



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

**PUBLIC WORKS COMMITTEE ~~AMENDED~~ AGENDA
MONDAY, JULY 28, 2025 - 4:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)**

Members:

Chairperson - Cathy Stoodley; Members - JaNelle Powers, Mary Jo Fesenmaier, Linda Frame, and Joel Hoiland.

City of Lake Geneva's live stream: <https://cityoflakegeneva.gov/319/City-Meetings-Video-Stream>

1. Call to Order
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the minutes from June 23, 2025
5. **Staff Reports:**
 - a. **Director of Public Works Report**
 - b. Street Superintendent Report
 - c. Parking Manager Report
 - d. Engineer Report
6. Discussion/Recommendation regarding the installation of regulatory signs throughout the City (Hoiland)
7. Discussion/Recommendation regarding Paid Parking Dates (Fesenmaier/Parking Manager)
8. Discussion/Recommendation regarding Approval of Payment request No. 5 from Wolf Paving for the 2024 Lake Geneva Street Program (Kapur)
9. ~~Discussion/Recommendation regarding Approval of payment request No. 1 from Wolf Paving for the 2025 Lake Geneva Street Program (Kapur)~~
10. Discussion/Recommendation regarding Approval of Kapur Task #47 SISP Townline and Edwards Signal Design and Construction Engineering for \$124,996.00 (Kapur)
11. Future Agenda Items

Discussion regarding Stop Sign Warrant on Dodge/Broad Street
12. Adjournment

*No official Council action will be taken; however, a quorum of the Council may be present.
Requests from persons with disabilities who need assistance to participate in this meeting should be made to the City Clerk's office in advance, so the appropriate accommodations can be made.*

**CITY OF LAKE GENEVA PUBLIC WORKS COMMITTEE MINUTES
MONDAY, JUNE 23, 2025 - 4:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)**

Members: Chairperson - Cathy Stoodley; Members - JaNelle Powers, Mary Jo Fesenmaier, Linda Frame, and Joel Hoiland.

Call to Order

Meeting called to order at 4:00pm by Chairperson Stoodley.

Roll Call

Present: Stoodley, Fesenmaier, Hoiland, Frame

Absent: Powers

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

Peggy Schneider- 245 Look Out Drive spoke on item 5a.

Sherry Ames- 603 Center Street expressed her concerns on item 8.

Approval of the minutes from May 27, 2025

Motion by Hoiland to approve, second by Fesenmaier.

Motion carried 4-0.

No further discussion.

Staff Reports:

Director of Public Works Report

Public Works Director's report was included in the packet.

Committee members and Earle discussed a variety of topics included in the report.

Street Superintendent Report

Streets Superintendent's Report was included in the packet.

Neil Waswo gave an overview of the report.

Committee members and Waswo discussed multiple topics included in the report.

Parking Manager Report

Parking Manager report was included in the packet.

Engineer Report

Engineer Report was included in the packet.

Bridget Barry from Kapur discussed the SISP Grant.

Discussion regarding Winterfest Parking Dates (Fesenmaier/Parking)

Winterfest Parking report was included in the report.

Fesenmaier discussed paid parking dates not aligning with Winter Fest.

Administrator Dave DeAngelis explained the procedure for a possible change to the paid parking ordinance.

Discussion/Recommendation regarding approval of Contract Change No. 1 to Wolf Paving for the 2025 Street Program for an increase of \$22,130.00 (Kapur)

Rauch gave an overview of the Change Order #1 that was included in the packet.

Correction Bloomfield Rd.

Motion by Frame to approve Contract Change No.1 to Wolf Paving for the 2025 Street Program, Second by Hoiland.

Motion carried 4-0
No further discussion.

Discussion regarding Stop Sign Warrant (Kapur)

Rauch gave an overview of the memorandum that was included in the packet.
Committee members and Earle discussed Stop Sign regulations.
Discussion ensued regarding decision criteria.
Earle further explained the temporary placement of four-way stop signs on Broad and Dodge during the Highway 50 project.
Mayor Todd Krause discussed the difficulty with visibility East and West on Broad and Dodge.

Discussion/Recommendation regarding addition of RFB on Wells Street between Football Field and Badger High School (Kapur)

Kapur gave an overview of the cost of Rapid Flashing Beacons quote that was included in the packet.
Committee members further discussed funding.
Motion by Frame to approve rapid flashing beacons on Wells Street between Football Field and Badger High School. There was no second, the motion failed.
Motion by Stoodley for Tom to have a conversation with Dr Wilson to discuss financing regarding the Rapid Flashing Beacons on Wells Street. Seconded by Hoiland.
Motion carried 4-0.
No further discussion.

Discussion/Recommendation to approve Kapur Task #40 Phase 1 Cemetery Roads/Drainage Improvements for \$51,852.00. (Kapur)

Motion by Frame to approve Kapur Task Order #40 Phase 1 Cemetery Roads and Drainage Improvements for \$51,852.00, Second by Stoodley.
Discussion ensued regarding Cemetery Roads and Drainage being budgeted.
Motion carried 4-0.
No further discussion.

Future Agenda Items

- Discussion/Recommendation regarding Winterfest Parking Dates
- Discussion regarding Stop Sign Warrant - Dodge and Broad

Adjournment

Motion by Frame to adjourn, Second by Hoiland
Motion Carried 4-0.
No further discussion.



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

PUBLIC WORKS OFFICE & ADMINISTRATION

DOT.

