



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

**COMMON COUNCIL AGENDA
MONDAY, NOVEMBER 10, 2025 - 6:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)**

Members:

Mayor Todd Krause, Council President Mary Jo Fesenmaier, Council Vice President Cindy Yager, Alderpersons: Sherri Ames, Linda Frame, Joel Hoiland, JaNelle Powers, Brian Smith and Cathy Stoodley

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Awards, Presentations, Proclamations, and Announcements
5. Re-consider business from previous meeting
6. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda, except for public hearing items. Comments will be limited to 5 minutes
7. Acknowledgement of Correspondence
8. City Administrator's Report
9. CONSENT AGENDA– Any item listed on the consent agenda may be removed at the request of any member of the Council. The request requires no second, is not discussed, and is not voted upon.
 - a. Approve the Regular Council Minutes of October 27, 2025
10. Items removed from the Consent Agenda
11. Discussion/Action regarding referral to the Plan Commission for Avalon Properties annexation of territory
12. Discussion/Action regarding designating Zone 5 of Hillmoor as surplus property
13. Discussion/Action on the recommendations of the Finance, Licensing, and Regulation Committee- Ald. Ames
 - a. Acceptance of the Pre-Paid Checks of \$270,076.75 and Regular Check Reports of \$119,808.55
 - b. Approval of Task Order #48 with Kapur & Associates, Inc. for Civil Engineering Services for the 2026 Street Program in an amount not to exceed \$140,190
 - c. Approval of Pay Request #4 from Wolf Paving for the 2025 Street Program in an amount

of \$217,487.70

- d.** Approval of Change Order #3 to Wolf Paving for the 2025 Street Program with an increase of \$20,965.00

14. Discussion/Action on the recommendations of the Personnel Committee- Ald. Hoiland

- a.** Approval of the Compensation Study Update report for all non-represented personnel
- b.** Resolution 25-R55: A resolution authorizing the use of a three-year rolling average of August Consumer Price Index numbers reported by the Wisconsin Employment Relations Commission (WERC), to increase the wage schedule in the years 2026, 2027 and 2028

15. Discussion/Action on the recommendations of the Plan Commission- Ald. Hoiland

- a.** Resolution 25-R54: A Resolution authorizing the approval of a Limited Conditional Use Permit application filed by 640 W Main Street, LLC, Thomas Keefe, POB 460, Lake Geneva, WI, to allow the operation of a Commercial Indoor Lodging facility at 640 W Main Street, Tax Key No. ZOP 00306

16. Discussion/Action on the recommendation of the Hillmoor Commission

- a.** Approval of Upland Design for the Hillmoor Zone 1 Conceptual Plan
- b.** Approval of Native Range, with the inclusion of the drone flight add-on, for the Hillmoor Ecological Restoration Plan

17. Adjournment

Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the City Clerk's office in advance so the appropriate accommodations can be made.



Memo:

To: Common Council

From: David De Angelis, City Administrator

Date: November 7, 2025

Re: Council Agenda and Updates

Please find below my comments on agenda items as well as any new information to share with the council.

AGENDA COMMENTS

11. The Avalon properties annexation was previously approved by the Council but has been placed on the agenda for referral to the plan commission due to the final paperwork and filing not having been completed by the applicant. It is recommended this be sent to the Plan Commission for reapproval.

12. Please find included in your packet my recommendation regarding surplus property designation for the Hillmoor property zone 5. My recommendation is to table this designation at this time until the noted plans have been completed, and all other public use options are evaluated and determinations are made.

14a. Our consultant from McGrath and Associates, Victoria McGrath, will be present via zoom to answer any questions you may have about the study presented to the Personnel Committee. The Committee has recommended approval of the study.

14b. This resolution is being presented to continue the CPI, the three-year rolling average for the market adjustments to the pay schedule represented in updated study. This practice was instituted at the adoption of the previous study and as demonstrated by the updated study has worked very well in not only getting staff to the market average but keeping the schedule at the market rate as well. This resolution is proposing the same period as the previous resolution of three years. I am recommending approval of this resolution.

16a & b. Both of these items have been reviewed and recommended by the Hillmoor Commission for approval. During the presentation there were items that were clarified or commented on by the presenter and those have now been updated and are now attached to the agreement in your packet. For Upland those additions were:

- a. Update the project dates per the March meetings discussed
- b. 1 Project Program (page 30)
- c. 3 Concepts Plans (page 30 and the deliverable list)
- d. Added the Waverly Street 8-acres (on the Project Background page)
- e. Added \$2,000 for the additional survey area of the Waverly Street area comprising 8 acres.

For Native Range the Committee is recommending including the optional drone survey for the property which is now included with the proposal and agreement included in your packet.

UPDATES:

1. Channel 25 transmission equipment has been ordered, and all of the fiber work is complete. Spectrum expects the to be scheduling the equipment install in the next couple of weeks. Once installed we should be able to get everything up and running in short order.
2. We have received notice from the DOT regarding the speed reduction request on Hwy 50. After their review of the application for reduction and the additional information they requested they are recommending the 40mph speed limit remain for the area. Below are the reasons from their email.

It is recommended to maintain the existing 40 MPH speed limit based on the below primary factors:

1. The operating speed performance metrics are supportive of the current posted speed limit
2. No vulnerable road user incidents/crashes
3. New sidewalk would reduce risk of pedestrian crashes related to walking along the road
4. Adequate paved shoulders would provide area for use by bicyclists
5. The land north of the segment is open or wooded area which does not give a confined feel supportive of a low-speed limit
6. Roadway cross section with paved shoulders and no parking does not provide a confined feel supportive of a low posted speed limit
7. USLIMITS2 also recommends a 40 MPH posted speed limit

Lake Geneva could consider installing engineering countermeasures such as high visibility crosswalk markings to address safety concerns related to vulnerable road user crossings. Higher future pedestrian crossing volume at the Curtis Street intersection could be supportive of installing Rectangular Rapid Flashing Beacons

**CITY OF LAKE GENEVA COMMON COUNCIL MINUTES
MONDAY, OCTOBER 27, 2025 - 6:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)**

Members: Mayor Todd Krause, Council President Mary Jo Fesenmaier, Council Vice President Cindy Yager, Alderpersons: Sherri Ames, Linda Frame, Joel Hoiland, JaNelle Powers, Brian Smith and Cathy Stoodley

Call to Order

Mayor Krause called the meeting to order at 6:03 pm.

Pledge of Allegiance

Roll Call

Present: Ames, Fesenmaier, Frame, Hoiland, Powers, Smith, Stoodley, Yager

Absent: None

Awards, Presentations, Proclamations, and Announcements

Mayor announced that the pictures previously hanging in chambers will be scanned and digitally displayed. John's Disposal will be presenting at the Committee of the Whole meeting on Monday.

Re-consider business from previous meeting

None.

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

None.

Acknowledgement of Correspondence

None.

City Administrator's Report

No report given.

CONSENT AGENDA– Any item listed on the consent agenda may be removed at the request of any member of the Council. The request requires no second, is not discussed, and is not voted upon.

Joint Plan Commission and Council Minutes from October 13, 2025

Regular Council Minutes from October 13, 2025

Temporary "Class B" Wine License application filed by Downtown Lake Geneva, Inc for the Fall Wine Walk on November 2, 2025, Alexandria Binanti, Agent

Public Event Permit application filed by Downtown Lake Geneva, Inc for the Fall Wine Walk on November 2, 2025

Motion by Ames to approve, second by Hoiland.

No discussion. Motion carried 8-0 on a voice vote.

Items removed from the Consent Agenda

None.

Ordinances (*first and possible second reading*) and Resolutions

Ordinance 25-16 An ordinance approving an amendment to the Comprehensive Plan's Future Land Use Map filed by Celine Haydam, PE14051 State Highway 33 Hillsboro, WI, to change the future land use recommendation for parcels located at N3113 and N3103 CTH H and 1336, 1340, 1342, and 1350 Elkhorn Rd from "Institutional & Community Services" to "Planned Mixed Use," tax key numbers JG2600031,

JG2600004, ZYUP00044A, ZYUP00044C, ZYUP00044D, and ZYUP00044L

Mayor Krause offered a First Reading of Ordinance 25-16.

Motion by Yager to suspend the rules and move to a second reading, second by Frame.

No discussion. Motion carried 8-0 on a voice vote.

Mayor Krause offered a Second Reading of Ordinance 25-16.

Motion by Frame to approve Ordinance 25-16 as read, second by Ames.

Hoiland discussed details surrounding the proposed land use change and the potential impacts to the area, expressing opposition to the proposed development. He suggested that the City work with the developers in order to find a better location for their development, and stated he would be voting against this.

Frame discussed applicant attendance at a previous meeting and expressed support for this measure passing.

Yager expressed support for this measure, explaining that the area has been housing for about 60 years. She spoke on the need for affordable housing in the City.

Zoning Administrator Renee Hanlon reiterated that the Plan Commission and staff had recommended approval of this measure.

Ames spoke in support of the measure, stating that there is a need for affordable housing.

Stoodley spoke in support of the measure, reiterating that this area has been housing for 60 years.

Mayor Krause stated this would improve the appearance of this entrance to the City.

Motion carried 7-1 on a roll call vote with Ames, Fesenmaier, Frame, Powers, Smith, Stoodley, and Yager voting yes and Hoiland voting no.

Ordinance 25-17 An ordinance approving an amendment to the Comprehensive Plan's Future Land Use Map filed by Red Rock Builders, Inc., 630 S. Lakeshore Dr, Fontana, WI, to change the future land use recommendation for parcels located at the northwest corner of Interchange North (STH 120) and USH 12 from "Planned Neighborhood" to "Planned Mixed Use," tax key numbers ZYUP 00192, ZYUP 00193, ZYUP 137I, ZYUP 137J, and ZYUP 137K

Mayor Krause offered a first reading of Ordinance 25-17.

Motion by Frame to suspend the rules and move to a second reading, second by Hoiland.

No discussion, motion carried 8-0 on a voice vote.

Mayor Krause offered a second reading of Ordinance 25-17.

Motion by Frame to approve Ordinance 25-17 as read, second by Ames.

Frame stated the applicant agreed to include an access road to the Stoneridge neighborhood, and expressed support for this measure.

Mayor Krause clarified this is just a land use change and not a development plan at this point.

Hoiland asked for clarification on the Comprehensive Plan change schedule.

Attorney Draper explained that the City is operating under the cycle that the Plan amendments are considered once a year.

Zoning Administrator Hanlon clarified that the Plan Commission and staff recommended approval of this measure.

Motion carried 8-0 on a roll call vote with Fesenmaier, Frame, Hoiland, Powers, Smith, Stoodley, Yager, and Ames all voting yes.

Resolution 25-R52 a resolution approving the publication of the Public Hearing Notice regarding the City of Lake Geneva 2026 Operating and Capital Budgets

Motion by Ames to approve Resolution 25-R52, second by Stoodley.

Comptroller Pisarcik gave an overview of the publication process, and highlighted some select line items in the publication.

Yager asked for clarification on the process regarding changes to the published budget.

Comptroller Pisarcik clarified that changes could be suggested during the public hearing and made at that meeting.

City Administrator DeAngelis stated that after publication the budget can go down, but it cannot go up.

Motion carried 8-0 on a roll call vote with Frame, Hoiland, Powers, Smith, Stoodley, Yager, Ames, and Fesenmaier all voting yes.

Resolution 25-R53 adding Saturday charge for columbarium of \$90.00 (Recommendation by the Cemetery Board)

Motion by Stoodley to approve Resolution 25-R53, second by Frame.

Stoodley clarified that this is a service charge for opening the columbarium on Saturday.
Motion carried 8-0 on a voice vote.

Discussion/Action on the recommendations of the Finance, Licensing, and Regulation Committee- Ald. Ames

Acceptance of the Pre-Paid Checks of \$260,139.66 and Regular Checks of \$1,088,354.20

Motion by Ames to approve, second by Frame.
No discussion, motion carried 8-0 on a voice vote.

Adjournment

Motion by Ames to adjourn, second by Stoodley.
No discussion, motion carried 8-0 on a voice vote.

The meeting adjourned at 6:33 pm.

Vanesa Jahns
Deputy City Clerk

These minutes are unofficial until approved by the Council.



Memo

To: Common Council

From: David De Angelis, Administrator

Date: November 7, 2025

RE: Designation of Surplus Property Zone 5 of the Hillmoor Property

On September 8th, the City Council requested staff to make a recommendation whether Zone 5 of the Hillmoor property should be declared surplus property for potential sale. The criteria identified in the adopted policy for the sale of city owned land requires a determination that the land is not essential for City operations or future needs. In doing this review several factors are to be considered: 1.) legal status, 2.) potential municipal use, 3.) environmental conditions, and 4.) strategic value.

1. **Legal status** The Hillmoor property was purchased by the City in the settlement of a lawsuit with the previous owners. As part of the settlement with the previous owners, deed restrictions were placed on the property. Those deed restrictions read as follows:

Grantee covenants, acknowledges and agrees, by its acceptance and recordation of the Special Warranty Deed to which this Exhibit Bis attached and incorporated as an integral part, that Grantee hereby takes title to the Property subject to the following provisions (collectively, the "Deed Restriction"). which provision shall run with the land in perpetuity and is binding upon Grantee, all future owners and occupants of the Property (or any part of the Property), and their respective successors and assigns, including, without limitation, any successive owners, tenants and other occupants of the Property:

Without the prior written consent of the Grantor or its designated successor or assigns, all and every part of the Property shall be used in perpetuity solely either by Grantee for a public purpose use, or by a 501(c)(3) qualified nonprofit entity for public recreational use or a philanthropic use or a use ancillary to a public purpose use.

This property has limited marketability because of the deed restrictions. Therefore, these restrictions must be considered in the sale to any third parties.

2. **Potential Municipal Use** In reviewing the property with staff and looking at our comprehensive plan and the new facility plan for police and fire facilities, it appears this property may have potential municipal use as the site for a new fire station, police station or a combination of both. The Police and Fire Commission has just established a subcommittee to evaluate the building requirements and potential locations for new stations. In addition, the last comprehensive outdoor recreation plan adopted in 2020 mentions the desire for a community center in the City, and the Hillmoor property might be a suitable location for such a use. It should be noted that the Hillmoor Commission has reviewed the sale of a portion of Zone 5 property to a nonprofit organization, potentially the YMCA, and has made the determination that the property in Zone 5 could be sold to a

nonprofit for the uses identified in the deed restrictions. It should also be noted that this determination has been made after significant review of potential uses for the property but without the benefit of an adopted master plan for all the Hillmoor property or the completion of an ecological study.

3. **Environmental Conditions** I have not been made aware whether Zone 5 of the Hillmoor property has undergone any additional environmental surveys which would require any additional use restrictions. The City's GIS does not show any wetlands or environmental corridors in Zone 5. The City is currently waiting for an ecological study by the Southeastern Wisconsin Regional Planning Commission (SEWRPC) for all the Hillmoor property. Therefore, the ecological conditions of the Hillmoor property are not currently available for review or consideration.
4. **Strategic Value** Zone 5 of the Hillmoor property is on Hwy 50 adjacent to the eastern commercial district and the HWY 12/50 interchange. This property would have a much higher strategic value as commercial property without the deed restrictions. With the restrictions, the strategic value of the property gives the City opportunities to provide space for local government use, public safety services, and/or non-profit support organizations that can provide quality of life benefits and enhancements to the residents of the City of Lake Geneva. It should also be noted that on August 14th, 2023, the Common Council passed a vision statement for the Hillmoor property (see attached) that expressed the Council's vision for the Hillmoor property which included, outdoor recreation, preservation of the natural environment, creating a sense of community and connectivity across the City. It was also expressed in the vision that structures on the property are of high quality with landscaping, building, environmental and sustainable standards.

In conclusion, while the Hillmoor Commission has recommended this property as appropriate for sale to a qualified non-profit, I believe the Common Council needs to pause any final determination until the following have been completed and reviewed by the Common Council:

- Police and Fire Commission recommendation on the potential use of Zone 5 of the Hillmoor property as a potential site for a new fire and/or police station.
- The property's ecological survey by SEWRPC.
- The community strategic plan.
- The new comprehensive outdoor recreation plan.

It is therefore my recommendation that the Council table the final determination of surplus property until such time as the above items have been completed.

Please feel free to contact me if you have any questions.

TASK ORDER NUMBER #48 CIVIL ENGINEERING SERVICES

This task order is made as of October 22, 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 design and specification preparation, bidding, and construction management for the 2026 Lake Geneva Street Program. The City is proposing a resurfacing of 2,000 linear feet of public roadways, 500 linear feet of alleys, and 370 linear feet of new sidewalk and other pedestrian improvements necessary along project route. The task order also includes seal coating of 1,700 linear feet of roadways.

This project includes the asphalt resurfacing of:

Streets:	Cook Street Wrigley Drive	Main Street to Geneva Street Broad Street to Baker Street
Alleys:	Alley Reconstruction	Alley 50 WE Madison/Cook to NS Geneva/Main
Seal Coating:	Host Drive	Wells Street to Termini
New Sidewalk:	Park Street	Geneva Parkway to Prairie Wind Drive (370')
Additional Work:	Patching around utility structures as needed	

In addition to the above paving work the proposed task order includes

- Survey and design for accessible ramps throughout the various project limits to meet Federal Requirements for handicap accessibility.
- Storm sewer investigation with repairs being completed as necessary on all streets.
- Sidewalk repairs, curb & gutter repairs, asphalt patches and additional utility improvements will be coordinated within the roadway improvement limits.
- Data collecting, drafting, mapping, and finalizing a Capital Improvement Plan
- Updating the 2020 Budget Analysis for Capital Improvement Planning to include alleyways, bike paths, and sidewalks and ensure a sustainable replacement rate.

Section A. – Scope of Services

Engineer shall perform the following Services:



Street Program Construction Plans

1. Provide topographic survey and mapping, field reviews and plan preparation for the reconstruction of alley and roadway noted above.
2. Provide topographic survey and mapping, field reviews and plan preparation for the reconstruction of all accessible ramps within the project limits. All ramps will be designed to meet Federal Accessible standards and conform with the City adopted PROWAG standards to the maximum extent practicable. Specific engineering details for accessible ramp replacements will be provided.
3. Provide a plan set to present the streets to be improved, limits of the resurfacing and type of resurfacing to be completed. Streets as listed above will be provided on the plans. Plans will include location and detail of pavement and asphalt removals, new asphaltic paving, curb, gutter, and apron replacement.
4. Provide a summary table to present a breakdown of quantities by street segment as information to bidder. Information may include but not limited to the length, width, square yardage of repair, number of manholes, number of inlets, type of asphalt and length of curb replacement (if necessary).
5. Provide construction cost estimates for all streets, sidewalk, and utility improvements.
6. Provide utility coordination of all private utilities for all streets including utility location for survey of street improvements requiring grading or utility improvements/repairs.
7. Provide details as needed to complete work.
8. 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.
9. Prepare for and attend the bid opening.
10. Review project bids, make recommendation for award, and coordinate notice of award, agreement, and notice to proceed documentation.
11. Attend meetings as required and provide update memos to the Department of Public Works.



Construction Management Activities

12. 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.
13. 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.
14. Process payment requests from the contractor for their work and prepare recommendation for payment for City approval. Complete final close out documentation and acceptance of improvements memorandum. **(This task is completed monthly and is completed for all work approved for the prior month.)**
15. The Engineer will be responsible for notifying, scheduling, conducting, documenting, and distributing minutes of the preconstruction conference.
16. Prepare and provide project update memorandum and provide copies of the daily journal entries to City staff upon request.
17. Attend meetings and coordinate with adjacent property owners and business as needed.
18. Write Special Assessment Report for all sidewalk improvements and itemized proposed improvements on a lot-by-lot basis.
19. Prepare final Sidewalk Assessment Report for post construction quantities.
20. Upon project completion, all utility data and as-built information will be transferred to the City GIS system for permanent records. In addition, as-builts, and AutoCAD information will be provided for City record.
21. It is anticipated the construction work under the 2026 City of Lake Geneva – Paving Program will begin in Spring 2026 and be completed Fall 2026. This schedule has been provided for estimating purposes only. Engineer and construction services are estimated on the engineering and survey staff being on site as needed and completing project paperwork for a construction period of up to 12 weeks. Any additional time restrictions to the contractor (such as work restricted to before Memorial Day or after Labor Day) will result in extended construction period.



Capital Improvement Planning

22. Complete review of all streets, alleys, and bike paths in accordance with WisDOT PASER guidelines.
23. Complete annual update to the City 5-year capital improvement plan as required.
24. Update the 2020 Budget Analysis for Capital Improvement Planning to include alleyways, bike paths, and sidewalks and ensure a sustainable replacement rate.

Section B. – Compensation

In return for the performance of the foregoing obligations, Owner shall pay to Engineer an amount not-to-exceed one hundred forty thousand one hundred and ninety dollars (\$140,190.00) 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: _____

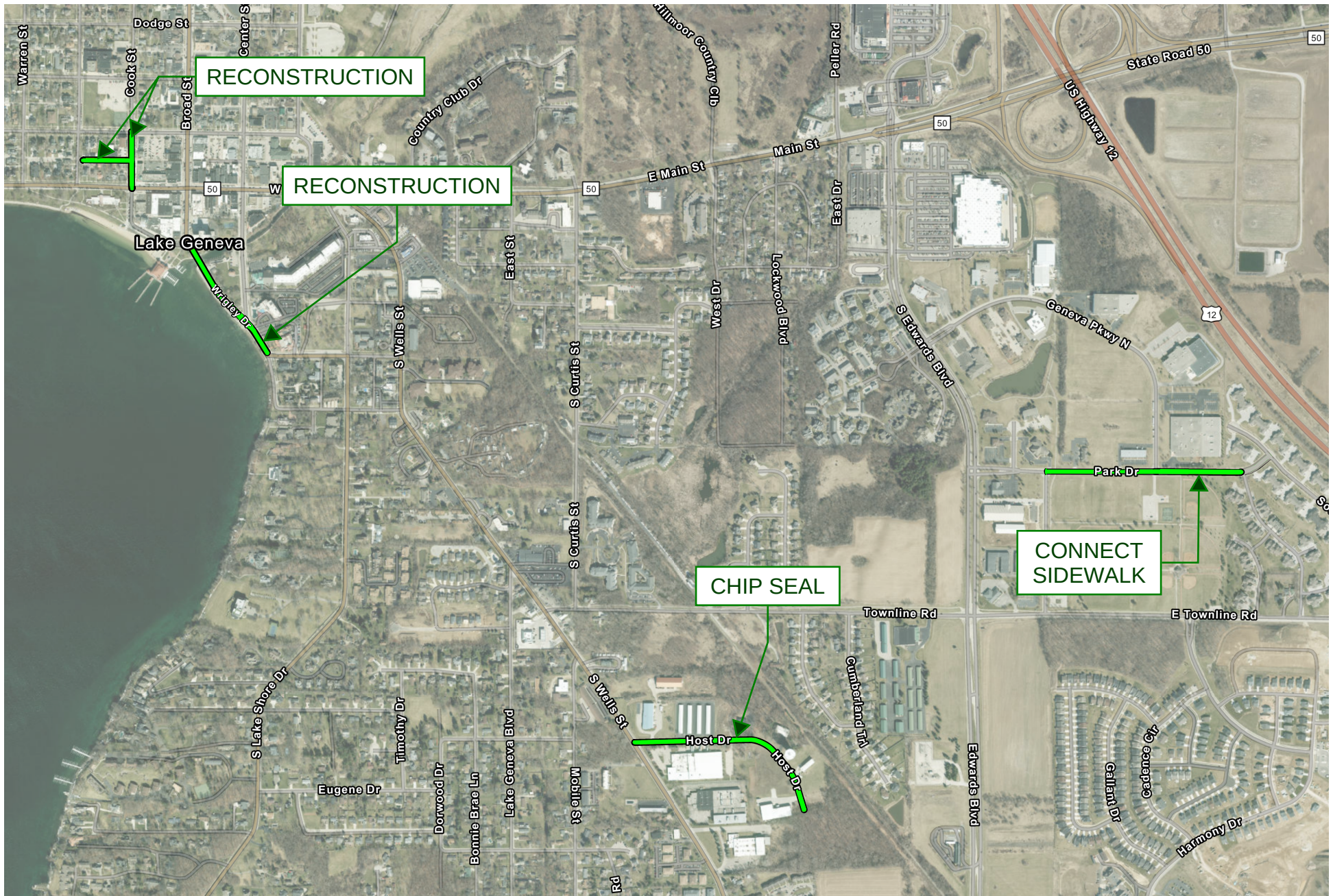
Signature: 

Title: _____

Title: Project Engineer/Associate

Date: _____

Date: 10/22/2025



LAKE GENEVA 2026 STREET PROGRAM TASK ORDER 48

UPDATED



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



Task Order 48: 2026 Lake Geneva Streets

Classification	Project Engineer III		Project Engineer II		Staff Engineer II		Technician II		Project Surveyor		Survey Crew		Total Labor	
Average Hourly Wage (2026)	\$175.00		\$142.00		\$131.00		\$109.00		\$169.00		\$153.00			
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Task Description														
Cook Street														
Survey and Mapping		\$ -		\$ -		\$ -	8	\$ 872.00	4	\$ 676.00	16	\$ 2,448.00	28	\$ 3,996.00
Design/Plan Preparation		\$ -	24	\$ 3,408.00		\$ -		\$ -					24	\$ 3,408.00
Quantities and Details		\$ -	8	\$ 1,136.00		\$ -		\$ -		\$ -		\$ -	8	\$ 1,136.00
QAQC	4	\$ 700.00	8	\$ 1,136.00		\$ -		\$ -					12	\$ 1,836.00
Survey and Staking		\$ -		\$ -		\$ -		\$ -	2	\$ 338.00	4	\$ 612.00	6	\$ 950.00
Subtotal	4	\$ 700.00	40	\$ 5,680.00		\$ -	8	\$ 872.00	6	\$ 1,014.00	20	\$ 3,060.00	78	\$ 11,326.00
Wrigley Street														
Survey and Mapping		\$ -		\$ -		\$ -	8	\$ 872.00	4	\$ 676.00	16	\$ 2,448.00	28	\$ 3,996.00
Design/Plan Preparation		\$ -	32	\$ 4,544.00		\$ -		\$ -					32	\$ 4,544.00
Quantities and Details		\$ -	8	\$ 1,136.00		\$ -		\$ -					8	\$ 1,136.00
QAQC	6	\$ 1,050.00	8	\$ 1,136.00		\$ -		\$ -		\$ -		\$ -	14	\$ 2,186.00
Survey and Staking		\$ -		\$ -		\$ -		\$ -	2	\$ 338.00	4	\$ 612.00	6	\$ 950.00
Subtotal	6	\$ 1,050.00	48	\$ 6,816.00		\$ -	8	\$ 872.00	6	\$ 1,014.00	20	\$ 3,060.00	88	\$ 12,812.00
Alley 50														
Survey and Mapping		\$ -		\$ -		\$ -	4	\$ 436.00	2	\$ 338.00	8	\$ 1,224.00	14	\$ 1,998.00
Design/Plan Preparation		\$ -	24	\$ 3,408.00		\$ -		\$ -					24	\$ 3,408.00
Quantities and Details		\$ -	6	\$ 852.00		\$ -		\$ -					6	\$ 852.00
QAQC	4	\$ 700.00	4	\$ 568.00		\$ -		\$ -		\$ -		\$ -	8	\$ 1,268.00
Survey and Staking		\$ -		\$ -		\$ -		\$ -	2	\$ 338.00	4	\$ 612.00	6	\$ 950.00
Subtotal	4	\$ 700.00	34	\$ 4,828.00		\$ -	4	\$ 436.00	4	\$ 676.00	12	\$ 1,836.00	58	\$ 8,476.00
Park Sidewalk														
Survey and Mapping		\$ -		\$ -		\$ -	4	\$ 436.00	2	\$ 338.00	8	\$ 1,224.00	14	\$ 1,998.00
Design/Plan Preparation		\$ -	8	\$ 1,136.00		\$ -		\$ -					8	\$ 1,136.00
Quantities and Details		\$ -	4	\$ 568.00		\$ -		\$ -					4	\$ 568.00
QAQC	2	\$ 350.00	4	\$ 568.00		\$ -		\$ -		\$ -		\$ -	6	\$ 918.00
Survey and Staking		\$ -		\$ -		\$ -		\$ -	2	\$ 338.00	4	\$ 612.00	6	\$ 950.00
Subtotal	2	\$ 350.00	16	\$ 2,272.00		\$ -	4	\$ 436.00	4	\$ 676.00	12	\$ 1,836.00	38	\$ 5,570.00
Project Manual/Administration														
Administration	4	\$ 700.00	8	\$ 1,136.00		\$ -		\$ -		\$ -		\$ -	12	\$ 1,836.00
Advertisement/Project Manual	8	\$ 1,400.00	24	\$ 3,408.00		\$ -		\$ -		\$ -		\$ -	32	\$ 4,808.00
Attend Bid Opening		\$ -	4	\$ 568.00		\$ -		\$ -		\$ -		\$ -	4	\$ 568.00
Post Bid Opening Activities		\$ -	4	\$ 568.00		\$ -		\$ -		\$ -		\$ -	4	\$ 568.00
Meetings as Required	16	\$ 2,800.00	8	\$ 1,136.00		\$ -		\$ -		\$ -		\$ -	24	\$ 3,936.00
Special Assessment Report for sidewalks and final quantities	12	\$ 2,100.00	24	\$ 3,408.00		\$ -		\$ -		\$ -		\$ -	36	\$ 5,508.00
Subtotal	40	\$ 7,000.00	72	\$ 10,224.00		\$ -		\$ -		\$ -		\$ -	112	\$ 17,224.00
Construction Observation & Administration														
Resurfacing Streets, Pedestrian Path, ADA Ramps, curb repairs		\$ -		\$ -	260	\$ 34,060.00		\$ -		\$ -		\$ -	260	\$ 34,060.00
Alleys		\$ -		\$ -	120	\$ 15,720.00		\$ -		\$ -		\$ -	120	\$ 15,720.00
Construction Administration	8	\$ 1,400.00	24	\$ 3,408.00	42	\$ 5,502.00		\$ -		\$ -		\$ -	74	\$ 10,310.00
Subtotal	8	\$ 1,400.00	24	\$ 3,408.00	422	\$ 55,282.00		\$ -		\$ -		\$ -	454	\$ 60,090.00
Construction Observation & Administration														
2027 CIP & PASER Updates	16	\$ 2,800.00	52	\$ 7,384.00		\$ -		\$ -		\$ -		\$ -	68	\$ 10,184.00
Budget Analysis for Capital Improvement Planning	12	\$ 2,100.00	24	\$ 3,408.00		\$ -		\$ -		\$ -		\$ -	36	\$ 5,508.00
Subtotal	28	\$ 4,900.00	76	\$ 10,792.00		\$ -		\$ -		\$ -		\$ -	104	\$ 15,692.00
TOTALS	84	\$ 14,700.00	286	\$ 40,612.00		\$ -	24	\$ 2,616.00	20	\$ 3,380.00	64	\$ 9,792.00	478	\$ 131,190.00

Summary of Expenses	Cost	Total
Estimated Mileage (LS)	\$1,500.00	\$ 1,500.00
Soil Borings	\$7,500.00	\$ 7,500.00
Totals		\$ 9,000.00

Expenses:	\$ 9,000.00
Project Total:	\$ 140,190.00

MEMORANDUM TO THE CITY OF LAKE GENEVA

To: Neil Waswo, Tom Earle
From: Bridget Barry, Mumangi Nyangureta
CC: Naomi Rauch, Mike Timmers
Date: October 29th, 2025
Re: Pay Request #4 for 2025 Lake Geneva Street Program

A review of the Request for **Payment No. 4** from **Wolf Paving** for the **2025 Lake Geneva Street Program** construction contract has been completed.

Payment in the amount of **\$217,487.70** for this payment request has been recommended for approval by the Construction Manager on site.

The Contractor's documents are enclosed for the City's approval.

Payment amounts are broken up as follows:

	<u>New Invoice Amount</u>	<u>Previously Invoiced</u>	<u>Total</u>
Invoiced	\$ 221,199.89	\$ 349,227.34	\$ 570,032.22
Retainage (5% until 50% complete)	\$ (3,692.43)	\$ (17,461.37)	\$ (21,153.81)
Total Approved for Payment	\$ 217,487.70	\$ 33,1765.97	\$ 548,878.42

Contract Base Bid, based on plan quantities: \$846,152.20
Contract Base Bid plus Change Orders 1&2, based on plan quantities: \$868,677.20

Please feel free to contact me if you have any questions.

