



# PUBLIC WORKS COMMITTEE

## TUESDAY, MARCH 12, 2019– 4:30PM

### CITY HALL CONFERENCE ROOM 2A

**Members:** Chairperson Cindy Flower, Selena Proksa, Rich Hedlund, Tim Dunn, and Ken Howell

#### **AGENDA - AMENDED**

Agenda Amended to  
remove Item #8- remaining  
items renumbered

1. Meeting called to order by Chairperson Flower
2. Roll Call
3. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda. Comments will be limited to 5 minutes
4. Approve the regular Public Works Committee meeting minutes from February 12, 2019 as prepared and distributed
5. Director of Public Works Report
  - a. County Memorandum of Understanding regarding maintenance of County Highway H
  - b. County/State Memorandum of Understanding bike trail-walkway past round-a-bouts Hwy 120
  - c. Ice Castle
  - d. Status regarding City owned parcel: ZYUP00190
  - e. Geneva Bay Estates Private Road Status
  - f. Plowing/Salt
  - g. Update regarding Cemetery and Streets Staff
  - h. Cemetery Sewer and Water
6. Discussion/Recommendation regarding 2019 Street Improvement Project & Paving Project
7. Discussion/Recommendation regarding application to State regarding Main Street maintenance/construction funding
- ~~8.—Discussion/Recommendation regarding Senior Hill area as in relates to Park Space Development with the Stone Ridge Development Phase II~~
8. Discussion/Recommendation regarding possibly amending Snow Removal Policy for Downtown Lake Geneva
9. Adjourn

*This is a meeting of the Public Works Committee.*

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

**PUBLIC WORKS COMMITTEE MINUTES  
TUESDAY, FEBRUARY 12, 2019– 4:30PM  
CITY HALL CONFERENCE ROOM 2A**

**Members:** Chairperson Cindy Flower, Selena Proksa, Rich Hedlund, Tim Dunn, and Ken Howell

Meeting was called to order by Chairperson Flower at 4:30 p.m.

**Roll Call**

Public Works Director Earle called the roll and noted that Flower, Proksa, Hedlund, and Howell were present with Dunn being absent.

**Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda. Comments will be limited to 5 minutes**

None

**Approve the regular Public Works Committee meeting minutes from January 8, 2019 as prepared and distributed**  
Motion by Hedlund to approve, second by Proksa. No discussion. Motion carried 4-0.

**Director of Public Works Report**

**Ice Castle**

Director Earle noted that there have been some minor issues with the Ice Castles as far as sidewalks and Wrigley Drive. He also noted that they have been using the bottom of the Riviera as a warm up area and that there have been some security issues. He added that these things are minor and that they can be reviewed closer when they return next year. No action taken.

**Plowing**

Earle stated that he has been hauling snow in the downtown since 1987 and that there have been new issues arising with the snow removal. It seems that there has been some confusion on the snow removal policy with downtown business owners. Currently they have 24 hours to remove the snow so that the Public Works Department can come in later and haul the snow away. He stated that this usually works pretty well depending on when the snowfall stops. He added that he and his crew hand out written materials explaining the policy to the business owners twice a year. He wonders if maybe the time line of twenty-four hours should maybe be reduced to a lesser amount of time. Flower suggested that this item be placed on the agenda for the March 2019 Public Works meeting and discuss possibly reducing the amount of time the downtown businesses have to remove the snow.

He further noted that they have used more salt than usual, but they still have plenty left for the rest of winter. No action taken.

Aldersperson Dunn arrived at 4:42 p.m.

**Winterfest**

Earle stated that Winterfest, as far as Public Works is concerned, was a huge success. It takes the crew about one day to get the downtown ready for the street closures, but this timeline does not include the moving of snow. He was happy with the ability of the crew and the equipment to run efficiently when the temperature was subzero. No action taken.

**Disc Golf Bridge Potential Replacements**

Earle noted that the bridges that were in poor shape were blocked off, but then they were removed and thrown in the river. They have been blocked off again and he has met with the engineer to potentially move forward to future replacements. No action taken.

Discussion/Recommendation on renewal of the TAPCO contract including Video Detection Maintenance for 2019/2020

Earle stated that this is an annual contract to maintain the street light signals. There is no change in the price from the previous year. He added that the use of the cameras aids the Police Department and the Public Works Department in the event of an accident.

Motion by Hedlund to approve second by Proksa. Motion carried 5-0.

Discussion/Recommendation regarding 2019 Street Improvement Project & Paving Project

Director Earle outlined that map of projected road work within the packet. He noted that any roads rated at fours, fives, sixes, or sevens are the ones that they really focus on. He stated that he is working with the Utility Commission to identify any streets that may need utility work as well. Having the two departments working together is going to help in avoiding any overlapping in work to be completed. He is hoping to have this to the committee for final consideration in March 2019. No action taken.

Discussion/Recommendation regarding Fall Tree Planting recommendations from the Tree Board

Director Earle addressed the committee regarding recommendations on planting trees per the City Forester. Normally trees are planted with a ball and burlap; this presents a problem as it takes three years for the tree to stabilize and then starts to grow. He proposed that the City plant trees that have been grown in a container. This would allow the tree to start growing immediately and would ultimately allow the City to plant twice as many trees. He noted that the Tree Board did review this issue and would recommend approval as well.

Motion by Proksa to approve, second by Hedlund. Motion carried 5-0.

Parking Manager Report

Parking Manager Mullally stated that the parking kiosks are up and running and she does have some new employees on staff. Meter parking will begin on March 1 and this has been noticed on many outlets to prepare the public. She noted that the Winterfest shuttles were extremely well used and that four shuttles were running simultaneously. She is hoping to have the Park-N-Ride up and running by August 2019.

Discussion/Recommendation regarding purchase of sixty-three (63) Cale CWT Touch Screen Parking Meters

Parking Manager Mullally addressed the committee regarding her want to purchase new parking meter kiosks. She noted that the current kiosks will soon have unsupported technology and that the 3G technology that they currently have will soon be outdated. She did add that she has had this type of kiosk out for testing for the last couple of months. Her initial request is to purchase sixty-three of the Cale touchscreen at a cost of approximately \$500,000. She noted that the touchscreen option will cost approximately \$10,000 more than the keypads, but Hedlund indicated that he would rather see the City purchase the touchscreen as that is what people are used to.

She added that this model will also the parking staff to perform quick fix and maintenance procedures in the event one were to quit working. Mullally stated that she would like to see the kiosks only take, coin or credit card. Her hope is that more people will start to use the ParkMobile app. She stated that there has been decrease in the use of paper bills in the kiosks and that having that option would be more expensive. Flower questioned if the beach pass kiosks were included in the sixty-three slated to be purchased. Mullally noted that they currently not included, but that if the committee would like to go that route they certainly could.

Motion by Flower to purchase sixty-six Cale CWT Touch Screen Parking Meters setup to take only coins and credit cards, second by Hedlund. Mullally noted that there is an ordinance that will need to amend an ordinance to identify what types of payments can be accepted at the kiosks. Motion carried 5-0.

Discussion/Recommendation regarding approving of agreement with UPSafety to add additional license plate lookup automation software

Mullally stated that our current vendor, UPSafety, does offer a license plate lookup software. She noted that currently our Police Department Dispatchers are looking up these plates. She would like the software to be utilized instead as to mail out notice in a timelier fashion and to alleviate the stress on the dispatchers. The cost of this service is \$2.50 per lookup. Motion by Hedllund to approve, second by Proksa. Motion carried 5-0.

Discussion/Recommendation regarding implementing possible parking rate discount with use of parking mobile applications

Mullally stated that she is looking into an initiative that would potentially offer a discount to users of a parking app. She offered options that would include a rate increase City wide with a discount for using the app or a "lake only" option that would offer a discount near the lake.

Motion by Howell to deny the request, second by Hedlund. Motion carried 3-2, with Flower and Proksa voting no.

Adjourn

Motion by Heldund to adjourn, second by Proksa. Motion carried 5-0. The meeting adjourned at 5:59 p.m.

Am H

George St  
Williams St

**MAINTENANCE TRANSFER AGREEMENT  
BETWEEN THE CITY OF LAKE GENEVA AND WALWORTH COUNTY  
(County Trunk Highway H Segment from Lake Geneva City Limits to STH 120)**

This Maintenance Transfer Agreement ("Agreement") is made on this 21st day of April, 2014, between the City of Lake Geneva, Wisconsin ("City") and Walworth County, Wisconsin ("County").