- Discuss Hwy 50 with LGUC and WisDOT several times, ongoing.
- Meet with DOT regarding LTE and PE's for Hwy 50. Meet with Engineer and DOT Review team.
- Research existing documents regarding Main St construction. Ongoing
- Meet with Driehaus Foundation regarding Driehaus Plaza rehab several times.
- Research MOU's with State and County regarding STH 120. Ongoing
- Meet with WisDOT regarding Hwy 120. Ongoing. Discuss possible signal and walks, SSIP Grant (approved)
- Discuss Dodge and Broad intersection with WisDOT for detour of Main St traffic
- DPW participated in DOT/County info exchange regarding CTH H, George St., ongoing

DPW

- DPW continues to work on ADA compliance areas, S Lakeshore Dr., Wells St., More grinding in fall. (See DPW Super report)
- Had 2 heavy plow cab and chassis delivered, waiting to send to MTE, discussed with Monroe truck several times, working on warranty duration.
- Start lighting project in City Hall review.
- Research documents related to Driehaus Plaza and Fountain. Found limited copies.
- Meet with Hillmoor Commission
- Meet regarding spillway lighting, ongoing
- Attend DRT meetings.
- Attend Staff meetings.
- Attend DPW seminar in Waukesha.
- Attend interviews for Park Director.
- Currently working on CIP projects. Oak Hill Chapel Roof. Chapel windows. 1070 Carey Lighting, etc.
- Balcony for fuel delivery, monitoring issue begun, CIP, RFP soon. Meet with DOR.
- Meet with designer/engineer on salt shed addition. Ongoing, scan complete, waiting on plan set, RFP out in June, RFP out now, due 24 July..
- Look into several issues on Center and Int North.
- Assist City Engineer with multiple projects. Including 2024/25 Street Improvement, sea wall and spillway. WISLR 2025 paving, sealcoating, Oak Hill roads and drainage etc.
- Meet contractors regarding repair of electrical in 1055 Carey.
- Begin RFP for 1065 Carey OH doors.
- Summer Ops begin, in full swing.



City of Lake Geneva

Department of Public Works

1065 Carey St.

Lake Geneva, WI 53147

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- Begin CIP project of remodeling break room for DPW Staff. Floors and ceiling complete, HVAC and electric about 90% (complete), cabinets being prepared for install. (summer rush)
- Meet with Mayor concerning Vets Park buildings, waiting for Alliant Energy, ongoing, waiting for numbers
- Meet with Contractor regarding electrical service for new location of Vets Park storage building. Ongoing, waiting on numbers
- Meet with Alliant concerning Vets Park Storage building, see above Ongoing
- Consult with City Attorney on several issues. Ongoing
- Review ROW permits, meet with B&Z.
- Discuss daily issues with DPW Super
- Daily activities, signage, roads, salt allocation, salt application seminars, etc. Signage issues around town.
- Look into FROST camera system for winter ops with WalCo. City will participate, meet on 24 July
- Meet with PD on several items
- Meet with several sales execs regarding equipment, ERF, main loader and blower (complete, delivery scheduled), DELIVERED
- Meet with Geneva Town regarding Center St., Forest St.

Cemeteries

- Oak Hill dump area being addressed, several patches completed. Survey complete. Working on logistics, roadways are a concern with heavy trucks. Cemetery Board aware. Meet with 2 Contractors. Apx 1400 cu/yards were removed by DPW Staff. Balance needs to be landfilled. Ongoing.
- Attend Cemetery Board in June. Updates on project, Kapur working on task order for Cemetery Board. Approved, starting engineering.
- Several issues at Oak Hill are being resolved, ongoing, met with Sexton and several families, ongoing. Cemetery Board action. Continued due to new information received, discuss with Cemetery Board Chair. Many ownership issues lately, assisted numerous families for ownership issues. This is ongoing and ramping up.
- Address past errors in record keeping at Oak Hill, ongoing..... Many new issues found.
- DPW Admin Assistant scanning and documenting grave site ownership files. Huge project.
- Prepare and post RFP's for Oak Hill Chapel roof, project 2025-05, and Oak Hill Chapel windows, 2025-06.
- Research several applications for transfers of burial rights. Documentation limited.



DPW July Operational Report

Streets

Crews have been out, filling potholes.

Staff are out cleaning and inspecting Storm drain inlets.

Superintendent has been working with a contractor for some storm drain replacement

I have been working with city Engineer on the 2025 street program.

The 2025 street program is well underway, Chip sealing has been completed, now poring curb and gutter concrete along with sidewalk replacements.

Crews are out painting parking stalls, crosswalks, and stop bars. Will be switching to yellow shortly.

The road patch has been completed at the corner of Eugene and Southlakeshore Dr.

Sweepers have been out 5 days a week cleaning the downtown and residential areas.

Staff have been replacing street signs and installing speed limit signs.

Staff have been out doing utility locates daily.

Staff have been working on the new breakroom in the 1070 building, as weather permits.

Staff are doing downtown garbage pickup Mondays, Wednesdays, Fridays, Saturdays and Sundays.

DPW office have been getting a lot of visitors for the brush drop off and added an additional Saturday in June.

Staff have been out doing some traffic light and Pedestrian light replacement and repairs.

Staff have been out repairing some streetlights.

Staff also have been completing needed repairs to equipment.

Late June staff tubed grinded last year's leaves and brush at the compost site. Have been hauling it back for city residents to use.



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Installed a mast at Westend for the PD FLOC camera.

Replaced a rotted pole in Seminary Park for a light and Camera. With some help from Alliant.

Parks

The Library Park irrigation system had some repairs done.

Staff have been repairing and replacing benches downtown and in the Parks.

Crews are out every week mowing, weed eating the parks and green spaces.

Staff have been out with PD cleaning and painting over graffiti at the skate park.

Staff have also been doing the necessary repairs to doors and locks on park and beach buildings.

4th of July weekend we had 6 extra staff members out to maintain public restrooms, buildings and grounds during the day. DPW picked up close to 9 tons of trash over the 4th of July weekend.

Parks have been very busy; there were 8 shelter reservations and 7 events.

Crews are out emptying garbage cans in parks 5 days a week.

Seasonal help is maintaining the park restrooms and grounds daily. Hrs. 10am to 6pm.

Crews are working on boulder placement in Donian to help with erosion control.

Vets Park has been very busy with tournaments and other field events.

Have had to do some repairs to mowing equipment.

Repaired latch at Dog Park.

Forestry

Crews have been out clearing and removing brush and debris in Hillmoore.



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Staff have been out watering trees as needed.

Staff have been attending online Trainings.

The crew is out trimming trees.

Crews are out trimming around signs and streetlights.