Please send Payment to: **Wolf Paving**

Attention:

Allan Griffin
1320 Walnut Ridge Dr.
Suite 100
Harland, WI 53029

Contractor's Application for Payment No.

4

Application Period: 9/15/2025-10/24/2025		Application Date: 10/29/2025	
To (Owner): City of Lake Geneva 626 Geneva Street, Lake Geneva WI 53147	From (Contractor): Wolf Paving	Via (Engineer): Kapur & Associates 1224 S. Pine St. Burlington WI 53105	
Project: 2025 Lake Geneva Street Program	Contract: 2025 Lake Geneva Street Program		
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.: 25.0249	

Application For Payment Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
CCO 1	\$22,130.00	
CCO 2	\$395.00	
TOTALS	\$22,525.00	
NET CHANGE BY CHANGE ORDERS	\$22,525.00	

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
 (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
 (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
 (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By:	Date:
-----	-------

1. ORIGINAL CONTRACT PRICE.....	\$	\$846,152.20
2. Net change by Change Orders.....	\$	\$22,525.00
3. Current Contract Price (Line 1 + 2).....	\$	\$868,677.20
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates).....	\$	\$570,032.22
5. RETAINAGE:		
a. 5% X \$423,076.10 Work Completed.....	\$	\$21,153.81
b. X Stored Material.....	\$	
c. Total Retainage (Line 5.a + Line 5.b).....	\$	\$21,153.81
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$	\$548,878.42
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	\$331,390.72
8. AMOUNT DUE THIS APPLICATION.....	\$	\$217,487.70
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above).....	\$	\$298,644.98

Payment of: \$ 217,487.70
(Line 8 or other - attach explanation of the other amount)

is recommended by: Bridget Barry 10/28/2025
(Engineer) (Date)

Payment of: \$
(Line 8 or other - attach explanation of the other amount)

is approved by: _____
(Owner) (Date)

Approved by: _____
Funding or Financing Entity (if applicable) (Date)

**2025 Lake Geneva Street Program - PAYMENT TAB****Payment Tab Dated:**

6/26/2025	8/21/2025	10/1/2025	10/29/2025
6/23/2025	8/15/2025	9/15/2025	10/24/2025

City of Lake Geneva, Walworth County, Wisconsin

Quantities Through Date:

Base Bid Section - BROAD ST (MAIN TO WRIGLEY)

Item No.	Item Description	Unit	Bid Qty.	Bid Unit Price	Bid Total Price	Quantities per Estimate				Qty to Date	\$ Paid to Date
						#1	#2	#3	#4		
204.0100	Removing Concrete Pavement (Crosswalk)	SY	70	\$ 36.50	\$ 2,555.00	-	-	-	-	0.00	\$ -
204.0100	Removing Concrete Pavement (Driveways)	SY	40	\$ 27.50	\$ 1,100.00	-	-	-	40.00	40.00	\$ 1,100.00
204.0120	Removing Asphaltic Surface Milling (Partial Depth 2")	SY	2475	\$ 4.00	\$ 9,900.00	-	-	-	2,520.00	2520.00	\$ 10,080.00
204.0150	Removing Curb & Gutter	LF	320	\$ 11.50	\$ 3,680.00	-	-	-	256.00	256.00	\$ 2,944.00
204.0155	Removing Concrete Sidewalk	SY	275	\$ 27.50	\$ 7,562.50	-	-	-	170.00	170.00	\$ 4,675.00
205.0100	Excavation Common - EBS (Undistributed)	CY	275	\$ 26.00	\$ 7,150.00	-	-	-	-	0.00	\$ -
305.0120	Base Aggregate Dense 1 1/4-Inch - EBS (Undistributed)	TON	290	\$ 27.30	\$ 7,917.00	-	-	-	-	0.00	\$ -
311.0110	Breaker Run (3" Crushed Allowed) - EBS (Undistributed)	TON	290	\$ 28.00	\$ 8,120.00	-	-	-	-	0.00	\$ -
405.0200	Coloring Concrete Custom	CY	15	\$ 100.00	\$ 1,500.00	-	-	-	-	0.00	\$ -
415.0080	Concrete Pavement 8-Inch	SY	70	\$ 108.00	\$ 7,560.00	-	-	-	-	0.00	\$ -
460.5224	HMA Pavement Type 4 LT 58-28 S. Item also includes tack coat (455.0605).	TON	300	\$ 92.00	\$ 27,600.00	-	-	-	301.10	301.10	\$ 27,701.20
601.0411	Concrete Curb & Gutter 30-Inch Type D	LF	320	\$ 63.00	\$ 20,160.00	-	-	-	256.00	256.00	\$ 16,128.00
602.0405	Concrete Sidewalk 4-Inch	SF	1310	\$ 8.65	\$ 11,331.50	-	-	-	1,127.00	1127.00	\$ 9,748.55
602.0415	Concrete Sidewalk 6-Inch	SF	560	\$ 9.80	\$ 5,488.00	-	-	-	402.00	402.00	\$ 3,939.60
602.0505	Curb Ramp Detectable Warning Field Yellow	SF	20	\$ 50.00	\$ 1,000.00	-	-	-	20.00	20.00	\$ 1,000.00
611.8105	Adjusting Catch Basin Covers	EACH	5	\$ 850.00	\$ 4,250.00	-	-	-	2.00	2.00	\$ 1,700.00
611.8110	Adjusting Manhole Covers	EACH	6	\$ 550.00	\$ 3,300.00	-	-	-	-	0.00	\$ -
628.7020	Inlet Protection Type D	EACH	5	\$ 110.00	\$ 550.00	-	-	-	5.00	5.00	\$ 550.00
638.2102	Moving Signs Type II	EACH	1	\$ 160.00	\$ 160.00	-	-	-	-	0.00	\$ -
646.1020	Marking Line Epoxy 4-Inch (White)	LF	1800	\$ 3.25	\$ 5,850.00	-	-	-	1,583.00	1583.00	\$ 5,144.75
646.1020	Marking Line Epoxy 4-Inch (Yellow)	LF	735	\$ 4.50	\$ 3,307.50	-	-	-	744.00	744.00	\$ 3,348.00
646.5020	Marking Arrow Epoxy (White)	EACH	3	\$ 250.00	\$ 750.00	-	-	-	3.00	3.00	\$ 750.00
646.5120	Marking Word Epoxy "NO PARKING" (Yellow)	EACH	2	\$ 260.00	\$ 520.00	-	-	-	2.00	2.00	\$ 520.00
646.5120	Marking Word Epoxy "ONLY" (White)	EACH	2	\$ 275.00	\$ 550.00	-	-	-	2.00	2.00	\$ 550.00
646.5220	Marking Symbol Epoxy, ADA Accessible (Blue)	EACH	3	\$ 185.00	\$ 555.00	-	-	-	3.00	3.00	\$ 555.00
646.5220	Marking Symbol Epoxy, Motorcycle (White)	EACH	1	\$ 250.00	\$ 250.00	-	-	-	1.00	1.00	\$ 250.00
646.6120	Marking Stop Line Epoxy 18-Inch (White)	LF	35	\$ 16.00	\$ 560.00	-	-	-	34.00	34.00	\$ 544.00
646.8105	Marking Curb Paint (Yellow)	LF	60	\$ 8.00	\$ 480.00	-	-	-	220.00	220.00	\$ 1,760.00
690.0150	Sawing Asphalt	LF	160	\$ 1.39	\$ 222.40	-	-	-	126.00	126.00	\$ 175.14
690.0250	Sawing Concrete	LF	800	\$ 2.10	\$ 1,680.00	-	-	-	358.00	358.00	\$ 751.80
SPV.0060.01	Adjusting Valve Boxes	EACH	8	\$ 450.00	\$ 3,600.00	-	-	-	1.00	1.00	\$ 450.00
SPV.0060.02	Sanitary Manhole Frame and Cover (R-1580 Neenah)	EACH	4	\$ 900.00	\$ 3,600.00	-	-	-	4.00	4.00	\$ 3,600.00
SPV.0105.01	Traffic Control	LS	1	\$ 17,500.00	\$ 17,500.00	-	-	-	1.00	1.00	\$ 17,500.00
SPV.0180.02	Geotextile NX750 (Undistributed)	SY	825	\$ 7.50	\$ 6,187.50	-	-	-	-	0.00	\$ -
Base Bid Section - BROAD ST (MAIN TO WRIGLEY) SUBTOTAL					\$ 176,496.40	PAID TO DATE				\$ 115,465.04	
SUBTOTAL \$ PER ESTIMATE - Base Bid Section - BROAD ST (MAIN TO WRIGLEY)						\$ -	\$ -	\$ -	#####		

LAKEWOOD DR (ORCHARD TO EVERGREEN)

Item No.	Item Description	Unit	Bid Qty.	Bid Unit Price	Bid Total Price	Quantities per Estimate				Qty to Date	\$ Paid to Date
						#1	#2	#3	#4		
204.0120	Removing Asphaltic Surface Milling (Partial Depth 2")	SY	1175	\$ 4.57	\$ 5,369.75	-	-	-	1,175.00	1175.00	\$ 5,369.75
205.0100	Excavation Common - EBS (Undistributed)	CY	200	\$ 30.00	\$ 6,000.00	-	-	-	-	0.00	\$ -
305.0120	Base Aggregate Dense 1 1/4-Inch - EBS (Undistributed)	TON	200	\$ 26.85	\$ 5,370.00	-	-	-	-	0.00	\$ -
311.0110	Breaker Run (3" Crushed Allowed) - EBS (Undistributed)	TON	200	\$ 26.85	\$ 5,370.00	-	-	-	-	0.00	\$ -
460.5224	HMA Pavement Type 4 LT 58-28 S. Item also includes tack coat (455.0605).	TON	145	\$ 95.00	\$ 13,775.00	-	-	-	131.38	131.38	\$ 12,481.10
611.8105	Adjusting Catch Basin Covers	EACH	3	\$ 850.00	\$ 2,550.00	-	-	-	-	0.00	\$ -
628.7020	Inlet Protection Type D	EACH	3	\$ 110.00	\$ 330.00	-	-	-	3.00	3.00	\$ 330.00
690.0150	Sawing Asphalt	LF	80	\$ 1.39	\$ 111.20	-	-	-	80.00	80.00	\$ 111.20
SPV.0060.01	Adjusting Valve Boxes	EACH	1	\$ 550.00	\$ 550.00	-	-	-	-	0.00	\$ -
SPV.0060.02	Sanitary Manhole Frame and Cover (R-1580 Neenah)	EACH	3	\$ 900.00	\$ 2,700.00	-	-	-	-	0.00	\$ -
SPV.0105.01	Traffic Control	LS	1	\$ 6,500.00	\$ 6,500.00	-	-	-	1.00	1.00	\$ 6,500.00
SPV.0180.02	Geotextile NX750 (Undistributed)	SY	585	\$ 8.00	\$ 4,680.00	-	-	-	-	0.00	\$ -
LAKEWOOD DR (ORCHARD TO EVERGREEN) SUBTOTAL					\$ 53,305.95	PAID TO DATE				\$ 24,792.05	
SUBTOTAL \$ PER ESTIMATE - LAKEWOOD DR (ORCHARD TO EVERGREEN)						\$ -	\$ -	\$ -	\$ 24,792.05		

EDGEWOOD DR											
Item No.	Item Description	Unit	Bid Qty.	Bid Unit Price	Bid Total Price	Quantities per Estimate				Qty to Date	\$ Paid to Date
						#1	#2	#3	#4		
204.0110	Removing Asphaltic Surface - FULL DEPTH	SY	320	\$ 15.05	\$ 4,816.00	-	320.00	-	-	320.00	\$ 4,816.00
204.0150	Removing Curb & Gutter	LF	15	\$ 100.00	\$ 1,500.00	-	15.00	-	-	15.00	\$ 1,500.00
205.0100	Excavation Common - EBS (Undistributed)	CY	215	\$ 26.85	\$ 5,772.75	-	11.00	-	-	11.00	\$ 295.35
305.0120	Base Aggregate Dense 1 1/4-Inch - EBS (Undistributed)	TON	215	\$ 28.28	\$ 6,080.20	-	21.14	-	-	21.14	\$ 597.84
311.0110	Breaker Run (3" Crushed Allowed) - EBS (Undistributed)	TON	215	\$ 29.00	\$ 6,235.00	-	-	-	-	0.00	\$ -
460.5223	HMA Pavement Type 3 LT 58-28 S	TON	42	\$ 145.00	\$ 6,090.00	-	54.13	-	-	54.13	\$ 7,848.85
460.5224	HMA Pavement Type 4 LT 58-28 S. Item also includes tack coat (455.0605).	TON	33	\$ 165.00	\$ 5,445.00	-	21.90	-	-	21.90	\$ 3,613.50
601.0407	Concrete Curb & Gutter 18-Inch Type D	LF	125	\$ 52.50	\$ 6,562.50	-	126.00	-	-	126.00	\$ 6,615.00
606.0100	Riprap Light	CY	10	\$ 75.00	\$ 750.00	-	-	-	-	0.00	\$ -
611.8110	Adjusting Manhole Covers	EACH	2	\$ 550.00	\$ 1,100.00	-	-	-	-	0.00	\$ -
628.7020	Inlet Protection Type D	EACH	2	\$ 110.00	\$ 220.00	-	2.00	-	-	2.00	\$ 220.00
690.0150	Sawing Asphalt	LF	90	\$ 1.39	\$ 125.10	-	85.00	-	-	85.00	\$ 118.15
690.0250	Sawing Concrete	LF	6	\$ 2.10	\$ 12.60	-	-	-	-	0.00	\$ -
SPV.0105.01	Traffic Control	LS	1	\$ 5,500.00	\$ 5,500.00	-	-	0.75	-	0.75	\$ 4,125.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140).	SY	40	\$ 35.00	\$ 1,400.00	-	-	-	-	0.00	\$ -
SPV.0180.02	Geotextile NX750 (Undistributed)	SY	310	\$ 7.50	\$ 2,325.00	-	-	-	-	0.00	\$ -
EDGEWOOD DR SUBTOTAL				\$	53,934.15	PAID TO DATE				\$	29,749.69
SUBTOTAL \$ PER ESTIMATE - EDGEWOOD DR						\$ -	\$ 25,624.69	\$ 4,125.00	\$ -		

ALLEY NS GEORGE WE TOLMAN-MADISON											
Item No.	Item Description	Unit	Bid Qty.	Bid Unit Price	Bid Total Price	Quantities per Estimate				Qty to Date	\$ Paid to Date
						#1	#2	#3	#4		
204.0100	Removing Concrete Pavement (Driveways)	SY	11	\$ 27.50	\$ 302.50	-	10.11	-	-	10.11	\$ 278.03
204.0110	Removing Asphaltic Surface - FULL DEPTH	SY	495	\$ 13.00	\$ 6,435.00	-	-	-	495.00	495.00	\$ 6,435.00
204.0150	Removing Curb & Gutter	LF	30	\$ 11.50	\$ 345.00	-	26.40	-	-	26.40	\$ 303.60
204.0155	Removing Concrete Sidewalk	SY	15	\$ 27.50	\$ 412.50	-	16.00	-	-	16.00	\$ 440.00
205.0100	Excavation Common	CY	70	\$ 28.00	\$ 1,960.00	-	-	-	70.00	70.00	\$ 1,960.00
205.0100	Excavation Common - EBS (Undistributed)	CY	80	\$ 30.50	\$ 2,440.00	-	-	-	260.00	260.00	\$ 7,930.00
305.0120	Base Aggregate Dense 1 1/4-Inch	TON	8	\$ 56.25	\$ 450.00	-	-	-	-	0.00	\$ -
305.0120	Base Aggregate Dense 1 1/4-Inch - EBS (Undistributed)	TON	170	\$ 28.65	\$ 4,870.50	-	-	-	372.00	372.00	\$ 10,657.80
460.5223	HMA Pavement Type 3 LT 58-28 S	TON	66	\$ 115.00	\$ 7,590.00	-	-	-	-	0.00	\$ -
460.5224	HMA Pavement Type 4 LT 58-28 S. Item also includes tack coat (455.0605).	TON	51	\$ 125.00	\$ 6,375.00	-	-	-	-	0.00	\$ -
601.0411	Concrete Curb & Gutter 30-Inch Type D	LF	30	\$ 90.00	\$ 2,700.00	-	26.40	-	-	26.40	\$ 2,376.00
602.0415	Concrete Sidewalk 6-Inch	SF	125	\$ 9.80	\$ 1,225.00	-	144.00	-	-	144.00	\$ 1,411.20
690.0150	Sawing Asphalt	LF	185	\$ 1.39	\$ 257.15	-	37.00	-	-	37.00	\$ 51.43
690.0250	Sawing Concrete	LF	15	\$ 2.10	\$ 31.50	-	-	-	-	0.00	\$ -
SPV.0105.01	Traffic Control	LS	1	\$ 4,800.00	\$ 4,800.00	-	0.50	-	0.25	0.75	\$ 3,600.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140).	SY	50	\$ 35.00	\$ 1,750.00	-	-	-	-	0.00	\$ -
SPV.0180.02	Geotextile NX750 (Undistributed)	SY	245	\$ 7.50	\$ 1,837.50	-	-	-	1,300.00	1300.00	\$ 9,750.00
ALLEY NS GEORGE WE TOLMAN-MADISON SUBTOTAL					\$ 43,781.65	PAID TO DATE				\$ 45,193.06	
SUBTOTAL \$ PER ESTIMATE - ALLEY NS GEORGE WE TOLMAN-MADISON						\$ -	\$ 7,260.26	\$ -	\$ 37,932.80		

ALLEY WE BROAD-CENTER NS GENEVA-MAIN											
Item No.	Item Description	Unit	Bid Qty.	Bid Unit Price	Bid Total Price	Quantities per Estimate				Qty to Date	\$ Paid to Date
						#1	#2	#3	#4		
204.0110	Removing Asphaltic Surface - FULL DEPTH	SY	650	\$ 12.50	\$ 8,125.00	-	-	-	650.00	650.00	\$ 8,125.00
204.0100	Removing Concrete Pavement (Driveways)	SY	17	\$ 27.50	\$ 467.50	-	-	-	-	0.00	\$ -
204.0150	Removing Curb & Gutter	LF	215	\$ 11.50	\$ 2,472.50	-	-	-	-	0.00	\$ -
204.0155	Remove Concrete Sidewalk	SY	20	\$ 27.50	\$ 550.00	-	-	-	-	0.00	\$ -
205.0100	Excavation Common	CY	40	\$ 50.00	\$ 2,000.00	-	-	-	40.00	40.00	\$ 2,000.00
205.0100	Excavation Common - EBS (Undistributed)	CY	215	\$ 30.00	\$ 6,450.00	-	-	-	-	0.00	\$ -
305.0120	Base Aggregate Dense 1 1/4-Inch - EBS (Undistributed)	TON	225	\$ 28.25	\$ 6,356.25	-	-	-	-	0.00	\$ -
311.0110	Breaker Run (3" Crushed Allowed) - EBS (Undistributed)	TON	225	\$ 30.00	\$ 6,750.00	-	-	-	150.00	150.00	\$ 4,500.00
460.5223	HMA Pavement Type 3 LT 58-28 S	TON	90	\$ 110.00	\$ 9,900.00	-	-	-	-	0.00	\$ -
460.5224	HMA Pavement Type 4 LT 58-28 S. Item also includes tack coat (455.0605).	TON	70	\$ 120.00	\$ 8,400.00	-	-	-	-	0.00	\$ -
601.0110	Concrete Curb Type D	LF	20	\$ 67.00	\$ 1,340.00	-	-	-	-	0.00	\$ -
601.0411	Concrete Curb & Gutter 30-Inch Type D	LF	175	\$ 53.00	\$ 9,275.00	-	-	-	-	0.00	\$ -
602.0415	Concrete Sidewalk 6-Inch	SF	175	\$ 9.80	\$ 1,715.00	-	-	-	-	0.00	\$ -
602.0820	Concrete Driveway 8-Inch	SY	17	\$ 82.90	\$ 1,409.30	-	-	-	-	0.00	\$ -
611.8110	Adjusting Manhole Covers	EACH	1	\$ 550.00	\$ 550.00	-	-	-	-	0.00	\$ -
611.8115	Adjusting Inlet Covers	EACH	1	\$ 600.00	\$ 600.00	-	-	-	-	0.00	\$ -
627.0200	Mulching	SY	15	\$ 10.00	\$ 150.00	-	-	-	-	0.00	\$ -
628.7020	Inlet Protection Type D	EACH	2	\$ 110.00	\$ 220.00	-	-	-	-	0.00	\$ -
690.0150	Sawing Asphalt	LF	250	\$ 1.39	\$ 347.50	-	-	-	63.00	63.00	\$ 87.57
690.0250	Sawing Concrete	LF	40	\$ 2.10	\$ 84.00	-	-	-	126.00	126.00	\$ 264.60
SPV.0105.01	Traffic Control	LS	1	\$ 5,500.00	\$ 5,500.00	-	-	0.50	0.25	0.75	\$ 4,125.00
SPV.0180.02	Geotextile NX750 (Undistributed)	SY	325	\$ 7.50	\$ 2,437.50	-	-	-	-	0.00	\$ -
ALLEY WE BROAD-CENTER NS GENEVA-MAIN SUBTOTAL					\$ 75,099.55	PAID TO DATE				\$ 19,102.17	
SUBTOTAL \$ PER ESTIMATE - ALLEY WE BROAD-CENTER NS GENEVA-MAIN						\$ -	\$ -	\$ 2,750.00	\$ 16,352.17		

ALLEY WE CENTER-MILL NS GENEVA-MAIN											
Item No.	Item Description	Unit	Bid Qty.	Bid Unit Price	Bid Total Price	Quantities per Estimate				Qty to Date	\$ Paid to Date
						#1	#2	#3	#4		
204.0110	Removing Asphaltic Surface - FULL DEPTH	SY	805	\$ 12.50	\$ 10,062.50	-	-	-	805.00	805.00	\$ 10,062.50
204.0150	Removing Curb & Gutter	LF	35	\$ 11.50	\$ 402.50	-	-	-	-	0.00	\$ -
204.0155	Remove Concrete Sidewalk	SY	10	\$ 27.50	\$ 275.00	-	-	-	-	0.00	\$ -
205.0100	Excavation Common	CY	30	\$ 35.00	\$ 1,050.00	-	-	-	30.00	30.00	\$ 1,050.00
205.0100	Excavation Common - EBS (Undistributed)	CY	540	\$ 28.00	\$ 15,120.00	-	-	-	88.83	88.83	\$ 2,487.24
305.0120	Base Aggregate Dense 1 1/4-Inch - EBS (Undistributed)	TON	540	\$ 28.50	\$ 15,390.00	-	-	-	123.59	123.59	\$ 3,522.32
311.0110	Breaker Run (3" Crushed Allowed) - EBS (Undistributed)	TON	540	\$ 29.50	\$ 15,930.00	-	-	-	52.06	52.06	\$ 1,535.77
460.5223	HMA Pavement Type 3 LT 58-28 S	TON	110	\$ 110.00	\$ 12,100.00	-	-	-	-	0.00	\$ -
460.5224	HMA Pavement Type 4 LT 58-28 S. Item also includes tack coat (455.0605).	TON	86	\$ 115.00	\$ 9,890.00	-	-	-	-	0.00	\$ -
601.0407	Concrete Curb & Gutter 18-Inch Type D	LF	100	\$ 53.00	\$ 5,300.00	-	-	-	-	0.00	\$ -
601.0600	Concrete Curb Pedestrian	LF	15	\$ 50.00	\$ 750.00	-	-	-	-	0.00	\$ -
602.0415	Concrete Sidewalk 6-Inch	SF	76	\$ 9.80	\$ 744.80	-	-	-	-	0.00	\$ -
611.8110	Adjusting Manhole Covers	EACH	1	\$ 500.00	\$ 500.00	-	-	-	-	0.00	\$ -
611.8115	Adjusting Inlet Covers	EACH	1	\$ 750.00	\$ 750.00	-	-	-	-	0.00	\$ -
628.7020	Inlet Protection Type D	EACH	2	\$ 110.00	\$ 220.00	-	-	-	-	0.00	\$ -
690.0150	Sawing Asphalt	LF	460	\$ 1.39	\$ 639.40	-	-	-	-	0.00	\$ -
690.0250	Sawing Concrete	LF	40	\$ 2.10	\$ 84.00	-	-	-	-	0.00	\$ -
SPV.0105.01	Traffic Control	LS	1	\$ 5,500.00	\$ 5,500.00	-	-	0.50	0.25	0.75	\$ 4,125.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140).	SY	30	\$ 35.00	\$ 1,050.00	-	-	-	-	0.00	\$ -
SPV.0180.02	Geotextile NX750 (Undistributed)	SY	400	\$ 8.00	\$ 3,200.00	-	-	-	430.00	430.00	\$ 3,440.00
ALLEY WE CENTER-MILL NS GENEVA-MAIN SUBTOTAL					\$ 98,958.20	PAID TO DATE				\$ 26,222.83	
SUBTOTAL \$ PER ESTIMATE - ALLEY WE CENTER-MILL NS GENEVA-MAIN						\$ -	\$ -	\$ 2,750.00	\$ 23,472.83		

SOUTH AND WELLS ST CROSSINGS											
Item No.	Item Description	Unit	Bid Qty.	Bid Unit Price	Bid Total Price	Quantities per Estimate				Qty to Date	\$ Paid to Date
						#1	#2	#3	#4		
204.0110	Removing Asphaltic Surface (FULL DEPTH)	SY	210	\$ 19.50	\$ 4,095.00	-	210.00	-	-	210.00	\$ 4,095.00
204.0150	Removing Concrete Curb & Gutter	LF	165	\$ 11.50	\$ 1,897.50	-	263.00	-	-	263.00	\$ 3,024.50
204.0155	Removing Concrete Sidewalk	SY	56	\$ 27.50	\$ 1,540.00	-	56.00	-	-	56.00	\$ 1,540.00
205.0100	Excavation Common	CY	50	\$ 28.00	\$ 1,400.00	-	115.00	20.00	-	135.00	\$ 3,780.00
305.0120	Base Aggregate Dense 1 1/4-Inch - EBS (Undistributed)	TON	50	\$ 29.00	\$ 1,450.00	-	64.00	11.73	-	75.73	\$ 2,196.17
460.5224	HMA Pavement Type 4 LT 58-28 S. Item also includes tack coat (455.0605).	TON	28	\$ 225.00	\$ 6,300.00	-	32.00	-	-	32.00	\$ 7,200.00
601.0411	Concrete Curb & Gutter 30-Inch Type D	LF	170	\$ 55.00	\$ 9,350.00	-	178.00	-	-	178.00	\$ 9,790.00
602.0405	Concrete Sidewalk 4-Inch	SF	2680	\$ 8.65	\$ 23,182.00	-	2,770.00	-	-	2770.00	\$ 23,960.50
602.0505	Curb Ramp Detectable Warning Field Yellow	SF	100	\$ 50.00	\$ 5,000.00	-	100.00	-	-	100.00	\$ 5,000.00
628.1504	Silt Fence	LF	560	\$ 5.00	\$ 2,800.00	-	560.00	-	-	560.00	\$ 2,800.00
646.6120	Marking Stop Line Epoxy 18-Inch	LF	60	\$ 18.00	\$ 1,080.00	-	-	84.00	-	84.00	\$ 1,512.00
646.7420	Marking Crosswalk Epoxy Transverse Line 6-Inch	LF	300	\$ 13.00	\$ 3,900.00	-	-	430.00	245.00	675.00	\$ 8,775.00
646.9000	Marking Removal Line (Stop line & Pedestrian)	LF	430	\$ 4.50	\$ 1,935.00	-	-	430.00	-	430.00	\$ 1,935.00
690.0150	Sawing Asphalt	LF	310	\$ 1.39	\$ 430.90	-	352.00	-	-	352.00	\$ 489.28
690.0250	Sawing Concrete	LF	40	\$ 2.10	\$ 84.00	-	-	-	-	0.00	\$ -
SPV.0105.01	Traffic Control	LS	1	\$ 5,000.00	\$ 5,000.00	-	1.00	-	-	1.00	\$ 5,000.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140).	SY	475	\$ 25.00	\$ 11,875.00	-	-	350.00	-	350.00	\$ 8,750.00
SOUTH AND WELLS ST CROSSINGS SUBTOTAL					\$ 81,319.40	PAID TO DATE				\$ 89,847.45	
SUBTOTAL \$ PER ESTIMATE - SOUTH AND WELLS ST CROSSINGS						\$ -	\$ 67,975.28	\$ 18,687.17	\$ 3,185.00		

S LAKE SHORE DRIVE (TOWN OF LYNN)											
Item No.	Item Description	Unit	Bid Qty.	Bid Unit Price	Bid Total Price	Quantities per Estimate				Qty to Date	\$ Paid to Date
						#1	#2	#3	#4		
646.2020	Marking Line Epoxy 6-Inch (White)	LF	2180	\$ 1.00	\$ 2,180.00	2,042.00	-	-	-	2042.00	\$ 2,042.00
646.2020	Marking Line Epoxy 6-Inch (Double Yellow)	LF	2190	\$ 1.00	\$ 2,190.00	2,164.00	-	-	-	2164.00	\$ 2,164.00
646.7520	Marking Crosswalk Epoxy Block Style 24-Inch (White)	LF	200	\$ 23.00	\$ 4,600.00	100.00	-	-	-	100.00	\$ 2,300.00
SPV.0180.03	Seal Coating	SY	5200	\$ 3.00	\$ 15,600.00	5,108.00	-	-	-	5108.00	\$ 15,324.00
S LAKE SHORE DRIVE (TOWN OF LYNN) SUBTOTAL					\$ 24,570.00	PAID TO DATE				\$ 21,830.00	
SUBTOTAL \$ PER ESTIMATE - S LAKE SHORE DRIVE (TOWN OF LYNN)						\$ 21,830.00	\$ -	\$ -	\$ -		

S LAKE SHORE DRIVE (CITY OF LAKE GENEVA)											
Item No.	Item Description	Unit	Bid Qty.	Bid Unit Price	Bid Total Price	Quantities per Estimate				Qty to Date	\$ Paid to Date
						#1	#2	#3	#4		
646.2020	Marking Line Epoxy 6-Inch (White)	LF	4330	\$ 1.00	\$ 4,330.00	4,400.00	-	-	-	4400.00	\$ 4,400.00
646.2020	Marking Line Epoxy 6-Inch (Double Yellow)	LF	4170	\$ 1.00	\$ 4,170.00	4,156.00	-	-	-	4156.00	\$ 4,156.00
646.7520	Marking Crosswalk Epoxy Block Style 24-Inch (White)	LF	200	\$ 23.00	\$ 4,600.00	220.00	-	-	-	220.00	\$ 5,060.00
SPV.0180.03	Seal Coating	SY	9800	\$ 3.00	\$ 29,400.00	9,489.00	-	-	-	9489.00	\$ 28,467.00
S LAKE SHORE DRIVE (CITY OF LAKE GENEVA) SUBTOTAL					\$ 42,500.00	PAID TO DATE				\$ 42,083.00	
SUBTOTAL \$ PER ESTIMATE - S LAKE SHORE DRIVE (CITY OF LAKE GENEVA)						\$ 42,083.00	\$ -	\$ -	\$ -		

