

## CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE MINUTES

TUESDAY, DECEMBER 10, 2019 4:30 P.M.

### LAKE GENEVA CITY HALL; CONFERENCE ROOM 2A (UPPER LEVEL)

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

The Public Works Committee was called to order by Chairperson Flower at 4:30 p.m.

#### **Roll Call**

Present: Flower, Proksa, Hedlund, Dunn & Howell

Absent: None

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

Charlene Klein; 817 Wisconsin St; Spoke in opposition of spending more money on Wayfinding signs.

Approve the regular Public Works Committee meeting minutes from November 12, 2019 as prepared and distributed  
Motion by Hedlund to approve, second by Proksa. No discussion. Motion carried 5-0.

#### **Parking Manager Report**

Parking Manager Mullally noted that the kiosks have been winterized and covered. She added some parking staff helped VISIT Lake Geneva with the Electric Christmas Parade.

She then noted that there have been issues with using the Police Department garage; and she is looking for alternative spaces for parking storage, such as the Public Works site. This particular issue will be coming to the committee in the near future.

#### Year-end revenues and expenses

Mullally stated that for the year of 2019 there was a total of \$1.6M in total collections. She then broke down the collections between the kiosk, mobile apps, and ticket collections. She added that cost savings could come from upgrading the meters with less maintenance costs and streamlining with an automated operation. No action taken.

#### Peak locations and hours

Mullally then reviewed the overall parking operations map indicating the peak locations and hours. She spoke to the different options for the kiosk replacements and noted that there was room for compromise to keep some older kiosks for cash usage. Howell noted that he would like to upgrade all of the kiosks with a cash collector option and would like to see estimates for that addition. No action taken.

#### **Director of Public Works Report**

DPW Director Earle noted that the leaf and brush pickup was extended by a week and a half. That operation was stopped to prepare for winter operations. He added that the salt usage is up for the year due to the increased snowfall in October and November. No action taken.

Earle noted that scaffolding will be up around the Riviera by the first of the year, but this will not affect the Winterfest. No action taken.

#### Bike Routes- discussion with park board

Earle noted that there was an article in the paper that stated a bike trail would be connected to the White River Trail but has not heard anything more on that. No action taken.

Earle stated that the gas tanks for Gage Marine, down by the Riviera, are being worked on due to water infiltration into the fuel. This project has been permitted by the DNR. No action taken.

#### Discussion/Recommendation regarding awarding bid for the purchase of new parking kiosks

Parking Manager Mullally noted that the bids were in the packet and that T2 parking came in as the apparent low bidder but that they are not reliable.

Motion by Howell to approve the bid to TPS Parking Solutions with the quantity and style of kiosks to be determined at the next FLR meeting, second by Dunn. Flower noted that the apparent lowest bidder is not being awarded the bid due to issues to the unreliability of the equipment. Mayor Hartz noted that he would like to see that all kiosks be replaced. Hedlund agreed that they should all be replaced. Motion carried 5-0.

Discussion/Recommendation regarding elimination of parking stall on the east side of Center Street and possibly make a permanent crosswalk

DPW Director Earle noted that this crosswalk had been placed due to Venetian Fest. Flower would like to see if the City has assumed any liability by having these permanent cutouts without a striped crosswalk. Flower would like a legal opinion on that issue available at the next PWC meeting.

Discussion/Recommendation regarding renewal of APT meter maintenance contract effective January 1, 2020 to December 31, 2020 in an amount not to exceed \$62,900

Parking Manager Mullally noted that she would not recommend renewing this as the committee has decided to move forward with the new kiosks. No action taken.

Discussion/Recommendation regarding engagement letter with Lakeside International for new plow truck purchase

DPW Director Earle stated that this is the same truck that was purchased last year but that if this is purchased in 2019 the City will save roughly 7%. And that the next plow truck isn't slated to be purchased until 2024.

Motion by Proksa to approve, second by Hedlund.

Discussion/Recommendation regarding Pay Request #3 (final) to Payne & Dolan Inc for the 2019 Street Improvement Project in an amount not to exceed \$16,989.36

Earle stated that this isn't the final payment. This includes the change order that was previously approved.

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

Discussion/Recommendation regarding restricting parking on the north side of LaSalle St from Clover St to Maxwell St.

Earle stated that there is parking available on both sides of the street and that larger vehicles cannot get through. He did talk to the Police Department and they obliged. He is asking for no parking on the north side of LaSalle from Clover St to Maxwell St for that reason.

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

Discussion regarding City Wayfinding plan update.

Mullally stated that there was \$111,000 spent on this very project just three years ago. Flower would like to see larger parking signs to the top of the wayfinding signs. The committee indicated that they would like to look into the cost and options for naming the parking lots other than with letters. Flower would like to add restroom to the Visitor Center section and would like to see quotes for that. No action taken.

Discussion/Recommendation regarding Pay Request #4 (final) to Willkomm Excavating & Grading, Inc for the 2018 Main Street Reconstruction Project in an amount not to exceed \$965.68

Motion by Hedlund to approve, second by Proksa. Earle noted that the issue has been approved and now the retainage can be released. Motion carried 5-0.

Future Agenda Items

- Center Street Crosswalk with Attorney Review
- Parking Kiosk Purchase
- Wayfinding Plan
- Bike Path Slope Issue
- Parking Issues RE: Space in Police Department
- Stop Sign at Ridge Rd/ Linda Ln

Adjourn

Motion by Heldund to adjourn, second by Dunn. Motion carried 5-0. The meeting adjourned at 6:16p.m.