Riviera

Very busy, we have hosted 15 events in June and July.

We are still working with MSA on some punch list / warranty items.

We had all the exterior windows washed.

Working on looking for a contractor to refinish the exterior doors.



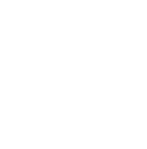
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Parking Operations Report July 2025

Current Parking Permits:

- 6,390 (5,909 Resident – 265 WalCo Resident - 216 Business)
- 32/40 Parking Lot Permits for 2025

2025 Revenue:

Month	Parkmobile-App	Flowbird-Kiosks
2025-01	\$ -	\$ 1,016.72
2025-02	\$ 59,369.00	\$ 89,258.76
2025-03	\$ 69,120.00	\$ 105,650.17
Total Q1	\$ 128,489.00	\$ 195,925.65
	Q1 Grand Total	\$ 324,414.65
2025-04	\$ 65,362.00	\$ 101,188.91
2025-05	\$ 122,054.00	\$ 187,317.80
2025-06	\$ 156,953.00	\$ 270,242.27
Total Q2	\$ 344,369.00	\$ 558,748.98
	Q2 Grand Total	\$ 903,117.98
2025-07	\$ 147,664.00	\$ 231,049.22
2025-08	\$ -	\$ -
2025-09	\$ -	\$ -
Total Q3	\$ 147,664.00	\$ 231,049.22

Citations to date:

Issued:21,748

Paid:13,812

Dismissed: 4,107

Sent to Collection: 500

Warning: 115

In Dispute: 92

Outstanding: 3,111

Information pulled 7/21/2025

Ongoing Plan for 2025:

- Staffing- 2 returning for college in mid-late August. Interviewing next week.
- Sign Survey-
 - Identification of areas requiring more signs or signposts
 - Lake Shore Drive
 - Compact Spaces on Cook St-need signposts
 - Compact Car signs-review language
- Staff discussion of No Parking Zone on Broad Street at Geneva Theatre
- Ongoing participation in Hwy 50 Construction Task Group
- Begin Building Budget list for Enforcement Office Needs and Replacement List 2026

2025-Revenue Impact

- Winterfest Jan 29-Feb 2, Impact -\$6,360
- Sunday Parking Placards, Impact -\$44,280
- YMCA 5k April 26, Impact -\$640
- Lake Geneva Food Pantry, Mon-Wed-Fri 9am-11:30a, Impact -\$4320
- Farmer's Market, Thursday's May 1-Oct 30, Impact -\$11,016
- Concerts in the Park, Thursdays Jun 26-Aug 7, Impact -\$560
- MYA Concert, Jul 19, Impact -\$200

Upcoming Events/Waived Fees:

- Art in the Park Aug 8-Aug 10, Impact -est \$8,160
- Venetian Festival Aug 12-Aug 18, Impact -est. \$27,992
- Fat Tire Charity Ride, Sept 13, Impact -est \$1,000
- Walk to End Alzheimer's, Sept 20, Impact -\$400
- Dragon Days, Oct 3-5, Impact -est \$480
- Oktoberfest, TBD

2024-Total Impact

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

Policy Draft: Evaluation and Installation of Traffic Control Devices

July 22, 2025

The City of Lake Geneva does not have a policy to establish a consistent and standardized process to evaluate requests for the installation of traffic control devices such as stop signs, yield signs, stop lights, roundabouts, etc. This draft policy is intended to provide a procedure for the review and approval or denial.

Here are several approaches taken in Wisconsin municipalities to establish consistent procedures for reviewing and approving or denying requests for traffic control devices (stop signs, yield signs, signals, roundabouts). These policies help create objective, fair processes that align with state and federal guidelines.

1. County-Level Example: [Kenosha County](#)

Policy Highlights:

- **Wisconsin Manual on Uniform Traffic Control Devices (WMUTCD)** [Conforms with Wisconsin Statutes and the Federal MUTCD](#) (Manual on Uniform Traffic Control Devices) [Kenosha County Sign Policies](#)
- **Stop Sign Warrants** include: intersections in signalized areas, hazardous junctions where normal right-of-way is unsafe, high-speed/low-visibility crash locations, and streets entering through highways. [Traffic Controls](#)
- **Multi-Way Stop Criteria:**
 - At least five correctable accidents in the past 12 months.
 - Minimum volume: ≥ 200 units/hour on minor approach (8-hour average) with ≥ 30 sec delay, and ≥ 500 vehicles/hour total (or adapted when major street speeds exceed 40 mph)
- Requests must be submitted in writing to public works director and are subject to review by County Board and executive.

Why it works: Objective, quantitative metrics tied to crash history and volume, aligned with MUTCD guidance, and a defined review chain.

2. Municipal Examples in Wisconsin

City of Appleton

- Traffic Engineering Section manages review and installation requests.
- Evaluations consider crash patterns, traffic-handling capacity, intersection geometry, and street classification.
- All installations (stop, yield, signal, etc.) must be approved by the Municipal Services Committee, via recommendation from the Engineer.

City of [Wisconsin Rapids](#)

- Uses a detailed **five-factor criteria matrix** to evaluate traffic control needs:
 1. **Traffic volume** (per hour/day thresholds)

2. **Visibility conditions** (e.g., obstruction in sight triangle)
 3. **Crash frequency** (e.g. right-angle collisions)
 4. **Street classification** (local, collector, arterial)
 5. **Other factors** (e.g. pedestrian crossing, T-intersection geometry)
- At least two factors must be met to warrant yield, stop, or signal control.
 - The City Engineer continually monitors intersections and responds to formal requests.

Village of [Newburg](#) – City of [Shawano](#) – Town of [Wescott](#)

- The Village Board adopts by resolution the location of stop/yield signs and maintains an Official Traffic Map showing those installations. Changes are made via board resolution and map updates. Similar processes in the City of Shawano and the Town of Wescott, WI.