UTILITY COMMISSION LOT

Item No.	Item Description	Unit	Bid Qty.	Bid Unit Price	Bid Total Price	Quantities per Estimate				Qty to Date	\$ Paid to Date
						#1	#2	#3	#4		
646.1020	Marking Line Epoxy 4-Inch (Yellow)	LF	810	\$ 4.50	\$ 3,645.00	723.00	-	-	-	723.00	\$ 3,253.50
646.2020	Marking Line Epoxy 6-Inch (White)	LF	78	\$ 11.00	\$ 858.00	80.00	-	-	-	80.00	\$ 880.00
646.5020	Marking Arrow Epoxy (White)	EACH	5	\$ 250.00	\$ 1,250.00	5.00	-	-	-	5.00	\$ 1,250.00
646.5220	Marking Symbol Epoxy, ADA Accessible (Yellow)	EACH	2	\$ 175.00	\$ 350.00	1.00	-	-	-	1.00	\$ 175.00
646.6120	Marking Stop Line Epoxy 18-Inch (White)	LF	14	\$ 18.00	\$ 252.00	12.00	-	-	-	12.00	\$ 216.00
SPV.0180.03	Seal Coating	SY	2800	\$ 10.00	\$ 28,000.00	2,757.00	-	-	-	2757.00	\$ 27,570.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140).	SY	570	\$ 25.00	\$ 14,250.00	-	-	-	-	0.00	\$ -
UTILITY COMMISSION LOT SUBTOTAL					\$ 48,605.00	PAID TO DATE				\$ 33,344.50	
SUBTOTAL \$ PER ESTIMATE - UTILITY COMMISSION LOT						\$ 33,344.50	\$ -	\$ -	\$ -		

ADDITIONAL BID 1, SW CORNER WELLS/SOUTH PEDESTRIAN IMPROVEMENTS

Item No.	Item Description	Unit	Bid Qty.	Bid Unit Price	Bid Total Price	Quantities per Estimate				Qty to Date	\$ Paid to Date
						#1	#2	#3	#4		
204.0110	Removing Asphaltic Surface (FULL DEPTH)	SY	140	\$ 35.00	\$ 4,900.00	-	140.00	-	-	140.00	\$ 4,900.00
204.0150	Removing Concrete Curb & Gutter	LF	40	\$ 11.50	\$ 460.00	-	40.00	-	-	40.00	\$ 460.00
204.0155	Removing Concrete SideWalk	SY	15	\$ 27.50	\$ 412.50	-	15.00	-	-	15.00	\$ 412.50
460.5224	Concrete Pavement Type 4 LF 30x20 3. Item also includes tack coat (625.0100)	TON	27	\$ 205.00	\$ 5,535.00	-	49.10	-	-	49.10	\$ 10,065.50
601.0411	Concrete Curb & Gutter 30-Inch Type D	LF	125	\$ 51.00	\$ 6,375.00	-	125.00	-	-	125.00	\$ 6,375.00
602.0405	Concrete Sidewalk 4-Inch	SF	90	\$ 8.65	\$ 778.50	-	90.00	-	-	90.00	\$ 778.50
602.0505	Curb Ramp Detectable Warning Field Yellow	SF	20	\$ 50.00	\$ 1,000.00	-	20.00	-	-	20.00	\$ 1,000.00
628.1504	Silt Fence	LF	115	\$ 50.00	\$ 5,750.00	-	115.00	-	-	115.00	\$ 5,750.00
646.1020	Marking Line Epoxy 4-Inch (Yellow)	LF	15	\$ 6.00	\$ 90.00	-	-	20.00	-	20.00	\$ 120.00
646.6120	Marking Stop Line Epoxy 18-Inch	LF	30	\$ 24.00	\$ 720.00	-	-	12.00	-	12.00	\$ 288.00
646.7420	Marking Crosswalk Epoxy Transverse Line 6-Inch	LF	115	\$ 20.00	\$ 2,300.00	-	-	-	-	0.00	\$ -
646.9000	Marking Removal Line (Stop line & Pedestrian)	LF	120	\$ 9.00	\$ 1,080.00	-	-	120.00	-	120.00	\$ 1,080.00
690.0150	Sawing Asphalt	LF	230	\$ 1.39	\$ 319.70	-	565.00	-	-	565.00	\$ 785.35
690.0250	Sawing Concrete	LF	15	\$ 2.10	\$ 31.50	-	-	-	-	0.00	\$ -
SPV.0105.01	Traffic Control	LS	1	\$ 5,000.00	\$ 5,000.00	-	1.00	-	-	1.00	\$ 5,000.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140).	SY	90	\$ 35.00	\$ 3,150.00	-	-	100.00	-	100.00	\$ 3,500.00
ADDITIONAL BID 1, SW CORNER WELLS/SOUTH PEDESTRIAN					\$ 37,902.20	PAID TO DATE				\$ 40,514.85	
SUBTOTAL \$ PER ESTIMATE - ADDITIONAL BID 1, SW CORNER WELLS/SOUTH PEDESTRIAN IMPROVEMENTS						\$ -	\$ 35,526.85	\$ 4,988.00	\$ -		

ADDITIONAL BID 2, GRADING ALONG S LAKE SHORE DRIVE

Item No.	Item Description	Unit	Bid Qty.	Bid Unit Price	Bid Total Price	Quantities per Estimate				Qty to Date	\$ Paid to Date
						#1	#2	#3	#4		
205.0100	Excavation Common	CY	40	\$ 55.00	\$ 2,200.00	-	-	-	-	0.00	\$ -
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140).	SY	300	\$ 35.00	\$ 10,500.00	-	-	-	-	0.00	\$ -
ADDITIONAL BID 2, GRADING ALONG S LAKE SHORE DRIVE SUBTOTAL					\$ 12,700.00	PAID TO DATE				\$ -	

ADDITIONAL BID 3, PATCHES

Item No.	Item Description	Unit	Bid Qty.	Bid Unit Price	Bid Total Price	Quantities per Estimate				Qty to Date	\$ Paid to Date
						#1	#2	#3	#4		
204.0110	Removing Asphaltic Surface (FULL DEPTH)	SY	350	\$ 20.00	\$ 7,000.00	-	226.00	-	-	226.00	\$ 4,520.00
204.0150	Removing Concrete Curb & Gutter	LF	20	\$ 50.00	\$ 1,000.00	-	-	-	-	0.00	\$ -
460.5224	Concrete Pavement Type 4 LF 30x20 3. Item also includes tack coat (625.0100)	TON	85	\$ 175.00	\$ 14,875.00	-	77.10	-	-	77.10	\$ 13,492.50
601.0411	Concrete Curb & Gutter 30-Inch Type D	LF	20	\$ 123.00	\$ 2,460.00	-	-	-	-	0.00	\$ -
690.0150	Sawing Asphalt	LF	600	\$ 1.39	\$ 834.00	-	68.00	-	-	68.00	\$ 94.52
690.0250	Sawing Concrete	LF	15	\$ 2.10	\$ 31.50	-	-	-	-	0.00	\$ -
ADDITIONAL BID 3, PATCHES SUBTOTAL					\$ 26,200.50	PAID TO DATE				\$ 18,107.02	
SUBTOTAL \$ PER ESTIMATE - ADDITIONAL BID 3, PATCHES						\$ -	\$ 18,107.02	\$ -	\$ -		

ADDITIONAL BID 4, WELLS/SCHOOL PEDESTRIAN IMPROVEMENTS											
Item No.	Item Description	Unit	Bid Qty.	Bid Unit Price	Bid Total Price	Quantities per Estimate				Qty to Date	\$ Paid to Date
						#1	#2	#3	#4		
204.0110	Removing Asphaltic Surface (FULL DEPTH)	SY	220	\$ 30.00	\$ 6,600.00	-	220.00	100.00	-	320.00	\$ 9,600.00
204.0150	Removing Concrete Curb & Gutter	LF	215	\$ 11.50	\$ 2,472.50	-	229.00	-	-	229.00	\$ 2,633.50
204.0155	Removing Concrete SideWalk	SY	50	\$ 27.50	\$ 1,375.00	-	50.00	-	-	50.00	\$ 1,375.00
460.5223	HMA Pavement Type 3 LT 58-28 S.	TON	10	\$ 283.00	\$ 2,830.00	-	-	-	-	0.00	\$ -
460.5224	HMA Pavement Type 4 LT 58-28 S. Item also includes tack coat.	TON	24	\$ 195.00	\$ 4,680.00	-	0.18	22.23	-	22.41	\$ 4,369.95
601.0411	Concrete Curb & Gutter 30-Inch Type D	LF	240	\$ 53.00	\$ 12,720.00	-	229.00	-	-	229.00	\$ 12,137.00
602.0405	Concrete Sidewalk 4-Inch	SF	1255	\$ 8.65	\$ 10,855.75	-	916.30	-	-	916.30	\$ 7,926.00
602.0505	Curb Ramp Detectable Warning Field Yellow	SF	100	\$ 50.00	\$ 5,000.00	-	72.00	-	-	72.00	\$ 3,600.00
628.1504	Silt Fence	LF	240	\$ 5.00	\$ 1,200.00	-	240.00	-	-	240.00	\$ 1,200.00
637.2230	Signs Type II Reflective F	SF	44	\$ 40.00	\$ 1,760.00	-	-	-	-	0.00	\$ -
646.7420	Marking Crosswalk Epoxy Transverse Line 6-Inch	LF	180	\$ 12.00	\$ 2,160.00	-	-	190.00	-	190.00	\$ 2,280.00
646.7520	Marking Crosswalk Epoxy Block Style 24-Inch	LF	105	\$ 24.00	\$ 2,520.00	-	-	130.00	-	130.00	\$ 3,120.00
646.9000	Marking Removal Line (Stop line & Pedestrian)	LF	360	\$ 4.75	\$ 1,710.00	-	-	360.00	-	360.00	\$ 1,710.00
690.0150	Sawing Asphalt	LF	305	\$ 1.39	\$ 423.95	-	467.00	-	-	467.00	\$ 649.13
690.0250	Sawing Concrete	LF	20	\$ 2.10	\$ 42.00	-	-	-	-	0.00	\$ -
SPV.0060.03	Sign Post V-LOC Sign Support & Square Post	EA	4	\$ 295.00	\$ 1,180.00	-	-	-	-	0.00	\$ -
SPV.0105.01	Traffic Control	LS	1	\$ 4,500.00	\$ 4,500.00	-	1.00	-	-	1.00	\$ 4,500.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140).	SY	350	\$ 25.00	\$ 8,750.00	-	-	150.00	-	150.00	\$ 3,750.00
ADDITIONAL BID 4, WELLS/SCHOOL PEDESTRIAN IMPROVEMENTS					\$ 70,779.20	PAID TO DATE				\$ 58,850.58	
SUBTOTAL \$ PER ESTIMATE - ADDITIONAL BID 4, WELLS/SCHOOL PEDESTRIAN IMPROVEMENTS						\$ -	\$ 40,655.73	\$ 18,194.85	\$ -		

CCO1											
Item No.	Item Description	Unit	Bid Qty.	Bid Unit Price	Bid Total Price	Quantities per Estimate				Qty to Date	\$ Paid to Date
						#1	#2	#3	#4		
CCO1.1	Concrete Curb & Gutter 18-Inch	LF	85	\$ 58.00	\$ 4,930.00	-	85.00	-	-	85.00	\$ 4,930.00
CCO1.2	R1-1 Stop Sign Traffic Flashing Beacon System, Solar	EA	4	\$ 4,300.00	\$ 17,200.00	-	-	-	-	0.00	\$ -
CCO1 SUBTOTAL					\$ 22,130.00	PAID TO DATE				\$ 4,930.00	
SUBTOTAL \$ PER ESTIMATE - CCO1						\$ -	\$ 4,930.00	\$ -	\$ -		

CCO2											
Item No.	Item Description	Unit	Bid Qty.	Bid Unit Price	Bid Total Price	Quantities per Estimate				Qty to Date	\$ Paid to Date
						#1	#2	#3	#4		
CCO2.1	Locate Gas Line Using Vac Truck	HR	1	\$ 395.00	\$ 395.00	-	1.00	-	-	1.00	\$ 395.00
CCO2 SUBTOTAL					\$ 395.00	PAID TO DATE				\$ 395.00	
SUBTOTAL \$ PER ESTIMATE - CCO2						\$ -	\$ 395.00	\$ -	\$ -		

		Subtotal \$ per Estimate	\$ 97,257.50	\$200,079.82	\$ 51,495.02	\$221,199.89	
		Retainage per Estimate	\$ (4,862.88)	\$(10,003.99)	\$ (2,574.75)	\$ (3,712.18)	
		Total Paid per Estimate	\$ 92,394.62	\$190,075.83	\$ 48,920.27	\$217,487.70	
TOTAL - BASE BID		\$ 846,152.20	TOTAL - Paid to Date			\$ 570,032.22	
		Less Retainage Held				\$ (21,153.81)	
		TOTAL - Paid to Date, Less Retainage				\$ 548,878.42	

MEMORANDUM TO THE CITY OF LAKE GENEVA

To: Neil Waswo, Tom Earle
From: Bridget Barry, PE
CC: Naomi Rauch, PE
Date: October 23, 2025
Re: Change Order #3 for 2025 Lake Geneva Street Program

Attached to this memo is a change order to remove the crumbling existing retaining wall in the alley by City Hall and replace it with a new wall and cap.

Item No.	Item Description	Unit	Bid Qty.	Bid Unit Price	Bid Total Price
CCO3.1	Remove and Replace Retaining Wall	HR	1	\$20,965.00	\$20,965.00
SUBTOTAL				\$	20,965.00

The contract price increase is as follows:

Current Contract Price (including Change Orders 1 & 2)	\$868,677.20
Change Order 3	\$20,965.00
Updated Contract Price	\$889,642.20

Please feel free to contact me if you have any questions.

Change Order No. 3

Date of Issuance:		Effective Date:	
Owner:	City of Lake Geneva	Owner's Contract No.:	
Contractor:	Wolf Paving, Inc.	Contractor's Project No.:	
Engineer:	Kapur and Associates Inc	Engineer's Project No.:	25.0249
Project:	2025 Lake Geneva Street Program	Contract Name:	2025 Lake Geneva Street Program

The Contract is modified as follows upon execution of this Change Order:

Description: This change order is to remove the crumbling existing retaining wall in the alley by City Hall and replace it with a new wall and cap.

Attachments: CCO3 Kapur Memo, Justification Memo, Wolf Paving Inc Cost Estimate

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>846,152.20</u>	Original Contract Times: Substantial Completion: <u>10/10/2025</u> Ready for Final Payment: <u>11/17/2025</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>2</u> : \$ <u>22,525.00</u>	[Increase] [Decrease] from previously approved Change Orders No. <u> </u> to No. <u> </u> : Substantial Completion: <u> </u> Ready for Final Payment: <u> </u> days
Contract Price prior to this Change Order: \$ <u>868,677.20</u>	Contract Times prior to this Change Order: Substantial Completion: <u>10/10/2025</u> Ready for Final Payment: <u>11/17/2025</u> days or dates
[Increase] [Decrease] of this Change Order: \$ <u>20,965.00</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: <u> </u> Ready for Final Payment: <u> </u> days or dates
Contract Price incorporating this Change Order: \$ <u>889,642.20</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>10/31/2025</u> Ready for Final Payment: <u>11/26/2025</u> days or dates

RECOMMENDED:		ACCEPTED:		ACCEPTED:	
By: _____	By: _____	By: _____	By: _____	By: _____	By: _____
Engineer (if required)	Owner (Authorized Signature)		Contractor (Authorized Signature)		
Title: _____	Title: _____		Title: _____		
Date: _____	Date: _____		Date: _____		

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____

2025 Lake Geneva Street Program

Justification of Price for Contract Change Order #3

Item CO 3.1

- A. Description: This work shall consist of all labor, equipment, and materials related to the location removal and replacement of the retaining wall on the southeast side of City Hall in the Center/Mill Geneva/Main alley.
- B. Measurement: The work shall be measured as LS completed and accepted in accordance with the contract.
- C. Payment: The work under this item, measured as provided above, will be paid for at the lump sum price \$20,965.00, which price shall be full compensation for all work herein specified and for all labor, materials, and equipment; and for cleanup & incidentals necessary to complete the work in accordance with the Contract and all specifications that apply.
- D. Justification: The retaining wall is falling apart and water is continuing to remove material. The wall needs to be replaced in order for it to stay standing through the paving process.



WOLF PAVING CO., INC
1320 Walnut Ridge Drive, Suite 100
Hartland, WI 53029

WWW.WOLFPAVING.COM

To:	Kapur & Associates, Inc	Contact:	Bridget Barry
Address:	7711 N. Port Washington Rd Milwaukee, WI 53217	Phone:	(262) 758-6008
CO Name:	Block Retaining Wall	Fax:	
Project Location:	Various Locations, Lake Geneva, WI	CO ID:	CO 4.0
Attachments:	cut-sheet-classic-8-dot.pdf, Resized95image000000006.jpg, Resized95image000001.jpg		
CO Date:	4/10/2025		

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
CO 4.1	Remove Existing Top Tier Of Retaining Wall And Replace With New Wall Block And Cap	1.00	LS	\$20,965.00	\$20,965.00

Notes:

- **Estimator Notes:** *Includes new gravel base pad, backfill stone, Rochester Concrete Products " Classic 8" Wall block and a " Universal Cap". Old block and capping will be removed from site.
- **Parties:** Wolf Paving Co., Inc./Wolf Paving & Excavating of Madison, Inc. ("Wolf" or "Wolf Paving") and the Customer (identified below) hereby mutually agree to be bound by these General Terms and Conditions ("Terms"), which are made part of and incorporated into the foregoing Proposal. These Terms and the Proposal are collectively referenced below as "the "Agreement" or "this Agreement".
- **Customer Obligations:** Customer shall be solely responsible for the following:
 - Providing Wolf with specifications and plans for the work to be performed by Wolf under this Agreement (the "Specifications"), and said Specifications shall be subject to Wolf's approval;
 - Back filling all edges of paved areas;
 - Notifying Wolf of the presence of any underground utilities or other concealed conditions that would not be identified by a Digger's Hotline search and identification and/or unusual conditions or restrictions during excavation;
 - Furnishing Wolf with a suitable subgrade/aggregate base having the ability to support the maximum axle loads transmitted from the heaviest construction and/or vehicle traffic anticipated as to not to cause any deformation to the subgrade/aggregate base;
 - Rough grading the subgrade within +/- 0.1' of the proposed plan subgrade elevations;
 - If the Proposal provides for completion of fine grading by Wolf, furnishing a subgrade to within +/- 0.1' of the proposed plan aggregate base course elevations;
 - Arranging for any changes in landscaping needed to insure proper drainage flow from the project site;
 - Securing all necessary permits and approvals required by any regulatory agencies to perform Wolf's work (collectively the "Permits"); and
 - All requirements imposed by any regulatory agency and/or pertaining to compliance with any such Permits.
- **Work of Others:** Prior to Wolf commencing its work, the work of all others shall be completed to an extent that it will not in any way conflict or interfere with Wolf's operations or timely completion of Wolf's work. In the event Wolf is directed to begin operations prior to completion of any other contractor's work, Customer shall pay Wolf's costs related to any additional mobilizations or reduced productivity attributable to obstructions or delays caused by the failure to complete the work of others prior to commencement of Wolf's work.
- **Site Drainage:** Wolf reserves the right to refuse to perform the paving work unless minimum grades of 2.0% are attainable for surface drainage. If Customer directs construction with less than a minimum of grade of 2.0% or if the Specifications do not provide for 2.0% drainage in all directions, it is understood and agreed that water ponding may occur and that no warranty will attach to the paving work.
- **Fine Grading of Aggregate/Unforeseen Conditions:** If the surface to be paved is to be fine graded by Customer or others, Wolf may require additional work to said surface, at Customer's sole cost, to correct deficiencies in the surface for stability, surface drainage, slope, elevation and other matters. In addition, in the event that a proof roll conducted by Wolf identifies "soft spots" in the aggregate base of the project site, such aggregate base will need to be stabilized at the sole cost of Customer; provided, however, any additional work to provide aggregate base stabilization will not be performed without the Customer's written consent.
- **Limitations of Scope of Work:** Notwithstanding any other provision of the Agreement to the contrary, Wolf shall not be responsible for the following:
 - Damage, restoration and/or changes to landscaping as a result of project preparation, execution or completion or base course repairs of landscaping restoration;
 - Insuring the proper continuation of drainage flow from the project site;
 - Movement or damage to any concrete, retaining walls, pavers or other structures during excavation or compaction on or near the project site;
 - Pavement damage due to normal construction equipment traffic;
 - Damage to any unmarked underground utilities;
 - Redesigning of plan grades in order to establish a minimum grade of 2.0% for surface drainage.

- **Change Orders/Changed Conditions:** Any changes to the scope of Wolf's work or any changes to the project conditions which require adjustment in the price of Wolf's work under this Agreement must be documented in written change order signed by Customer and Wolf prior to commencement of any extra work by Wolf.
- **Acceptance of Materials:** All labor and materials are conclusively accepted as satisfactory unless written objection is submitted to Wolf within seven (7) days of performance.
- **Termination/Cancellation:** Customer has the right to unilaterally cancel performance of this Agreement by notifying Wolf within three (3) business days after executing this Agreement. If Customer terminates this Agreement at any time after said three (3) day period, Wolf shall be entitled to retain all payments made before the date written notice of termination is received by Wolf and to be paid all sums owed for all other portions of Wolf's work that has been performed but not yet paid for or invoiced, along with an administrative fee in the amount of 10% of the total price for Wolf's work.
- **No Liquidated Damages:** Wolf shall not be liable under any circumstances for actual, special, consequential and/or incidental damages of any kind should Wolf's progress be substantially delayed by unanticipated changes, omissions or additions, by fire or other unavoidable casualty, by unusually severe weather conditions, or by strikes, labor trouble or lockouts not caused by the acts of Wolf or any supplier of Wolf, by reason of acts, omissions, neglect or default of Customer, other subcontractors or any other third party, by any cataclysmic event or act of God, or by reason of any other events or caused beyond the direct control of Wolf or any supplier of Wolf. In such event or circumstance, Wolf shall have the right to extend the time to complete the work by the amount of any such delay caused by such events or circumstances.
- **Insurance:** Customer shall maintain any necessary property insurance coverage on the work. Wolf shall maintain Worker's Compensation insurance to the extent required by law. Wolf will meet the required insurance limits of liability by using a combination of primary insurance policies and umbrella/excess policies.
- **Indemnification:** To the fullest extent permitted by law, Customer shall indemnify, defend and hold Wolf and its shareholders, officers, employees, agents, subcontractors, and material suppliers harmless of, from and against any and all actions, causes of action, claims, demands, damages, injuries, losses, liabilities, loss of services, penalties, assessments, attorneys' fees, other professional fees, expenses and other costs and charges of every kind and nature (collectively, "Claims") resulting from or in any way relating to the negligence, misconduct, or violation of law by Customer in the performance of, or its failure to perform, any of Customer's obligations under the Agreement including, but not limited to, Claims attributable to (a) bodily injury, sickness, diseases or death; and/or (b) damage injury to or destruction of property (including, but not limited to, the loss of use of such property resulting therefrom).
- **Limited Warranty:** Wolf warrants to Customer that Wolf's work shall be in conformity with the Specifications and free from defects in workmanship and material for a period of one (1) year from the date of substantial completion of Wolf's work. Wolf shall not be liable for any breach of warranty unless Customer gives written notice to Wolf within fourteen (14) days of discovery of a claimed defect and said written notice is received by Wolf within one (1) year after substantial completion of the work. Customer shall permit Wolf the opportunity to examine or test the alleged defect as reasonably requested by Wolf. If Wolf in its reasonable discretion determines that the alleged defect was due to faulty workmanship or defective material and not due to other causes, Wolf in its sole discretion will repair or replace said defects at no cost to Customer. This Limited Warranty does not include or extend to: (a) remedies for defects or damages caused by work of Customer, other contractors or third parties; (b) errors or inaccuracies in the Specifications or defects in the design or engineering of Wolf's work; (c) normal wear and tear, including, without limitation, defects or damages caused by the natural expansion or contraction of the construction materials; (d) use for a purpose for which the work was not intended; (e) improper or insufficient maintenance; (f) modifications performed by Customer, other contractors or any other third party; (g) sealcoat damage from snow plows; (h) drainage problems on the project site including, but not limited to, standing water; (i) construction traffic; (j) pavement overlays due to the potential of reflective cracking or expansion joints; (k) abuse; or (l) acts of God, casualty, catastrophe or other force majeure. This Limited Warranty shall be in effect only if Wolf receives final payment in full of the total invoiced amount to Customer upon completion of Wolf's work. This Limited Warranty shall extend solely to Customer.
THE EXPRESS WARRANTIES CONTAINED HEREIN ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY, HABITABILITY, OR FITNESS FOR A PARTICULAR USE OR PURPOSE., ALL OF WHICH ARE HEREBY DISCLAIMED BY WOLF. THIS LIMITED WARRANTY ALSO EXCLUDES CONSEQUENTIAL AND INCIDENTAL DAMAGES.
- **Notice of Lien Rights:** AS REQUIRED BY WISCONSIN CONSTRUCTION LIEN LAW, WOLF HEREBY NOTIFIES OWNER (IF CUSTOMER IS OWNER OF THE PROPERTY ON WHICH WOLF'S WORK IS PERFORMED) THAT PERSONS OR COMPANIES PERFORMING, FURNISHING, OR PROCURING LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO WOLF, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. WOLF AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.
- **Severability/Governing Law:** If any provision of this Agreement is determined to be invalid or unenforceable for any reason, such determination shall not affect the validity or enforceability of the remaining provisions of this Agreement. The validity, interpretation and performance of the parties hereunder shall be governed by the laws of the State of Wisconsin, without regard to the conflict of laws principles thereof.
- **Incorporation:** In the event any other agreement is entered into between the parties, these Terms shall be incorporated into any such agreement and shall supersede any conflicting terms contained therein unless otherwise expressly agreed in writing by Wolf and Customer. In the event of a conflict between the Proposal and these Terms, these Terms shall govern unless otherwise expressly agreed in writing by Wolf and Customer.
- **Acceptance:** Customer acknowledges and agrees that the prices and specifications set forth in the Proposal and these Terms are satisfactory and are hereby accepted. Customer authorizes Wolf to do the work as specified in the Proposal, subject to and in compliance with the Terms set forth above. The conditions of this proposal will be honored for **15 days**, after that time Wolf Paving Co., Inc. reserves the right to adjust the terms of this proposal. All agreements entered through this proposal/contract contingent upon strikes, accidents or delays beyond our control – Wolf Paving Co., Inc. reserves the right to adjust the terms of this contract if work is not completed within 14 days of authorization date or if the contract items are not completed within the stated time frame. Also, within the duration of the contract, Wolf Paving Co., Inc. reserves the right to pass along AC oil and other operation costs increases that occur prior to construction phase operations.
- **Pricing:** Prices are only good for work completed during the 2026 Construction Season. Work that is carried over to the 2027 season is subject to change based on oil prices.
- **Cold Weather Additives:** The addition of cold weather additives to the asphalt mix will be extra if required.
- **Mobilizations:** All work to be completed in one mobilization, unless otherwise noted. Additional mobilizations will \$2500.00 each.

Payment Terms:

Payment: Payment is due to Wolf upon substantial completion of the work, unless otherwise specified by the parties in writing. If

performance of Wolf's work will extend beyond thirty (30) days, Wolf may issue progress billings on the project and each progress billing will be due and payable upon receipt of the progress billing. Any amounts remaining unpaid when due may be subject to late charges of 1.5% per month, 18% annually or the maximum interest rate permitted by law, whichever is less. Any credit card payments are subject to a 3% surcharge.

ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: Wolf Paving Co., Inc. Authorized Signature: _____ Estimator: Brian Gallick (608) 209-3484 Brian.Gallick@wolfpaving.com
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**Compensation Study Update
Administrative Report**



For
City of Lake Geneva, WI
November 2024

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Introduction

The City of Lake Geneva (City) solicited assistance from McGrath Human Resources Group (Consultants) in 2022 to develop and update its compensation system (System). That System was implemented at that time. Due to current market conditions and it has been three (3) years since the original study; the City is conducting another evaluation of its compensation plan in 2025.

To accomplish the project, the Consultants conducted a market survey. The same comparables were utilized as in the initial study. In all, 17 organizations provided data.

Table 1: Comparable Organizations

<u>PARTICIPANTS</u>	
City of Delavan	WI
City of Elkhorn	WI
City of Whitewater	WI
Lake Como Sanitary District	WI
Sun Prairie Fire District	WI
Town of Linn	WI
Village of Egg Harbor	WI
Village of Fontana	WI
Village of Lake Delton	WI
Village of Mukwonago	WI
Village of Oconomowoc	WI
Village of Pleasant Prairie	WI
Village of Waterford	WI
Village of Williams Bay	WI
Walworth County	WI
<u>DID NOT PARTICIPATE</u>	
City of Delafield	WI
City of Wisconsin Dells	WI
Salem Lakes	WI
Village of Silver Lake	WI

Compensation Analysis

To ascertain if the City's salary schedule has remained within and above market parameters, several analyses were performed: 1) Review of the salary schedule (Schedule) minimum to the *average* minimum of the external market; and 2) Review of the Schedule's identified average market rate to the average external market rate.

In this comparison, 50% is the average market rate. Since one cannot arrive at that exact number, a minimum range is established. Therefore, if the comp-ratio is at or above 45%, the salary range is within the market.

Minimum Analysis

In the analysis of the City's minimum salary of the various schedules to the average market minimum salary, 100% of the benchmark positions surveyed appear to be at or above the average market minimum. Thus, Step 1 is competitive with the external market.

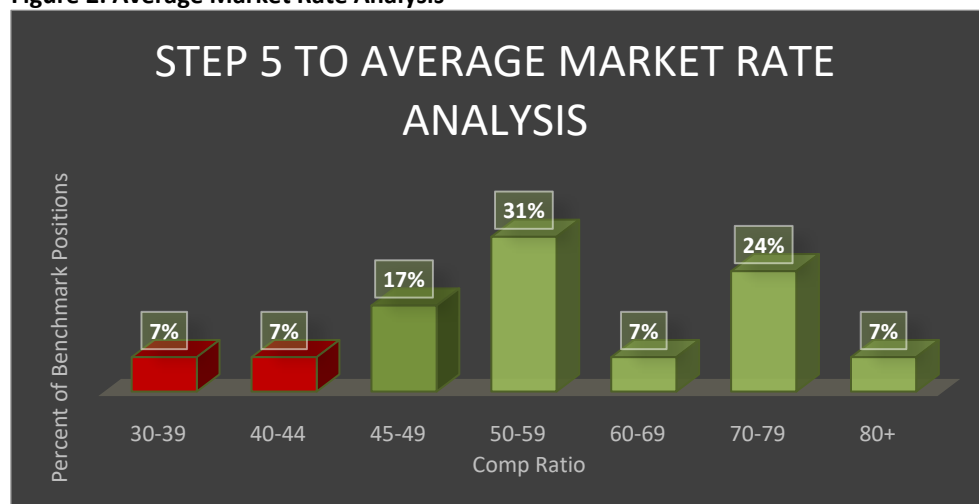
Figure 1: Minimum Analysis



Market Rate Analysis

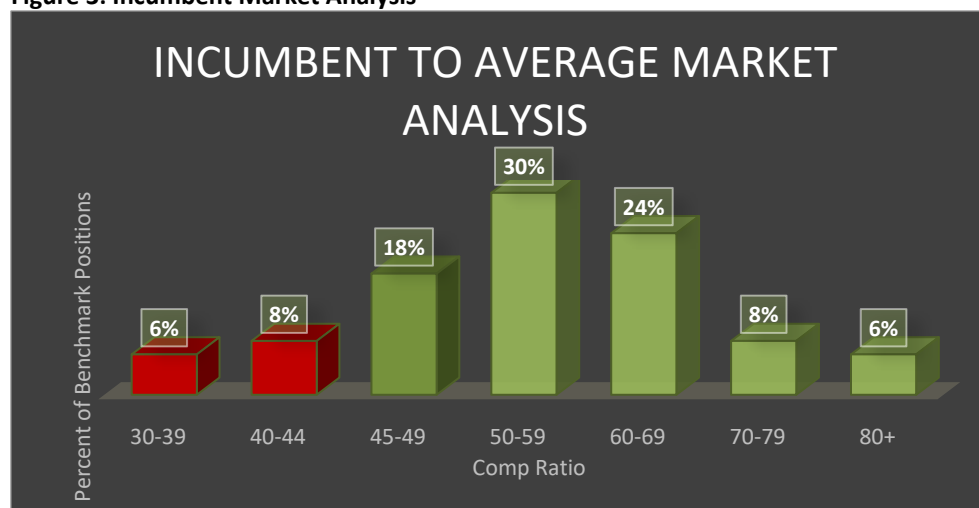
Step 5 of the current salary schedule represents the average market rate. This rate should be achieved within three (3) to five (5) years in the position. It represents when the employee is fully capable and competent of performing the position. Eighty-six percent (86%) of the positions are within an acceptable range; thus, Step 5 continues to represent the average market rate.