The City and County hereby agree to the following changes in maintenance responsibilities for the following section of County Trunk Highway H (CTH H) in the City of Lake Geneva:

**CTH H from the north City limits south to Williams Street  
(a total of 3,907 lineal feet, or .75 miles).**

1. The County transfers and the City accepts perpetual responsibility for snow removal, sanding/salting and sweeping for the segment of CTH H described above herein upon the County's completion of a pavement mill and overlay improvement in 2014, including striping and base patching as required, and replacement of deteriorated curb and gutter sections as identified by the City. The City shall reimburse the County for the curb and gutter replacement.
2. The County will continue to centerline stripe and crack seal this roadway segment.

The City and County further agree to the following changes in maintenance responsibilities for the following section of County Trunk Highway H (CTH H) in the City of Lake Geneva:

**CTH H from the Williams Street intersection to the USH 12 interchange  
(a total of 3,437 lineal feet, or .65 miles)**

3. The County transfers and the City accepts perpetual responsibility for snow removal, sanding/salting and sweeping for the segment of CTH H described above herein upon the County's future completion of a pavement surface replacement improvement, including striping and base patching as required, and replacement of deteriorated curb and gutter sections as identified by the City. The City shall reimburse the County for the curb and gutter replacement.
4. The City shall continue to assist the County with snow removal from the terrace areas of this road section between George and Grant Streets until pavement surface replacement occurs and as long as this remains a CTH H route.
5. The County shall also upgrade its traffic signal wiring and equipment at the Geneva Square shopping center entrance as may be required at the time of the completion of this road section's pavement surface improvement. An independent traffic signal consultant shall be employed by the County to assess the signal's condition and make recommendations as to what needs to be done to improve the County's traffic signal system.

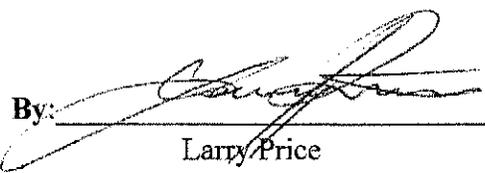
6. The County will continue to centerline stripe and crack seal this roadway segment and assist the City with salting of the road as needed as long as this remains a CTH H route.
7. The County shall continue to work with the City and plow and salt the straight sections (exclusive of turn lanes and intersections) of CTH H between USH 12 and Bloomfield Road. Said sections include Main Street (STH 50) and Edwards Boulevard (as set forth in the Maintenance Transfer Agreement entered into between the parties in 2003).

**CTH H from the City limits south to Williams Street, and then east to STH 120  
(a total of 7,344 lineal feet, or 1.4 miles)**

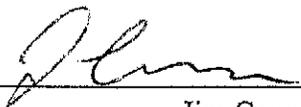
8. At such time as the County transfers and the City accepts jurisdictional transfer of certain sections of CTH H, the City shall receive the corresponding State aid.
9. The City and County shall continue discussions regarding the re-routing of CTH H around the City and out of the residential area.
10. The City and County shall hold each other harmless from any claims or demands arising out of this Agreement.
11. Either party reserves the right to cancel or terminate this Agreement with one (1) year advance written notice or by mutual agreement.

**WALWORTH COUNTY**

By:   
Kevin M. Brunner, Director of  
Public Works/Highway Commissioner

By:   
Larry Price  
Highway Operations Manager

**CITY OF LAKE GENEVA**

By:   
Jim Connors, Mayor

**Attest:**

By:   
Tim Neubeck, City Clerk

MOU

Sty 120

12 to Madaus Rd



**STATE/MUNICIPAL AGREEMENT  
FOR A STATE- LET HIGHWAY  
PROJECT**

**Revised Date:**

Date: February 25 2013

I.D.: 3190-00-00/70

Road Name: STH 120

Limits: USH 12 to Madaus Rd

County: Walworth

Roadway Length: 0.61 Miles

The signatory city, village, town or county, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

**NEEDS AND ESTIMATE SUMMARY:**

**Existing Facility - Describe and give reason for request:** Improvement

**Proposed Improvement - Nature of work:** As determined by project scoping.

**Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality:** A nominal amount is included to cover items in paragraph 4 (to be adjusted in the final plan).

**TABLE 1: SUMMARY OF COSTS**

Phase	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%
Preliminary Engineering: Plan Development	\$ 913,538	\$ 913,538	100%	\$ -	0%
Real Estate Acquisition: Acquisition	\$ 100,000	\$ 100,000	100%	\$ -	0%
Compensable Utilities	\$ 20,000	\$ 20,000	100%	\$ -	0%
Construction: Participating	\$ 5,870,000	\$ 5,870,000	100%	\$ -	0%
MultiUse-Path Roundabouts	\$ 220,250	\$ 220,250	100%	\$ -	0%
<b>Total Cost Distribution</b>	<b>\$ 7,123,788</b>	<b>\$ 7,123,788</b>		<b>\$ -</b>	

This request is subject to the terms and conditions that follow (pages 2 – 4) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signed for and in behalf of the City of Lake Geneva (please sign in blue ink)		
Name <i>[Signature]</i>	Title <i>Mayer City of Lake Geneva</i>	Date <i>5/15/13</i>
Signed for and in behalf of the State (please sign in blue ink)		
Name <i>[Signature]</i>	Title <i>SE Region Planning Chief</i>	Date <i>5/16/13</i>

**TERMS AND CONDITIONS:**

1. The initiation and accomplishment of the improvement will be subject to the applicable Federal and State regulations.
2. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceed Federal/State financing commitments or are ineligible for Federal/State financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table that show Municipal funding participation. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
3. Funding of each project Phase is subject to inclusion in an approved program and per the State's Facility Development Manual (FDM) standards. Federal aid and/or State transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
  - (a) Design engineering and state review services.
  - (b) Real Estate necessitated for the improvement.
  - (c) Compensable utility adjustment and railroad force work necessitated for the project.
  - (d) The grading, base, pavement, curb and gutter and bridge costs to State standards, excluding the cost of parking areas.
  - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
  - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking and testing of sanitary sewer and water main.
  - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
  - (h) Replacement of existing sidewalks necessitated by construction and construction of new sidewalk at the time of construction. Sidewalk is considered to be new if it's constructed in a location where it has not existed before.
  - (i) Replacement of existing driveways, in kind, necessitated by the project.
  - (j) New installations or alteration resulting from roadway construction of standard State street lighting and

traffic signals or devices. Alteration may include salvaging and replacement of existing components.

4. Work necessary to complete the improvement to be financed entirely by the Municipality or other Utility or Facility Owner includes the following items:
  - (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
  - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
  - (c) Roadway and Bridge width in excess of standards.
  - (d) Construction inspection, staking and material testing and acceptance for construction of sanitary sewer and water main.
  - (e) Parking lane costs.
  - (f) Coordinate, clean up, and fund any hazardous materials encountered for city utility construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
5. As the work progresses, the Municipality will be billed for work completed which is not chargeable to Federal/State funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
6. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
7. The work will be administered by the State and may include items not eligible for Federal/State participation.
8. The Municipality shall at its own cost and expense:
  - (a) Maintain all portions of the project that lie within its jurisdiction for such maintenance through statutory requirements, in a manner satisfactory to the State and shall make ample provision for such maintenance each year. This agreement does not remove the current municipal maintenance responsibility.
  - (b) Maintain all items outside the travel lane along the project, to include but not limited to parking lanes, curb and gutter, drainage facilities, sidewalks, multi-use paths, retaining walls, pedestrian refuge islands, landscaping features and amenities funded by community sensitive solutions.
  - (c) Maintain and accept responsibility for the energy, operation, maintenance, repair and replacement of the lighting system.
  - (d) Prohibit angle parking.
  - (e) Regulate parking along the highway. The municipality will file a parking declaration with the state.
  - (f) Use the WisDOT Utility Accommodation Policy unless the Municipality adopts a policy which has equal or more restrictive controls.
  - (g) Provide complete plans, specifications and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions or claims resulting from the sanitary sewer and water system construction.
  - (h) Maintain all community sensitive solutions and/or enhancement funded items.
  - (i) Coordinate with the state on changes to highway access within the project limits.
  - (j) In cooperation with the state, assist with public relations for the project and announcements to the press and such outlets as would generally alert the affected property owners and the community of

the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.

(k) Maintain signs and pavement markings not necessary for the safe and efficient movement of traffic (no parking signs, crosswalk pavement markings not at signalized intersections, etc).

