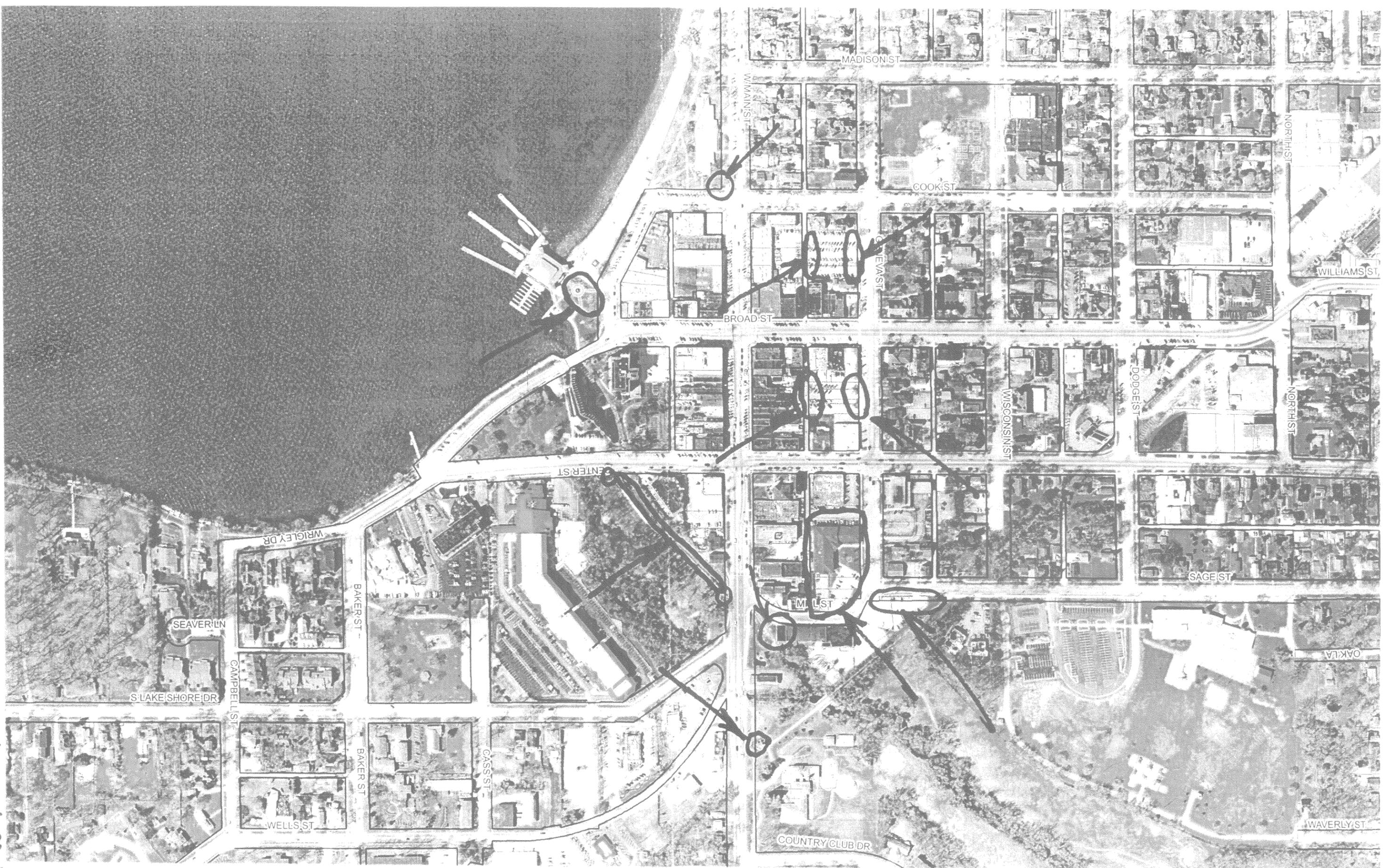
2. Name: Fair Oaks Farms Foods
Contact: Matt Kramer
Address: 7600 95th Street, Pleasant Prairie
Phone: 262-947-0320 Fax: _____

3. Name: Deer Creek Estates
Contact: Jamie Jenkins
Address: Franksville, WI
Phone: 414-791-3620 Fax: _____

4. Name: Carey Electric
Contact: Julie Carey
Address: 3309 Waukegan Road, McHenry
Phone: 815-385-3600 Fax: _____

LAKE CREDOVA

UPDATED 6-30-17



NOT SHOWN:

- PELLER RD WELCOME SIGN
- LONGLAND PARK WELCOME SIGN
- MOLITOR FIELD BED.