Figure 2: Average Market Rate Analysis



Incumbent Analysis

Figure 3: Incumbent Market Analysis



An analysis of what current incumbents are earning, compared to the average incumbent salaries of similar positions, indicates if the compensation system has kept employees up to the average market rate. Step 5 is designated as the average market. An employee with three (3) to five (5) years should be at the average market rate. Thus, the Consultants compared the current incumbents' salaries to the average market rate. In this analysis, 86% of employees are at or above the average market rate. This is most likely due to the tenure of employees within the City. Only 14% are below the average market rate. The tenure of City employees is a factor in this analysis.

Salary System

No changes are recommended to the current salary system, apart from an increase for the 2026 fiscal year. Currently the minimum, Step 5 and the maximum are in line with the external market. The

Consultant has ensured that all positions are listed on the salary schedule and recommends that the titles assigned to employees align with the salary schedule titles.

Position Change Recommendations

The City requested the position of Building Inspector to be added to the salary schedule. Two levels of a Building Inspector were placed on the salary schedule. The level I is for entry and achievement of defined ICC certifications. For example, used for residential inspections. The second level is the attainment of higher-level certifications – i.e., commercial, mechanical, plumbing, etc. The certifications required for each level should be spelled out in the city's job descriptions.

To acknowledge receipt of certifications, two levels of Assistant City Clerk and Municipal Court Clerk have been established. The II level will be for employees who have achieved the preferred certifications.

Two positions – the Library Director and Fire Chief are recommended to move to different pay grades to be more in line with the external market data. When the Fire Chief was originally slotted into a pay grade, the position supervised a part-time department. Now that it is a full-time department and supports another jurisdiction, the pay grade should be elevated.

The Finance Director/Comptroller position is highly valued within the organization. Market data supports placement in pay grade N; however, the incumbent prefers to remain in the current assigned pay grade. In the event the position becomes vacant in the future, the City should reevaluate the pay grade to ensure continued market competitiveness. At present, the position will remain at its current level in recognition of internal equity and the incumbent's preference.

The schedule reflects these recommendations.

After Step 6

The salary schedule was originally built on the premises to ensure employees reach the average market rate, set at step 5. To ensure retention, a salary range was developed to allow continued increases to the established maximum of the range. Employees moving into the range should continue to receive an increase to the salary schedule to not move backward within the range. The percentage increase, however, can vary annually depending on the budget. Employees within the steps receive the increase to the steps, then receive the 2.5% increase. The City can continue that model for those moving into the salary range or provide a lesser/greater percentage for the range movement.

Another option is to create steps to the maximum. This model allows ease in budgeting as well as employees knowing what type of increase they will receive. However, a full step model decreases the flexibility of increases, especially if the City experiences fiscal challenges.

Summary

Overall, the policies enacted by the City have ensured that the current salary schedule is market competitive. Other than a couple of positions that need to be realigned with the market, the City has a competitive compensation structure.

Appendix A: 2026 Recommended Salary Schedule

Pay Grade	Title		Step 1	Step 2	Step 3	Step 4	Step 5 (Average Mkt)	Step 6	Above Mkt Range	Maximum
			\$17.30	\$17.60	\$17.90	\$18.20	\$18.50	\$18.80		
45	Beach Attendants									
45	Boat Launch Attendants									
45	Crossing Guard									
45	Election Inspector									
45	Lakefront Seasonal									
45	Library Shelver									
			\$18.17	\$18.47	\$18.77	\$19.07	\$19.37	\$19.67		
50	Beach Supervisor									
50	Seasonal Street Laborer									
50	Seasonal Cemetery Labor									
50	Utilities Laborer									
50	Election Inspector - Lead									
			\$19.07	\$19.37	\$19.67	\$19.97	\$20.27	\$20.57		
55	Parking Enforcement Officer									
55	Riveria Security									
55	Seasonal Street Laborer - Lead									
A										
			\$22.70	\$23.27	\$23.85	\$24.45	\$25.06	\$25.68		\$29.51
			\$47,216.75	\$48,397.17	\$49,607.10	\$50,847.27	\$52,118.46	\$53,421.42		\$61,381.77
A	Library Associate									
A	Library Circulation Assistant									
B										
			\$24.52	\$25.13	\$25.76	\$26.40	\$27.06	\$27.74		\$31.87
			\$50,994.09	\$52,268.94	\$53,575.66	\$54,915.06	\$56,287.93	\$57,695.13		\$53,492.80
B	Community Service Officer									
B	Parking Maintenance Technician									
C										

Pay Grade	Title		Step 1	Step 2	Step 3	Step 4	Step 5 (Average Mkt)	Step 6	Above Mkt Range	Maximum
			\$26.48	\$27.14	\$27.82	\$28.51	\$29.23	\$29.96		\$34.42
			\$55,073.62	\$56,450.46	\$57,861.72	\$59,308.26	\$60,790.97	\$62,310.74		\$71,595.70
C	Assistant Municipal Court Clerk									
C	Booking Officer									
C	CSO - Lead									
C	Police Records Specialist									
C	Utility Billing Associate									
D										
		2080	\$28.60	\$29.31	\$30.04	\$30.79	\$31.56	\$32.35		\$37.17
			\$59,479.51	\$60,966.49	\$62,490.66	\$64,052.92	\$65,654.24	\$67,295.60		\$77,323.36
D	Administrative Specialist	2068	\$2	\$29.48	\$30.22	\$3	\$3	\$32.54		\$37.39
D	Equipment Operator									
D	Telecommunicator									
E										
			\$30.88	\$31.66	\$32.45	\$33.26	\$34.09	\$34.94		\$40.15
			\$64,237.87	\$65,843.81	\$67,489.91	\$69,177.16	\$70,906.58	\$72,679.25		\$83,509.23
E	Assistant Arborist									
E	Assistant City Clerk I									
E	Cemetery Sexton									
E	Heavy Equipment Operator									
E	Municipal Court Clerk I									
E	Outreach and Interlibrary Loan Manager									
E	Technical Services Coordinator									
E	Wastewater Operator I									
E	Water Operator I									
F										
			\$33.35	\$34.19	\$35.04	\$35.92	\$36.82	\$37.74		\$43.36
			\$69,376.89	\$71,111.32	\$72,889.10	\$74,711.33	\$76,579.11	\$78,493.59		\$90,189.96
F	Assistant City Clerk II (Certification									
F	Code Enforcer-STR (Zoning)									
F	Facilities Maintenance Tech									
F	Facilities Maintenance Tech-Riviera									
F	Financial Specialist									

Pay Grade	Title		Step 1	Step 2	Step 3	Step 4	Step 5 (Average Mkt)	Step 6	Above Mkt Range	Maximum
F	Municipal Court Clerk II (certification)									
F	Patrol Officer - PT									
F	Police Records Administrator									
F	Wastewater Operator II									
F	Water Meter Technician									
F	Water Operator II									
G										
			\$36.69	\$37.61	\$38.55	\$39.51	\$40.50	\$41.51		\$47.70
			\$76,314.58	\$78,222.45	\$80,178.01	\$82,182.46	\$84,237.02	\$86,342.95		\$99,208.96
G	Equipment Operator - Lead									
G	Facility and Technology Librarian									
G	Community Service Librarian									
G	Harbormaster									
G	Telecommunicator Supervisor									
G	Utilities Coordinator									
G	Youth Services Librarian									
H										
			\$39.62	\$40.62	\$41.63	\$42.67	\$43.74	\$44.83		\$51.51
			\$82,419.75	\$84,480.24	\$86,592.25	\$88,757.06	\$90,975.98	\$93,250.38		\$107,145.68
H	Arborist									
H	Building Inspector I									
H	Assistant Director/ Circulation Services Manager									
H	Parking Manager									
H	Water/Wastewater Operator - Lead									
I										
			\$42.79	\$43.86	\$44.96	\$46.09	\$47.24	\$48.42		\$55.63
			\$89,013.33	\$91,238.66	\$93,519.63	\$95,857.62	\$98,254.06	\$100,710.41		\$115,717.33
I	Benefits Specialist									
I	Building Inspector II									
J										
		2080	\$46.22	\$47.37	\$48.56	\$49.77	\$51.02	\$52.29		\$60.08
			\$96,134.40	\$98,537.76	\$101,001.20	\$103,526.23	\$106,114.39	\$108,767.25		\$124,974.72

Pay Grade	Title		Step 1	Step 2	Step 3	Step 4	Step 5 (Average Mkt)	Step 6	Above Mkt Range	Maximum
		2052	\$46.85	\$48.02	\$49.22	\$50.45	\$51.71	\$53.01		\$60.90
J	Assistant Finance Director/Treasurer									
J	DPW Superintendent									
J	Police Sergeant									
K										
			\$48.53	\$49.74	\$50.99	\$52.26	\$53.57	\$54.91		\$63.09
			\$100,941.12	\$103,464.65	\$106,051.26	\$108,702.54	\$111,420.11	\$114,205.61		\$131,223.45
K	Assistant City Administrator									
K	Wastewater Superintendent									
K	Water Superintendent									
L										
			\$52.41	\$53.72	\$55.07	\$56.44	\$57.85	\$59.30		\$68.14
			\$109,016.41	\$111,741.82	\$114,535.36	\$117,398.75	\$120,333.72	\$123,342.06		\$141,721.33
L	Building & Zoning Director									
L	City Clerk									
L	Fire Division Chief									
L	Library Director									
L	Police Lieutenant									
M										
			\$57.65	\$59.09	\$60.57	\$62.09	\$63.64	\$65.23		\$74.95
			\$119,918.05	\$122,916.00	\$125,988.90	\$129,138.62	\$132,367.09	\$135,676.26		\$155,893.46
M	Director of Public Works									
M	Director of Utilities									
M	Parks Director									
M	Finance Director/Comptroller									
N										
			\$61.11	\$62.64	\$64.21	\$65.81	\$67.46	\$69.14		\$79.45
			\$127,113.13	\$130,290.96	\$133,548.23	\$136,886.94	\$140,309.11	\$143,816.84		\$165,247.07
N	Fire Chief									
N	Police Chief									
AA										

Pay Grade	Title		Step 1	Step 2	Step 3	Step 4	Step 5 (Average Mkt)	Step 6	Above Mkt Range	Maximum
			\$73.33	\$75.17	\$77.05	\$78.97	\$80.95	\$82.97		\$95.33
			\$152,535.76	\$156,349.15	\$160,257.88	\$164,264.33	\$168,370.93	\$172,580.21		\$198,296.48
AA	City Administrator									

RESOLUTION OF THE COMMON COUNCIL			
Resolution authorizing the use of a three-year rolling average of August Consumer Price Index numbers reported by the Wisconsin Employment Relations Commission (WERC), to increase the wage schedule in the years 2026, 2027 and 2028			
Committee:	Personnel Committee November 5, 2025		
Fiscal Impact:	N/A		
File Number:	25-R55	Date:	November 10, 2025

Whereas, the Wage and Compensation Study and the 2025 updated study performed by McGrath Human Resources, INC suggests an annual schedule increase, and,

Whereas, the updated study confirmed that the practice of using the three-year rolling average has allowed the City to maintain effectively at or near the market, and,

Whereas, staff and the consultant both recommend to maintain salaries at or near market the future wage scale increases should be determined based on a three-year rolling average of the August Consumer Price Index numbers as provided by the Wisconsin Employment Relation Commission (WERC), to increase the wage schedule in the years 2026, 2027, and 2028.

Now Therefore be it Resolved that the Lake Geneva Common Council approve this resolution to authorize the use of a three-year rolling average of August Consumer Price Index numbers reported by the Wisconsin Employment Relations Commission (WERC), to increase the wage schedule in the years 2026, 2027 and 2028

Granted by action of the Common Council of the City of Lake Geneva this 10th day of November 2025.

Council Action: ☐ **Adopted** ☐ **Failed** **Vote** _____

Mayoral Action: ☐ **Accept** ☐ **Veto**

Todd Krause, Mayor

Date

Attest:

Lacey L. Reynolds, City Clerk

Date

RESOLUTION OF THE COMMON COUNCIL			
Resolution authorizing the approval of a Limited Conditional Use Permit application filed by 640 W Main Street, LLC, Thomas Keefe, POB 460, Lake Geneva, WI, to allow the operation of a Commercial Indoor Lodging facility at 640 W Main Street, Tax Key No. ZOP 00306			
Committee:	Plan Commission approved October 20, 2025		
Fiscal Impact:	N/A		
File Number:	25-R54	Date:	November 10, 2025

WHEREAS, The City Plan Commission held a Public Hearing thereon pursuant to proper notice given on October 20, 2025.

Tax Key No. ZYUP 00137C1

1. The applicant shall apply for a City of Lake Geneva Business License and Room Tax Permit within thirty (30) days of Limited Conditional Use Permit approval, and
2. This approval shall be limited to 640 W Main LLC as owner. The Limited Conditional Use Permit shall immediately expire upon change of ownership.

Council Action: ☒ **Adopted** ☐ **Failed** **Vote** _____

Mayoral Action: ☐ **Accept** ☐ **Veto**

Date _____

Date _____

RESOLUTION OF THE PLAN COMMISSION			
Resolution recommending to the Common Council a Conditional Use Permit (CUP) filed by 640 W Main Street, LLC, Thomas Keefe, POB 460, Lake Geneva, to operate a Commercial Indoor Lodging facility at 640 W Main Street, Tax Key No. ZOP 00306.			
Committee:	N/A		
Fiscal Impact:	N/A		
File Number:	PC-044	Date:	October 20, 2025

WHEREAS, the City of Lake Geneva Plan Commission has considered a Conditional Use Permit (CUP) application filed by 640 W Main Street, LLC, Thomas Keefe, POB 460, Lake Geneva, to operate a Commercial Indoor Lodging facility at 640 W Main Street, Tax Key No. ZOP 00331, and

WHEREAS, the Plan Commission held a Public Hearing thereon pursuant to proper notice given on October 20, 2025, and

WHEREAS, the Plan Commission made the following findings of fact:

1. In general, the proposed conditional use is in harmony with the purposes, goals, objectives, policies and standards of the City's Comprehensive Plan, Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City.
2. Specific to this site, the proposed conditional use is in harmony with the purposes, goals, objectives, policies and standards of the City's Comprehensive Plan, Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City.
3. The proposed conditional use in its proposed location, and as depicted on the required site plan does not result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of the Zoning Ordinance, the Comprehensive Plan or any other plan, program, map, or ordinance adopted or under consideration pursuant to official notice by the City or other governmental agency having jurisdiction to guide development.
4. The proposed conditional use maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.
5. The proposed conditional use is located in an area that will be adequately served by, and will not impose an undue burden on any improvements, facilities, utilities or services provided by public agencies serving the subject property.
6. The potential public benefits of the proposed conditional use outweigh all potential adverse impacts of the proposed conditional use after taking into consideration the Applicant's proposal and any requirements recommended by the Applicant to ameliorate such impacts, and

WHEREAS, the Plan Commission has recommended approval with the following conditions:

1. The applicant shall apply for a City of Lake Geneva Business License and Room Tax Permit within thirty(30) days of CUP approval.
2. This approval shall be limited to 640 W Main LLC as owner. The Limited Conditional Use Permit shall immediately expire upon change of ownership.

NOW, THEREFORE, BE IT RESOLVED, that the Plan Commission hereby recommends to the Common Council of the Conditional Use Permit filed by 640 W Main Street, LLC, Thomas Keefe, POB 460, Lake Geneva, to operate a Commercial Indoor Lodging facility at 640 W Main Street, Tax Key No. ZOP 00331, per the findings of fact stated above and conditions of approval stated above.

Recommended to the Common Council of the City of Lake Geneva this 20th day of October 2025.

PC Action: ☒ Adopted ☐ Failed Vote 6-0

Mayoral Action: ☐ Accept ☐ Veto



Official Stamp
Todd Krause
Mayor

Todd Krause
Todd Krause, Plan Commission Chair

10-21-25
Date

Attest:

Amanda Rotondi
Amanda Rotondi, Building and Zoning Clerk

10-21-25
Date

STAFF REPORT
To Lake Geneva Plan Commission
Meeting Date October 20, 2025

Agenda Item: #6a

Applicant:

640 W Main Street, LLC
Thomas Keefe
POB 460
Lake Geneva, WI

Request:

640 W Main Street

Conditional Use Permit:

- Continued operation of Commercial Indoor Lodging facility under New Ownership

Description:

This application is for a Conditional Use Permit (CUP) to allow the existing building at 640 W Main Street to continue to be used as a Commercial Indoor Lodging facility under new ownership.

Project Details from CUP Submittal

- The previous owner of this property was granted a Conditional Use Permit to operate a Commercial Indoor Lodging facility in 2018. That CUP was limited to ownership.
- The applicant is the contract purchaser of this property and is proposing continuing the Commercial Indoor Lodging use as currently operated.
- Upon change of ownership, the existing CUP will expire. This application is being made to continue the use under a new Conditional Use Permit with new owner as operator.
- This property consists of nine (9) total bedrooms over two (2) floors.
- The required number of parking spaces to support this use is one (1) off-street space per bedroom plus one (1) off-street parking space per employee at highest peak shift. There are six (6) parking spaces on site, and another four (4) off-street parking spaces are being provided, by lease agreement, across Main Street.

Action by the Plan Commission:

Recommendation to the Common Council on the proposed Conditional Use Permit (CUP):

As part of the consideration of the requested CUP, the Plan Commission is required to:

- Provide the Common Council with a *recommendation* regarding the proposed CUP;
- Include *findings* required by the Zoning Ordinance for CUPs; and,
- Provide specific suggested *conditions* to modify the project as submitted.

Staff Review Comments:

The proposed Commercial Indoor Lodging facility has operated at this location for a few years. The Building and Zoning Department has no records of complaints or code violation cases against this property. This application is required due to change of ownership as the current Conditional Use Permit is a Limited Conditional Use Permit with expiration upon change of ownership. The applicant is proposing no use change and will manage the property through a management company in which the applicant also holds an ownership interest.

Required Plan Commission Findings on the CUP for Recommendation to the Common Council:

A proposed CUP must be reviewed by the standards, below:

- A. If, after the public hearing, the Commission wishes to recommend *approval*, then the appropriate fact finding would be all of the following:
- a. In general, the proposed conditional use is in harmony with the purposes, goals, objectives, policies and standards of the City's Comprehensive Plan, Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City.
 - b. Specific to this site, the proposed conditional use is in harmony with the purposes, goals, objectives, policies and standards of the City's Comprehensive Plan, Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City.
 - c. The proposed conditional use in its proposed location, and as depicted on the required site plan does not result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of the Zoning Ordinance, the Comprehensive Plan or any other plan, program, map, or ordinance adopted or under consideration pursuant to official notice by the City or other governmental agency having jurisdiction to guide development.
 - d. The proposed conditional use maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.
 - e. The proposed conditional use is located in an area that will be adequately served by, and will not impose an undue burden on any improvements, facilities, utilities or services provided by public agencies serving the subject property.
 - f. The potential public benefits of the proposed conditional use outweigh all potential adverse impacts of the proposed conditional use after taking into consideration the Applicant's proposal and any requirements recommended by the Applicant to ameliorate such impacts.

Staff Recommendation on the proposed Conditional Use Permit:

1. Staff recommend the Plan Commission to recommend approval of the proposed Conditional Use Permit as submitted.
2. Staff recommend the Plan Commission adopt the *affirmative set of findings* provided above.
3. Finally, staff recommend that *the following additional condition of approval* be recommended:
 - a. The applicant shall apply for a City of Lake Geneva Business License and a Room Tax Permit within thirty (30) days of approval of this CUP.



APPLICATION FOR CONDITIONAL USE

City of Lake Geneva

Site Address/Parcel No. and full Legal Description required (attach separate sheet if necessary):

640 W Main Street Lake Geneva, WI 53147; ZOP 00306

Name and Address of Current Owner: Letitia A. Bennett @ N3102 Grandview Dr. Lake Geneva, WI 53147

Telephone No. with area code & Email of Current Owner: _____

920-723-1317 lakegenevapremiumrentals@gmail.com

Owner Signature: Letitia Bennett

Name and Address of Applicant:

640 W Main Street, LLC
PO Box 460 Lake Geneva, WI 53147

Telephone No. with area code & Email of Applicant: 262-729-2015; tkeefe@ajaxpm.com

Proposed Conditional Use: Commercial Indoor Lodging

Zoning District in which land is located: Central Business District

Names and Addresses of architect, professional engineer and contractor of project:

n/a

Short statement describing activities to take place on site:

This will be a commercial indoor lodging establishment, as it is currently operating.

Conditional Use Fee payable upon filing application: \$450.00 [\$100.00 for Application Under Sec. 98-407(3)]

Sep 04 2025

Thomas Keefe

Date 08/06/2025

Signature of Applicant

Keefe Thomas 640 W Main St. Cost Recovery # 25-458
Petitioner Name Project Address AR# 3701

OFFICE USE ONLY Description of Request Comm Indoor Lodging.

Agreement for Services

REIMBURSABLE BY THE PETITIONER / APPLICANT. The city may retain the services of the professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the City's review of a proposals coming before the Plan commission and/or Common Council. The submittal of a development proposal application or petition by a Petitioner shall be construed as an agreement to pay for such professional review services applicable to the proposal including any financing charges that may accrue. The City applies the charges for these services to the Petitioner. The City Administrator at any time may require an applicant to submit an advance deposit of **\$500 to \$5,000 depending on the complexity and anticipated involvement of the City's consultants** or continuing advance deposits against future billings by the City for recovery of costs provide by this ordinance 98-935(4). **An advanced deposit shall be required for the application related to Extraterritorial matters.** Surplus deposits shall be returned to the Applicant at the conclusion of the project.

Project: Thomas Keefe, as applicant/petitioner for
Downtown CUP
Project Address: 640 W Main Street Lake Geneva, WI 53147
Parcel No. ZOP 00306
Name: Thomas Keefe
Address: PO Box 460
Lake Geneva, WI 53147

Cell Phone: (262) 729-2015 - _____ Phone: (____) - _____ - _____

Email: tkeefe@ajaxpm.com

Dated this _____ Day of Sep 04 2025, 20____

Thomas Keefe

Printed Name of Applicant / Petitioner

Thomas Keefe

Signature of Applicant/Petitioner

Applicant/Petitioner agrees that in addition to those normal costs payable by an applicant/petitioner (e.g., filing or permit fees, publication expenses, recording fees, etc.), that in the event the action applied or petitioned for requires the City of Lake Geneva, in the judgment of its staff, to obtain additional professional service(s), (e.g., engineering, surveying, planning, legal) than would be routinely available "in house" to enable the City to properly address, take appropriate action on, or determine the same, applicant/petitioner shall reimburse the City for the costs thereof

Section 98-935 Fees:

(1) Fees for Procedures or Permits Requested by a Private Party: The fees for the procedures and permits established by this Chapter shall be established by resolution of the Common Council of the City of Lake Geneva

(2) Fees for Procedures Requested by the City of Lake Geneva: There shall be no fee in the case of applications filed in the public interest by the Common Council or the Plan Commission, other agency, or official of the City of Lake Geneva.

(3) Payment of Fees: Fees shall be payable at the time applications are filed with the appropriate officer of the City (per the requirements of this Chapter), and are not refundable.

(4) Professional Consultant Review Services: The City may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the City's review of a proposal coming before the Plan Commission. The City may apply the charges for these services to the Petitioner. The City will require the Petitioner to sign a professional consultant review services form. The City Administrator at any time may require an applicant to submit an advance deposit of **\$500 to \$5,000 depending on the complexity and anticipated involvement of the City's consultants** or continuing advance deposits against future billings by the City for recovery of costs provide by this ordinance 98-935(4). **An advanced deposit shall be required for the application related to Extraterritorial matters.** The City may delay acceptance of the application or petition as complete, or may delay final approval of the proposal, until such fees are paid by the Petitioner. The submittal of a development proposal application or petition by a Petitioner shall be construed as an agreement to pay for such professional review services applicable to the proposal. Review fees which are applied to a Petitioner, but which are not paid, may be assigned by the City as a special assessment to the subject property.

**CITY OF LAKE GENEVA PROCEDURAL CHECKLIST FOR:
CONDITIONAL USE REVIEW AND APPROVAL (Requirements per Section 98-905)**

This form should be used by the Applicant as a guide to submitting a complete application for a conditional use and by the City to process said application. Parts II and III should be used by the Applicant to submit a complete application; Parts I - IV should be used by the City as a guide when processing said application.

I. RECORDATION OF ADMINISTRATIVE PROCEDURES

____ Pre-submittal staff meeting scheduled:

Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____

Follow-up pre-submittal staff meetings scheduled for:

____ Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____

____ Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____

____ Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____

____ Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____

____ Application form filed with Zoning Administrator: Date: _____ by: _____

____ Application fee of \$ _____ received by Zoning Administrator: Date: _____ by: _____

____ Reimbursement of professional consultant costs agreement executed: Date: _____ by: _____

II. APPLICATION SUBMITTAL PACKET REQUIREMENTS

Prior to submitting the 1 final complete applications as certified by the Zoning Administrator, the Applicant shall submit 1 initial draft application packet and 1 digital copy for staff review, followed by one revised draft final application packet based upon staff review and comments.

Initial Packet (1 Copy and 1 Digital Copy to Zoning Administrator)

Date: _____ by: _____

↓
Draft Final Packet (1 Copies and 1 Digital Copy to Zoning Administrator)

Date: _____ by: _____

↓

____ (a) A map of the proposed conditional use:

____ Showing all lands for which the conditional use is proposed;

____ Clearly indicating the current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control;

____ Map and all its parts are clearly reproducible with a photocopier;

____ Map size of 11" by 17" and map scale not less than one inch equals 800 ft;

____ All lot dimensions of the subject property provided;

____ Graphic scale and north arrow provided.

____ (b) A map, such as the Land Use Plan Map, of the generalized location of the subject property in relation to the City as a whole:

____ (c) A written description of the proposed conditional use describing the type of activities, buildings, and structures proposed for the subject property and their general locations;

_____ (d) A site plan (conforming to the requirements of Section 98-908(3)) of the subject property as proposed for development OR if the proposed conditional use is a group development (per Section 98-208) a proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required on said site plan per Section 98-908.

_____ (e) Written justification for the proposed conditional use:

_____ Indicating reasons why the Applicant believes the proposed conditional use is appropriate with the recommendations of the City of Lake Geneva Comprehensive Master Plan, particularly as evidenced by compliance with the standards set out in Section 98-905(4)(b)1.-6. (*See below*)

III. JUSTIFICATION OF THE PROPOSED CONDITIONAL USE

1. How is the proposed conditional use (the use in general, independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the City of Lake Geneva Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City?

This property will offer a private lodging option in the central business district of Lake Geneva, WI.

2. How is the proposed conditional use, in its specific location, in harmony with the purposes, goals, objectives, policies and standards of the City of Lake Geneva Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City?

Location in the CBD, this conditional use will assist in bringing visitors to our area to enjoy the local amenities.

3. Does the proposed conditional use, in its proposed location and as depicted on the required site plan (see Section 98-905(3)(d)), result in any substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of the Zoning Ordinance, the Comprehensive Plan, or any other plan, program, map ordinance adopted or under consideration pursuant to official notice by the City or other governmental agency having jurisdiction to guide development?

This CUP will not adversely affect the location as it is currently operating in this manner.

4. How does the proposed conditional use maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property?

We are not changing the use.

5. Is the proposed conditional use located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property?

This property and usage will not impose an undue burden on services provided by public agencies.

6. Do the potential public benefits of the proposed conditional use outweigh all potential adverse impacts of the proposed conditional use (as identified in Subsections 98-905(4)(b)1.-5.), after taking into consideration the Applicant's proposal and any requirements recommended by the Applicant to ameliorate such impacts?

Yes, increase tourists in the CBD will positively affect neighboring businesses.

IV. FINAL APPLICATION PACKET INFORMATION

____ Receipt of 1 full scale copy in blue/line or black/line of complete Final Application Packet by Zoning Administrator: Date: _____ by: _____

____ Receipt of 1 reduced (8.5" by 11" text and 11" x 17" graphics) copies of complete Final Application Packet by Zoning Administrator: Date: _____ by: _____

____ A digital copy of Final Application Packet shall be emailed to the Building and Zoning Department upon submittal deadline. Date: _____ by: _____

____ Certification of complete Final Application Packet and required copies to the Zoning Administrator by City Clerk: Date: _____ by: _____

____ Class 2 Legal Notice sent to official newspaper by City Clerk: Date: _____ by: _____

____ Class 2 Legal Notice published on _____ and _____ by: _____

____ Conditional Use recorded with the County Register of Deeds Office: Date: _____ by: _____

CITY OF LAKE GENEVA PROCEDURAL CHECKLIST FOR: SITE PLAN REVIEW AND APPROVAL (Requirements per Section 98-908)

This form should be used by the Applicant as a guide to submitting a complete application for a site plan review and by the City to process said application. Part II should be used by the Applicant to submit a complete application; Parts I - III should be used by the City as a guide when processing said application.

I. RECORDATION OF ADMINISTRATIVE PROCEDURES

____ Pre-submittal staff meeting scheduled:

Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____

Follow-up pre-submittal staff meetings scheduled for:

____ Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____

____ Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____

____ Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____

____ Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____

____ Application form filed with Zoning Administrator: Date: _____ by: _____

____ Application fee of \$ ____ received by Zoning Administrator: Date: _____ by: _____

____ Reimbursement of professional consultant costs agreement executed: Date: _____ by: _____

II. APPLICATION SUBMITTAL PACKET REQUIREMENTS

Prior to submitting the 1 final complete applications as certified by the Zoning Administrator, the Applicant shall submit 1 initial draft application packet and 1 digital copy for staff review, followed by one revised draft final application packet based upon staff review and comments.

Initial Packet (1 Copy and 1 Digital Copy to Zoning Administrator)

Date: _____ by: _____

↓

Draft Final Packet (1 Copies and 1 Digital Copy to Zoning Administrator)

Date: _____ by: _____

↓

____ (a) **A written description of the intended use describing in reasonable detail the:**

- ____ Existing zoning district(s) (and proposed zoning district(s) if different);
- ____ Land use plan map designation(s);
- ____ Current land uses present on the subject property;
- ____ Proposed land uses for the subject property (per Section 98-206);
- ____ Projected number of residents, employees, and daily customers;
- ____ Proposed amount of dwelling units, floor area, impervious surface area, and landscape surface area, and resulting site density, floor area ratio, impervious surface area ratio, and landscape surface area ratio;
- ____ Operational considerations relating to hours of operation, projected normal and peak water usage, sanitary sewer or septic loadings, and traffic generation;

- _____ Operational considerations relating to potential nuisance creation pertaining to noncompliance with the performance standards addressed in Article VII (Sections 98-701-98-721) including: street access, traffic visibility, parking, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation, glare and heat, fire and explosion, toxic or noxious materials, waste materials, drainage, and hazardous materials;
- _____ If no nuisances will be created (as indicated by complete and continuous compliance with the provisions of Article VII), then include the statement "The proposed development shall comply with all requirements of Article VII.";
- _____ Exterior building and fencing materials (Sections 98-718 and 98-720);
- _____ Possible future expansion and related implications for points above;
- _____ Any other information pertinent to adequate understanding by the Plan Commission of the intended use and its relation to nearby properties.

_____ (b) **A Small Location Map** at 11" x 17" showing the subject property, all properties within 300 feet, and illustrating its relationship to the nearest street intersection. (A photocopy of the pertinent section of the City's Official Zoning Map with the subject property clearly indicated shall suffice to meet this requirement.)