9. Basis for local participation:

(a) Funding for preliminary engineering 100% State

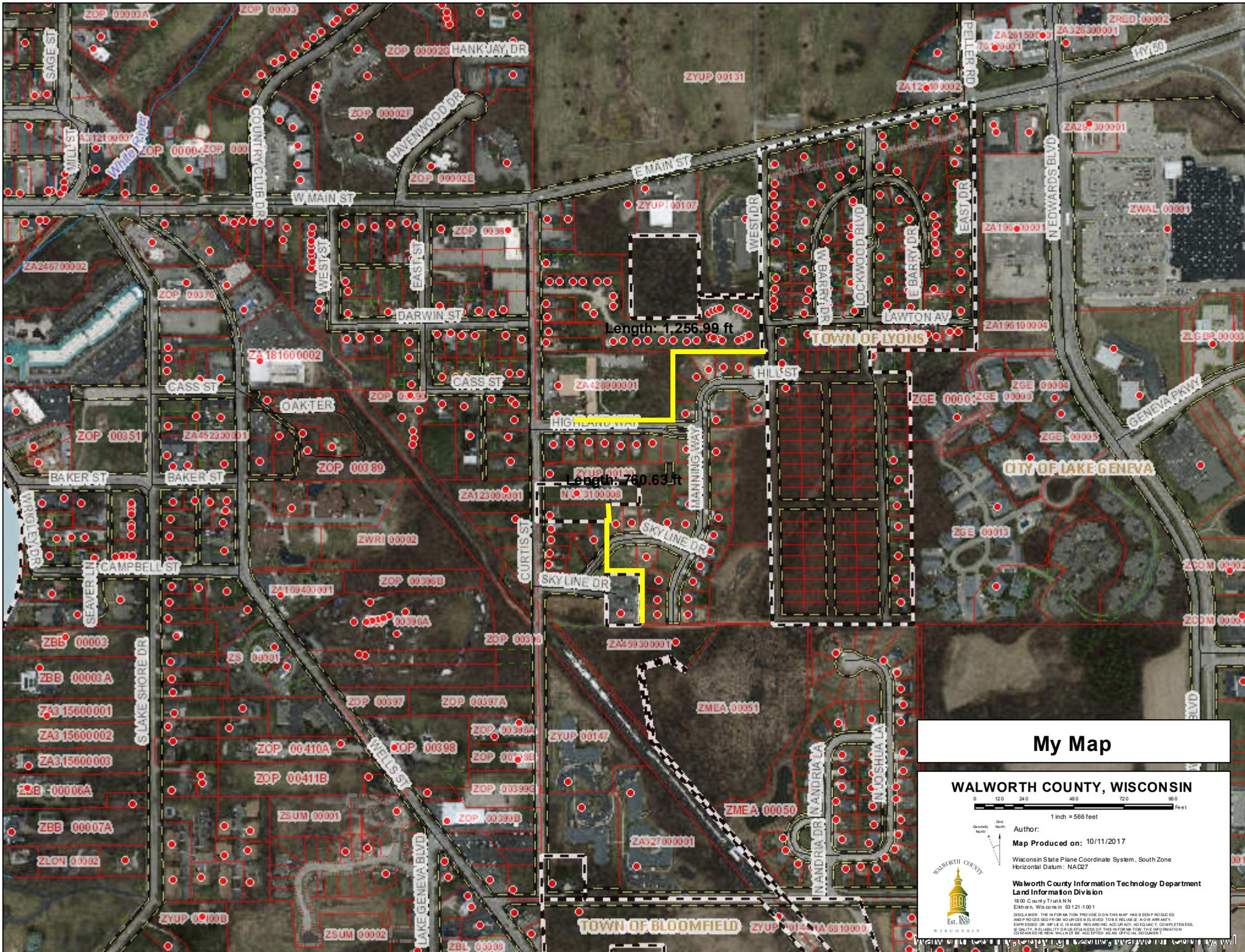
(b) Funding for real estate required for standard roadway construction, 100% State

(c) Funding for compensable utilities required for standard roadway construction, 100% State.

(d) Funding for construction of standard roadway items – 100% State.

(e) Funding for the multi-use path is 100% State based upon cost share policy for multi-use paths at a round-about. The Municipality agrees to maintain the multi-use path.

[END]



## My Map

**WALWORTH COUNTY, WISCONSIN**

0 120 240 480 720 960  
Feet

1 inch = 566 feet

Author: \_\_\_\_\_  
 Map Produced on: 10/11/2017  
 Wisconsin State Plane Coordinate System, South Zone  
 Horizontal Datum: NAD27


**Walworth County Information Technology Department**  
**Land Information Division**  
 1800 County Trunk N N  
 Elkhorn, Wisconsin 53121-1001

DISCLAIMER: THE INFORMATION PROVIDED ON THIS MAP WAS DEVELOPED AND PRODUCED FROM SOURCES BELIEVED TO BE RELIABLE. NOWARRANTY, EXPRESSED OR IMPLIED, IS MADE REGARDING ACCURACY, AD EOUITY, COMPLETENESS, SECURITY, RELIABILITY OR USEFULNESS OF THIS INFORMATION. THE INFORMATION CONTAINED HEREIN WILL NOT BE ACCEPTED AS AN OFFICIAL DOCUMENT.



**ZYUP00190 #1**

**WALWORTH COUNTY, WISCONSIN**

0 25 50 100 150 200 250  
Feet  
1 inch = 83 feet

Geodetic North  
Grid North

**Author:**  
**Map Produced on:** 3/7/2019  
 Wisconsin State Plane Coordinate System, South Zone  
 Horizontal Datum: NAD27

**Walworth County Information Technology Department  
 Land Information Division**  
 1800 County Trunk NN  
 Elkhorn, Wisconsin 53121-1001

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**ZYUP00190 #2**

**WALWORTH COUNTY, WISCONSIN**

0 25 50 100 150 200 250  
Feet

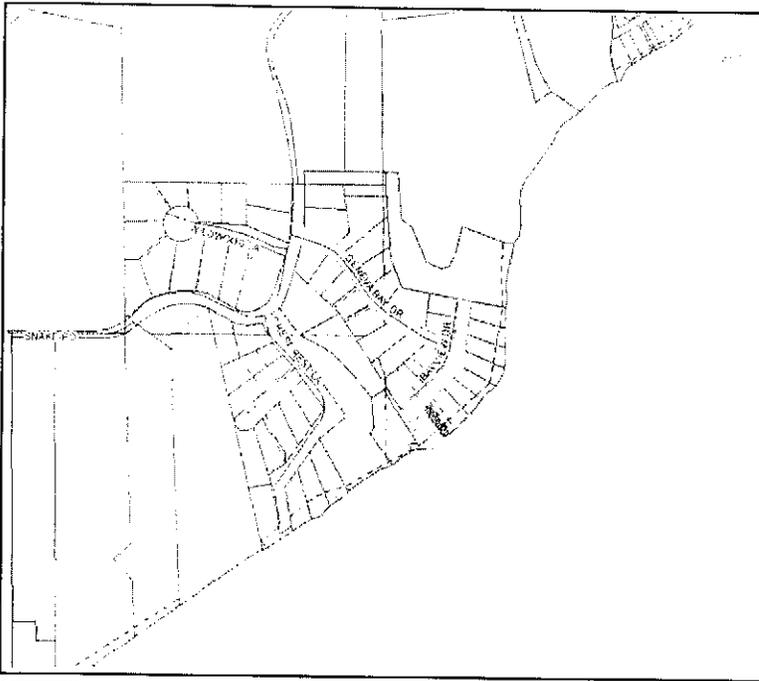
1 inch = 83 feet

Geodetic North

**Author:**  
Map Produced on: 3/7/2019  
Wisconsin State Plane Coordinate System, South Zone  
Horizontal Datum: NAD27

**Walworth County Information Technology Department  
Land Information Division**  
1800 County Trunk NN  
Elkhorn, Wisconsin 53121-1001

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**Walworth County, WI  
Land Information Division**

**Property Details**

Municipality: CITY OF LAKE GENEVA  
 Parcel Number: ZGB 00029  
 School District: 2884-LAKE GENEVA-GENOA CITY U  
 Zoning District:

**Owner Information**

Owner Name: GENEVA BAY PROPERTY OWNERS ASSOCIAT  
 Owner Name 2: C/O SARA BAUGHMAN  
 Mailing Address: 1895 GENEVA BAY DR  
  
 LAKE GENEVA WI, 531470000

**2018 Valuation Information**

Land: \$255,000.00  
 Improvements: \$0.00  
 Total: \$255,000.00  
 Acres: 0.2550  
 Fair Market Value: \$260,500.00  
 Assessment Ratio: 0.9787828660  
 Mill Rate: 0.0197785430

**Tax Information**

First Dollar Credit: \$0.00  
 Special Assessment: \$0.00  
 Delinquent Utility Charge: \$0.00  
 Managed Forest Land Taxes: \$0.00  
 Total Billed: \$5,043.54  
 Net Tax \$5,043.54  
  