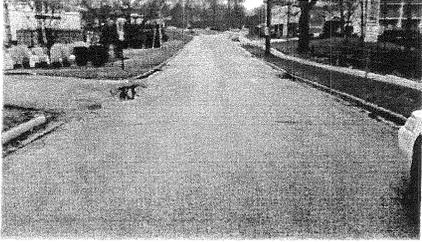
CITYWIDE LANDSCAPING
 ————— Breezy Hill

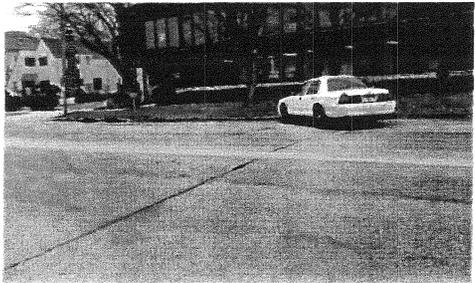
NOTE

**AGENDA ITEM
NO. 4**

Parking
fee?

Parking stalls that can be reconfigured to add inventory & ADA compliance

#	Area/Location	Notes	Current Stalls	Configuration Request	Public Works Estimation
1	200 block of Broad Street (In front of Lake Geneva Theatre) (West side)		None	Estimate the number of Parallel stalls including 1 handicap van accessible on west side of street	can fit 6 angle parking spots of the same width as out there.
2	South Lake Shore Drive (Cass to Main St.) and South Lake Shore Drive (Main St. 220 feet south) (East side)		4 bus stalls	Estimate the number of Parallel stalls for regular size vehicles leaving 2 bus stalls nearest to Main Street. Stalls should reach existing paid stalls on Seminary Park	Measured 20 or 21 potential parallel spaces at 22' long.
3	800 block of Geneva between Broad and Cook Street (north side)		13 Parallel stalls	Estimate the number of angled stalls on north side of street-mark parallel stalls on south side of street-flip configuration	Reduction from 16 to 10 on the south side but may be able to retain the angle parking in front of the parking lot to Cook Street. On the north side you can gain from 13 to 27 going angled.

4	200 block of Cook Street between Main and Geneva Street (West side)		10 Parallel stalls	Estimate the number of angled stalls on west side of street-including if curb cut was filled and 1 handicap van accessible space near corner of Geneva Street in front of church	Can go from 10 to 23 angled on the west side. Closing the driveway gains 2 of those spaces.
5	200 block of Center Street between Geneva and Wisconsin Street (west side)		14 Parallel stalls	Estimate the number of angled stalls on west side of street-including 1 handicap van accessible space near alley	Need to leave the 2 parallel spots south of alley. North of alley go from 5 to 9 diagonal.
6	300 block of Center Street between Geneva and Wisconsin Street (west side)			Estimate the number of angled stalls on west side of street	Go from 13 to 24 diagonal.
7	300 block of Broad Street between Geneva and Wisconsin Street (east side) (front of Travers Hotel)			Mark 1 handicap van accessible space	lose 1 space installing a handicapped space.

City of Lake Geneva Parking Commission
November 19, 2014 – 6:00pm
Conference Room 2A, City Hall
Minutes

1. **Opening and Attendance:** Attendance recorded and copies of minutes distributed.
2. **Roll Call at 6:00pm**
Present: Chairman Krause, Fleming, Kordus, and Swangstu
Also Present: Schaefer (Non-Voting), Mayor Connors, Alderman Hill and Parking Manager Mullally
3. **Approval of Minutes**
Kordus/Fleming motion to approve meeting minutes from October 15, 2014, as prepared and distributed. Motion carried 4 to 0.
4. **Open Comments**
None
5. **Discussion on Parking Referendum**
Krause suggested that Mullally check on and/or keep any pictures or documents from the ramp referendum. Krause then discussed the lost opportunity that the City had by receiving \$7 million dollars which would not have to be paid back. Unfortunately, from some conversations he had with people, he realized that they were misinformed, specifically about receiving money back if the referendum was voted down.
Kordus commented that in his district, he made phone calls and knocked on doors speaking to about three hundred people. After the fact, he received phone calls asking when the \$1000 check per resident would be distributed. Fleming also stated that at a Chamber meeting it was discussed that someone asked if the \$1000 check would be per person or per household.
Krause asked Connors how the TIF money dissolves out. Connors explained that his understanding is, although not confirmed, a percentage goes to Joint One, Badger, County, Gateway, and the City. Although, Hill stated that the Council has to vote to close it first.
6. **Smart Card Program Update**
Mullally began a discussion regarding piloting a residential smart card program which would replace the resident parking sticker. The smart card could be programmed for 200 parking hours and used in the kiosks similar to a credit card. The advantages would be that parking time for residents would be “portable” instead of confined to two consecutive hours per stall per day and card usage would be easily tracked. The smart card could also act as a gift card for merchants. The disadvantages would be that individuals would be obligated to use the parking kiosk instead of just parking; the City would need to purchase a minimum of 1,000 cards, and new software. Kordus stated it