_____ (c) **A Property Site Plan drawing which includes:**

- _____ A title block which indicates the name, address and phone/fax number(s) of the current property owner and/or agent(s) (developer, architect, engineer, planner) for project;
- _____ The date of the original plan and the latest date of revision to the plan;
- _____ A north arrow and a graphic scale (not smaller than one inch equals 100 feet);
- _____ A reduction of the drawing at 11" x 17";
- _____ A legal description of the subject property;
- _____ All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled;
- _____ All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose;
- _____ All required building setback lines;
- _____ All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls;
- _____ The location and dimension (cross-section and entry throat) of all access points onto public streets;
- _____ The location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus required by the Ordinance;
- _____ The location and dimension of all loading and service areas on the subject property and labels indicating the dimension of such areas;
- _____ The location of all outdoor storage areas and the design of all screening devices;
- _____ The location, type, height, size and lighting of all signage on the subject property to include a photometric plan;
- _____ The location, height, design/type, illumination power and orientation of all exterior lighting on the subject property -- including the clear demonstration of compliance with Section 98-707;
- _____ All engineering requirements for utilities, site designs, etc;
- _____ The location and type of any permanently protected green space areas;
- _____ The location of existing and proposed drainage facilities for storm water;

_____ In the legend, data for the subject property on:

- _____ Lot Area;
- _____ Floor Area;
- _____ Floor Area Ratio (b/a);
- _____ Impervious Surface Area;
- _____ Impervious Surface Ratio (d/a);
- _____ Building Height.

_____ (d) **A Detailed Landscaping Plan of the subject property:**

- _____ Scale same as main plan (> or equal to 1" equals 100')
- _____ Map reduction at 11" x 17"
- _____ Showing the location of all required buffer yard and landscaping areas
- _____ Showing existing and proposed Landscape Point fencing
- _____ Showing berm options for meeting said requirements
- _____ Demonstrating complete compliance with the requirements of Article VI
- _____ Providing individual plant locations and species, fencing types and heights, and berm heights;

_____ (e) **A Grading and Erosion Control Plan:**

- _____ Same scale as the main plan (> or equal to 1" equals 100')
- _____ Map reduction at 11" x 17"
- _____ Showing existing and proposed grades including retention walls and related devices, and erosion control measures.

_____ (f) **Elevation Drawings of proposed buildings or remodeling of existing buildings:**

- _____ Showing finished exterior treatment;
- _____ With adequate labels provided to clearly depict exterior materials, texture, color and overall appearance;
- _____ Perspective renderings of the proposed project and/or photos of similar structures may be submitted, but not in lieu of adequate drawings showing the actual intended appearance of the buildings.

NOTE: Initiation of Land Use or Development Activity: Absolutely no land use or development activity, including site clearing, grubbing, or grading shall occur on the subject property prior to the approval of the required site plan. Any such activity prior to such approval shall be a violation of law and shall be subject to all applicable enforcement mechanisms and penalties.

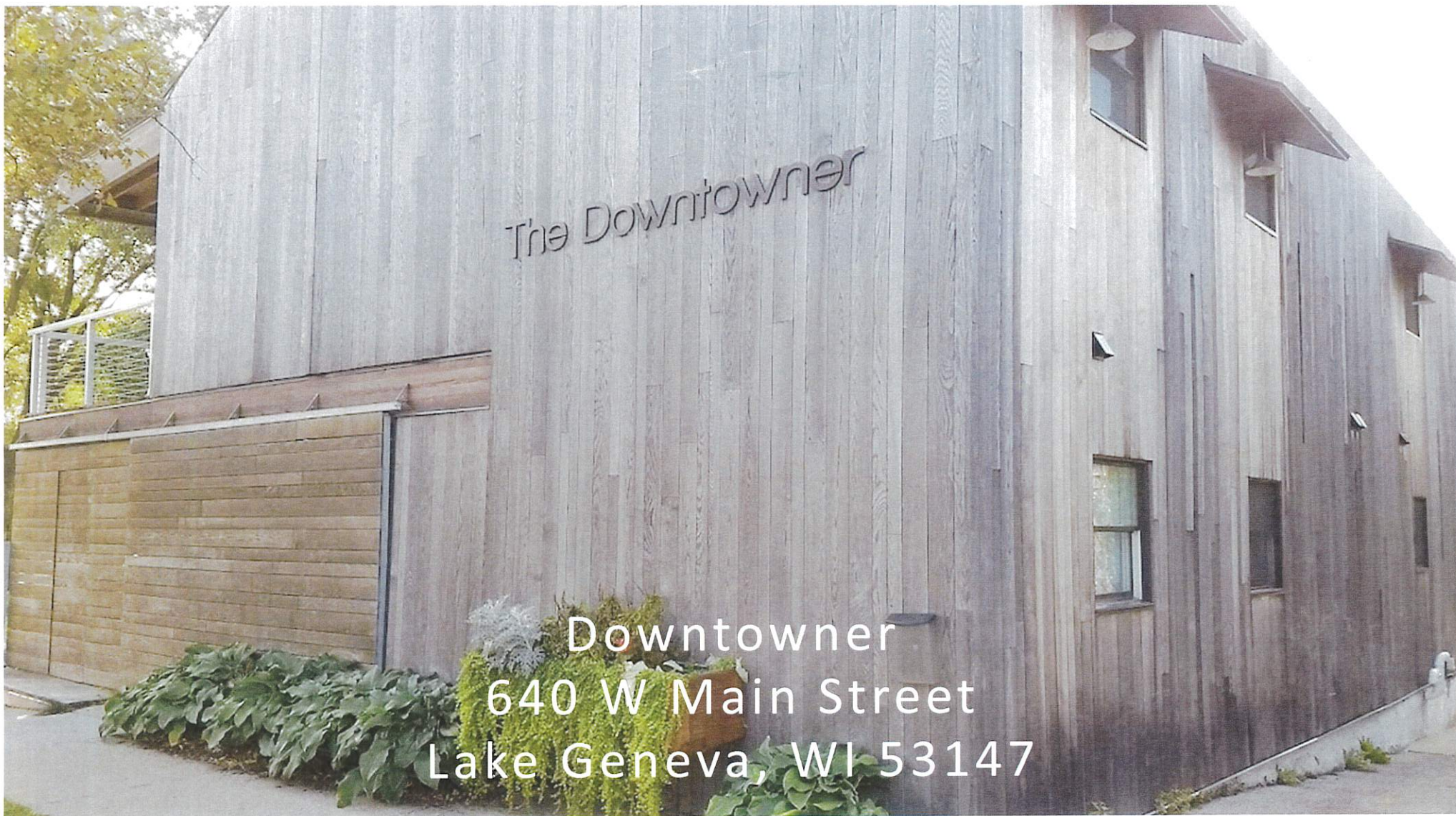
NOTE: Modification of an Approved Site Plan: Any and all variation between development and/or land use activity on the subject property and the approved site plan is a violation of law. An approved site plan shall be revised and approved via the procedures of Subsections 98-908(2) and (4) so as to clearly and completely depict any and all proposed modifications to the previously approved site plan, prior to the initiation of said modifications.

III.FINAL APPLICATION PACKET INFORMATION

_____ Receipt of 1 full scale copy in blue line or black line
of complete Final Application Packet by Zoning Administrator: Date: _____ by: _____

_____ Receipt of 1 reduced (8.5" by 11" text and 11" x 17" graphics)
copies of complete Final Application Packet by Zoning Administrator: Date: _____ by: _____

_____ A digital copy of Final Application Packet shall be emailed to the
Building and Zoning Department upon submittal deadline. Date: _____ by: _____



Downtowner
640 W Main Street
Lake Geneva, WI 53147

CONCEPT

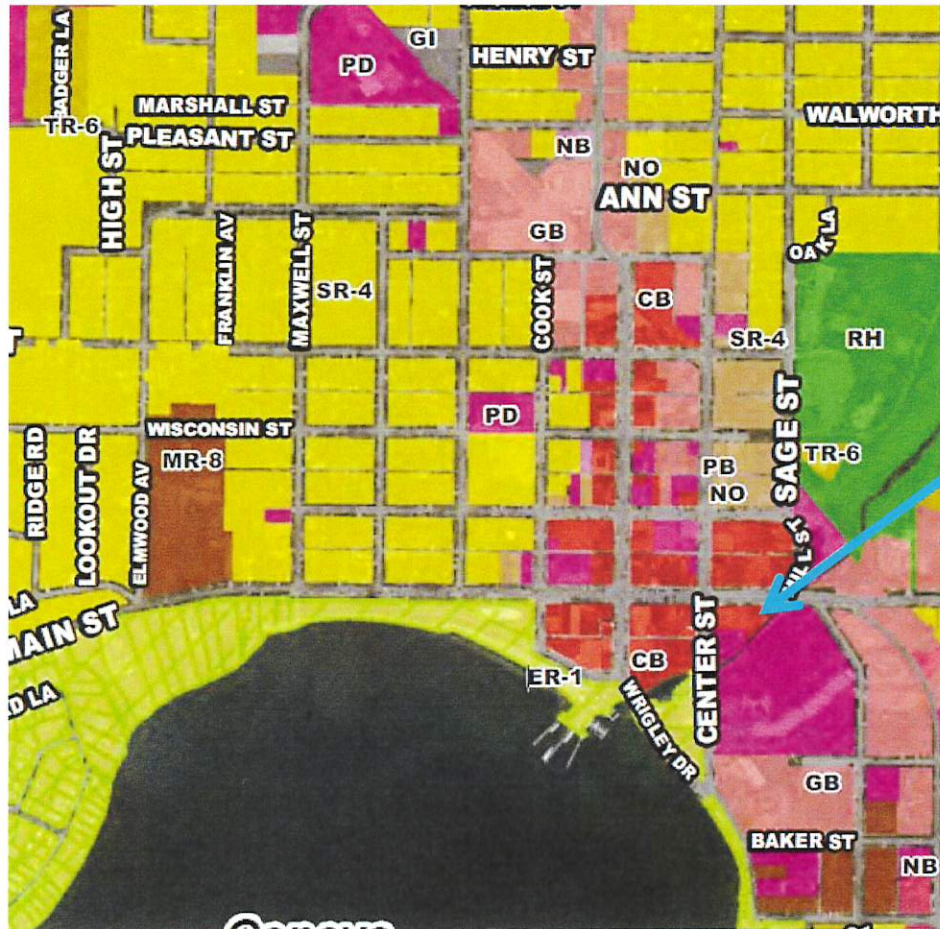
Dear planning commission members,

We are applying for a conditional use permit for commercial indoor lodging at 640 W Main Street ZOP 00306. Attached please find all applicable information about this property including zoning, parking, and floorplans of the building.

This property is currently operating as a Commercial Indoor Lodging facility with a conditional use permit. We are purchasing the building and intend to continue this use.

This will be professionally managed by my company, Geneva Lakes Vacations. Our office is located at 326 Center Street, and we will operate this property with the utmost attention and care.

Thank you,
Tom Keefe



Site
Location

ZONING

Classification

Central Business (CB)

This district is intended to permit both large and small scale "downtown" commercial development at an intensity which provides significant incentives for infill development, redevelopment, and the continued economic viability of existing development

- Permitted use: Permitted as conditional use
- Adjacent Properties zoning: Central Business District (CB)
- 2-Story building
- Parking:
- 6 space on-site
- 4 spaces behind 647 Main Street
- Total: 10









MAIN LEVEL

- 6 Bedrooms / 5 Bathrooms
- Approx 1500 sq/ft



2nd Floor



2ND FLOOR

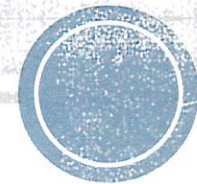
- 3 Bedrooms / 3 Baths
- Approx 1500 sq/ft





PARKING

640 W Main St
6 Spaces





PARKING

647 W Main St
4 Spaces



**AGREEMENT BETWEEN CLIENT and FIRM
FOR LANDSCAPE ARCHITECTURAL SERVICES
HILLMOOR PARK CONCEPTS-CITY OF LAKE GENEVA**

City of Lake Geneva

626 Geneva Street
Lake Geneva, WI 53147
Phone: 262-248-3673.....

The Client

And

Upland Design Ltd.

24042 Lockport St.
Plainfield, IL 60544.....
Phone: 815-254-0091

The Firm

Client and Firm agree as set forth below:

1. Firm's Basic Services

The Firm agrees to provide its professional services in accordance with generally accepted standards of its profession. The Firm agrees to put forth reasonable efforts to comply with codes, laws and regulations in effect as of the date of this contract.

2. Excluded Services

Scope of services set forth in Attachment A is included in this agreement. Excluded services include but are not limited the following: Hydrologic/hydraulic modeling the floodplain/floodway, engineering of any kind, wetland mitigation, archeological services, environmental testing, engineering, subsurface conditions and material testing, boundary survey, soil borings, construction layout; construction scheduling; construction work; work-site safety, labor negotiations, permit fees, tree survey, tree preservation plans, irrigation plans or court appearances as part of these services.

Hazardous Materials: The scope of the Firm's services for this Agreement does not include any responsibility for detection, remediation, accidental release, or services relating to waste, oil, asbestos, lead, or other hazardous materials, as defined by Federal, State, and local laws or regulations.

3. Construction Phase Services

The Firm shall have the authority to act on behalf of the Client only to the extent provided in this Agreement. The Firm shall not have control over, charge of, or responsibility for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the construction work, nor shall the Firm be responsible for the Contractor's failure to perform the construction work in accordance with the requirements of the Contract Documents.

4. Firm's Insurance

Firm carries a minimum of the following insurance:

General Liability: \$1,000,000 each occurrence	\$2,000,000 general aggregate
Automobile Liability: \$1,000,000	Umbrella Liability: \$2,000,000
Worker's Compensation: \$500,000	Professional Liability: \$4,000,000.

5. Client Responsibilities

The Client has designated _____, as the contact person for this project. The Firm will direct correspondence and information to the contact person. The Client will provide pertinent information to the Firm in a timely manner so as not to hinder or delay the Firm performing their work in a timely and cost-effective manner throughout the project. The Client agrees to provide Firm with existing base information for the site and will assist the Firm with obtaining other information as requested. The Firm will rely on this information, without liability, on the accuracy and completeness of information provided by the Client. The Client agrees to advise Firm of any known or suspected contaminants at the Project Site and the Client shall be solely

responsible for all subsurface soil conditions.

6. Project Schedule

The Firm shall render its services as expeditiously as is consistent with professional skill and care. During the course of the Project, anticipated and unanticipated events may impact any Project schedule. The Firm will attempt to make the Client aware of events that will impact the Project schedule.

7. Compensation and Payments

The Client shall pay to the firm the following lump sum of \$50,500 for the work described herein plus the cost of reimbursable items. Firm will bill direct non-payroll expenses at cost plus 0%.

Examples of expenses include copies and/or printing of review and meeting plans, public meeting presentation boards and plans, meeting handouts, postage and tolls. Printing will be billed at the direct cost to the Firm without markup. Mileage will be billed at current IRS rates.

The fee will be billed no sooner than monthly for work completed, and invoices will be due within 30 days of submittal to the Client.

Hourly Billing Rates:

	2025	2026
Principal Landscape Architect	\$258.00	\$270.00
Project Manager/Sr. LA	\$198.00	\$208.00
Landscape Architect	\$171.00	\$179.00
Landscape Designer II	\$160.00	\$168.00
Landscape Designer	\$152.00	\$160.00
Construction Administrator	\$152.00	\$160.00
Admin	\$101.00	\$106.00
Intern	\$78.00	\$82.00

Reimbursable Expenses: Firm will bill direct non-payroll expenses at cost plus 0%. Examples of expenses include printing, boards, plans and handouts, postage, delivery, mileage, and tolls. Mileage will be billed at current IRS rates.

Additional Information:

- a) At the written request of the Client, additional meetings or work may be added at the professional service rates listed herein.
- b) No additional work shall be added to the contract without written authorization from the Client.

8. Suspension or Termination of Services

If the Client in good faith determines that the Firm prosecutes or fails to prosecute its work in such manner as to hinder or delay the completion of the project, the Client may serve written notice to the Firm setting forth any complaint about Firm's performance of its work. The Firm shall have seven (7) days from receipt of such written notice in which to take corrective action. If the Firm fails to take appropriate corrective action within said seven (7) day period, the Client may exercise the following remedies:

- a. Terminate the Firm's services by a written notice effective on the date such written notice is served on the Firm; and,
- b. Order the remaining necessary work be done by another Firm, if desired.
- c. If the Client in good faith exercises the above remedies, Client shall be responsible to pay the Firm only for the work performed prior to termination of the contract. The above remedies shall be Client's sole and exclusive remedies in the event the Client terminates the Firm's services under this provision.
- d. The Firm may terminate this Contract upon seven days written notice. If terminated, Client agrees to pay

the Firm for all Basic and Additional Services rendered and Reimbursable Expenses incurred up to the date of termination. Upon not less than seven days' written notice, Landscape Architect may suspend the performance of its services if Client fails to pay the Firm in full for services rendered or expenses incurred. The Firm shall have no liability because of such suspension of service or termination due to nonpayment.

9. Indemnification

The Firm agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client from loss, expense, damage, liability or cost, including reasonable attorneys' fees and costs of defense arising from this project, including reasonable attorneys' fees, to the extent caused by Firm's negligent acts, errors or omissions in the performance of the work under this Contract. Firm shall not be liable for special, incidental or consequential damages, including, but not limited to loss of profits, revenue, use of capital, or for any other loss of any nature, whether based on contract, tort, negligence, strict liability or otherwise, by reason of the work done under this Contract. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Firm from damage, liability or cost, including reasonable attorneys' fees and costs of defense arising from this project, to the extent caused by the Client's negligent acts, errors or omissions and those of its other Firms, sub-consultants or consultants or anyone for whom the Client is legally liable. In the event of joint or concurrent negligence, Firm shall bear only that portion of the loss or expense that its share of the joint or concurrent negligence bears to the total negligence (including that of the third parties) which caused the personal injury or damage.

10. Limitation of Liability

In any event, in recognition of the relative risks and benefits of the project, the Client and the Firm have allocated the risks such that the Client agrees that to the fullest extent permitted by law, the Firm's total aggregate liability to the Client for any and all injuries, claims, costs, losses, expenses, damages of any nature whatsoever or claim expenses arising out of this Contract from any cause or causes, including attorney's fees and costs, and expert witness fees and costs, shall not exceed the total Firm's fee for the work rendered on this project.

11. Dispute Resolution

Client and Firm agree to mediate claims or disputes arising out of or relating to this Agreement as a condition precedent to litigation. The mediation shall be conducted by an agreed upon mediation service acceptable to the parties. A demand for mediation shall be made within a reasonable time after a claim or dispute arises and the parties agree to participate in mediation in good faith. Mediation fees shall be shared equally. In no event shall any demand for mediation be made after such claim or dispute would be barred by the applicable law.

12. Ownership of Documents

All hardcopy and electronically-stored drawings details, sketches, specifications, conditions, requirements, and all other documents generated and/or prepared in connection with the Project by Firm or the Firm's consultants, are defined collectively as "Instruments of Service." Copies of the Instruments of Service may be retained by the Client at the completion of the project for their records in both print and digital PDF versions. Provided the Client has not materially breached Agreement, the Firm grants a license to the Client for use the Instruments of Service for future work at the Project, additions to or alterations of the Project, or for other projects, which use shall be at the Client's sole risk and without liability to the Firm or Firm's consultants. All Instruments of Service prepared by the Firm, including, but not limited to, drawings and specifications, are the property of the Firm. Any reuse or distribution to third parties without such express written permission or project-specific adaptation by the Firm will be at the Client's sole risk and without liability to the Firm or its employees, and subcontractors. The Owner agrees to indemnify and hold harmless the Architect from all claims, damages, and expenses arising out of such reuse by the Owner or by others acting through the Owner. The Owner grants the Firm license to retain copies and to share representations of the Instruments of Service.

13. Governing Law

This Agreement is governed by the laws of the State of Wisconsin.

14. Entire Agreement and Severability

This Agreement is the entire and integrated agreement between Client and the Firm and supersedes all prior negotiations, statements or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Client and Firm. In the event that any term or provision of this agreement is found to be void, invalid or unenforceable for any reason, that term or provision shall be deemed to be stricken from this agreement, and the balance of this agreement shall survive and remain enforceable.

15. No Assignment

Neither party can assign this Agreement without the other party's written permission.

16. Expiration of Proposal

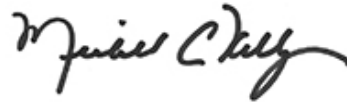
If this agreement is not accepted within 30 days, the offer to perform the described services is withdrawn and shall be null and void.

IN WITNESS WHEREOF, the parties hereto have executed this agreement this ____ day of _____, 2025.

Client

Upland Design Ltd

Sign: _____



By: _____

By: Michelle A. Kelly, President

Title: _____

Hillmoor Zone 1 White River Corridor Conceptual Plan

Project Background

The City of Lake Geneva has taken steps to preserve and enhance the Hillmoor property as a public asset that enriches the lives of its residents. With the acquisition of 189 acres, significant infrastructure investments, and the award of a Knowles-Nelson Stewardship Grant, the City has positioned Hillmoor to become a place where people connect with nature, with each other, and with the cultural spirit of Lake Geneva. With this project, the City is undertaking a planning process to develop a Conceptual Master Plan of the first planning zone as well as a Landscape Implementation Plan.

The natural starting point is Zone 1, also known as the White River Corridor along with the 8 acre Waverly Street addition, which the City is considering as a potential add to the site. Its proximity to neighborhoods, schools, and existing recreational amenities, combined with the scenic beauty of the White River make it an accessible and inviting area for community gathering, recreation, and restoration. This project will also set the groundwork for realizing the Commission and City's vision across the property.

Upland Design Ltd, landscape architects and park planners, along with their partners Hey and Associates, who specialize in ecology landscape architecture and civil engineering, proposes to develop a conceptual plan for Zone 1 that not only addresses the physical needs such as trails, amenities, and access but also honors the City's objectives of preservation, recreation, community, connectivity, and quality. By weaving together natural preservation, cultural expression, and opportunities for play and wellness, the Upland team will deliver a plan that reflects Lake Geneva's values and uplifts its sense of place. The site elements listed below will be part of the site program, and can be updated during planning:

- Joint Walking and biking paved paths- 12' width
- Hiking Trails
- Amphitheater/ Band Shell
- Cross country skiing
- Disc Golf Course (redesign)
- Dog Parks-small & large dogs
- Fishing
- Picnic Pavilions-small & large
- Playground
- Splash Pad
- Benches & Picnic Tables
- Sledding Hill
- Parking
- Signage & Lighting
- Restrooms
- Landscape Enhancements
- Environmental Diversification & Native Plantings including Ecological & River Restoration considerations



Innovative Approach

Survey & Base Data: JLH Land Surveying Inc., a Wisconsin licensed surveyor, will prepare a topographic survey for the Zone 1 area. This will include the 32 acre Zone I, and an additional 8 acres west of the site (but not including the parking and pickleball area). Building upon the City's existing GIS and ecological data, Upland will establish a comprehensive base file that incorporates soils, hydrology, floodplain, and adjacent land use information.

Planning Kick-Off Meeting:

A kick-off meeting will be held with a tentative date of December 11, 2025, and will include a site visit. Objectives of this meeting include:

- Confirm Timeline and Meeting Dates
- Discuss Project Goals and Community Values
- Review Zone 1 Components and Amenity Requirements
- Begin Discussion of Site Opportunities and Challenges
- City to Share Public Input to Date

As part of the site visit, the Upland team will document opportunities such as trail connectivity, scenic vistas, and natural features while also addressing challenges like drainage, access, and existing uses. Furthermore, we will review how the site can integrate ecological considerations to ensure biodiversity, resilience, and beauty. The property's context next to schools, residential neighborhoods, and downtown will be carefully considered to ensure that the park becomes an accessible and welcoming extension of the community fabric. The meeting will conclude with a final list of amenities to include in the preliminary concepts.

(1 in Person Meeting with Site Visit)

Site Analysis: A site analysis will be completed using the base data along with on site visit and photographic documentation. A summary analysis plan will be created. This technical and visual foundation ensures Hillmoor's objective of harmony with the natural environment is incorporated in all design solutions while supporting long-term ecological health, climate resiliency, and sustainability.



Innovative Approach

Site Analysis continued: Our team will document key environmental factors including drainage patterns, soil conditions, tree canopy health, and wildlife habitat areas. Particular attention will be given to the White River corridor to understand opportunities for restoration, hydrological balance, and integration with the future ecological restoration plan.

We will also assess the transition between manicured park areas and naturalized landscapes, noting opportunities to expand pollinator habitats, reintroduce native plant communities, and visually frame gathering areas with resilient, low-maintenance plantings. This detailed ecological inventory will serve as a foundation for trail alignments, amenity placement, and landscaping strategies that celebrate the site's natural heritage while ensuring long-term sustainability and biodiversity.

Zone 1 Concept Park Program: The City and Commission have developed a list of amenities and details of how these amenities will be built to serve the community. Using this data, the Upland team will create one written concept program for Zone 1. This will be submitted to the City via email for review and comment prior to the design work being started. A virtual meeting can be held to discuss and refine the program. Once the program is approved, concept planning will commence.

Concept Plans and Cost Estimates: The Upland team will prepare three detailed concepts guided by past work completed by the Commission and the approved park program. Each plan will explore different approaches to blending recreation, ecology, and community gathering. The plans will also highlight how trails, amenities, and landscaping come together to encourage play, wellness, and social connection. Elements will include:

- A 12-foot wide paved main trail with ADA-accessible connectors, designed for both everyday use and peak weekend activity.



Innovative Approach

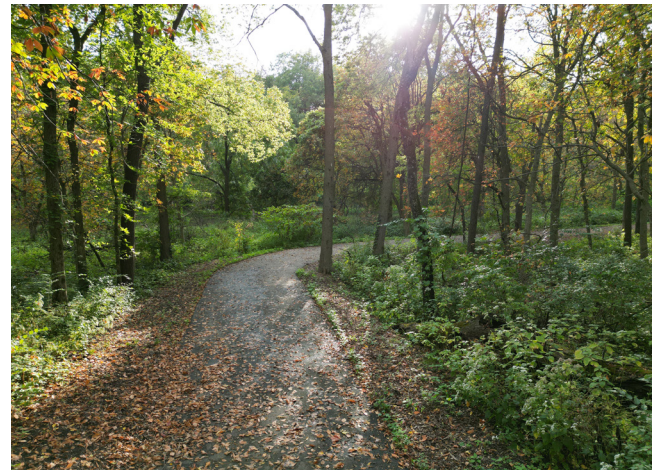
- Placement of amenities such as an amphitheater, playground, splash pad, pavilions, and a sledding hill to foster intergenerational recreation and cultural experiences.
- Thoughtful modifications to the existing disc golf course to harmonize with new features, ensuring variety and challenge while leaving room for other park amenities.
- Landscaping that enhances biodiversity and seasonal beauty, creating “moments” that inspire visitors to pause, appreciate, and connect with nature.
- Integration of seating, signage, and lighting to promote safety, comfort, and inclusivity.

Each concept will be accompanied by imagery and cost estimates, ensuring clear communication of ideas and practical feasibility.

Presentation of Preliminary Plan to Hillmoor Commission: The concepts and costs will be presented to the Hillmoor Commission for review during the scheduled meeting on January 22, 2026. Based on comments from the Hillmoor Commission, the designs will be adjusted and color rendered for the public meeting. (1 in Person Meeting)

Public Input Meetings: Three rendered concepts will be presented to the public at two open houses in February of 2026. One will be a weekday evening while the second will be on a Saturday, giving choices for community members to attend. Upland will prepare a written survey to garner input from meeting attendees. Large format color boards will be prepared and the site analysis will be included. This information may be shared digitally if the Hillmoor Commission would like to add it to the Hillmoor Friends website for additional input and “votes.”

The sessions will be structured as an interactive open house designed to foster inclusivity and transparency. Stations will be organized around key design themes where attendees can



Innovative Approach

review displays, ask questions, and share feedback directly with project team members. Large-format maps, illustrative renderings, and hands-on comment tools will make it easy for all participants to engage, regardless of design or planning experience.

To ensure transparency, we will clearly communicate how community feedback influences the plan. Comment summaries and recurring themes will be compiled after each meeting and shared publicly through follow-up materials, reinforcing accountability and trust in the planning process.

Upland's facilitation style centers on listening first by creating an environment where every voice is valued. This open and equitable process will help ensure that Hillmoor's final design truly represents Lake Geneva's collective vision. (Two Public Meetings- in person)

Summary of Input and Recommendations:

A summary of input will be prepared along with recommendations to guide the concepts from three options to one preliminary plan. This will be prepared in memo format and shared via email. Then, a virtual meeting will be held to review the memo and discuss any adjustments prior to moving forward.

Master Plan Preparation and Presentation to the Hillmoor Commission: Based on Commission feedback, Upland Design will prepare one preliminary master plan and an updated cost estimate. Color images will be included. This preliminary plan will be shared with the Hillmoor Commission. Based on input Upland will then prepare a final master plan with images and an updated cost estimate. Cost estimates will include disc golf modifications, utilities, and amenities. Recommendations will be made for sustainable energy integration such as solar panels as well as safety assessments including lighting, visibility, and circulation. The plan will be both inspirational and actionable. These documents will be presented to the Hillmoor Commission. Any input or requested changes will be made prior to the final plan presentation to the City Council. (1 in Person Meeting)



Innovative Approach

Trail and Bench Layout: The master plan will show locations of proposed trails and benches for Zone 1. The design of these will be completed in AutoCAD files on the base site survey and these files will be provided to the City for future construction layout. The plans will not be construction documents and will not have proposed contours or spot grades. The trails will be drawn to scale with the appropriate width per use.

Landscape Plans: The landscape plan will incorporate standard specifications for different planting schemes which feature different types and quantities of plants. The plan will show the recommended locations where each type of plant scheme should be used. The landscape plan will include the following:

- Landscape overlay that fits the master plan and shows where plant communities/habitats are to be planted by area.
- A detailed example of each unique landscape including a suggested planting mixes.
- Detailed planting plan for the featured gateway entry including plant list, plan locations, and size at time of installation.
- Tree planting plan: location, botanical/common name and suggested size at installation
- Cost estimate for the purchase and installation of trees
- All landscaping designed to require minimum maintenance

Final Plan Presentation to the City Council: The Final Master Plan will presented at a City Council meeting .This will include a color rendered vision for Zone 1, complete with color renderings, perspective views, phased implementation strategies, and Landscape Plans. A phasing plan will be presented guided by current funding as well as future funding. Two copies of each 24" x 36" presentation boards will be provided. The board will also be provided with digital copies. (1 Public Meeting- in person)



Deliverables & Meetings

Deliverables

- Three (3) preliminary conceptual plans with renderings and cost estimates
- One (1) Preliminary Master Plan with images, perspectives, and detailed cost estimate
- One (1) Final Master Plan with images, perspectives, and detailed cost estimate
- One (1) Landscaping Implementation Plan with phased priorities
- AutoCAD files (trail layouts)
- Public engagement summaries and recommendations
- Eight (4 Originals x 2 Copies) 24"x36" Full Color Presentation Boards that include the Master Plan & Perspective Images

Meetings: The following schedule is based on the RFP and subsequent discussion with the City. Adjustments to meet the City needs can be made during project planning.

- Planning Meeting & Site Visit with Hillmoor Commission.....December 11, 2025
- Presentation of Preliminary Plans to Hillmoor Commission.....January 22, 2026
- Weekday Evening Input Meeting on Plans.....February 5, 2026
- Saturday Public Input Meeting on Plans.....February 7, 2026
- Presentation of Final Plan Hillmoor Commission.....March 12, 2026
- Final Plan Presentation to City Council.....March 23, 2026

Our Promise:

Upland Design Ltd. has a proven history of transforming places into vibrant, meaningful spaces that reflect both technical excellence and community spirit. By aligning our approach with Hillmoor's mission and quality-of-life factors, we will deliver a conceptual plan that is both visionary and pragmatic, ensuring that Hillmoor becomes a place of beauty, wellness, and belonging for generations.



Professional Fees

Professional Fees: Zone 1 Planning

The following professional fees are lump sum for the work described herein for professional services by Upland Design Ltd and subconsultant Hey and Associates and J LH Land Surveying.

Topographic Survey	\$11,000
Master Plan & Landscape Plan	\$39,500
Total	\$50,500

Reimbursable Costs: Examples of expenses include copies and/or printing of review and meeting plans, public meeting presentation boards and plans, meeting handouts, postage and tolls. Printing will be billed at the direct cost to the Firm without markup. Mileage will be billed at current IRS rates. These are in addition to the fees above.





Proposal for

Hillmoor Conceptual Plan RFP 2025

City of Lake Geneva

October 8, 2025

uplandDesign Ltd

park planning and landscape architecture

24042 Lockport Street, Suite 200 | Plainfield, IL 60544
815.254.0091 | mkelly@uplandDesign.com



Project Lead: Maria Blood



We create great outdoor spaces.