 School Credit: \$559.38  
 Lottery Credit: \$0.00  
 Special Charges: \$0.00  
 Private Forest Crop Taxes: \$0.00  
 Woodland Tax Law Taxes: \$0.00

**Tax Jurisdictions**

CITY OF LAKE GENEVA \$1417.38  
 GATEWAY TECHNICAL \$210.04  
 LAKE GENEVA-GENOA CITY UHS \$907.54  
 WALWORTH COUNTY \$1021.86  
 LAKE GENEVA J1 SCHOOL DIST \$1486.72  
 STATE OF WISCONSIN \$0.00

**Elected Officials / Voting Districts**

Supervisory District: Nancy Russell (D11)  
 State Representative: Tyler August(R) (32nd District)  
 State Senator: Stephen Nass(R) (11th District)  
 US Representative: Bryan Steil(R) (1st District)  
 US Senator: Ron Johnson (R) & Tammy Baldwin (D)

**Soil Classification**

<u>Soil Type</u>	<u>Soil Name</u>	<u>Acres</u>
ScB	ST. CHARLES SILT LOAM, 2 TO 6 PERCENT SLOPES	1.7774
MyB	MIAMI SILT LOAM, 2 TO 6 PERCENT SLOPES	1.1124
W	WATER GREATER THAN 40 ACRES	0.0046

**Special Assessments / Charges**

**Property Address**

951 BAYVIEW DR LAKE GENEVA

**Legal Description**

COMMUNITY PARK FOR USE OF LOT OWNERS IN GENEVA BAY ESTATES  
 CITY OF LAKE GENEVA ALSO GENEVA BAY, BAY VIEW, & WILDWOOD  
 DRIVES.

**Disclaimer**

The information provided in this property information page is not official information. All official tax information is recorded in the Walworth County Treasurer's Office. To verify tax payment/payoff status, contact the Walworth County Treasurer's Office at 262-741-4251.



**Walworth County**  
*Ascend Land Records Suite*  
 Access Type: **Public** **Choose Category:** Real estate property & tax  Tax Bills  **What do you want to do?**  **Help**  **2**  
[Browser Setup Help](#)

Alternate Tax Parcel Number: **20009027** **20009027** **20009027**  
 Agree: **0.2550**

Description - Comments: (Please see Documents tab below for related documents. For a complete legal description, see recorded document):  
**COMMUNITY PARK FOR USE OF LOT OWNERS IN GENEVA BAY ESTATES CITY OF LAKE GENEVA ALSO GENEVA BAY, BAY VIEW, & WILDWOOD DRIVES.**  
 Site Address (es): (Site address may not be verified and could be incorrect. DO NOT use the site address in lieu of legal description!)  
**951 BAYVIEW DR LAKE GENEVA, WI 53147**

Select Detail --> **Taxes**  [Make Default Detail](#) [Printer Friendly Page](#)  
[View Interactive Map](#)

0 Lottery credits claimed Print tax bills: 2018 2017 2016 2015 2014 2013

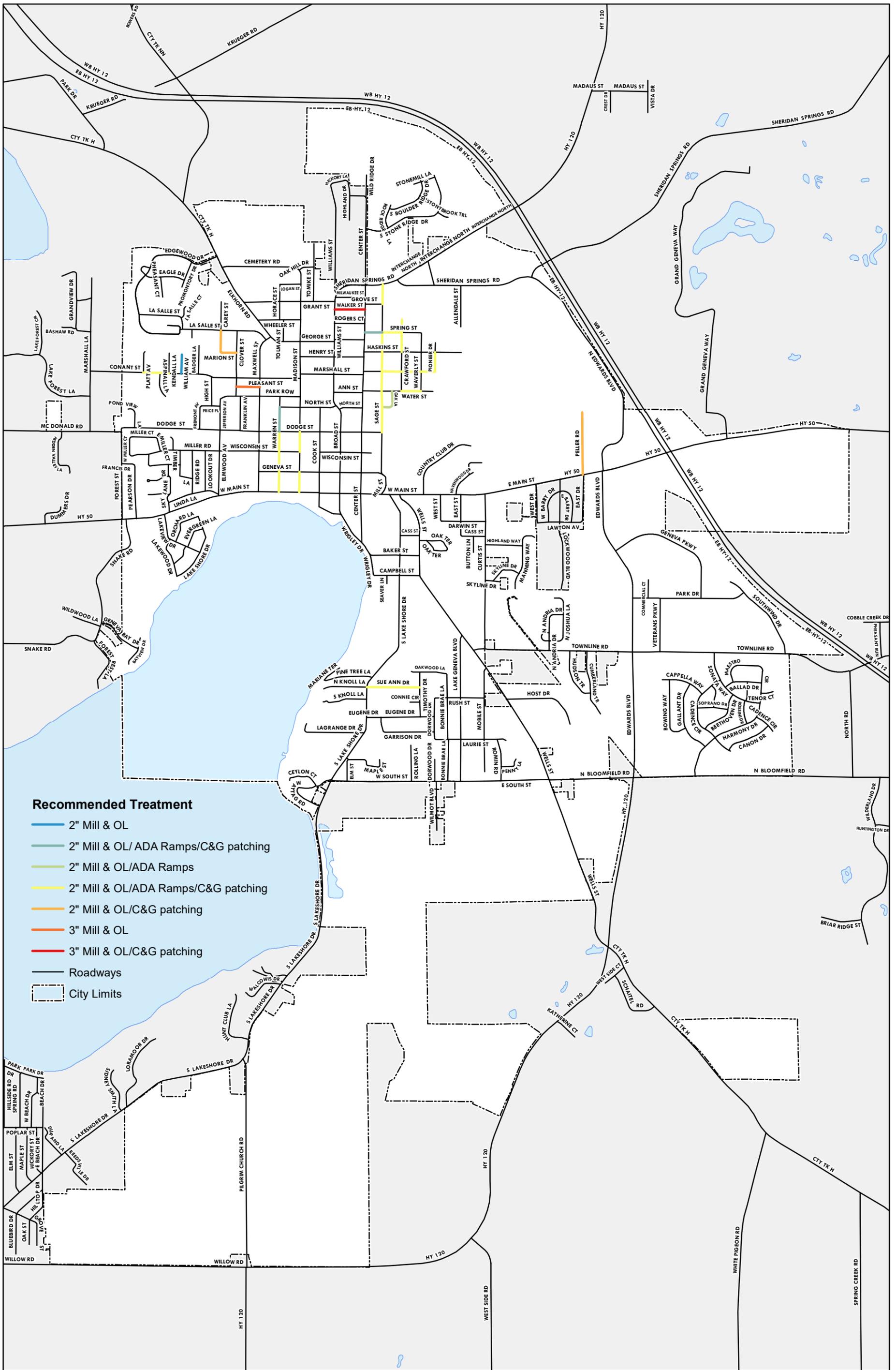
**Tax History**

\* Click on a Tax Year for detailed payment information

Tax Year*	Tax Bill	Taxes Paid	Taxes Due	Interest	Penalty	Total Payoff
2018	\$5,043.54	\$5,043.54	\$0.00	\$0.00	\$0.00	\$0.00
2017	\$5,303.71	\$5,303.71	\$0.00	\$0.00	\$0.00	\$0.00
2016	\$5,426.55	\$5,426.55	\$0.00	\$0.00	\$0.00	\$0.00
2015	\$5,705.89	\$5,705.89	\$0.00	\$0.00	\$0.00	\$0.00
2014	\$5,818.29	\$5,818.29	\$0.00	\$0.00	\$0.00	\$0.00
2013	\$6,025.45	\$6,025.45	\$0.00	\$0.00	\$0.00	\$0.00
2012	\$6,196.22	\$6,196.22	\$0.00	\$0.00	\$0.00	\$0.00
2011	\$5,547.26	\$5,547.26	\$0.00	\$0.00	\$0.00	\$0.00
2010	\$5,505.78	\$5,505.78	\$0.00	\$0.00	\$0.00	\$0.00