3. Common Elements to Model

A. Uniform Standards Based on WMUTCD – Wisconsin municipalities follow the state-specific Wisconsin MUTCD (WMUTCD), closely aligned with the Federal MUTCD, ensuring signage, markings, and signal warrants meet uniform design and placement standards

B. Official Traffic Map – Many entities maintain an official traffic control map to document existing control devices; updates are made by ordinance/resolution and the map kept accessible to the public and enforcement

C. Written Request Process & Review Chain

- Requests for new devices typically must be made in writing, routed to traffic or public works engineers
- Decisions often require approval from elected bodies or committees (e.g. Traffic Committee, Public Works, Board of Supervisors)

D. Quantitative Warrant Criteria

- Crash counts (e.g. ≥ 3 or ≥ 5 right-angle/angle collisions)
- Traffic volumes thresholds
- Delay analysis, visibility, street classification, pedestrian or school safety factors

E. Ongoing Monitoring Program – Some municipalities proactively monitor uncontrolled intersections and evaluate periodically to recommend new traffic control based on updated data

4. Recommended Policy Framework for Lake Geneva

To establish a consistent and standardized process, the City of Lake Geneva could adopt the following structure:

1. Adopt WMUTCD and WisDOT guidelines as governing standard.
2. Define objective warrants for stop signs, yield signs, multi-way stops and signals—based on crash history, volume thresholds, delay, visibility, street classification, pedestrian/school crossing criteria.

3. Maintain an Official Traffic Control Map, updated via resolution or ordinance upon installation or removal of any control device.
4. Establish a formal written request submission process (e.g. to Public Works or Traffic Engineer).
5. Set responsibilities and approval authority—e.g. technical review by Traffic Engineer, recommendation to Municipal Services or Public Works Committee, and final approval by Common Council.
6. Regular intersection reviews—especially uncontrolled intersections—to systematically assess need for devices.

Examples Summary Table

Municipality	Key Features
Kenosha County	MUTCD-based stop/multi-way stop warrants, written requests, committee/board review.
Appleton	Traffic section monitors and reviews requests, committee-level approvals.
Wis. Rapids	Five-factor quantitative evaluation; two criteria required to warrant install.
Newburg / Shawano	Official Traffic Map maintained; changes made by resolution/ordinance.

These examples offer robust, tested frameworks to help Lake Geneva adopt a transparent and equitable policy for handling traffic control device requests.

Draft Ordinance

Here is a sample ordinance and a decision flowchart tailored for the City of Lake Geneva to create a consistent, standardized process for evaluating traffic control device requests (e.g., stop signs, yield signs, signals, roundabouts):

Evaluation and Installation of Traffic Control Devices

Section 1. Purpose and Intent

The purpose of this ordinance is to establish a consistent, data-driven process for reviewing and responding to requests for traffic control devices in the City of Lake Geneva. The intent is to enhance public safety, ensure compliance with the Wisconsin Manual on Uniform Traffic Control Devices (WMUTCD), and preserve the efficient flow of traffic throughout the city.

Section 2. Authority

This ordinance is enacted pursuant to the City's authority under Wis. Stat. §§ 349.06 and 349.065.

Section 3. Definitions

- **Traffic Control Device:** Any sign, signal, marking, or other device placed or erected to regulate, warn, or guide traffic, including but not limited to stop signs, yield signs, speed control signs, traffic signals, and roundabouts.
- **WMUTCD:** The Wisconsin Manual on Uniform Traffic Control Devices, as adopted and amended by the Wisconsin Department of Transportation.

Section 4. Application Process

Any person, resident, neighborhood association, or city official may submit a written request for the installation, removal, or modification of a traffic control device.

Requests shall be submitted to the Director of Public Works and must include:

1. The location and nature of the requested device.
2. A rationale for the request, including observed issues or safety concerns.
3. Any supporting documentation (photos, accident reports, traffic data, petitions, etc.).

Section 5. Evaluation Criteria

The City shall evaluate each request using criteria derived from the WMUTCD, including but not limited to:

- **Crash history** (number and type within the last 12–24 months).
- **Traffic volume** (vehicular, pedestrian, and bicycle counts during peak and off-peak hours).
- **Delay or congestion analysis** (especially for multi-way stop or signal requests).
- **Sight distance and visibility constraints.**
- **Proximity to schools, parks, senior facilities, or pedestrian crossings.**
- **Street classification and functional road hierarchy.**

Section 6. Engineering Study and Review Process

The Director of Public Works or designee (e.g. City Engineer or Traffic Consultant) shall:

1. Conduct or obtain an engineering study to assess compliance with WMUTCD warrants.
2. Submit findings and a recommendation to the Public Works Committee.
3. The Committee shall review and make a recommendation to the Common Council, which has final approval authority for all permanent traffic control device installations.

Section 7. Temporary and Emergency Installations

Temporary or trial traffic control measures may be authorized for no more than 90 days by the Director of Public Works with immediate notice to the Mayor and Council President.

Section 8. Official Traffic Control Map

The City shall maintain an Official Traffic Control Device Map identifying the location and type of all permanent traffic control devices. This map shall be updated within 30 days of any approved changes and made available for public inspection.

Section 9. Appeals

If a request is denied, the applicant may appeal in writing to the Public Works Committee within 30 days of notice.

Section 10. Enforcement and Penalties

No traffic control device shall be erected or removed without City approval as outlined herein.

Unauthorized placement shall be subject to removal and penalties under local ordinance §_____.

Section 11. Effective Date

This ordinance shall take effect upon passage and publication.

Optional Additions

- **Periodic Review Clause:** “The City shall review this policy every 5 years or as needed to reflect updates to state or federal traffic engineering standards.”
- **Public Notification:** Require notification of adjacent property owners or neighborhood associations prior to installation.
- **Data Retention:** Maintain traffic study and decision records for a minimum of 5 years.

Citizen-Facing Summary

Here is a 1-page citizen-facing summary of the proposed ordinance for evaluating traffic control device requests in the City of Lake Geneva.

CITY OF LAKE GENEVA – TRAFFIC CONTROL DEVICE POLICY SUMMARY

Proposed Policy for Stop Signs, Yield Signs, Signals, and More

Why This Policy?