We create spaces that
connect people outdoors.

Places to play,
to learn,
to work.

Places where people want to go.
Go outside with us.

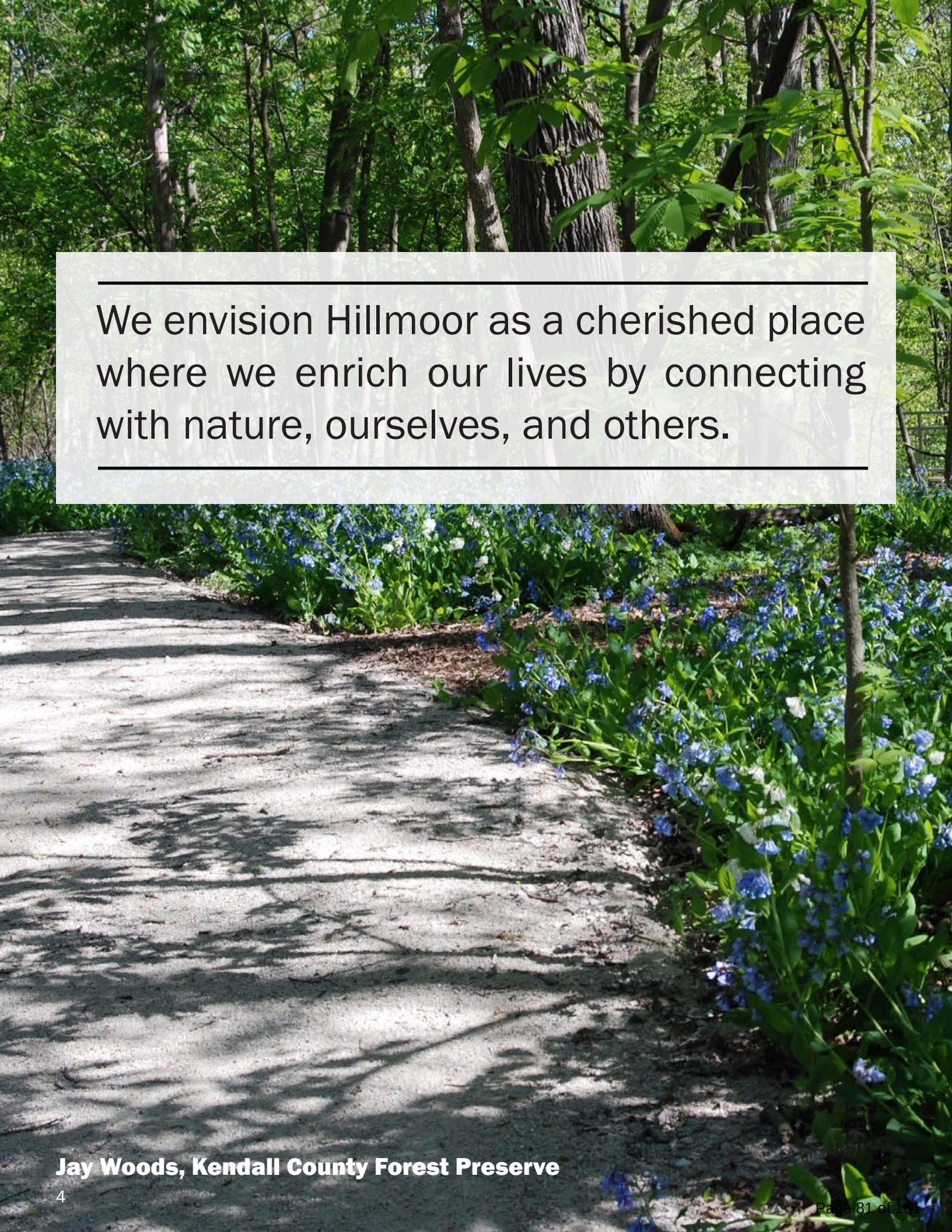


Catalpa Avenue Plaza: City of Chicago



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A photograph of a dirt path in a forest. The path is light-colored and shows shadows from trees. To the right of the path, there are dense green plants with many small blue flowers. In the background, there are several tree trunks and more green foliage.

We envision Hillmoor as a cherished place where we enrich our lives by connecting with nature, ourselves, and others.



October 8, 2025

David De Angelis
City Administrator
City of Lake Geneva
626 Geneva Street
Lake Geneva, Wisconsin 53147

RE: Proposal for Hillmoor Conceptual Plan RFP 2025

Dear Mr. De Angelis,

We are honored to submit our proposal to assist the City of Lake Geneva and the Hillmoor Commission in shaping the future of Hillmoor Park through the development of a conceptual master plan for Zone 1 – the White River Corridor. We understand the importance of this project as the first built step toward realizing Hillmoor's vision in creating a cherished place where residents and visitors alike can connect with nature, each other, and the unique spirit of Lake Geneva.

Upland Design Ltd, landscape architects and park planners, has been using its expertise in parks and public spaces for more than 27 years, delivering thoughtful, sustainable, and community-supported plans across the Midwest. Bringing on an ecological viewpoint, Hey and Associates will assist the team with their staff that is focused on natural areas, protecting habitats and sensitive landscape design for the project. Together, our team brings experience in balancing natural preservation with recreation and connectivity, ensuring that new designs respect the landscape while enhancing health, wellness, and social belonging.

Maria Blood, Principal Landscape Architect, will lead our team along with Michelle Kelly as Quality Control and our Project Manager, Tom Dvorak. Tim Pollowy and Ryan Alexander will assist from Hey & Associates. Together, they will guide the planning process by starting with a kick-off meeting and site analysis. Through the development of three conceptual plans, and culminating in a detailed master plan that reflects Lake Geneva's priorities and quality-of-life goals. Each step of the process will integrate public engagement and Commission input, ensuring the final plan is both technically sound and widely supported.

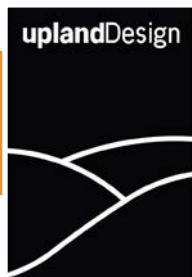
Here are a few reasons why Upland is uniquely suited to partner with the City of Lake Geneva:

- Extensive experience creating master plans that harmonize natural preservation with outdoor recreation
- Proven ability to engage communities in meaningful dialogue, translating public input into authentic, implementable designs.
- Strong record of aligning projects with grant programs to maximize funding opportunities.
- Expertise in developing parks and green spaces that celebrate local character while supporting long-term sustainability and stewardship.
- Our approach combines technical precision with a deep appreciation for how outdoor spaces enrich lives aesthetically, socially, culturally, and environmentally. We are prepared to listen intently and design thoughtfully, ensuring Zone 1 becomes the model for future phases of Hillmoor.

Thank you for this opportunity to partner with Lake Geneva on such an inspiring project. We look forward to working together to bring the community's vision for Hillmoor to life. I hereby certify that the information contained in this proposal is true and complete to the best of my knowledge and belief, and that I am authorized to submit this proposal on behalf of Upland Design Ltd.

Sincerely,

Michelle A. Kelly, PLA | Principal Landscape Architect
24042 W. Lockport Street, Suite 200 | Plainfield, IL 60544
(815) 254.0091 x727 | mkelly@uplandDesign.com



Firm Profile

UPLAND DESIGN LTD

Upland Design Ltd was established 27 years ago with a focus on creating great spaces for communities to **go outside**. Our work includes pedestrian spaces, streetscapes, plazas, park development and renovation, community wide recreation and park planning, playgrounds, campus spaces, and natural areas along with connections to indoor spaces. With each project, we focus on how the end user will experience the places we design.

We deliver fresh ideas to community park planning with a practical approach customized for each client. Upland Design succeeds in bringing together many interests by envisioning cohesive plans that implement a solid planning process. Our team encourages staff, Board and community engagement throughout the planning process to garner the best possible results. Through continual communication with clients, we ensure that goals, schedules and budgets are closely tracked, and lasting solutions obtained.

The Upland Design team is made up of over twenty-five professionals across our offices in Chicago and Plainfield. Our team includes landscape architects, horticulturalists, construction administrators and an exceptional administrative support team.

SERVICES

Comprehensive Master Planning
Streetscape Design
Amphitheaters and Festival Spaces
Park and Playground Design to Development
Sports Field and Sport Court Design
State Grant Writing & Implementation
Accessibility Improvements
Pedestrian, Bicycle, and Multi-Use Trail Design
Permeable Paving - Parking & Pedestrian Use
Signage & Wayfinding Placemaking Design
Site Planning & Circulation
Landscape Design
Bio-Swales and Rain Gardens
Native Landscape Design

QUALIFICATIONS & CERTIFICATIONS

Registered Landscape Architects:
Illinois, Iowa, Indiana, Michigan, Texas and
Minnesota
ISA Certified Arborists
NRPA Certified Playground Safety Inspectors
LEED AP Staff
Certified in Landscape Architecture with Illinois
Department of Transportation Pre-Qualified
WBE Certified

UPLAND DESIGN LTD

Park Planning and Landscape Architecture
Contact: Michelle A. Kelly
312.350.4088 and 815.254.0091
uplandDesign.com

CHICAGO
1229 N. North Branch St.
Suite 220A
Chicago, IL 60642

PLAINFIELD
24042 Lockport Street
Suite 200
Plainfield, IL 60544



Hey and Associates, Inc.

Water Resources, Wetlands and Ecology



SERVICE AREAS

Engineering

Civil Engineering

Stormwater & Floodplain Management

Water Quality Planning

Soil Erosion & Sediment Control

Construction Engineering

Ecology

Wetland Delineation & Permitting

Ecological Restoration & Management

Wetland Mitigation Design

Lake Assessment & Management

Ecological Inventories/Surveys

Landscape Architecture

Site Design

Green Infrastructure

Natural Areas

Transportation

Parks and Recreation

Support Services

Subsurface Drainage Analysis & Design

Certified Arborist Services

Unmanned Aerial Reconnaissance

Topographic & Bathymetric Studies

Presentation Graphics

ABOUT HEY AND ASSOCIATES, INC.

Hey and Associates, Inc. (Hey) is a professional engineering, ecological consulting, and landscape architecture firm founded in 1976 to deliver comprehensive solutions to complex water resources and natural resources challenges. Over the last 49 years, the firm has grown to offer a full range of professional services.

Hey's multi-disciplinary staff of engineers, scientists, landscape architects and support staff collaborate to identify opportunities, design creative solutions, and implement projects that are grounded in the fundamental principles of water resources, environmental science, and sustainability. Regulatory requirements, constructability, cost effectiveness, and long-term management requirements are thoughtfully considered for all projects to ensure we meet our clients' expectations.

ENGINEERING

Our talented engineers are trained in traditional civil, ecological, and water resources engineering. Experienced in planning and designing stormwater management and flood control projects, green infrastructure, streambank and shoreline projects, conveyance improvements, site improvements, and utilities, Hey's engineering staff provides civil engineering services for institutional, public, and private sectors.

ECOLOGY

Staff ecologists and environmental scientists have an excellent working knowledge of the wetland and water quality regulations of the federal, state and local governments and are some of the most experienced practitioners in the Midwest. They continually strive to be at the forefront of ecological restoration principles in order to deliver superior results. We work closely with our clients to identify restoration goals, and then tailor restoration plans to meet specific site opportunities, constraints, budgets, and schedules.

LANDSCAPE ARCHITECTURE

Parks and recreation, green infrastructure and resilient design, streetscapes and transportation, habitat restoration, and hardscape and landscape design are specialties of Hey's landscape architects. We address our clients' diverse needs throughout the analysis, planning, design, implementation, and maintenance stages of each project to create unique and consistently successful design solutions that are comprehensive, cost-effective, and environmentally sound.

SPECIALTY AND SUPPORT SERVICES

Additional specialty staff round out our team. These specialty departments include surveying, lakes management, erosion and sediment control planning, GIS, drain tile services, and CAD.

Project Team Overview

Team Lead & Landscape Architects



Maria Blood, PLA

Principal Landscape Architect
LEED AP BD+C
Role: Project Manager
Registered in IL, OH, WI | NPRA CPSI
Bachelor of Landscape Architecture
University of Illinois Urbana-Champaign

Maria has over 15 years' experience working in parks and recreation and comprehensive park master planning. Maria will be the Principal Landscape Architect in Charge on the project.



Michelle Kelly, PLA

Principal Landscape Architect
Role: Lead Landscape Architect
Registered in IL, MI, IN, IA | NPRA CPSI
Bachelor of Landscape Architecture
University of Illinois, Champaign-Urbana

Michelle will be the team lead for this project. She brings over 30 years of experience developing beloved parks and recreation spaces that keep community interests at heart. Michelle will provide quality control on the project



Tom Dvorak, RLA

Landscape Architect
Role: Project Manager
Registered in IL | NPRA CPSI
Bachelor of Landscape Architecture
University of Wisconsin, Madison

Tom has been with Upland Design since he graduated over seven years ago. With a diverse background in park planning and development, Tom will contribute the to project with his skills in project management.

Engineering & Ecology

Hey and Associates, Inc.

Water Resources, Wetlands and Ecology



Timothy Pollowy, RLA

Landscape Architect
Role: Ecologist
Registered in WI
Master of Landscape Architecture
University of Illinois

Areas of expertise include natural and nature-based solutions, sustainable and resilient site design, green infrastructure, and the restoration and management of natural areas



Ryan Alexander, RLA

Landscape Architect
Role: Project Manager
Registered in IL
Bachelor of Landscape Architecture
Ball State University

Areas of practice include green infrastructure and sustainable design, natural area restoration, planning & analysis, transportation, grant writing, and plan review & inspections.

Surveying



JLH Land Surveying, licensed in Wisconsin, will provide a topographic survey of the property. The survey will be used as a base for planning.



Maria Blood

Principal Landscape Architect in Charge

Registered Landscape Architect, LEED AP BD+C

Wisconsin #1017-14 Illinois #157.001511

Ohio #LA.2401683

Certified Playground Safety Inspector, since 2009

Education: Bachelor of Landscape Architecture

University of Illinois Urbana-Champaign, 2008



Professional Activities:

South Suburban Parks and Recreation Professional Association, Member

Experience: Maria has been a professional in public park and landscape planning for over fifteen years. Her project experience includes comprehensive district-wide master planning, site design using IDOT specifications, and Phase III construction for landscapes, playgrounds and sports fields. Maria has assisted with field work and in-office incorporating GIS data for right of way natural area conditions. Her career has been focused on serving public clients, and she enjoys being involved in the creation of spaces with multiple challenges for wonderful outcomes.

Project List: Below are projects Maria has worked on:

- Mike Rylko Park Amphitheater Master Plan and Phase I Construction: Buffalo Grove Park District
- Wolf's Crossing Park Master Plan and Park Development: Naperville Park District
- Wheeling Town Center Streetscape, Town Center and Landscape: Wheeling, Illinois
- Hickory Knolls Nature Center Master Plan and Visioning: St. Charles Park District
- Engstrom Park Playgrounds Master Plan and Development: Batavia Park District
- Thatcher Woods Master Plan and Parking Lot Renovation: Forest Preserves of Cook County
- Grove Road Park Master Plan and Site Access Development: Joliet Park District
- Green Lake Park Master Plan and OSLAD: Buffalo Grove Park District
- Wynwood Park Master Plan and OSLAD Grant: Winfield Park District
- University of Illinois Hydrosystems Lab Streetscape: Urbana, Illinois
- Fairview Park Master Plan and Renovation: St. Charles Park District
- Dayton Bluffs Master Plan: City of Ottawa
- Wood Dale Public Works Facility Addition/Renovation: City of Wood Dale
- Comprehensive Master Plan: Batavia Park District
- Comprehensive Parks Master Plan: Village of Carpentersville
- Comprehensive Master Plan: Glencoe Park District
- Parks Comprehensive Plan: Sandwich Park District
- Comprehensive Analysis Plan: Dundee Township Park District
- Comprehensive Parks Master Plan: Calumet Memorial Park District
- Recreation Department Districtwide Comprehensive Master Plan: City of Romeoville
- Outdoor Intramural Recreation Facility: Northern Illinois University
- Montgomery New Public Works Facility: Village of Montgomery



Michelle A. Kelly

Quality Control & Principal Landscape Architect

Registered Landscape Architect

Illinois # 157-001002 Michigan # 3901001226

Iowa # 00699 Indiana # LA21200027

Certified Playground Safety Inspector, since 1995

Education: Bachelor of Landscape Architecture with High Honors
University of Illinois at Urbana-Champaign, 1992



Professional Activities:

American Society of Landscape Architects, Member Midwest Institute of Park Executives
Lambda Alpha International, Ely Chapter, Member National Park and Recreation Association

Experience: Michelle has been designing parks, outdoor recreation spaces and landscapes for the past 30 years. From public meetings through design development and construction observation, she succeeds in creating great outdoor parks and recreation spaces. Her professional work includes landscape planning for park districts and municipal sites, as well as design of dynamic playgrounds, sports fields, natural areas, and community centers. She has led communities through numerous renovations with a commitment to sustainable design, efficiency and keeping community interests at heart.

Project List: Below are projects Michelle has led for Upland Design:

- Wolf's Crossing Park Master Plan and Park Development: Naperville Park District
- Mike Rylko Park Amphitheater and Site Planning: Buffalo Grove Park District
- Central Park Phase II Master Plan: Oak Brook Park District
- Marshall Park Concept Plan & OSLAD Development: Elk Grove Park District
- Wheeling Town Center Streetscape, Town Center and Landscape, Wheeling, Illinois: Lynmark Group
- Glenbriar Park Phase I, II, & III Master Plan: Butterfield Park District
- Central Park Phase II Master Plan: Oak Brook Park District
- Hickory Knolls Nature Center Master Plan and Visioning: St. Charles Park District
- Orland Park Nature Center Development: Village of Orland Park
- Engstrom Park Playgrounds Master Plan and Development: Batavia Park District
- Blackberry Farm Master Plan and Development: Fox Valley Park District
- Milwaukee Alley Plaza Design: Chicago Department of Transportation
- Thatcher Woods Master Plan and Parking Lot Renovation: Forest Preserves of Cook County
- Fairview Park Master Plan and Renovation: St. Charles Park District
- Parks Master Plan, Mapping and National/State Recommendations: Oak Lawn Park District
- Parks Master Plan: Village of Homer Glen
- Century Park OSLAD Development: Bolingbrook Park District
- Lawn Manor OSLAD Development: Oak Lawn Park District
- Parks Analysis, National/State Recommendations and Mapping: City of Mansfield, Connecticut
- Historic Adams Park Renovation: Phase I and Phase II: Wheaton, Illinois
- Downtown Peotone Streetscape Master Plan: Village of Peotone



Tom Dvorak

Project Manager

Registered Landscape Architect

Illinois # 157.011928

Certified Playground Safety Inspector, since 2003

Education: Bachelor of Landscape Architecture

University of Wisconsin - Madison, 2018

Professional Activities:

American Society of Landscape Architects, Member



Experience: Tom joined Upland Design Ltd upon graduation and has found his niche in park and recreation design. His experience includes park master planning through construction document preparation, playground design, sports fields and courts, grant writing, and audits. He enjoys engaging with each community during the planning process and his focus is on designing exceptional recreation opportunities that cater to community needs.

Project List: Below are projects Tom has assisted with:

- New Dog Park: Elmhurst Park District
- Wolf's Crossing Community Park Master Plan: Naperville Park District
- Centennial East Park Master Plan: Oak Law Park District
- Mansfield Park Playground Renovation: Morton Grove Park District
- Oak Meadows OSLAD Development: Oak Lawn Park District
- Maine Park Renovation: Park Ridge Park District
- Borse Park: Village of Hinkley
- Irwin Park OSLAD Development: Homewood-Flossmoor Park District
- Flowers Park OSLAD Development: Village of Lincolnwood
- Grey Park Improvements: City of Evanston
- Cartwright Park Improvements: City of Evanston
- Lakeshore Park OSLAD Development: Oak Lawn Park District
- Winding Creek OSLAD Development: Geneva Park District
- Hamline Phase III: Chicago Public Schools
- Lawn Manor Park Master Plan: Oak Lawn Park District
- Aux Sable Springs Community Park Master Plan and OSLAD Development: District of Minooka
- Hinkley Park OSLAD Development: Park Ridge Park District
- Glenbriar Phase III DECO/ OSLAD Development: Butterfield Park District
- Clissold SIT: Chicago Public Schools
- Maine Park Playground Planning: Park Ridge Park District
- Marshall Park Renovation & Pickleball: Elk Grove Park District
- Cambridge Crest Park Playground Renovation: Lockport Township Park District
- Milwaukee Alley Plaza Design: Chicago Department of Transportation
- Eagle Ridge Tot Lot Accessibility Ramp: Oak Lawn Park District



Education

Master of Landscape Architecture,
University of Illinois, 1992

Bachelor of Landscape Architecture,
University of Illinois, 1990

Previous Employment

Consulting and Design Manager, Landscape
Resources, Inc., Montgomery, IL, 1999-2003

Staff Ecologist, Applied Ecological Services,
Inc., Brodhead, WI, 1996-1999

Associate Staff, Otis Associates, Inc.,
Schaumburg, IL, 1994-1996

Landscape Planner, Village of Schaumburg,
Schaumburg, IL, 1993-1994

Associate Staff, Johnson Johnson & Roy,
Chicago, IL, 1992

Registration & Certification

Illinois Registered Landscape Architect
157001200

Wisconsin Registered Landscape Architect
594-014

Timothy R. Pollowy, RLA (IL & WI)

Senior Landscape Architect

Built upon an education in landscape architecture and natural resources from the University of Illinois, Mr. Pollowy has over 30 years of experience in landscape architecture, environmental planning, and ecological restoration. Areas of expertise include natural and nature-based solutions, sustainable and resilient site design, green infrastructure, and the restoration and management of natural areas. He is an experienced project manager, using his organizational and communication skills to keep projects on track and within budget. Mr. Pollowy has a thorough hands-on understanding of construction management, and has overseen the successful implementation of a wide variety of projects. Mr. Pollowy has successfully completed FHWA Context Sensitive Solutions (CSS) training for public consensus building, and is a Registered Landscape Architect in Illinois and Wisconsin.

Representative Projects

Kane County—Fab Fox! Water Trail Access Infrastructure Project, Kane County, Illinois. Project manager during community outreach, design, permitting, and construction of a federally-funded project to provide universal access to the Fabulous Fox! National Water Trail.

Village of Orland Park—Village Center and Police Department Landscape Renovation, Orland Park, Illinois. Project manager and landscape architect during planning and design of native landscape renovation at the Village's municipal center and police station. Also provided construction phase support.

Village of Wilmette—Edens Corridor Pollinator Project, Wilmette, Illinois. Project manager for native planting project targeting habitat for pollinator species.

Waste Management – North Branch Canal/The Wild Mile, Chicago, Illinois. Led planning, design, and permitting for bank stabilization, habitat improvements, water quality protection, and public awareness for the largest privately-owned portion of The Wild Mile on the North Branch Canal at Goose Island.

Park District of Highland Park – The Preserve, Highland Park, Illinois. Project manager and landscape architect during design and construction to convert a public golf course to a passive recreation natural area with trails, scenic overlooks, specialty gardens, and related site amenities.

Forest Preserve District of Kane County – Lake Patterson Public Access Improvements at Oakhurst Forest Preserve, Aurora, Illinois. Project manager during design and construction of new trails, parking lot expansion, and replacement of aging site amenities including a picnic shelter, bathroom facility, boat ramp and dock, and fishing stations.

Lake Forest Open Lands Association – Carruthers Nature Preserve, Lake Forest, Illinois. Project Manager during planning, design, and permitting of trails, boardwalks, parking, public gathering areas, overlooks, and ecological restoration at this unique site dominated by wetlands.

John Deere – John Deere Horicon Works, Horicon, Wisconsin. Completed two phases of biotechnical shoreline stabilization featuring native vegetation to protect property at manufacturing facility adjacent to the Horicon Marsh National Wildlife Refuge and State Wildlife Area.



Ryan Alexander, RLA

Landscape Architect

Mr. Alexander has over 16 years of experience in landscape architecture with extensive work in parks and recreation including playgrounds, passive recreation, and athletic fields. Additional areas of practice include green infrastructure and sustainable design, natural area restoration, planning & analysis, transportation, grant writing, and plan review & inspections. He has spent his career in multi-disciplinary firms working closely with ecologist and civil engineers. As a project manager, he has worked closely with owners and contractors to guide the implementation of park and landscaping projects.

Representative Projects

The Karmapa Center 16 – Landscape Design Services, Wadsworth, Illinois. Advanced the landscape plans for facility celebrating the life of the 16th Karmapa including naturalized landscaping, parking lot landscaping, and ornamental landscaping.

Lake County DOT – Permeable Parking Lot Renovation, Libertyville, IL. Prepared the landscape planting plan for parking lot, rain garden, and foundation plantings featuring native plants to serve as public demonstration landscape.

Waukegan School District – Outdoor Classroom, Waukegan, IL. Developed Schematic Design and Construction Documents for a new outdoor classroom featuring lab and lecture spacing, a walking path, and naturalized landscaping.

Geneva Public Works – Bent Tree Drive Landscape Master Plan, Geneva, IL. Developed a master plan for the rejuvenation of landscape buffer between residential and commercial areas with a focus on reduced maintenance and native species.

Northbrook Park District – Northbrook Activity Center, Northbrook, IL. Assisted in schematic design, design development, construction documentation and detailing, construction observation, and prepared the landscape plans including ornamental plantings and stormwater mitigation areas of a new activity center.

Orland Park Public Library – Children's Reading Courtyard, Orland Park, IL. Assisted in conceptual plan development, construction documentation and detailing of an outdoor learning environment.

Plainfield Park District – Prairie Activity and Recreation Center (PARC), Plainfield, IL. Assisted in schematic design, design development, construction documentation and detailing, and construction observation of a new activity center. Prepared the landscape plans including ornamental plantings and stormwater mitigation areas.

Dundee Township Park District – Bonnie Dundee Master Plan, Carpentersville, IL. Participated in the development of the Park Master Plan with tasks including concept plan development, narrative writing, implementation strategies and costs, and production of hand and computer generated graphics for redeveloping an under-used golf course a community park and sports complex.

Brother Rice High School – Campus Entrance and Parking Renovation, Chicago, IL. Assisted in design development, construction documentation and detailing, and landscape plan development of a parking lot renovation with perimeter landscaping, custom monument signs, and enhanced pedestrian plaza.

Village of Plainfield – West Electric Park, Plainfield, IL. Developed schematic design and construction documents for a passive recreation space along the Lower DuPage River with several seating areas and naturalized landscape restoration.

Education

Bachelor of Landscape Architecture,
Ball State University, 2008

Previous Employment

Landscape Architect, Wight & Co.,
Darien, IL, 2017-2020

Landscape Designer, Planning Resources
Inc., Wheaton, IL, 2008-2017

Registrations & Certifications

Illinois Registered Landscape Architect
157001656



Central Park: Oak Brook Park District



Project Experience

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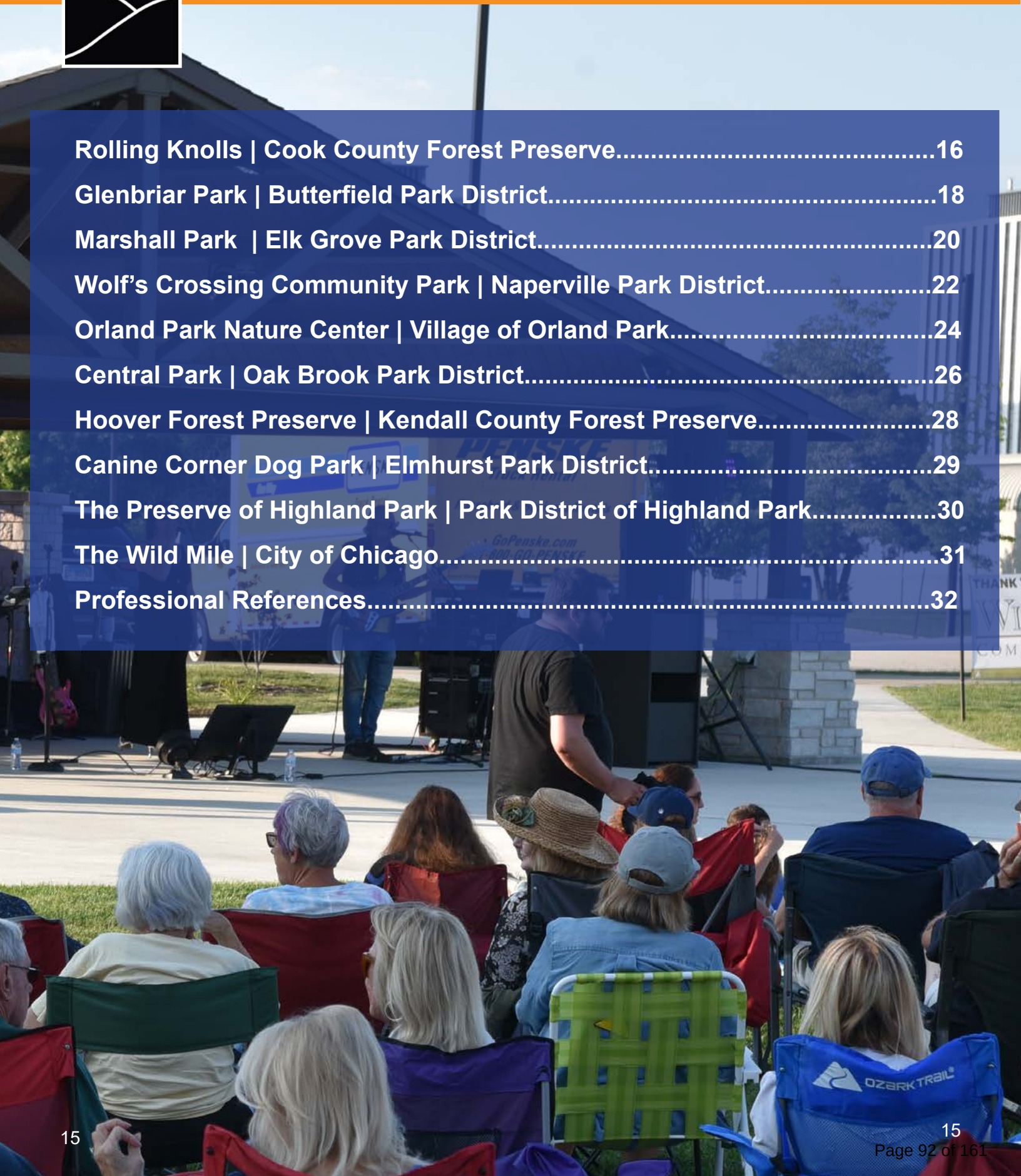
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ROLLING KNOLLS COOK COUNTY FOREST PRESERVE

LOCATION Elgin, Illinois
SERVICES Project Lead
KEY PERSONNEL Maria Blood

Upland Design Ltd assisted the Forest Preserves of Cook County in transforming the former Rolling Knolls golf course into a vibrant public recreation space. The project highlights adaptive reuse by converting the former fairways and greens into a disc golf course while restoring the site as a natural and community-friendly landscape.

The design incorporated an 18-hole disc golf course that winds through rolling terrain, offering play for a variety of skill levels while preserving open views and ecological character. Additional site improvements included parking, pathways, and native plantings that enhance habitat and promote sustainability. By repurposing the golf course, Rolling Knolls now provides unique recreational opportunities that connect people to nature while giving new life to a once underused property.





fpdcc.com



ROLLING KNOLLS DISC GOLF COURSE

Course Legend:

- Disc Golf Basket
- Throw Route
- Disc Golf Tee
- Mowed Trail
- Paved Trail
- Forest Preserve Facility
- Forest Preserve Property Line



Course Introduction:

This is an intermediate level disc golf course intended for recreational use by people of all ages.

Game Objective:

A game of disc golf is played like traditional golf with a flying disc. One point is given for each throw of the disc. The goal is to make the basket in the fewest number of throws. At the end of the course the player with the fewest throws wins.

Rules of the Game:

- **Teeing Off:** Begin play at each hole by throwing the disc from the "Tee Area".
- **Lie:** The lie is the spot a player's disc landed after the first throw. The second throw takes place from behind this point.
- **Throwing Order:** The player with the fewest number of throws on the previous hole is the first tee off on the next hole.
- **Fairway Throws:** Must be made from behind the lie. A run up and follow through is allowed unless player is within 10 meters (32.8 feet) of the basket.
- **Hole Completion:** A hole is complete when the disc lands in the basket.
- **Out of Bounds:** Discs that land out of bounds are played from a point three feet in bounds from where the disc went out of bounds. Roads and waterways are considered out of bounds.