Current Pavement Rating and Year	Surface		On Route	At Route	Toward Route	Toward Offset (Optional Field)	Section Length (FT)	Section Area (SY)	Maint. Unit Cost / SY	Maintenance Est. Cost	Accum. Maint. Estimated Cost	Recommended Treatment
	Year	Width	Name (Includes prefix, name, type, suffix and extension)	Name (Includes prefix, name, type, suffix and extension)	Name (Includes prefix, name, type, suffix and extension)							
3 (2019)	2000	12	Williams Ave	Conant St	Termini	0	422	563	\$ 14.00	\$ 7,877	\$ 7,877.33	2" Mill & OL
3 (2019)	1996	30	Peller Rd	East Dr / Main St / STH 50	Termini	0	390	1300	\$ 16.50	\$ 21,450	\$ 29,327.33	2" Mill & OL (C&G patching)
4 (2019)	1970	30	Sage St	Walworth St	Haskins St	0	475	1583	\$ 16.50	\$ 26,125	\$ 55,452.33	2" Mill & OL/ ADA Ramps/C&G patching
4 (2019)	1970	30	Sage St	Water St	Walworth St	0	422	1407	\$ 16.50	\$ 23,210	\$ 78,662.33	2" Mill & OL/ ADA Ramps/C&G patching
4 (2019)	1999	30	Warren St	Wisconsin St	Dodge St	0	475	1583	\$ 16.50	\$ 26,125	\$ 104,787.33	2" Mill & OL/ ADA Ramps/C&G patching
5 (2019)	1980	30	Carey St	Marion St	La Salle St	0	475	1583	\$ 16.50	\$ 26,125	\$ 130,912.33	2" Mill & OL (C&G patching)
5 (2019)	1990	24	Conant St	Kendall Ln	Platt Ave	0	585	1560	\$ 16.50	\$ 25,740	\$ 156,652.33	2" Mill & OL/ ADA Ramps/C&G patching
5 (2019)	1979	30	Crawford St	Haskins St	Spring St	0	422	1407	\$ 16.50	\$ 23,210	\$ 179,862.33	2" Mill & OL/ ADA Ramps/C&G patching
5 (2019)	1979	27	Crawford St	Spring St	Termini	0	264	792	\$ 16.50	\$ 13,068	\$ 192,930.33	2" Mill & OL/ ADA Ramps/C&G patching
5 (2019)	1997	30	Madison St	Wisconsin St	Dodge St	0	475	1583	\$ 16.50	\$ 26,125	\$ 219,055.33	2" Mill & OL/ ADA Ramps/C&G patching
5 (2019)	1970	30	Sage St	Haskins St	Spring St	0	422	1407	\$ 16.50	\$ 23,210	\$ 242,265.33	2" Mill & OL/ ADA Ramps/C&G patching
5 (2019)	1997	28	Walker St	Center St	CTH H	0	739	2299	\$ 22.00	\$ 50,580	\$ 292,845.78	3" Mill & OL (C&G patching)
5 (2019)	1970	30	Sage St	Grove St	CTH H	0	422	1407	\$ 16.50	\$ 23,210	\$ 316,055.78	2" Mill & OL/ ADA Ramps/C&G patching
5 (2019)	2007	30	Madison St	W Main St / STH 50	Geneva St	0	475	1583	\$ 16.50	\$ 26,125	\$ 342,180.78	2" Mill & OL/ ADA Ramps/C&G patching
5 (2019)	1980	28	Marion St	Clover St	Carey St	0	370	1151	\$ 16.50	\$ 18,993	\$ 361,174.11	2" Mill & OL (C&G patching)
5 (2019)	1996	16	Oak Ln	Sage St	Water St	0	581	1033	\$ 14.00	\$ 14,460	\$ 375,634.56	2" Mill & OL/ ADA Ramps
5 (2019)	1997	30	Pioneer Dr	Walworth St	Haskins St	0	687	2290	\$ 16.50	\$ 37,785	\$ 413,419.56	2" Mill & OL/ ADA Ramps/C&G patching
5 (2019)	1991	29	Sue Ann Dr	Timothy Dr	S Lake Shore Dr	0	1162	3744	\$ 16.50	\$ 61,780	\$ 475,199.22	2" Mill & OL/ ADA Ramps/C&G patching
5 (2019)	1998	32	Walworth St	Crawford St	Sage St	0	475	1689	\$ 16.50	\$ 27,867	\$ 503,065.89	2" Mill & OL/ ADA Ramps/C&G patching
5 (2019)	1996	40	Walworth St	Pioneer Dr	Waverly St	0	211	938	\$ 16.50	\$ 15,473	\$ 518,539.22	2" Mill & OL/ ADA Ramps/C&G patching
5 (2019)	1999	30	Water St	Crawford St	Waverly St	0	475	1583	\$ 16.50	\$ 26,125	\$ 544,664.22	2" Mill & OL/ ADA Ramps/C&G patching
6 (2019)	1970	30	Sage St	Dodge St	Oak Ln	0	581	1937	\$ 16.50	\$ 31,955	\$ 576,619.22	2" Mill & OL/ ADA Ramps/C&G patching
6 (2019)	1970	30	Sage St	Oak Ln	Water St	0	370	1233	\$ 16.50	\$ 20,350	\$ 596,969.22	2" Mill & OL/ ADA Ramps/C&G patching
6 (2019)	1998	30	Spring St	Crawford St	Sage St	0	422	1407	\$ 15.00	\$ 21,100	\$ 618,069.22	2" Mill & OL/ ADA Ramps/C&G patching
6 (2019)	1998	30	Spring St	Sage St	Center St	0	370	1233	\$ 16.50	\$ 20,350	\$ 638,419.22	2" Mill & OL/ ADA Ramps/C&G patching
6 (2019)	1998	40	Walworth St	Waverly St	Crawford St	0	475	2111	\$ 16.50	\$ 34,833	\$ 673,252.56	2" Mill & OL/ ADA Ramps/C&G patching
6 (2019)	2008	30	Warren St	W Main St / STH 50	Geneva St	0	528	1760	\$ 16.50	\$ 29,040	\$ 702,292.56	2" Mill & OL/ ADA Ramps/C&G patching
6 (2019)	1997	30	Warren St	Geneva St	Wisconsin St	0	317	1057	\$ 16.50	\$ 17,435	\$ 719,727.56	2" Mill & OL/ ADA Ramps/C&G patching
		16	Alley	Pleasant/Park Row	2019	0	390	693	\$ 22.00	\$ 15,253	\$ 734,980.89	3" Mill & OL
											<b>\$ 734,980.89</b>	<b>Includes 12% Survey/Eng/CM</b>

Note: If Previous Pavement Rating and Year column blank, previous submitted rating incompatible with surface type OR no rating data available.

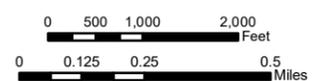


**Recommended Treatment**

- 2" Mill & OL
- 2" Mill & OL/ADA Ramps/C&G patching
- 2" Mill & OL/ADA Ramps
- 2" Mill & OL/ADA Ramps/C&G patching
- 2" Mill & OL/C&G patching
- 3" Mill & OL
- 3" Mill & OL/C&G patching
- Roadways
- City Limits



**City of Lake Geneva**  
2019 Paving Plan



# City of Lake Geneva

## NOTICE

### Downtown Snow Removal

It has come to our attention that many downtown business owners do not understand or know the City snow removal policy.

During snow events, snow is pushed as close to the curblineline as possible *without placing it on the sidewalks*. This allows the free flow of traffic during and after the storm. DPW then gives the downtown owners 24hrs from the time the *snow ends* to shovel and/or plow their walks/drives to the curblineline. The following morning, DPW crews move the snow in the curblineline to windrows in the middle of the street and haul it away. This day can vary based on timing of each storm.

We are asking for your help in preventing people from parking during removal operations. Current Ordinances 74-210(e)(a,b,c) prohibit vehicles from parking on City streets **during removal operations**. Blocks with meters will be bagged as No Parking, blocks without meters shall have temporary signs posted throughout the route. These bags and signs shall be removed as soon as practical after the crews pass to allow parking as usual.

Vehicles illegally parked during removal operations cause severe safety issues for our crews as well as the Public. They also hinder the ability to clean and salt the parking stalls after the windrow is picked up. Therefore, illegally parked cars shall be ticketed and/or towed away at owners expense.

The Street Department greatly appreciates your anticipated cooperation and patience during removal operations.

**City of Lake Geneva Public Works**

**(262)248-6644**



### 3.4 SNOW & ICE CONTROL

**I. PURPOSE**

To provide policy to ensure Lake Geneva roadways are safe and passable for the motoring public and for public service vehicles.

**II. DEPARTMENT RESPONSIBLE**

The Street Department is responsible for snow and ice control.

**III. COMMITTEE OVERSIGHT**

The Common Council will oversee any changes to this policy.

Adopted by Common Council	01/??/1996
Amended by Common Council	??/??/2011

## SECTION 1: INTRODUCTION, PURPOSE, AND GOAL

### **Introduction**

Lake Geneva is a progressive and rapidly growing community of approximately 7,689 people, located forty-five miles southwest of Milwaukee. Highways 120 and 12 intersect at Lake Geneva. The City is recognized as one of the premier vacation destinations in Wisconsin and attracts world-wide visitors. Area resorts capitalize on rolling acres of pristine landscapes that meet the shores of Geneva Lake. Its proximity to Milwaukee, Madison, Chicago and Rockford also makes it a very popular destination for one day visitors. It is essential that our community provides the best and most efficient snow and ice control possible.