The City of Lake Geneva is adopting a standardized process to review requests for traffic control devices—such as stop signs, yield signs, traffic signals, and roundabouts—to improve safety, fairness, and transparency. Until now, there has been no formal procedure to guide how these requests are evaluated or approved.

What’s Covered?

The policy applies to:

- Stop signs and multi-way stops
- Yield signs
- Traffic signals
- Roundabouts
- Other official traffic control signs and markings

How to Request a Device

Anyone (resident, neighborhood group, business, or official) may request the installation or removal of a traffic control device by submitting a written request to the Director of Public Works.

The request must include:

1. Location of the concern
2. Type of device requested
3. Reasons for the request (e.g., visibility issues, traffic safety, pedestrian concerns)
4. Any supporting evidence (photos, traffic data, crash reports)

How Requests Are Reviewed

Requests are reviewed using state and federal guidelines from the Wisconsin Manual on Uniform Traffic Control Devices (WMUTCD). Factors include:

- Crash history
- Traffic volume
- Sight distance and visibility

- Nearby schools, parks, or pedestrian crossings
- Street classification (local, collector, arterial)

The Public Works Department will conduct an engineering review or traffic study as needed.

Who Decides?

1. **Public Works Department** reviews and prepares a recommendation.
2. **Public Works Committee** reviews the request and recommends action.
3. **Common Council** has final approval authority.

Approved changes are added to the Official Traffic Control Map maintained by the city.

Temporary or Emergency Needs

In urgent cases, the Director of Public Works may authorize temporary measures for up to 90 days with notice to the Mayor and Council.

Appeals

If a request is denied, the applicant may appeal to the Public Works Committee within 30 days.

Questions or Concerns

Contact the [Public Works Department](#)

Phone: 262-248-6644

email: dpwoffice@cityoflakegeneva.gov

TASK ORDER NUMBER #47

ENGINEERING SERVICES

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

Provide civil engineering services for the topographic survey, design, plan preparation, construction layout, and construction management for the City of Lake Geneva Townline Road and STH 120 (Edwards Boulevard) Signal Installation.

Section A. – Scope of Services

Engineer shall perform the following Services:

Survey

1. Collect topographic survey and mapping to prepare area for construction plans. Topographic survey to include elevation and location of features including utilities at the intersection.
2. Existing Right-of-Way mapping will be shown based on GIS linework for visual reference.
3. The following are NOT included in this CONTRACT:
 - a. Monumentation of Right-of-Way points
 - b. Title searches, real estate acquisition, appraisals, negotiations, coordination with appraisers, and the Acquisition Stage Relocation Plan
 - c. Construction permits and exhibits
 - d. Preparing exhibits for right-of-way documents, easements, and permits

Signal Plan Preparation Activities

Prepare plans, specifications, and estimates for a permanent traffic signal installation at the intersection of Townline Road and STH 120 (Edwards Boulevard) according to Wisconsin Department of Transportation (DEPARTMENT) standards as contained in the Facilities Development Manual and the Traffic Signal Design Manual.

4. Perform a field visit to the project intersection listed above to determine the following items:
 - a. Locations of existing lighting equipment (poles, pullboxes, controller)
 - b. Salvageability of any lighting equipment
 - c. Curb ramp locations
 - d. Location of overhead obstructions and sight distance restrictions
5. Design of intersection lighting powered from the traffic signal cabinet is included in this scope. Luminaires shall be installed per guidance in the Traffic Engineering, Operations and Safety Manual (TEOpS). ENGINEER shall complete photometric calculations to support proposed intersection lighting design powered by the signal cabinet. The DEPARTMENT will review luminaire placements and provide revised locations, if necessary. Luminaire type, luminaire arm length, and wiring sizes will be incorporated into the plans.
6. Submit preliminary traffic signal plans to the WisDOT Signal Operations group two (2) weeks prior to the 60% submittal. The ENGINEER shall revise the plans for up to two (2) rounds of comments from the OWNER and DEPARTMENT. The Preliminary plans will include:
 - a. Lighting Removal Plans





- b. Traffic Signal Layout Sheets
 - c. Sequence of Operations Sheets
 - d. Cable Routing
 - e. Miscellaneous Quantities Sheets will not be included.
7. The final traffic signal design will be based on the traffic signal infrastructure locations determined while developing the Preliminary plans. Any changes to the traffic signal infrastructure locations after commencing final design shall be considered additional work.
 8. Submit 90% and Final traffic signal plans to the Signal Operations group two (2) weeks prior to the 90% and Final submittals. The ENGINEER shall revise the plans for up to one (1) round of comments from the OWNER and DEPARTMENT for each pre-submittal for a total of two (2) revisions. The traffic signal plan will consist of the following:
 - a. List of required Standard Detail Drawings
 - b. Removal Plans
 - c. Traffic Signal Layout Sheets
 - d. Sequence of Operations Sheets
 - e. Traffic Signal Cable Routing Sheets
 - f. Construction Detail Sheets
 - g. Miscellaneous Quantities Sheets
 - h. Specifications
 9. Attendance at up to one in person City council meeting and up to (2) virtual meetings with the DEPARTMENT are included in this task. One ENGINEER staff member will attend these meetings.

Traffic Simulation and Modelling Activities

10. Use existing traffic counts used in the SISF Application for the preparation of a traffic simulation model using the current version of Synchro approved by the DEPARTMENT to determine queue lengths for AM and PM Peak Hours
11. Document Queue Lengths and recommended turn-bay lengths in a traffic memo that will be submitted to the DEPARTMENT for concurrence.