Course Rules:

- Course open sunrise to sunset.
- Stand behind the player that is throwing until the throw has been completed.
- Remove disc from disc golf basket after hole has been completed.
- Allow faster groups to play through when possible.
- Wait to throw your disc until other players and other users are out of range.
- Pets must be kept on a leash.
- Permits required for groups of 25 or more.
- No glass containers.
- No motorized vehicles on grass or trails.

For Emergency Services Call 911



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GLENBRIAR PARK PHASE I & II MASTER PLAN & DEVELOPMENT BUTTERFIELD PARK DISTRICT

LOCATION Lombard, Illinois
SERVICES Project Lead
BUDGET \$1,250,000
TIMELINE 2019-2020
CONTACT Michael Hixenbaugh
Executive Director
mhixenbaugh@butterfieldpd.com
(630) 858-2229 X12

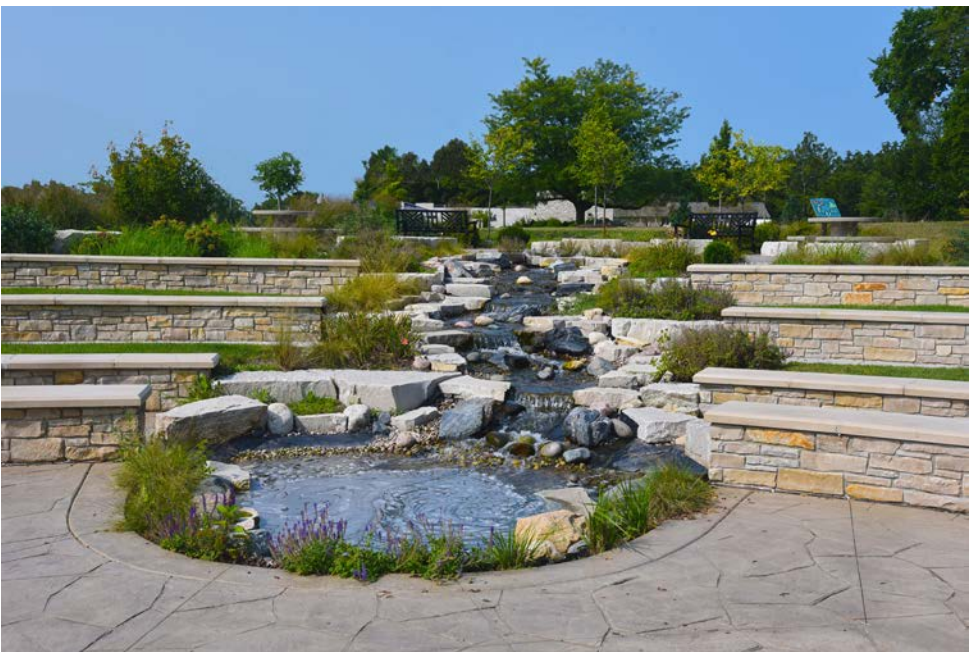
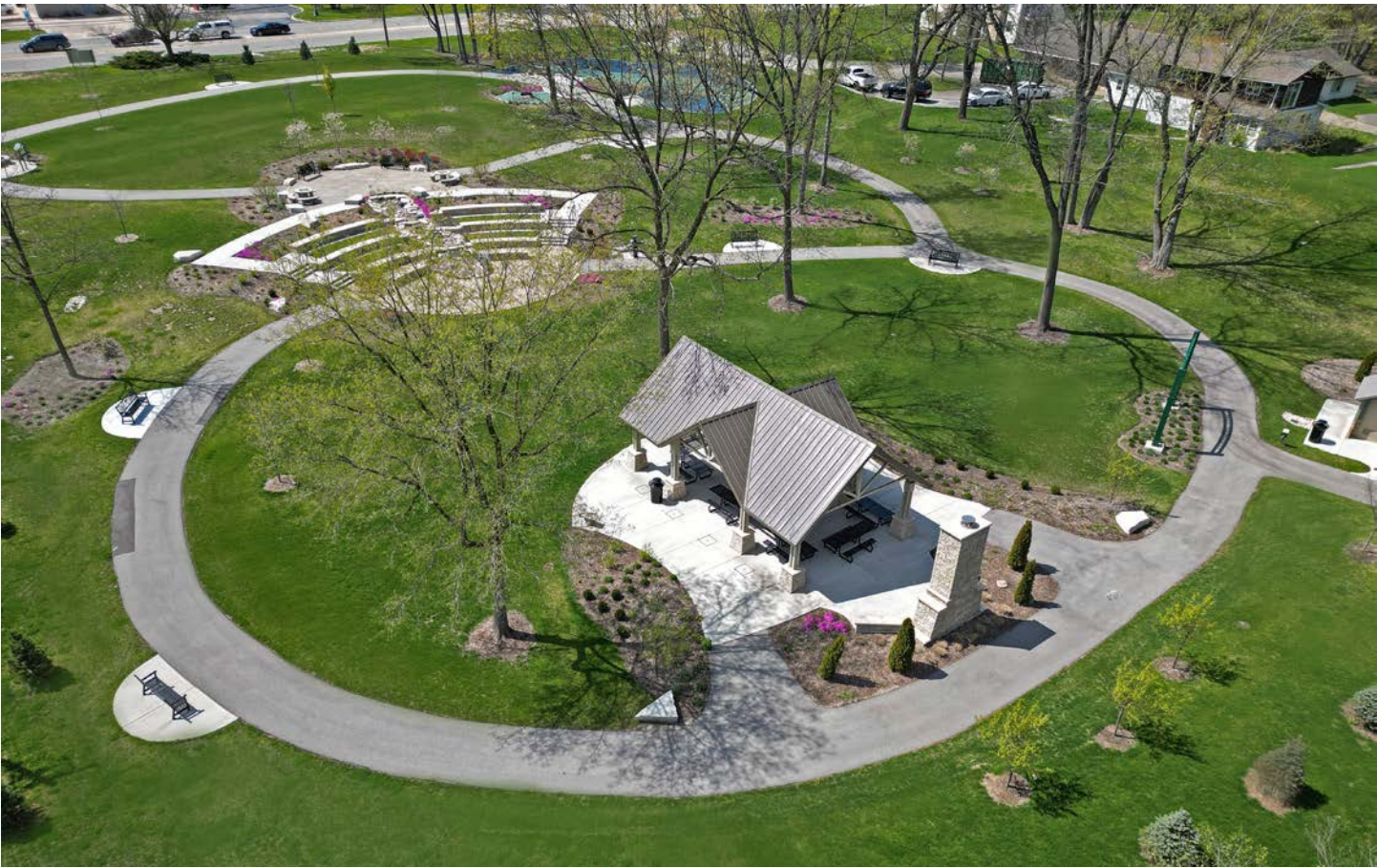
Upland Design assisted the Butterfield Park District with the development of Phase I & II of the master plan for Glenbriar Park. The project included procuring an IDNR Open Space Land Acquisition and Development Grant in the amount of \$400,000 and a DCEO grant. Working with the community and District staff, Upland prepared this concept incorporating community needs. Upland also prepared construction, permit and bid documents and undertook construction administration for this wonderful park expansion.



The following elements were included:

- Enhanced Landscaping
- Drinking Fountain with Dog Bowl
- Pollinator Garden
- Soft Surface at Challenge Course
- Fountain & Landscape Plantings
- Accessible Restrooms
- Outdoor Amphitheater Seating
- Main Shelter & Performance Area
- Trail Connection
- Pickleball & Tennis Courts
- Digital Stone Sign







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MARSHALL PARK MASTER PLAN & DEVELOPMENT

ELK GROVE PARK DISTRICT

LOCATION Elk Grove, Illinois
SERVICES Project Lead
BUDGET \$2,189,378
TIMELINE 2022-2025
CONTACT Ben Curcio
Executive Director
Elk Grove Park District
bcurcio@elkgroveparks.org
(847) 437-9494

Upland Design worked with the Elk Grove Park District to create a Master Plan for the redevelopment of Marshall Park. The project included a successful IDNR Open Space Land Acquisition and Development Grant in the amount of \$400,000. Project components included the following items:

- Shelter with Restrooms
- Basketball Court
- Paved Walking Loop
- Fitness Stations
- Natural Lawn Soccer Field with Irrigation
- Rain Garden and Interpretive Signage
- Community Playground
- Splash Pad
- Site Furniture including Benches and Tables

Construction documents, bidding, permitting and contract administration were all provided with the leadership of Upland Design. The park opened in the summer of 2024. Phase II then added 6 new pickleball courts with glass walls and opened in 2025.





WOLF'S CROSSING COMMUNITY PARK MASTER PLAN & DEVELOPMENT NAPERVILLE PARK DISTRICT

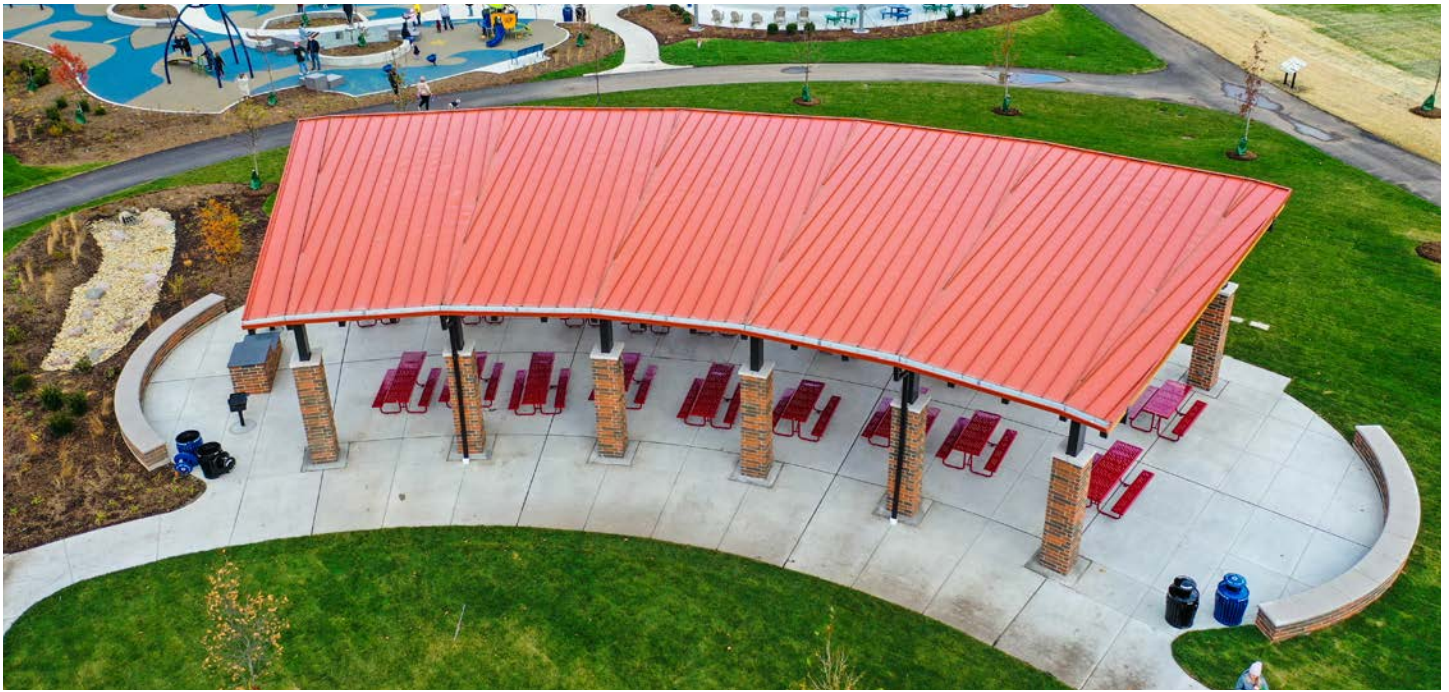
LOCATION Naperville, Illinois
SERVICES Project Lead
BUDGET \$10,500,000
TIMELINE Master Plan 2018
Construction 2019-2020
CONTACT Michael Piszynski
mpiszynski@
napervilleparks.org
(630) 848-5012

Upland Design collaborated with the Naperville Park District to create a master plan for a new 33-acre community park. We led two public meetings and two focus group meetings to garner input from key stakeholders and the general public. The project included procuring an IDNR Open Space Land Acquisition and Development Grant in the amount of \$400,000. The final plan met the goals and budget, and the team began construction documents including the following elements:

- Community Playground
- Community Picnic Shelter
- Recirculating Splash Pad
- Restroom Building & Storage Building
- Baseball Field
- Multi Purpose Fields
- Basketball Courts
- Pickleball Courts
- Tennis Courts
- Paved Walking Loop
- Challenge Course
- Fitness Stations
- Sled Hill
- Warming Shelter
- Rain Gardens
- Outdoor Classroom
- Parking Lots

A strong focus of the project is the use of rain gardens and native plantings, creating an active park surrounding by nature. The rain gardens are a mix of native plants and stone, creating infiltration areas. The project construction finished in 2020.







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ORLAND PARK NATURE CENTER

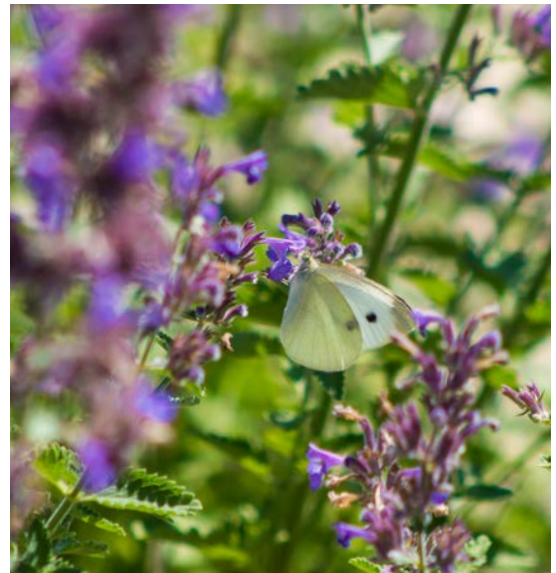
VILLAGE OF ORLAND PARK

LOCATION	Orland Park, Illinois
SERVICES	Project Lead
BUDGET	\$1,208,000
COMPLETION	2019
CONTACT	Sean Marquez smarquez@orlandpark.org (708) 403-6171

The Village of Orland Park and the local non-profit, Open Lands of Orland Park, partnered to develop a 3-acre site facing a large wetland area that will serve the community as a central nature education center. Upland Design Ltd, with engineers at ERA, held numerous focus group meetings with Open Lands and then developed design plans and construction documents for the project. The project construction completed at the close of 2019 and opened in 2020.

Key features include a large permeable paver plaza with hillside amphitheater seating set among prairie plants. A permeable paver parking lot and rain gardens highlight green construction techniques. Multiple areas for viewing neighboring wetlands and open space are incorporated with a high point overlook that includes periscopes and seating. Outdoor shade structures create multiple classroom settings, along with a bird viewing shelter with protective panels to hide the human visitors from the birds. Signage is included, with a kiosk as well as interpretive signs with themed sculptural elements.







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CENTRAL PARK PHASE I & II MASTER PLAN & DEVELOPMENT OAK BROOK PARK DISTRICT

LOCATION Oak Brook, Illinois
SERVICES Project Lead
BUDGET \$2,400,000
TIMELINE 2022-2024
CONTACT Bob Johnson
Deputy Director
Oak Brook Park District
bjohnson@obparks.org
(630) 990-4233

Upland Design has assisted the Oak Brook Park District with expansion of recreational features at Central Park, their flagship park, for the past five years. This most recent phase completed in summer of 2024 includes a new community amphitheater for the park. Community input guided the addition of amenities to this 105-acre park. The project includes new recreational features to engage both youth and seniors with a challenger course and a game area. These complement the earlier phase components, including basketball and soccer fields. Upland wrote an IDNR Open Spaces Land Development and Acquisition (OSLAD) grant for \$600,000 and an Illinois DCEO Tourism Grant for \$480,000 to assist in funding the project. Components included the following items:

- Community Shelter
- Amphitheater
- Game Area:
 - o Ping Pong
 - o Bocce Ball Court
 - o Painted Games
 - o Game Tables
- Ninja Challenge Course
- Ginger Creek Fishing Area
- Ginger Creek Nature Observation-Interpretive Signage
- Pathway Renovations and Extensions for New Amenities
- Native Landscaping and Shade Trees







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HOOVER FOREST PRESERVE

KENDALL COUNTY FOREST PRESERVE DISTRICT

LOCATION	Yorkville, Illinois
SERVICES	Project Lead
BUDGET	\$796,000
COMPLETION	2011
CONTACT	David Guritz dguritz@co.kendall.il.us (630) 553-4131

Hoover Forest Preserve, a former Boy Scout campground, was purchased by the Kendall County Forest Preserve District with the intention of making it an accessible public camp ground, an outdoor education center, and a major link along the regional multi-use Fox River Trail. With over 50' of grade change from the parking lot to the Fox River overlook, ADA design was a big part of the project. Project components include:

- 1- mile trail along the Fox River
- Fishing Deck at the Fox River
- Overlook Deck at Bluff
- Woodland Classroom Area
- Four Group Camp Sites - all accessible
- 20-single camp sites - 2 accessible
- 70-car Parking Lot with Bio-Swales
- Site Way- Finding Signage
- Stormwater Management with Native Plantings

The entire site was designed to meet both State and Federal ADA regulations.



ELMHURST PARK DISTRICT

LOCATION	Elmhurst, Illinois
SERVICES	Project Lead
BUDGET	\$2,231,203
TIMELINE	2023-2024
CONTACT	Angela Ferrentino Executive Director Elmhurst Park District aferrentino@epd.org (630) 993-8900

Upland Design Ltd partnered with the Elmhurst Park District to transform newly acquired land along Old York Road into a vibrant community dog park. The design brings together recreation, sustainability, and comfort for both people and pets, with amenities carefully planned to create a safe, engaging, and welcoming destination.

Extensive site improvements include lawn and landscape restoration, new trees, and a native planting buffer to enhance the natural setting. The Old York Road Dog Park provides Elmhurst residents with a thoughtfully designed space for recreation, relaxation, and community connection. Amenities include:

- Large & Small Dog Area
- Splash Pad with Bubblers
- Natural Agility Course
- Hills & Tunnels
- Limeshote Outcroppings
- Shaded Areas- Shelter & Pergola
- Benches
- Picnic Tables
- Drinking Fountains (Dog & People)
- Restoroom Building with Storage
- Waste Stations





Owner

Park District of Highland Park

Contact

Dan Voss
Park District of Highland Park
847.579.3130
dvoss@pdhp.org

Status

Completed 2021

Project Highlights

Golf course to open space
Trails
Seating
Entry plaza
Overlooks
Nature play
Nature maze
Sensory garden
Site furnishings
Habitat restoration
Water quality protection
OSLAD and 319 grant funding

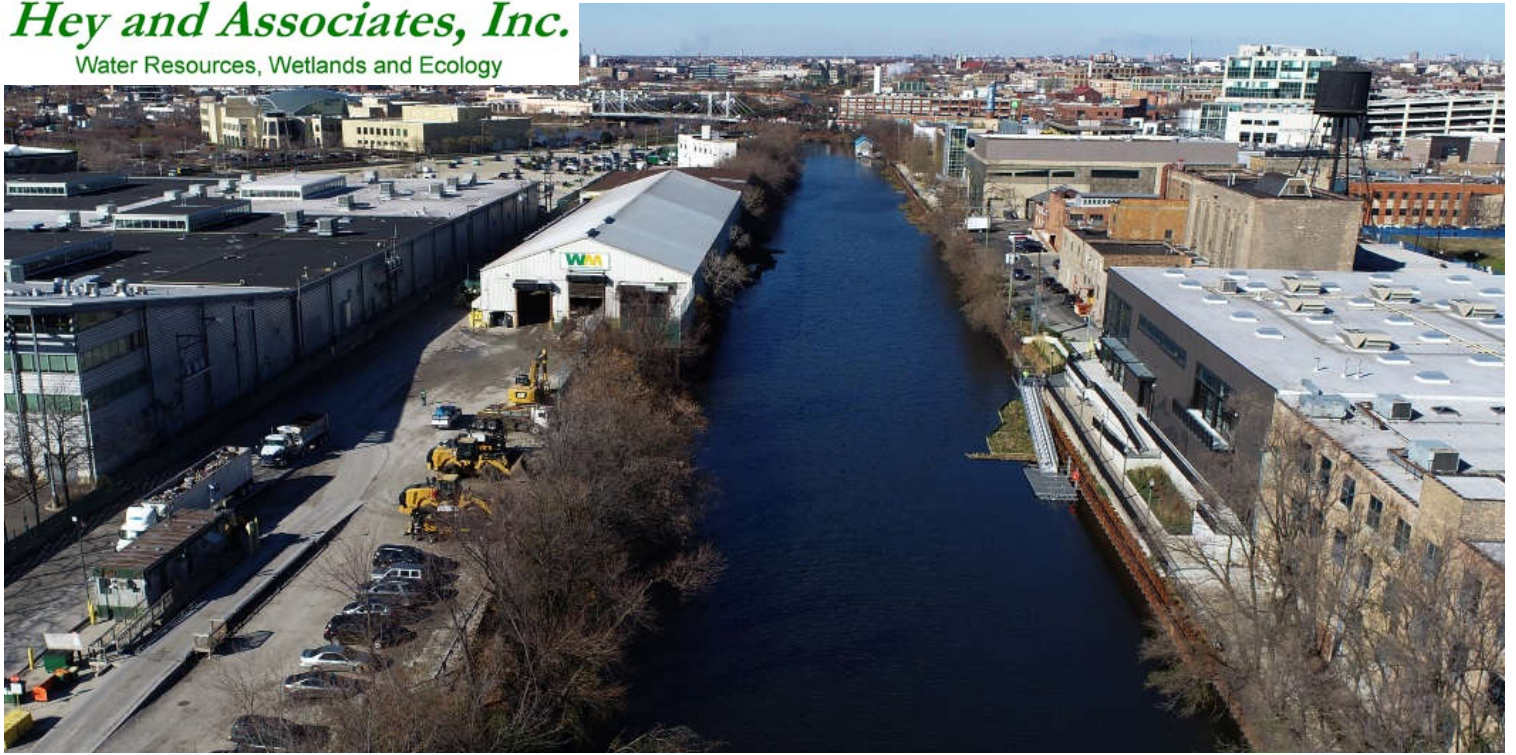
The Preserve of Highland Park
HIGHLAND PARK, ILLINOIS

The Preserve of Highland Park converted the landscape of a former golf course to an interactive nature experience and play space for all ages. Existing features help to define activities and are used to create unique experiences as visitors move through the site. As an intergenerational nature playscape, The Preserve offers opportunities to engage with one's environment on varying levels and will include Gateway and Connector multi-use trails, interior destination pathways, and meandering nature trails. Native plantings wind through the park while turf areas provide space for programmed events, special events, and picnics. Situated along the Skokie River, the site responds to fluctuating flood water levels, creating an ephemeral experience that changes with the time, day, and season. Low lying areas, planted with wetland species, offer opportunities for diverse habitat and different visitor experiences.

The Park District of Highland Park retained Hey to design this new park. Hey's scope included leading the design from initial concept development through construction document preparation. An extensive public process was involved to gather community input and build support for the project. In addition to a hierarchy of trails traversing the site, the project also included numerous nature play areas, enhanced wildlife habitat, several overlooks and rest areas, a nature maze, signage and wayfinding, and a sensory garden. The project was funded in part by IEPA 319 and OSLAD grants.

The project site is bisected by the Skokie River with much of the eastern portion of the project area located within the river's floodplain and floodway. The plans carefully considered the floodplain and floodway permitting requirements including compensatory storage and "appropriate uses" within the floodway. Hey also prepared a hydroperiod analysis based on a statistical evaluation of the river's gauge records to determine how frequently and for how long the site was inundated at various elevations. This information helped inform at what elevations to place various plant communities for the best chance of success.

Hey also provided construction administration services.



Owner

Waste Management

Contact

Lisa Disbrow

ldisbrow@wm.com

Status

Ongoing

Project Highlights

Planning

Community outreach

Bank Stabilization

Habitat Enhancement

Green Infrastructure

THE WILD MILE

CHICAGO, ILLINOIS

The Waste Management (WM) Chicago Metro Transfer Station on Goose Island encompasses approximately one-quarter of the North Branch Canal Shoreline within the limits of the larger Wild Mile Chicago planning area, and the only section without sea walls. Hey was retained by WM to conduct a detailed site inventory and prepare preliminary plans for the WM property. Planning and design efforts focused on four main themes: habitat enhancement, bank stabilization, site drainage, and public engagement. Habitat enhancement included improving opportunities for native plant communities and wildlife. Bank stabilization will reduce erosion, protect adjacent infrastructure, and help achieve habitat goals. Drainage improvements such as controlling runoff from parking/storage lots and building downspouts will contribute to bank stabilization, erosion control, water quality, and habitat. Public engagement concepts identified opportunities for public art and education.



Professional References

Reference #1

Client Name: Elmhurst Park District

Project: Old York Road Dog Park, Centennial Park, and Glos Park

Contact: Angela Ferrentino, Executive Director

Telephone Number: 630.993.8900

Email: aferrentino@epd.org

Reference #2

Client Name: Elk Grove Park District

Project: Marshall Park Master Plan and Development

Contact: Ben Curcio, Executive Director

Telephone Number: 847.437.9494

Email: bcurcio@elkgroveparks.org

Reference #3

Client Name: Naperville Park District

Project: Wolf's Crossing Community Park Master Plan and Development

Contact: Michael Piszynski, Superintendent of Trades Operations

Telephone Number: 630.848.5012

Email: mpiszynski@napervilleparks.org

Reference #4

Client Name: Oak Brook Park District

Project: Central Park North Master Plan Update and Phase I and Phase II Development

Contact: Bob Johnson, Deputy Director

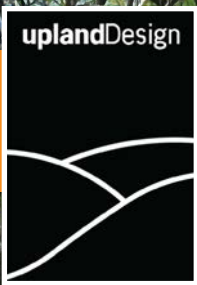
Telephone Number: 630.990.4233

Email: bjohnson@obparks.org





Glenbriar Park: Butterfield Park District



Innovative Approach

Project Phases:

- Planning Meeting with Hillmoor Commission
- Presentation of Preliminary Plans to Hillmoor Commission
- Saturday Public Input Meeting
- Master Plan Preparation & Presentation to the Hillmoor Commission
- Comprehensive Plan
- Final Plan Presentation to the City Council



Hillmoor Zone 1 White River Corridor Conceptual Plan

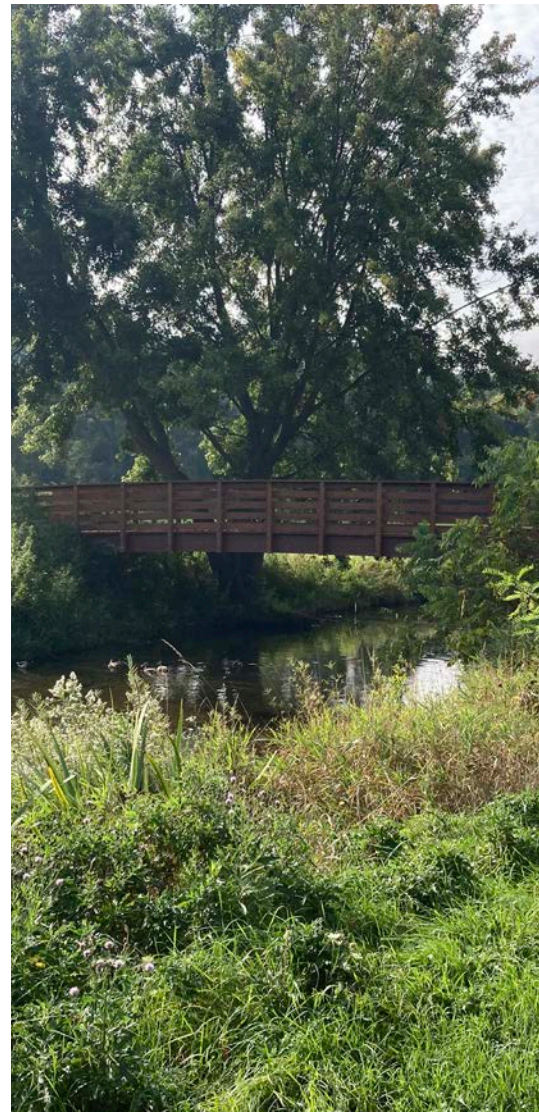
Project Background

The City of Lake Geneva has taken steps to preserve and enhance the Hillmoor property as a public asset that enriches the lives of its residents. With the acquisition of 189 acres, significant infrastructure investments, and the award of a Knowles-Nelson Stewardship Grant, the City has positioned Hillmoor to become a place where people connect with nature, with each other, and with the cultural spirit of Lake Geneva. With this project, the City is undertaking a planning process to develop a Conceptual Master Plan of the first planning zone as well as a Landscape Implementation Plan.

The natural starting point is Zone 1, also known as the White River Corridor. Its proximity to neighborhoods, schools, and existing recreational amenities, combined with the scenic beauty of the White River make it an accessible and inviting area for community gathering, recreation, and restoration. This project will also set the groundwork for realizing the Commission and City's vision across the property.

Upland Design Ltd, landscape architects and park planners, along with their partners Hey and Associates, who specialize in ecology landscape architecture and civil engineering, proposes to develop a conceptual plan for Zone 1 that not only addresses the physical needs such as trails, amenities, and access but also honors the City's objectives of preservation, recreation, community, connectivity, and quality. By weaving together natural preservation, cultural expression, and opportunities for play and wellness, the Upland team will deliver a plan that reflects Lake Geneva's values and uplifts its sense of place. The site elements listed below will be part of the site program, and can be updated during planning:

- Joint Walking and biking paved paths- 12' width
- Hiking Trails
- Amphitheater/ Band Shell
- Cross country skiing
- Disc Golf Course (redesign)
- Dog Parks-small & large dogs
- Fishing
- Picnic Pavilions-small & large
- Playground
- Splash Pad
- Benches & Picnic Tables
- Sledding Hill
- Parking
- Signage & Lighting
- Restrooms
- Landscape Enhancements
- Environmental Diversification & Native Plantings including Ecological & River Restoration considerations



Innovative Approach

Project Scope

Survey & Base Data: JLH Land Surveying Inc., a Wisconsin licensed surveyor, will prepare a topographic survey for the Zone 1 area. Building upon the City's existing GIS and ecological data, Upland will establish a comprehensive base file that incorporates soils, hydrology, floodplain, and adjacent land use information.

Planning Kick-Off Meeting:

A kick-off meeting will be held with a tentative date of December 11, 2025, and will include a site visit. Objectives of this meeting include:

- Confirm Timeline and Meeting Dates
- Discuss Project Goals and Community Values
- Review Zone 1 Components and Amenitiy Requirements
- Begin Discussion of Site Opportunities and Challenges
- City to Share Public Input to Date

As part of the site visit, the Upland team will document opportunities such as trail connectivity, scenic vistas, and natural features while also addressing challenges like drainage, access, and existing uses. Furthermore, we will review how the site can integrate ecological considerations to ensure biodiversity, resilience, and beauty. The property's context next to schools, residential neighborhoods, and downtown will be carefully considered to ensure that the park becomes an accessible and welcoming extension of the community fabric. The meeting will conclude with a final list of amenities to include in the preliminary concepts.

(1 in Person Meeting with Site Visit)

Site Analysis: A site analysis will be completed using the base data along with on site visit and photographic documentation. A summary analysis plan will be created. This technical and visual foundation ensures Hillmoor's objective of harmony with the natural environment is incorporated in all design solutions while supporting long-term ecological health, climate resiliency, and sustainability.