may not be a bad idea to start a pilot program ahead of 2016. Hill countered by stating it would be changing the user experience in dealing with machines instead of a sticker. Fleming stated there would be more wait time at machines during the summer season. Kordus suggested separate rates. Mullally reiterated that some municipality smart card programs have worked and others have not. Mullally suggested that if residents were happy with two hour parking as is then to concentrate on moving forward with research on parking apps for merchants programs.

Fleming suggested waiting on action on smart cards as it is two hours free across the board. Krause stated there was no urgency and to table action until the next meeting.

7. Discussion/Recommendation on increasing parking stalls on Cook Street and South Lake Shore Drive

Mullally recommended the following options on the 200 block of Cook Street between Main and Geneva Street:

- Reconfigure current (9) parallel parking spaces (one handicap) to a potential of (15) angled parking spaces on the **west** side of Cook Street
- Reconfigure current (10) parallel parking spaces into angled parking on the **east** side of Cook Street
- Reconfigure the 200 block of Cook Street between Main and Geneva Street to **one way street** going south allowing angle parking on both sides of street.

Connors recommended getting permission from the Methodist Church on Cook Street to close the curb cut on the west side of Cook Street to allow angled parking on the west side of Cook Street. Hill stated reconfiguring Cook Street into a one-way street may be a traffic cluster however, Mullally stated that Cook and Main Street is one of the highest traffic areas in the summer. By not allowing vehicles to make a right turn on Cook Street pushes traffic further west whereas, more parking inventory is available.

Krause asked Mullally to follow up with the Methodist Church and forward to the Public Works Committee.

Connors also stated that the 700 and 800 block of Geneva Street was considered to “flip-flop” angled parking from south side of Geneva to north side of Geneva Street because there are less curb cuts.

Kordus will check with Winkler regarding the reconfiguration and engineering costs of the Sage Lot in order to add twenty more spaces.

Krause/Fleming made a motion to pursue additional parking on the west side of Cook Street and to think about reconfiguring Cook Street (200 block) to a one way going south on the next agenda. Motion carried 4 to 0.

South Lake Shore Drive

Mullally recommended to reroute tour bus parking from South Lake Shore Drive to Dunn Park (bus designated area in front of school) or at Dunn Parking lot. Connors suggested

leaving at least two bus spaces for performers in the back of the Cove. Fleming stated that South Lake Shore Drive was once proposed as angled parking on the west side as part of a proposal for new homes. Krause asked Mullally to work with Winkler in researching angled parking on South Lake Shore but keeping two stalls for buses behind the Cove. Krause asked Mullally to propose something for the next meeting regarding South Lake Shore Drive angled parking.

8. Discussion/Recommendation on adding parking stalls to Broad Street in front of Geneva Theatre

Mullally recommended to mark and add parking stalls in front of the Geneva Theatre. Kordus stated that Winkler already has the layout but held off because of interest in someone buying the theatre. Connors stated in order to change parking in front of Geneva Theatre, we would need to change the entire parking ordinance which lists every block and location.

Kordus/Swangstu motion to recommend to Public Works that plans to create a potential of five parking stalls, including a handicap, in front of the (former) Geneva Theatre be pushed through. Motion carried 4 to 0.

9. Discussion/Recommendation on additional ways to increase parking

Fleming made a suggestion to encourage Central Dennison to purchase the rental house on Wisconsin Street between Cook and Broad to create a parking lot. Fleming suggested the parking lot because the City already provides their employees with parking. Krause stated that he would ask Jordan.

Kordus compiled a list of suggestions that people stated to him regarding parking. Hill stated that individuals should come to committee meetings to make suggestions.

10. Next meeting on December 17, 2014 at 6:00pm

11. Adjournment

Fleming/Swangstu motion to adjourn. Motion carried 4 to 0.

Meeting adjourned at 6:57pm

/s/ Sylvia Martinez-Mullally, Parking Manager

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PARKING COMMISSION