Roadway Design and Plan Preparation Activities

12. Provide utility coordination of all private utilities for the intersection including utility location for survey of street improvements requiring grading or utility improvements/repairs.
13. Based on recommendations in the traffic memo, prepare roadway plans that show neutral offset left turn lanes on Townline Road. No widening or turn lane storage length changes are included in the contract for Edwards Boulevard.
14. The plan shall provide detailed roadway plan set for anticipated intersection improvements on Townline Road. No widening or geometric changes will occur on STH 120/Edwards Boulevard. Plans shall include:
 - a. Title Sheet
 - b. General Notes/Utility Contacts
 - c. Project Overview - Schematic Drawing
 - d. Existing and Finished Typical Sections
 - e. Construction Details
 - f. Removal Plan
 - g. Plan Details
 - h. Curb Ramp Detail Plans (assumed to be 4 ramps)
 - i. Erosion Control Plan
 - j. Storm Sewer Plan (Townline Road)
 - k. Signing Plan base sheets (Removal and Permanent)
 - l. Traffic Signal Plan



- m. Pavement Marking Plan
- n. Traffic Control/Construction Staging Plans (include earthwork quantities for each stage) – Assumes one side of Townline Road (East or West of STH 120/Edwards Boulevard) is closed at a time-lane of traffic is maintained on Edwards Boulevard during construction.
- o. Alignment Plan
- p. Miscellaneous Quantities
- q. Plan & Profile
- r. Earthwork
- s. Cross Sections (in 50-foot intervals and at driveways)
- t. Traffic Signal Plans
- u. The following are NOT included in this CONTRACT
 - i. Paving Grades Plan
 - ii. Detour Plans (vehicular, pedestrian, bicycle)
 - iii. Traffic Signal Timings
 - iv. Storm Water Pond Plans
 - v. Fencing Plans
 - vi. Landscaping Plans

Project Manual and Bidding Administration

- 15. Prepare and provide Project Manual including but not limited to Advertisement for Bids, Instruction to Bidders, Bid Form, Bidder's Qualification Statement, Agreement, and General Conditions of Contract, Supplementary Conditions, and Special Provisions.
- 16. Review Bids, make a recommendation for award, and coordinate notice of award, agreement, and notice to proceed documentation.
- 17. Attend meetings as required and provide update memos to the Department of Public Works.

WisDOT Coordination and SISP Grant Administration

- 18. Coordinate state furnished items with the DEPARTMENT and OWNER.
- 19. Complete and submit a right of entry permit to the DEPARTMENT prior to final plans.

Construction Management Activities

- 20. Provide administrative services to manage client coordination/invoicing, project schedules, contract change order documentation, establish project logs, formatting monthly contract quantity estimating and contractor invoicing and contract closeout documentation for base bid projects.
- 21. Provide construction survey staking for necessary items within the construction contract. This survey provides for a "one time" staking for a particular item. If the contractor damages any stakes, they shall be responsible for the cost to replace those damaged stakes.
- 22. Coordinate and complete necessary material testing services for work completed.
- 23. Process payment requests from the contractor for their work and prepare recommendations for payment for City approval. Complete final close out documentation and acceptance of improvements memorandum. **(This task is completed on a monthly basis for all work approved for the prior month.)**
- 24. The Engineer will be responsible for notifying, scheduling, conducting, documenting, and distributing minutes of the preconstruction conference.
- 25. Prepare and provide project update memorandum and provide copies of the daily journal entries to City staff upon request.
- 26. Attend meetings as needed and coordinate with adjacent property owners and business as needed.

Section B. – Schedule

Engineer shall perform the Scope of Services and deliver the related Documents according to the following schedule:



This contract assumes Survey to take place during Fall 2025 and Construction to begin in Spring 2027.

Section C. – Compensation

In return for the performance of the foregoing obligations, OWNER shall pay to Engineer an amount not-to-exceed One Hundred Twenty-Four Thousand Nine Hundred and Ninety-Six dollars (\$124,996.00) payable according to the following terms:

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

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

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

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

For: City of Lake Geneva

Engineer: Kapur & Associates, Inc.

By: _____

By: Naomi Rauch

Signature: _____

Signature: 