### **Background**

Due to its geographic location, Lake Geneva is subject to freezing rain, ice, and snow anytime during the fall, winter, and spring months. Normally, winter storms can be expected during the months of November through April. The responsibility for keeping vehicular and pedestrian traffic moving safely on Lake Geneva's 40 plus miles of city streets following snow and ice storms lies with the Public Works Department.

### **Purpose**

The purpose of a good snow and ice removal policy is to make the roadways safe and passable for the motoring public and for public service vehicles; however, there is a general awareness that the chlorides have a negative environmental impact on nearby soils, vegetation, waterways, and vehicles. There is also damage to the pavement itself. Every effort shall be made to minimize salt usage and still provide safe travel ways. The City shall use sand-salt mix of which salt comprises 18% to 20% (per ordinance) to keep the sand from freezing solid in the stockpile and be effective when applied to roadways.

### **Goal**

The City's overall goal is to clear all of its roadways curb to curb, from arterial and collector streets, to local residential street and alleys, of snow accumulation within twelve (12) hours after the snow has stopped in a Class "B" Storm. The first action in fighting any storm is spreading the sand/salt mixture on arterial streets, major collector streets, hills, and stopping areas that abut these major collector streets as well as hills and intersections

with stop sign control on local streets. It is necessary to apply sand and rock salt before the snow packs to enable the snow plows to clean the pavement. The lesser traveled roadways and the constant mixing and grinding of the sand/salt particles enables the chemical action to penetrate deeper and melt ice and snow more effectively. Where traffic volume is low, the particles are pushed to the roadside and are much less effective.

## SECTION 2: CITY ORDINANCES FOR SNOW AND ICE CONTROL

### **Publication of Notice**

A public notice detailing the City's snow and ice control policies shall be published on or about the first of November each year. A draft notice is attached hereto under Exhibit A.

### **Snow Emergency Declaration**

#### *PER MUNICIPAL CODE:*

SECTION 74-10(a). DECLARATION. "The Mayor or in the Mayor's absence the President of the City Council shall have the authority to declare a snow emergency whenever conditions arise which in their judgment necessitate the same.

SECTION 74-10(b). AUTHORIZED ACTIONS. Upon the declaration of a snow emergency, the Police and Fire Chiefs are authorized to hire tow trucks, require snowplows to accompany rescue squads and ambulance both inside and outside the corporate limits of the City, establish a public information telephone reception center, advise radio station WLKG of declaration of snow emergency, and take any other action necessary.

SECTION 74-10(c). PLOWING. The Street Department "shall first clear and keep clean all primary routes and entrances and exits to the emergency facilities, then all secondary routes shall be cleared and maintained." A map of streets designating facilities is in the office of the City Clerk and in the Utility Commission waiting area.

SECTION 74-10(d). PARKING. "During a snow emergency, there shall be no parking on all primary and secondary routes. Any vehicles parked on such routes shall be towed away at the owner's expense as provided in Section 74-37."

SECTION 74-10(e). TERMINATION. "The snow emergency may be terminated by the Mayor or City Council. The snow emergency shall be limited to the time during which such snow emergency conditions exist."

SECTION 74-60(a). NO PARKING SIGNAGE FOR SNOW REMOVAL. "For the purpose of removing snow from the streets and surrounding areas, the Street Department may erect signs prohibiting parking in the particular area where snow is intended to be removed."

SECTION 74-60(b). PENALTY FOR VIOLATION. "The Police Department may tow away all vehicles parked in violation of the no parking sign pursuant to this subsection."

### **Sidewalks**

If sidewalks are not cleared within 24 hours, the following procedure will be employed in accordance with Section 62-223:

- 1) written warning will be delivered to property owner by the Police Department, Public Works, or Code Enforcer within 24 hours from the date and time of the warning (Exhibit "F"). The exception to this notice is any business located in the downtown business district. The City may schedule removal of snow anytime after the 24 hour time period has lapsed. The downtown has heavy pedestrian usage; therefore the risk of public health, safety, and welfare is an overriding consideration.
- 2) the sidewalk shall be inspected upon expiration of the warning time and forfeiture levied of not less than \$20 or more than \$30 for the first offense, and not less than \$30 or more than \$50 for any subsequent offense. Each 24 hour period shall cause a separate offense.
- 3) the sidewalk shall be cleared by the City crews or a City hired contractor. Contractor shall provide before and after photographs to the City for documentation purposes.
- 4) twice the City cost of removal shall normally be charged to the property owner in accordance with City Ordinance.
- \* 5) deposit of snow in streets prohibited in accordance with Section 62-221, "No person shall cause to be deposited snow from his premises onto the sidewalk abutting thereon or onto any street..."

Art. VII  
SNOW + ICE  
Sec. 62-221



## SECTION 3: RESPONSIBILITIES OF CITY PERSONNEL

### **Public Works Department**

The task of keeping vehicular traffic moving on the City of Lake Geneva's 40 plus miles of streets during and following snow storms is the duty of the Street Department. The Department is responsible for the coordination and supervision of the entire snow and ice control operation. Tracking of storm warnings, making decisions as to type and timing of a snow and ice control operation, alerting personnel, tracking costs (Ice and Snow Control Report, Exhibit "D") and the continual observation of ice and snow operations are all part of these responsibilities. Although the Street Department directs snow plowing and ice control under the direction of the Director of Public Works, it depends heavily upon the continual support and cooperation of all other municipal departments within the City.

### **Lake Geneva Police Department**

Two primary functions of the Police Department are assistance with deteriorating road conditions and the ticketing and towing of the vehicles in violation of Sections 74-10(d) and 74-60 of the Municipal Code of the City of Lake Geneva. The Police Department provides the first notice of hazardous conditions to the Street Department particularly during the late evening and early morning hours. The Police Department also is responsible for communicating snow emergencies to the media.

City Code provides "the Police Department may tow away all vehicles parked in violation of the no parking sign pursuant to this subsection." It shall be the policy of the City that vehicles found in violation will be ticketed and towed by the Police Department after two consecutive tickets, in a snow emergency the vehicles in violation will be towed immediately or as soon as possible under existing conditions. In times of extreme emergency, the City may opt to tow all cars to a central location such as public parking lot or the Street Department on Carey Street.

### **Water, Wastewater & Cemetery Departments**

Wastewater and Cemetery employees may be called upon during snow emergencies to supplement manpower shortages for reasons to include: illness of Street Department personnel, inability to get to work, or extended storm fighting conditions. Water Department employees shall ensure that substations, wells, towers, and hydrants are clear of snow and ice. In extreme circumstances, the City may call upon all employees with valid CDLs to plow during manpower shortages.

## **Street Department—Repair Shop**

The function of the Street Department Repair Shop in Lake Geneva's Snow and Ice Control Plan is to prepare all the equipment needed well in advance of the winter season. The street worker mechanic may also be called upon to assist in plowing operations during Class "B" and Class "C" Snow Alerts. Included are repairs to any equipment that breaks down during any class storm either in the shop or at snow zone location. Preventative maintenance is also done on the trucks, loaders, tractors, spreaders, and blower. Whenever possible, an additional employee is assigned to the street worker mechanic to assist with two-man repairs to broken equipment.

### SECTION 4: STORM CLASSIFICATIONS

#### **Class "A" Storm (Less than 2 inches total accumulation)**

This is a snow storm with an accumulation of less than 2 inches in depth and involves only a sanding operation with salt/sand mixture. Plow trucks with spreader are dispatched to work each of the four zones treating the arterial and collector streets, including the approaching intersections as well as the hills, curves, controlled intersections on local roadways that serve the Police Station, Fire Station, and schools. However, during a freezing rain when extremely dangerous slippery conditions exist, straight salt may be used instead of a salt/salt mixture.

After normal working hours and weekends, only one or two drivers will be called to work depending upon conditions. The overtime Street Department employee will always be called per the ongoing overtime call-in list. The Street Superintendent shall determine the need to call in other employees to assist if he/she feels the conditions require additional help. In the absence of the Street Superintendent, the Foreman or the Director of Public Works may call in additional labor. It then will be their decision whether to upgrade to a Class "B" storm or continue with a Class "A" alert.

#### **Class "B" Storm (2" To 8" Inches total accumulation)**

This storm is a snowfall of two (2) inches to eight (8) inches in depth and involves a full plowing and sand/salting operation. A snow emergency will be declared during a Class "B" Storm if conditions continue to deteriorate and accumulations significantly increase.