Title: _____

Title: Project Engineer/ Associate

Date: _____

Date: 7/17/2025

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



Task Order 47: SISP Townline and Edwards Engineering and Construction

Classification	Project Manager		Project Engineer III		Project Engineer II		Staff Engineer II		Technician III		Project Surveyor		Survey Crew		Total Labor	
Average Hourly Wage (2025)	\$184.00		\$163.00		\$135.00		\$119.00		\$113.00		\$136.00		\$124.00			
Average Hourly Wage (2026)	\$197.00		\$175.00		\$142.00		\$131.00		\$120.00		\$169.00		\$153.00			
Average Hourly Wage (2027)	\$203.00		\$180.00		\$146.00		\$135.00		\$124.00		\$174.00		\$158.00			
Task Description	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Task 1 - Data Collection																
Topo/Underground and Overhead Utilities		\$ -		\$ -		\$ -		\$ -		\$ -	2	\$ 272.00	24	\$ 2,976.00	26	\$ 3,248.00
Horizontal/Vertical Control		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	9	\$ 1,116.00	9	\$ 1,116.00
Diggers Hotline Coordination		\$ -		\$ -		\$ -		\$ -	8	\$ 904.00	4	\$ 544.00		\$ -	12	\$ 1,448.00
Base Mapping		\$ -		\$ -		\$ -		\$ -	10	\$ 1,130.00	12	\$ 1,632.00	8	\$ 992.00	30	\$ 3,754.00
Gather & Review Existing Traffic Counts		\$ -	2	\$ 326.00		\$ -	2	\$ 238.00		\$ -		\$ -		\$ -	4	\$ 564.00
Field Review		\$ -	6	\$ 978.00		\$ -		\$ -		\$ -		\$ -		\$ -	6	\$ 978.00
Subtotal		\$ -	8	\$ 1,304.00		\$ -	2	\$ 238.00	18	\$ 2,034.00	18	\$ 2,448.00	41	\$ 5,084.00	87	\$ 11,108.00
Task 2 - Intersection Geometry Modification																
Synchro Model to Determine Queue Lengths		\$ -	2	\$ 326.00		\$ -	5	\$ 595.00		\$ -		\$ -		\$ -	7	\$ 921.00
Traffic Memo		\$ -	3	\$ 489.00		\$ -	8	\$ 952.00		\$ -		\$ -		\$ -	11	\$ 1,441.00
Sheet Set up - Plan Detail, Erosion Control, Pavement Marking, Traffic Control, Alignment		\$ -		\$ -		\$ -		\$ -	8	\$ 904.00		\$ -		\$ -	8	\$ 904.00
Sidewalk/Curb Ramps/Crosswalks		\$ -	2	\$ 326.00		\$ -	20	\$ 2,380.00		\$ -		\$ -		\$ -	22	\$ 2,706.00
AutoTurn Templates		\$ -		\$ -		\$ -	12	\$ 1,428.00		\$ -		\$ -		\$ -	12	\$ 1,428.00
Construction Details		\$ -	2	\$ 326.00		\$ -		\$ -	2	\$ 226.00		\$ -		\$ -	4	\$ 552.00
Erosion Control		\$ -		\$ -		\$ -	4	\$ 476.00		\$ -		\$ -		\$ -	4	\$ 476.00
Signing Plan		\$ -		\$ -		\$ -	4	\$ 476.00		\$ -		\$ -		\$ -	4	\$ 476.00
Drainage		\$ -	10	\$ 1,630.00		\$ -	30	\$ 3,570.00		\$ -		\$ -		\$ -	40	\$ 5,200.00
Intersection Widening - Modelling		\$ -	5	\$ 815.00		\$ -	20	\$ 2,380.00		\$ -		\$ -		\$ -	25	\$ 3,195.00
Cross Sections		\$ -		\$ -		\$ -	12	\$ 1,428.00		\$ -		\$ -		\$ -	12	\$ 1,428.00
Pavement Marking Plan		\$ -		\$ -		\$ -	4	\$ 476.00		\$ -		\$ -		\$ -	4	\$ 476.00
Traffic Control Details		\$ -		\$ -		\$ -	8	\$ 952.00	4	\$ 452.00		\$ -		\$ -	12	\$ 1,404.00
Alignment Diagram Sheets		\$ -		\$ -		\$ -		\$ -	4	\$ 452.00		\$ -		\$ -	4	\$ 452.00
Generate Plan Set		\$ -		\$ -		\$ -	3	\$ 357.00	8	\$ 904.00		\$ -		\$ -	11	\$ 1,261.00
Final Quantities		\$ -		\$ -		\$ -	20	\$ 2,380.00	2	\$ 226.00		\$ -		\$ -	22	\$ 2,606.00
Final Cost Estimate		\$ -		\$ -		\$ -	8	\$ 952.00		\$ -		\$ -		\$ -	8	\$ 952.00
QA/QC Deliverables		\$ -	12	\$ 1,956.00		\$ -		\$ -		\$ -		\$ -		\$ -	12	\$ 1,956.00
Subtotal		\$ -	36	\$ 5,868.00		\$ -	158	\$ 18,802.00	28	\$ 3,164.00		\$ -		\$ -	222	\$ 27,834.00
Task 3 - Signal Design																
Traffic Signal Design		\$ -	12	\$ 2,100.00		\$ -	40	\$ 5,240.00	4	\$ 480.00		\$ -		\$ -	56	\$ 7,820.00
Plan Preparation - Utility		\$ -	4	\$ 700.00		\$ -	4	\$ 524.00	8	\$ 960.00		\$ -		\$ -	16	\$ 2,184.00
Plan Preparation - Draft PS&E		\$ -	4	\$ 700.00		\$ -	4	\$ 524.00	8	\$ 960.00		\$ -		\$ -	16	\$ 2,184.00
Plan Preparation - Final PS&E		\$ -	4	\$ 700.00		\$ -	4	\$ 524.00	8	\$ 960.00		\$ -		\$ -	16	\$ 2,184.00
Plan Preparation - Construction Details		\$ -	4	\$ 700.00		\$ -	2	\$ 262.00	6	\$ 720.00		\$ -		\$ -	12	\$ 1,682.00
Sequence Of Operations & Cable Routing		\$ -	6	\$ 1,050.00		\$ -	8	\$ 1,048.00		\$ -		\$ -		\$ -	14	\$ 2,098.00
Special Provisions		\$ -	12	\$ 2,100.00		\$ -	2	\$ 262.00		\$ -		\$ -		\$ -	14	\$ 2,362.00
Cost Estimates		\$ -	2	\$ 350.00		\$ -	8	\$ 1,048.00		\$ -		\$ -		\$ -	10	\$ 1,398.00
Miscellaneous Quantities		\$ -	3	\$ 525.00		\$ -	16	\$ 2,096.00		\$ -		\$ -		\$ -	19	\$ 2,621.00
QA/QC Deliverables		\$ -	6	\$ 1,050.00		\$ -		\$ -		\$ -		\$ -		\$ -	6	\$ 1,050.00
Subtotal		\$ -	57	\$ 9,975.00		\$ -	88	\$ 11,528.00	34	\$ 4,080.00		\$ -		\$ -	179	\$ 25,583.00
Task 4 - Project Manual/Administration																
Administration	15	\$ 2,955.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	15	\$ 2,955.00
Advertisement/Project Manual		\$ -	3	\$ 525.00		\$ -	20	\$ 2,620.00		\$ -		\$ -		\$ -	23	\$ 3,145.00
Attend Bid Opening		\$ -		\$ -		\$ -	2	\$ 262.00		\$ -		\$ -		\$ -	2	\$ 262.00
Post Bid Opening Activities		\$ -		\$ -		\$ -	6	\$ 786.00		\$ -		\$ -		\$ -	6	\$ 786.00
Subtotal	15	\$ 2,955.00	3	\$ 525.00		\$ -	28	\$ 3,668.00		\$ -		\$ -		\$ -	46	\$ 7,148.00
Task 5 - Construction Management																
Construction Inspection/Management		\$ -		\$ -	80	\$ 11,680.00	160	\$ 21,600.00		\$ -		\$ -		\$ -	240	\$ 33,280.00
Construction Administration	8	\$ 1,624.00		\$ -	40	\$ 5,840.00		\$ -		\$ -		\$ -		\$ -	48	\$ 7,464.00
Construction Survey Staking		\$ -		\$ -		\$ -		\$ -		\$ -	7	\$ 1,218.00	23	\$ 3,634.00	30	\$ 4,852.00
Subtotal	8	\$ 1,624.00		\$ -	120	\$ 17,520.00	160	\$ 21,600.00		\$ -	7	\$ 1,218.00	23	\$ 3,634.00	318	\$ 45,596.00
Task 6 - Project Administration/Coordination																
Internal meetings	10	\$ 2,030.00		\$ -		\$ -	8	\$ 1,080.00		\$ -		\$ -		\$ -	18	\$ 3,110.00
Right of Entry Permit		\$ -	3	\$ 540.00		\$ -		\$ -		\$ -		\$ -		\$ -	3	\$ 540.00
Meeting With WisDOT		\$ -	4	\$ 720.00		\$ -		\$ -		\$ -		\$ -		\$ -	4	\$ 720.00
Attend Public Works Committee Meeting		\$ -	5	\$ 900.00		\$ -		\$ -		\$ -		\$ -		\$ -	5	\$ 900.00
Utility Coordination		\$ -	3	\$ 540.00		\$ -	5	\$ 675.00		\$ -		\$ -		\$ -	8	\$ 1,215.00
Public Involvement		\$ -		\$ -		\$ -		\$ -	8	\$ 992.00		\$ -		\$ -	8	\$ 992.00
Subtotal	10	\$ 2,030.00	15	\$ 2,700.00		\$ -	13	\$ 1,755.00	8	\$ 992.00		\$ -		\$ -	46	\$ 7,477.00
TOTALS	33	\$ 6,609.00	119	\$ 20,372.00	120	\$ 17,520.00	449	\$ 57,591.00	88	\$ 10,270.00	25	\$ 3,666.00	64	\$ 8,718.00	898	\$ 124,746.00

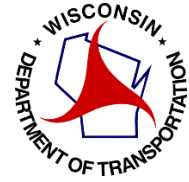
Summary of Expenses	
Estimated Expenses / Mileage (LS)	
Totals	

Cost	Total
\$250.00	\$ 250.00
	\$ 250.00

Expenses:	\$ 250.00
Project Total:	\$ 124,996.00

Project Award Letter

Signals and ITS Standalone Program



Spring 2025 Award

June 16, 2025

To:

Neal Styka
City of Lake Geneva
nstyka@kapurinc.com

From:

Jarrett Gates
SE Region
Wisconsin Department of Transportation
jarrett.gates@dot.wi.gov

Dear Neal Styka:

The Wisconsin Department of Transportation (WisDOT) Signals and ITS Standalone Program (SISP) has awarded the City of Lake Geneva the following project starting in FY26:

Project Name	Award Total
SE2606L STH 120 Signal Installation	Total: \$ 967,000 90% State: \$870,300 10% Local: \$96,700

The project will be funded 90% State/10% City of Lake Geneva. Per current program policy any amount over the project application award shall be funded by the Lake Geneva. WisDOT Region Staff will contact you prior to the award year to establish a State Municipal Financial Agreement (SMFA) between WisDOT and Lake Geneva to determine financial, invoicing, reporting, and contracting responsibilities for both parties.

Please contact me if you have questions.

Sincerely,
Jarrett Gates

Attachment: PDF Application submitted by Municipality

TASK ORDER NUMBER #46

CIVIL ENGINEERING SERVICES

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

To provide engineering services for an all-way stop warrant analysis at Broad Street and Dodge Street. The study will conform to the requirements in Section 2B.07 Multi-Way Stop Applications in the 11th Edition of the MUTCD Manual on Uniform Traffic Control Devices.

Section A. – Scope of Services

Kapur shall perform the following services:

Stop Warrant Analysis

1. Use existing hourly count data from nearby historical WisDOT count locations.
2. Review volume data to determine if an all-way stop is warranted at Broad and Dodge.
3. Prepare Memo for review and approval by City staff. Up to one round of edits are included to address review comments. The memo will outline the existing volumes and each sub-category of the warrant to determine if an All-Way Stop is warranted or not.

Meetings

As part of the All-Way Stop Analysis, the CONSULTANT will attend the following meetings and prepare a summary report after each meeting. One consultant staff will attend each meeting.

4. Attend one (1) virtual meeting with City staff to discuss the analysis and findings.
5. Attend one (1) City Council Meeting to share the study results and conclusions.

Section B. – Timeline

The study results will be available within 1-2 months.





Section C. – Compensation

In return for the performance of the foregoing obligations, Owner shall pay to Engineer an amount not-to-exceed **two thousand one hundred and two dollars (\$2,102)** payable according to the following terms:

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

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

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

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

For: City of Lake Geneva

By: _____
Signature: _____
Title: _____
Date: _____

Engineer: Kapur & Associates, Inc.

By: Naomi Rauch

Signature: *Naomi Rauch*

Title: Project Engineer/ Associate

Date: 7/17/2025

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



Task Order 46: Stop Sign Warrant Broad/Dodge

Classification	Project Manager		Project Engineer III		Total Labor	
Average Hourly Wage (2025)	\$184.00		\$163.00			
Average Hourly Wage (2026)	\$197.00		\$175.00			
	Hours	Dollars	Hours	Dollars	Hours	Dollars
Task Description						
Construction Plans						
Obtain and Review Existing Traffic Data		\$ -	2	\$ 326.00	2	\$ 326.00
Document All-Way Stop Warrants		\$ -	1	\$ 163.00	1	\$ 163.00
Prepare Memo		\$ -	4	\$ 652.00	4	\$ 652.00
QA/QC	1	\$ 184.00		\$ -	1	\$ 184.00
Attend Lake Geneva Council Meeting		\$ -	4	\$ 652.00	4	\$ 652.00
TOTALS	1	\$ 184.00	11	\$ 1,793.00	12	\$ 1,977.00

Summary of Expenses	Cost	Total
Estimated Expenses / Mileage (LS)	\$125.00	\$ 125.00
Totals		\$ 125.00

Expenses:	\$ 125.00
Project Total:	\$ 2,102.00