Under a Class "B" Storm alert, the Street Department begins to plow routes by dispatching plow trucks to each of the four zones. The plow trucks with spreaders first plow and spread sand on the arterial and collector streets before beginning to clear residential streets. Two plow trucks begin windrowing the snow downtown. Windrow streets include Main, Wrigley, Cook, Center, Broad, Williams, Dodge, and Geneva. During normal business hours downtown the plows may have to plow the snow to the backs of parked cars if there isn't enough room on the roadway. In this event, employees will be called in during early morning of the next day to bring this snow to the center of the road. Some parking places are blocked off in this type of operation. As soon as possible after the snow has been windrowed, the blower and a minimum of two plow trucks with snow boxes, either street trucks or contractor, are dispatched to downtown to start removing the windrows. Every effort is made to keep open as many parking places as possible. When the blower has started picking up windrows this operation will continue until all snow has been removed from the downtown area.

After all the windrows have been picked up downtown, the plow trucks are sent to assist the drivers with the ongoing clean up in the four zones. The blower operator returns the blower to the garage and then takes the bobcat, snow bully or other required equipment and begins to clear parking lots and sidewalks.

During an early call-in, an employee will take a one-ton truck to clear alleys and a loader to clear parking lots. This shall be done before cars start using them for parking to the extent possible. This snow is moved into piles or pushed into windrows for removal later as the situation dictates. The 4-wheel drive pickup with plow may assist in the operations depending upon availability of drivers.

Residential streets will always be the last to be plowed. As drivers clear their zones they are instructed to pull off the residential streets from time to time to check the arterial and collector streets for buildup and then return to residential streets. Drivers shall rotate the beginning location of their zones from storm to storm; one storm they shall start in sub-zone "A" and the next storm start first clearing sub-zone "B." If a driver starts on the north side of his sub-zone on a snow storm, he/she is to start on the south side on the next storm. This will reduce complaints that certain streets are always the last to be plowed.

Drivers are furnished with a color coded map of the zone they have been assigned. The arterial and collector streets are highlighted. Drivers are instructed to plow and sand their arterial and collector streets first before entering residential areas. Drivers are to return to the arterial and collector streets from time to time to check if they are still clear. The Street Superintendent may assign a driver to keep arterial and residential streets clear. This action would allow zone drivers to continue plowing on residential streets.

The Street Superintendent will be on patrol to watch out for build up on different areas. He/She will call drivers off of residential streets when he/she feels that the arterial and collector streets need immediate attention. He/She will remain in contact with the Police Department to relay messages to drivers of trouble spots. The Director of Public Works may also reclassify a storm as appropriate. He/She will remain aware of the forecasted weather and work with the Street Superintendent to call in employees as needed. Employees from other Departments may also be called in as needed.

A Class "B" Storm should be able to be handled by City of Lake Geneva employees, but if the need arises, the Street Superintendent or Director of Public Works can authorize outside contractors to assist. All streets, parking lots, alleys, and municipal building sidewalks should be cleared in about 10-12 hours for a Class "B" Storm. During storms of this class some employees may be sent home to rest with directions to return at a set time to clear downtown windrows, parking lots, and alleys. In this case, two drivers may be kept back after normal hours to keep arterial and collector streets open and sanded. These employees will then come in the next day at their normal time. Every attempt will be made to make sure for safety purposes that no employee works more than sixteen (16) consecutive hours without eight (8) hours rest. If needed, employees from other Departments may be called in to supplement Street Department employees.

#### **Class "C" Storm (8" or more total accumulation)**

This storm is extremely heavy snowfall, eight (8) inches or more in depth, occurring in a period of twenty-four hours or less. In this storm, life threatening situations can arise as emergency vehicles can become bogged down and stranded. When existing conditions and weather forecasts indicate a Class "C" Storm event is imminent, the Street Superintendent and Director of Public Works will maintain close communication with drivers and Police Department. The Street Superintendent or Director of Public Works may arrange for outside contractors to assist City Employees.

## SECTION 5: SNOW REMOVAL PRIORITIES

### **Snow Zones**

Zones have been established to divide the City into approximately four equally sized snow removal routes. These geographic areas have been chosen to provide a balance between mileage and travel time. Each zone in turn is further divided into an "A" and the next storm start in sub-zone shall be given alternate priority by snow storm. For example a plowing crew will start in sub-zone "B." Before the zones are entered, arterial and collector streets are cleared from end to end, sometimes using two trucks running in tandem. Equipment and staffing issues are addressed later in this policy.

### **Appropriate Level of Service**

Matching the level of service to roadway classification and vehicular volume will effectively provide a high quality winter travel-way for our citizens. The priorities are as follows:

- 1) Arterial roadways
- 2) Major and minor collectors
- 3) Local residential streets
- 4) Cul-de-sacs and dead end streets
- 5) Alleys and parking lots. Alleys and parking lots may be cleared during regular working hours.
- 6) Sidewalks in front of City property

The extreme cost and negative environmental impacts of a "bare pavement" policy at all times for each and every roadway is not feasible. If a citizen drives carefully for 1-2 blocks on their local street to a collector or major roadway with a higher level of service, then travel throughout Lake Geneva is easy and safe. Balancing level of service with resources is the more efficient use of Lake Geneva tax dollars and minimizes damage to our environment and vehicles. Local streets will not generally be sanded during the plowing operation (except maybe certain intersections) but will receive a sand/salt mixture during freezing rain and where the forecast is for continued low temperatures. However, hills curves, and stop sign intersections will receive a sand/salt mixture in each of the Class A, B, or C Storm. Straight salt will only be spread during a severe ice storm to break the bond between the ice and the pavement. When this bond has been broken, the remaining ice will be plowed off the pavement. Snow and Ice Control Plan flow charts for Class "A" and Class "B" Storms appear in Exhibit "E" because frequency and duration storms occur during morning, daytime, and evening hours.

### **Cul-de-sacs and Dead Ends**

Cul-de-sacs and dead ends require special equipment and are difficult to clear; therefore they are last on the street cleaning list. Drivers shall plow past cul-de-sacs and dead ends if they intersect with a through street. When a driver has completed all arterial, collector, and through residential streets, he then returns and plows cul-de-sacs and dead ends. Other drivers who have completed their zones will assist in any other zone with cul-de-sacs and dead ends.

### **Parking Lots and Alleys**

Alleys and parking lots shall be plowed soon after the snow stops to allow residents, shoppers, and employees to park their vehicles off-street. This operation is completed by using the front end loader with "snow bully" bucket. The half-ton four wheel drive pickup may also be used in the smaller parking lots. The parking lot plow list is as follows:

- 1) Fire House
- 2) City Lot in 700 block of Geneva Street
- 3) City Hall
- 4) City Lot in 800 block of Geneva Street
- 5) Center Street (2 Lots)
- 6) Chamber of Commerce
- 7) Riviera Lot
- 8) Sage Street Lots by Museum
- 9) Dunn Field Parking Lot (If City agrees to assist the School District)

### **Sidewalks**

The Street Department is responsible for snow removal on sidewalks adjacent to City owned buildings and property. After the City parking lots and alleys are plowed, a Street Department employee will transfer from a front end loader to either tractor with the broom or the bob-cat tractor with the front mount snow blower to clear sidewalks. The tractor selected will depend upon the depth and the wetness of the snow. Priorities are as follows:

- 1) Fire Station
- 2) City Hall
- 3) Library Park
- 4) Riviera Ballroom
- 5) Select/School Cross-walk Corners
- 6) Bridges
- 7) Moss Park
- 8) Dodge Street Cemetery
- 9) Flat Iron Park

- 10) Seminary Park
- 11) Designated Bike Trail Routes
- 12) City sidewalk snow removal plan are those sidewalks adjacent to private property which, under City ordinance, are the responsibility of the abutting property owner for snow removal. City ordinance authorized the City to initiate sidewalk snow removal for public safety and welfare if the snow and/or ice have remained on the sidewalk surface for a period in excess of 24 hours after the termination of the storm. The procedure is set forth under the Public Notice section of the policy.

NOTE: In any storm event, sidewalks will not be done until all streets are passable.

### **Private Streets**

Snow removal from private streets shall not be provided unless an agreement between the adjoining property owners and the City has been executed. The agreement shall provide for the reimbursement to the City for all costs associated with the snow and ice control services. Said costs may include: labor and fringe benefits; equipment rental (based on rates established by the state); sand, salt, and other supplies; fleet, property, and liability insurance; etc.

#### **Private Streets Currently Being Plowed:**

- 1) Ceylon Court
- 2) Knoll Lane N.
- 3) Knoll Lane S.
- 4) LaGrange Drive
- 5) Maytag Drive
- 6) Shore Acres (1121 S. Lake Shore Dr.)
- 7) Windsor (Somerset)

## **SECTION 6: SAFETY AND TRAINING PROCEDURES**

### **Purpose**

The purpose of Safety and Training Procedures is to protect and provide safe conditions for city personnel, motorists, and pedestrians. To that extent, City operations shall do the following:

- 1) Always check the equipment before entering the vehicle.
- 2) Report all mechanical problems to the Supervisor immediately.

- 3) Obey all traffic laws. Do not use excessive speed and be certain to stop for all stop signs and traffic signals.
- 4) Be as courteous as possible to those who are stranded or stuck in the snow. Notify the Police Department by radio for assistance. Do not get involved unless somebody is injured or it is otherwise a dangerous situation.
- 5) As a matter of policy, Street Department plowing operators shall not work longer than sixteen (16) hours in a twenty-four (24) hour period without having at least eight (8) hours off for rest.
- 6) All employees shall be familiar with the City Safety Manual and adhere to its guidelines.

### **Personnel Training**

At the direction of the Street Superintendent, a four (4) hour training session may be scheduled during the months of the October or November for the snow removal crews. The training session will emphasize the following:

- 1) Route and Zone changes (additions and/or deletions)
- 2) Supervisor's Role
- 3) Operator's Role
- 4) Updates on new equipment
- 5) Preparation of snow equipment (plow hook-up, maintenance check, maintenance repairs, etc.)
- 6) Vehicle run of routes and zones.
- 7) Feedback from drivers on conditions of route, ideas and suggestions

It will be the policy of the Street Department that all personnel should take a snow fighting course or a refresher course at least once every five (5) years. No new personnel will be allowed to operate a vehicle until they are qualified and have been adequately trained to the satisfaction of the Street Superintendent.

All drivers are instructed to drive their assigned routes prior to the first snowstorm to look for obstructions like raised manholes and water shut off boxes. These obstructions shall be repaired as soon as possible, but if an early storm hits, the drivers will proceed cautiously in these areas. New employees are trained in plowing operations and proper snow fighting techniques. They shall also initially be given less critical routes and zones. A more experienced driver will ride with the newer employee on their preseason drive. The newer driver will be instructed on proper snow fighting techniques and what obstructions to watch for during emergency snow plowing operations.

Drivers are instructed to respect private property. They are to plow around any stranded or disabled vehicles and then radio their location to the Police Dispatcher. Any driver finding a vehicle completely blocking a street will radio the Police Dispatcher or Street Superintendent for immediate removal. Drivers are instructed to continue plowing their routes or zone until they are sure that all roads are passable. Drivers shall not stop to assist any motorist or pedestrian unless an emergency exists which threatens public safety. Drivers shall not plow or sand any private property unless assisting ambulance or fire department response personnel. Drivers are instructed to continue to plow past any driveway even if the accumulated snow from their plow blocks the end of the driveway. It is the responsibility of the private property owner to clear any snow from their driveway. Drivers shall not stop to clear any sidewalks.

## SECTION 7: MATERIALS AND EQUIPMENT

### **Preparation of Equipment**

Each year during the month of September, the Street Department staff will inspect all snow removal equipment and accessories and prepare them for installation on the vehicles during the month of October and early November. Spreaders shall be attached to the trucks and tested no later than November 1 of each year. Plows shall be positioned in the Street Department garage so as to allow the rapid connection of the plow to the truck in the event of a snow storm not later than November 15. Once all the equipment has been mounted, tested, and presumably ready for operation, the operators assigned to the vehicle should make a trial run over their routes. All equipment should be tested on dry runs during good weather. Any mechanical failures shall be reported immediately to the Street Superintendent who will arrange for immediate repair or replacement.

Annually, not later than November 1, each spreader shall be calibrated by the assigned employee and a listing of the calibration be prepared for each unit. A copy of this listing should be placed inside the truck for the driver's reference during snow operations. The Director of Public Works or Street Superintendent will report to the City Administrator when all equipment is ready for snow fighting operations. The overtime call-in list will be updated by October 31 to show updated phone numbers of all City Employees involved in snow removal.

## **Calibration of Spreaders**

The Street Department repair shop shall, prior to the start of each season, adjust the spreader settings to the same application rate, at 20 M.P.H. to spread a uniform width of twelve (12) feet. This pattern will typically be offset from the vehicle centerline by two feet (2) toward the driver's side. All of the city's snow removal trucks shall be equipped with spreaders.

## **Winter Street Sweeping**

The street sweeper may be sent out whenever "above freezing temperature" opportunities allow removal of accumulated sand and salt on bare pavement streets.

## **Operator Check List**

Before leaving the Street Garage for a snow fighting assignment, each piece of equipment shall be thoroughly inspected by the assigned operator. The operator is responsible for its condition and should report any items which are broken or may break to the Street Superintendent. Arrangements can then be made to repair or replace the piece of equipment. The operator, each time he/she leaves the truck or equipment, for lunch, a rest period, or at the end of a day, shall walk around the truck and do an exterior inspection. The operator shall also check all fluid levels and lights each time he/she enters the vehicle. During snow and ice control, the following inspections shall be made prior to the start of a shift and as required:

- 1) Inspect the condition of the mold board and cutting edge of all snow plows. Inspect plow blades frequently. If blade wear reaches back plate, it will be very costly to replace. Any blades which are wearing to this critical point shall be reported immediately so the proper repairs can be made.
- 2) Inspect snow plow hoists. Check all air and hydraulic hoses and other crucial parts of the power units.
- 3) Inspect all vehicle lighting and warning lights.
- 4) Check all spreaders, hoses, and fittings. Check the spinners, augers, controls, and attachments to see that all are functioning properly. All plow assemblies, shoes and shoe assemblies should also be checked on a frequent basis.
- 5) Check all brakes, steering, clutches, transmissions, and engines so that all are in proper working condition.
- 6) Check operation of the vehicle's heater, windshield wipers, window washer, head lights; both high and low beams; plow lights, and marker lights.
- 7) Check all safety equipment, fire extinguishers, flashing lights, radio and First Aid Kits in the trucks and other equipment.

## **Use of Abrasives**

Abrasives do not prevent nor do they remove build up of snow pack. They can be an advantage instead of chemicals where traffic is light or where temperatures are extremely low. However, they must be mixed with rock salt in about 5:1 ratio in the salt shed to prevent stockpile caking and freezing. This material shall be cleaned from the streets and storm sewers in the winter as time allows and in the spring.

## **Calcium Chloride**

Studies have shown that a straight salt or salt treated with calcium chloride is more economical to use, with better results than abrasives. Abrasives can damage vehicles because of "sand blasting" effect as the sand is thrown up off the tires onto the body of the vehicle. It has been proven that one ton of salt can give the same results as three tons of sand. Even better results have been accomplished by pre-treating the salt with calcium chloride. This starts the salt working as soon as it hits the pavement. Because it is wet, calcium chloride is not thrown to the side of the road by the spreader or traffic. Several Wisconsin counties are using this combination, and consideration should be given to this product application in the future. Until then, the Street Crews will continue to generally apply a sand/salt mixture.

## **SECTION 8: ACCIDENTS**

There will be times during snow emergencies when an employee will be involved in an accident. If, while driving a City vehicle, an employee is involved in an accident, the employee shall initiate the following procedure:

- 1) The Police Department shall be immediately contacted by radio.
- 2) The Police shall be given the location of the accident and whether an ambulance is needed.
- 3) Make sure that, if injuries have occurred, all persons are comfortable until the emergency personnel arrive. Do not make any statement to anybody until the Police, Street Superintendent or Public Works Director arrives. A complete accident report must be filed, as well as an in-house report to the Director of Public Works which outlines the circumstances under which the accident occurred. Any time parked cars are struck, the same procedure shall apply.
- 4) Contact the Director of Public Works or Street Superintendent. The Director of Public Works or Street Superintendent will make an immediate investigation of the accident.

## **Property Damage**

If garbage cans, mailboxes, or other such small items are damaged by plow or snow rolled from the plow blade, you should notify Police Dispatch and the Street Superintendent immediately, via radio, with the address, when and where the damage occurred. A notation of the incident must be recorded and turned into the supervisor by the end of the storm.

If questioned by a property owner about damage to mailboxes, the City will by policy pay the property owner \$50.00 to replace damaged mailboxes if the plow struck the box or post. If the damage occurred because the box was not installed in accordance with Post Requirements (see Exhibit C) or because it was damaged by snow from a plow, then repairs will be the responsibility of the property owner.

## **On the Job Injuries**

Injuries must be immediately reported to the Street Superintendent who will assist the employee with completing an Accident Investigation Report and also report the incident to City Administration for filing of an Accident Insurance Claim.