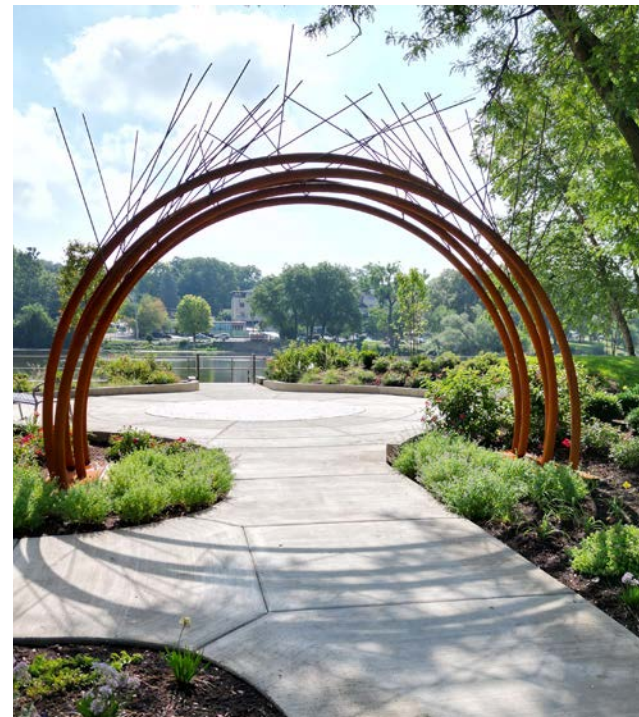
Innovative Approach

Site Analysis continued: Our team will document key environmental factors including drainage patterns, soil conditions, tree canopy health, and wildlife habitat areas. Particular attention will be given to the White River corridor to understand opportunities for restoration, hydrological balance, and integration with the future ecological restoration plan.

We will also assess the transition between manicured park areas and naturalized landscapes, noting opportunities to expand pollinator habitats, reintroduce native plant communities, and visually frame gathering areas with resilient, low-maintenance plantings. This detailed ecological inventory will serve as a foundation for trail alignments, amenity placement, and landscaping strategies that celebrate the site's natural heritage while ensuring long-term sustainability and biodiversity.

Zone 1 Concept Park Program: The City and Commission have developed a list of amenities and details of how these amenities will be built to serve the community. Using this data, the Upland team will create two written concept programs for Zone 1. These will be submitted to the City via email for review and comment prior to the design work being started. A virtual meeting can be held to discuss and refine these programs, together. Once the programs are approved, concept planning will commence.

Concept Plans and Cost Estimates: The Upland team will prepare two detailed concepts guided by past work completed by the Commission and the approved park programs. Each plan will explore different approaches to blending recreation, ecology, and community gathering. The plans will also highlight how trails, amenities, and landscaping come together to encourage play, wellness, and social connection. Elements will include:



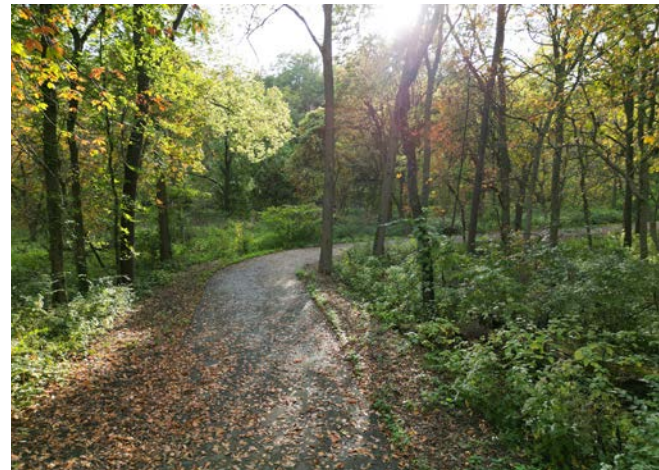
Innovative Approach

- A 12-foot wide paved main trail with ADA-accessible connectors, designed for both everyday use and peak weekend activity.
- Placement of amenities such as an amphitheater, playground, splash pad, pavilions, and a sledding hill to foster intergenerational recreation and cultural experiences.
- Thoughtful modifications to the existing disc golf course to harmonize with new features, ensuring variety and challenge while leaving room for other park amenities.
- Landscaping that enhances biodiversity and seasonal beauty, creating “moments” that inspire visitors to pause, appreciate, and connect with nature.
- Integration of seating, signage, and lighting to promote safety, comfort, and inclusivity.

Each concept will be accompanied by imagery and cost estimates, ensuring clear communication of ideas and practical feasibility.

Presentation of Preliminary Plan to Hillmoor Commission: The concepts and costs will be presented to the Hillmoor Commission for review during the scheduled meeting on January 22, 2026. Based on comments from the Hillmoor Commission, the designs will be adjusted and color rendered for the public meeting. (1 in Person Meeting)

Public Input Meetings: Two rendered concepts will be presented to the public at two open houses in February of 2026. One will be a weekday evening while the second will be on a Saturday, giving choices for community members to attend. Upland will prepare a written survey to garner input from meeting attendees. Large forat color boards will be prepared and the site analysis will be included. This information may be shared digitally if the Hillmoor Commission would like to add it to the Hillmoor Friends website for additional input and “votes.”



Innovative Approach

The sessions will be structured as an interactive open house designed to foster inclusivity and transparency. Stations will be organized around key design themes where attendees can review displays, ask questions, and share feedback directly with project team members. Large-format maps, illustrative renderings, and hands-on comment tools will make it easy for all participants to engage, regardless of design or planning experience.

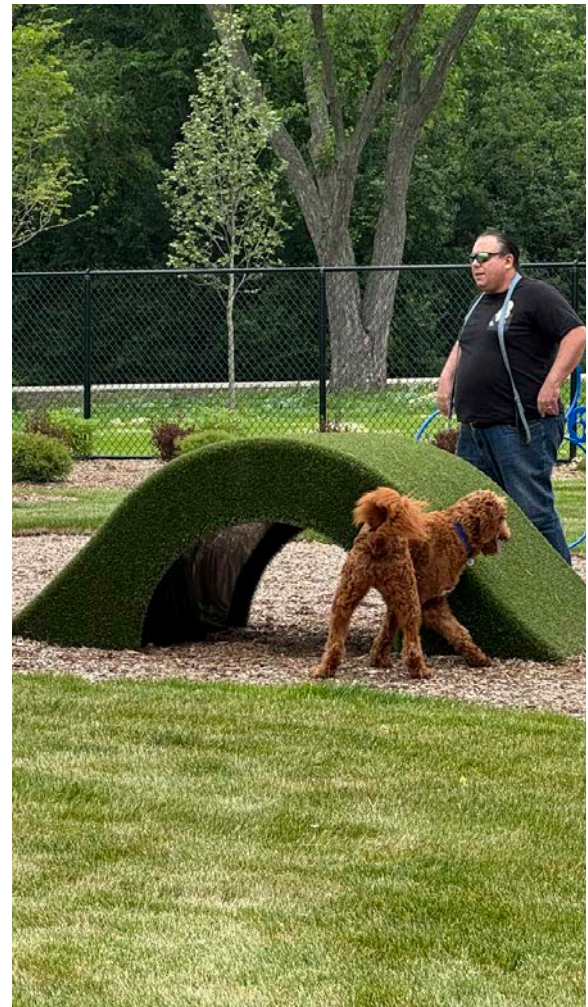
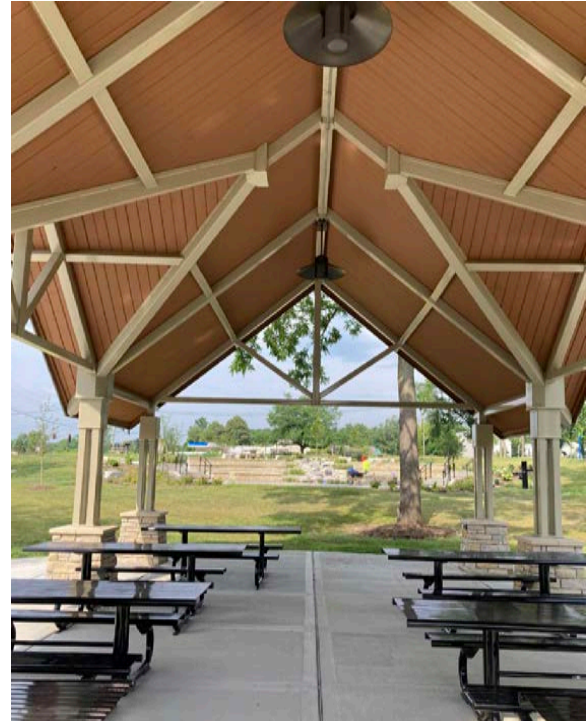
To ensure transparency, we will clearly communicate how community feedback influences the plan. Comment summaries and recurring themes will be compiled after each meeting and shared publicly through follow-up materials, reinforcing accountability and trust in the planning process.

Upland's facilitation style centers on listening first by creating an environment where every voice is valued. This open and equitable process will help ensure that Hillmoor's final design truly represents Lake Geneva's collective vision. (Two Public Meetings- in person)

Summary of Input and Recommendations:

A summary of input will be prepared along with recommendations to guide the concepts from two options to one preliminary plan. This will be prepared in memo format and shared via email. Then, a virtual meeting will be held to review the memo and discuss any adjustments prior to moving forward.

Master Plan Preparation and Presentation to the Hillmoor Commission: Based on Commission feedback, Upland Design will prepare one preliminary master plan and an updated cost estimate. Color images will be included. This preliminary plan will be shared with the Hillmoor Commission. Based on input Upland will then prepare a final master plan with images and an updated cost estimate. Cost estimates will include disc golf modifications, utilities, and amenities. Recommendations will be made for sustainable energy integration such as solar panels as well as safety assessments including lighting, visibility, and circulation. The plan will be both inspirational and actionable.



Innovative Approach

These documents will be presented to the Hillmoor Commission. Any input or requested changes will be made prior to the final plan presentation to the City Council. (1 in Person Meeting)

Trail and Bench Layout: The master plan will show locations of proposed trails and benches for Zone 1. The design of these will be completed in AutoCAD files on the base site survey and these files will be provided to the City for future construction layout. The plans will not be construction documents and will not have proposed contours or spot grades. The trails will be drawn to scale with the appropriate width per use.

Landscape Plans: The landscape plan will incorporate standard specifications for different planting schemes which feature different types and quantities of plants. The plan will show the recommended locations where each type of plant scheme should be used. The landscape plan will include the following:

- Landscape overlay that fits the master plan and shows where plant communities/habitats are to be planted by area.
- A detailed example of each unique landscape including a suggested planting mixes.
- Detailed planting plan for the featured gateway entry including plant list, plan locations, and size at time of installation.
- Tree planting plan: location, botanical/common name and suggested size at installation
- Cost estimate for the purchase and installation of trees
- All landscaping designed to require minimum maintenance

Final Plan Presentation to the City Council: The Final Master Plan will be presented at a City Council meeting. This will include a color rendered vision for Zone 1, complete with color renderings, perspective views, phased implementation strategies, and a Landscape Plans. A phasing plan will be presented guided by current funding as well as future funding. Two copies of each 24" x 36" presentation boards will be provided. The board will also be provided with digital copies. (1 Public Meeting- in person)



Deliverables & Meetings

Deliverables

- Two (2) preliminary conceptual plans with renderings and cost estimates
- One (1) Preliminary Master Plan with images, perspectives, and detailed cost estimate
- One (1) Final Master Plan with images, perspectives, and detailed cost estimate
- One (1) Landscaping Implementation Plan with phased priorities
- AutoCAD files (trail layouts)
- Public engagement summaries and recommendations
- Eight (4 Originals x 2 Copies) 24"x36" Full Color Presentation Boards that include the Master Plan & Perspective Images

Meetings: The following schedule is based on the RFP. We suggest adding 2-4 weeks to complete the planning at the end of March, 2026, to ensure enough time for City/Commission Review and final updates to the plans.

- Planning Meeting & Site Visit with Hillmoor Commission.....December 11, 2025
- Presentation of Preliminary Plans to Hillmoor Commission.....January 22, 2026
- Weekday Evening Input Meeting on Plans.....February 5, 2026
- Saturday Public Input Meeting on Plans.....February 7, 2026
- Presentation of Final Plan Hillmoor Commission.....February 19, 2026
- Final Plan Presentation to City Council.....February 23, 2026

Our Promise:

Upland Design Ltd. has a proven history of transforming places into vibrant, meaningful spaces that reflect both technical excellence and community spirit. By aligning our approach with Hillmoor's mission and quality-of-life factors, we will deliver a conceptual plan that is both visionary and pragmatic, ensuring that Hillmoor becomes a place of beauty, wellness, and belonging for generations.



Professional Fees

Professional Fees: Zone 1 Planning

The following professional fees are lump sum for the work described herein for professional services by Upland Design Ltd and subconsultant Hey and Associates and JLH Land Surveying.

Topographic Survey	\$ 9,000
Master Plan & Landscape Plan	\$39,500
Total	\$48,500

Additional Concept Plans: Two conceptual plan options along with finalizing and adjusting into one final conceptual master plan are included. If the City desires additional conceptual plans, those can be completed at our hourly rates or at a lump sum of \$4,800 for black and white and an additional \$1000 for color rendering.

Estimated Reimbursable Costs: Reimbursable items will include plotting and printing of drawings, foam core, and delivery of plans/documents at the direct cost to Upland Design Ltd and mileage reimbursement at the current IRS reimbursement rate. These are in addition to the fees above.



go outside





November 6, 2025

David Winger, Parks Director
City of Lake Geneva
626 Geneva Street
Lake Geneva, WI 53147

Proposal 25075 – City of Lake Geneva Hillmoor Park Management Plan

Mr. Winger,

Native Range Ecological, LLC (NRE) is pleased to present this proposal to the City of Lake Geneva for the development of an Ecological Restoration Plan for Hillmoor Park. This document provides a concise summary of the deliverables, timelines, and costs previously outlined in NRE's bid submission, offering a streamlined overview for review and discussion.

Project Scope

In 2023, the City of Lake Geneva (Client) acquired approximately 230 acres of land, hereafter referred to as Hillmoor Park (Site). The Client has engaged Native Range Ecological, LLC (NRE) to develop an Ecological Restoration Plan (Plan) for the Site, with final delivery scheduled for August 2026. As stated in the Hillmoor Project RFP, the primary objective of the Plan is *“to improve the quality of terrestrial habitat on the Hillmoor property, which will support a more diverse population of wildlife.”*

NRE will assess, inventory, and survey the Site in 2025 and 2026 and will produce the following deliverables:

- GIS-based invasive species and planting maps
- Tables of invasive species and treatments
- Planting/seeding recommendations with vendor list
- Implementation cost models based on three funding level options
- Maintenance and Monitoring Plan
- Public-friendly summary report
- Attendance in a minimum of six meetings



Tasks and Deliverables

Task 1: Site Assessments

NRE will conduct a preliminary Ecological Assessment between November 2025 and January 2026, with initial findings to be presented to the Hillmoor Commission (Commission) in February 2026. A follow-up assessment will occur in spring and/or early summer 2026 to inventory woodland spring ephemerals and other native plant species that may have been dormant or unidentifiable during the fall and winter survey period. Additional details regarding site assessments and associated deliverables are provided in Section 4.1 of NRE's bid document.

Not-to-Exceed Cost: \$2,460.00

Task 2: Drone Survey

NRE's certified drone pilot will conduct a single aerial survey of the restoration area, capturing high-resolution imagery from consistent vantage points. This flight will establish a visual baseline for the project, enabling repeatable monitoring and clear comparisons across future intervals. Additional details regarding the drone survey are provided in Section 4.12.1 of NRE's bid document.

Not-To-Exceed Cost: \$4,830.00

Task 3: Meetings

NRE will participate in a total of six meetings with the Client and designated project stakeholders, including four in-person sessions and two virtual meetings conducted in the Client's preferred format. In addition to these scheduled engagements, NRE's Project Manager, Frazer, will remain available for periodic phone consultations to address questions from the Client and the Hillmoor Commission. Section 4.10 of NRE's bid document outlines the specific objectives, structure, and deliverables associated with each meeting.

Not-to-Exceed Cost: \$1,780.00

Task 4: Management Plan

NRE will develop a Comprehensive Restoration Plan (Plan) for the Hillmoor Park project. Specific components of the Plan are outlined in Sections 4.2 through 4.8 of NRE's bid document. A summary of the key sections and elements to be included in the Plan is as follows:

- White River Ecological Restoration Concepts
- Invasive Species Management
- Native Vegetation Restoration
- Plan Implementation Strategies (Maintenance Plan)



Dan Fuhs - 920-538-2318

Clayton Frazer - 608-416-3400



PO Box 127, Holmen, WI 54636

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- Evaluating Levels of Success (Monitoring Plan)
- Integration of Volunteers
- Resource Recommendations

Not-to-Exceed Cost: \$20,230.00

Task 5: Public-Friendly Summary Report

Throughout the course of the project, NRE will develop summary reports to be presented to the City of Lake Geneva, the Hillmoor Commission, and members of the broader Lake Geneva community. These presentations will be highly visual, incorporating digital maps, photographs, and (when appropriate) drone video footage to illustrate site conditions and restoration progress. Narrative content will be concise and written in accessible, non-technical language to ensure clarity for lay audiences.

Not-to-Exceed Cost: \$530.00

Total Not-To-Exceed Contract Value

The total value of all specified services and deliverables provided to the Client from Native Range Ecological, LLC will not exceed **\$29,830.00**

This figure represents a total Not-to-Exceed cost. Monthly invoices will reflect only actual unit inputs for mileage and consulting services. Native Range Ecological, LLC appreciates the opportunity to provide you with this proposal for ecological consulting services. If you have any questions or comments regarding this proposal, please contact the undersigned at (608) 416-3400. NRE will initiate this project upon authorization to proceed.

Respectfully submitted,

Clayton M. Frazer

Clayton M. Frazer
Native Range Ecological, LLC



Dan Fuhs - 920-538-2318

Clayton Frazer - 608-416-3400



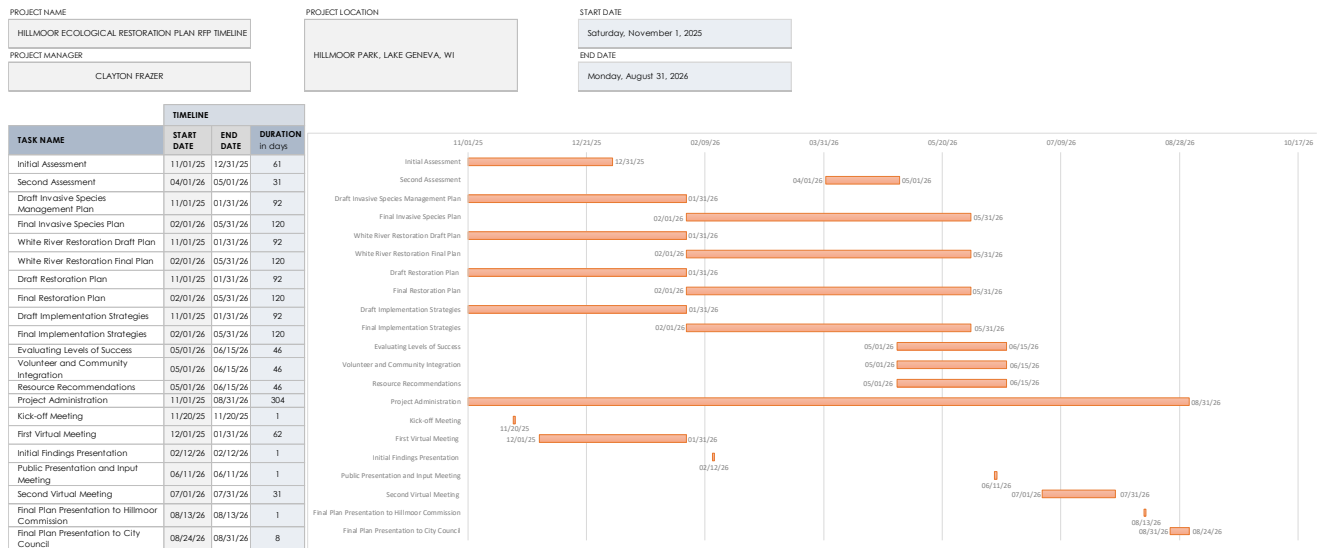
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Timeline of Deliverables

NRE will adhere to the following timeline for field work, meetings, and the development of deliverables to the Client.





STANDARD TERMS AND CONDITIONS

FEE SCHEDULE

<u>Compensation</u>	<u>Hourly Rate</u>
Senior Principal Ecologist	\$180
Staff Ecologist	\$160
GIS Specialist	\$150
Field Technician	\$135
Clerical	\$75
Expert Witness	Per Project Basis

Reimbursable Expenses

Reimbursable expenses shall be reimbursed. Fixed reimbursable expenses are as follows:

Travel (Federal Rate)	\$0.70/mile
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Insurance

Throughout the duration of the project, Native Range Ecological will maintain the following insurance:

<i>Liability</i>	<i>Limits of Liability</i>
Commercial General Liability	\$1,000,000 (\$2,000,000 Aggregate)
Commercial Professional Liability	\$1,000,000 (\$2,000,000 Aggregate)

Within the limits of this insurance, Native Range Ecological agrees to hold the Client harmless from and against loss, damage, injury, or liability arising directly from the negligent acts or omissions of employees, agents, or subcontractors.

Should the Client require other types of insurance coverage, limits in excess of the above limits, and/or certificates naming any other(s) than the client as additionally insured parties, Native Range Ecological's cost of obtaining such coverage, limits, or certificates shall be reimbursable by the Client.



Agreement Governed by Terms and Conditions and No Others

These Terms and Conditions, NRE's cost estimate as accepted by Client by signing below ("Cost Estimate") and the Standard Terms and Conditions above, which are both incorporated by reference, govern the Client's purchase of, and NRE's provision of, the deliverables and services described in the Cost Estimate, and any further deliverables and services provided to Client by NRE at Client's request (collectively the "Work"). Any alteration or amendment of any provision provided for herein shall be of no force or effect unless expressly agreed by NRE and the Client in writing.

Invoicing

NRE shall submit invoices to Client on a monthly basis. Client shall pay invoices upon receipt. An additional monthly charge of 1 1/2% (18% per annum) shall be applied to all balances outstanding more than 30 days after the invoice date until such amount is paid in full.

NRE reserves the right to suspend or terminate work under this Agreement on any account that is past due with a seven (7) day notice to Client. The Client's obligation to pay for the work agreed upon is in no way dependent on the Client's ability to obtain financing, zoning, permit approval, or upon the Client's successful completion of the project. The rates outlined in the Fee Schedule are effective through December 31, 2025.

Limitation of Costs

The total contract value is \$29,830. This includes the drone survey, valued at \$4,830.00, which was an additional bid item approved by the City of Lake Geneva. In the event NRE's fees for the Work, exclusive of Reimbursable Expenses, exceeds the Cost Estimate for any reason, including without limitation changes due to changes in the scope of the Work, NRE shall notify the Client promptly in writing of its estimate of the additional costs and identify the cause or causes of the additional costs ("Change Notice"). Within 7 days of Client's receipt of the Change Notice, Client shall provide written notice to NRE that Client either (a) rejects the changes in the Change Notice, in which case Client shall immediately pay to NRE all amounts then due as invoiced by NRE to date and NRE's further obligation to complete the Work shall immediately terminate; or (b) agrees to pay the additional costs as provided in the Change Notice, in which case NRE shall proceed to complete the Work as provided herein as amended by the Change Notice ("Option"). The foregoing Option shall be the sole remedy for changes in NRE's Fee Estimate, including without limitation changes due to a change in the scope of the Work, and NRE shall not be liable for completion of the Work in the event Client chooses not to accept changes outlined in the Change Notice.

Client's Responsibilities

Client shall ensure NRE has adequate access to all existing information necessary for NRE to complete the Work in a timely fashion. Client shall provide all information and documentation to NRE, including available information from previous consultants or contractors related to the Work. NRE shall not be responsible for, and Client holds NRE harmless for any and all liabilities arising out of, any incomplete or inaccurate information provided to NRE by Client.

Estimated Costs

NRE's Cost Estimate is based on NRE of experience and judgment. NRE does not represent or warrant that bids, construction costs, product costs, goods, or project economics will not vary based on market conditions or bidding procedures.

Standard of Work

NRE shall perform the Work in a quality and using skills ordinarily used by members of NRE's profession practicing under similar conditions at the same time and in the same locality. NRE makes no additional warranties, expressed or implied, under this Agreement or otherwise in connection with the Work.

Means and Methods

NRE will neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs, in connection with the Work, as these are solely the project's Construction Manager's/General Contractor's responsibilities. NRE shall neither have control over or charge of, nor be responsible for, acts or omissions of the project's Construction Managers/General Contractors, Suppliers, or their agents/employees, or of any persons performing any portion of the Work other than NRE and its employees and direct contractors.

Intellectual Property Indemnification

To the fullest extent permitted by law, Client shall indemnify and hold harmless NRE from and against any and all costs, losses and damages (including but not limited to all attorneys' fees and charges, all court or arbitration or other dispute resolution costs, and any time spent by NRE in defense of any such claims) resulting from any claims brought against NRE alleging copyright, trademark, or patent infringement or any other cause of action or regulatory decision resulting from NRE's use of, or reliance on, the design, plans and specifications provided by the Client for the Project. This provision shall survive the completion of the Work.

Consequential Damages

To the fullest extent permitted by law, Client and NRE waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project.

Termination

Either party may terminate this Agreement for its convenience and without cause by providing not less than seven (7) days written notice to the other party. If Client terminates this Agreement for its convenience and without cause, Client shall immediately compensate NRE for all Work performed under this Agreement prior to the termination, together with all Reimbursable Expenses incurred.

Dispute Resolution

Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. Any arbitration shall be conducted within the Milwaukee, Wisconsin Metropolitan Statistical Area.

City of Lake Geneva

By: _____

Title: _____

Date: _____

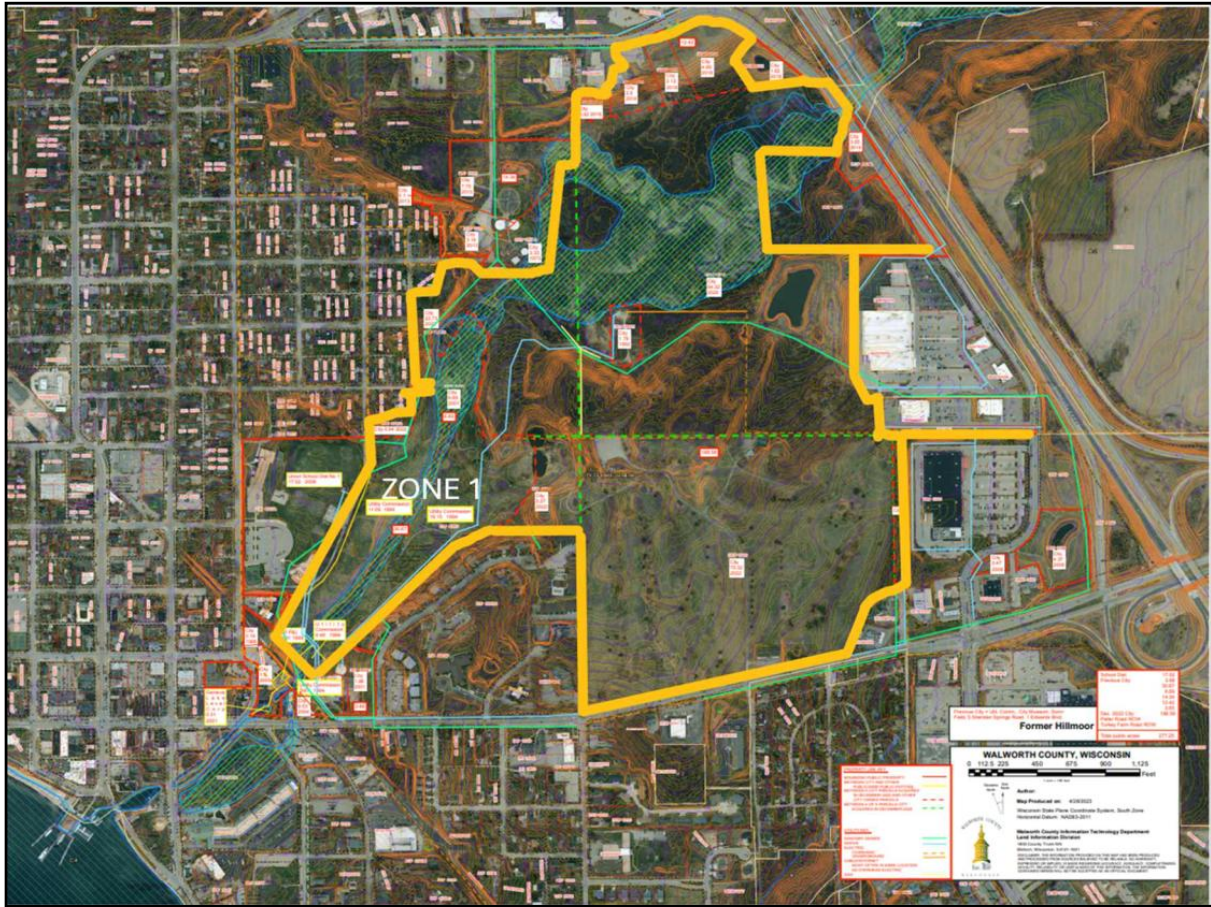
Native Range Ecological, LLC

By: Clayton M. Frazer _____

Title: Principal Ecologist _____

Date: November 6, 2025





PROFESSIONAL ECOLOGICAL SERVICES PROPSOAL

CITY OF LAKE GENEVA

HILLMOOR ECOLOGICAL RESTORATION PLAN RFP



**NATIVE RANGE
ECOLOGICAL**



NATIVE RANGE ECOLOGICAL
PO BOX 127, HOLMEN, WI 54636

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COVER LETTER

October 10, 2025

Mr. David De Angelis, City Administrator
Hillmoor Planning RFP 2025
City of Lake Geneva
Lake Geneva, WI 53147

RE: Request for Proposals | Hillmoor Ecological Restoration Plan RFP 2025

Mr. De Angelis,

Native Range Ecological, LLC (NRE) is pleased to present this proposal to the City of Lake Geneva for the development of an Ecological Restoration Plan for the approximately 230-acre Hillmoor Property. We have managed numerous ecological restoration projects in the Lake Geneva area in the past two decades for private landowners, land trusts, and corporations. We have a keen interest in the Hillmoor project due to the diversity of the landscape and the high potential to improve ecological function, increase biodiversity, enhance aesthetics, and expand outdoor recreation opportunities.

With a collective forty years of experience in Wisconsin as professional Restoration Ecologists, our expertise lies in invasive plant control and the restoration and management of high-quality native plant communities. We have planned, designed, managed, maintained, and monitored thousands of acres of prairie, oak savanna, woodland, wetland, and stream restoration projects in Wisconsin.

NRE maintains professional relationships with numerous potential partners and contractors who could be engaged in implementing our Restoration Plan. We commonly serve as general contractors and utilize our partners as sub-contractors. This not only allows for very realistic budget development for Plan implementation but also provides a vehicle for professional engagement of well-vetted contractors to implement selected aspects of our Restoration Plans.

I attest that all information provided in this proposal is true, accurate, and complete to the best of my knowledge. Thank you for this opportunity and we look forward to addressing any questions that may arise regarding our proposal, approach, and strategies.

Sincerely,
Native Range Ecological, LLC



Clayton Frazer
Principal Ecologist
(608) 416-3400
cfrazer@nativerange.net

1. ORGANIZATIONAL OVERVIEW

1.1. FIRM QUALIFICATIONS:

NATIVE RANGE ECOLOGICAL

Native Range Ecological, LLC (NRE) www.nativerange.net was founded in October of 2022. Prior to starting Native Range Ecological, Clay Frazer and Dan Fuhs worked together for ten years managing and building Eco-Resource Consulting (ERC), one of Wisconsin's most reputable ecological consulting and restoration businesses at the time. Founded in the fall of 2022, Native Range Ecological (NRE) was built on a guiding principle: truly sustainable restoration designs, specifications, and ecological plans must come from those who have done the work themselves. Clay and Dan have each built their careers and knowledge through direct engagement in land management and ecological restoration practices. They have been the lead of hundreds of restoration projects and have worn many different hats on a wide variety of restoration project types in the upper Midwest. Practical field experience as Restoration Ecologists is the solid foundation on which NRE was built.

Approach and Philosophy

NRE's guiding mission is to foster biodiversity. Species richness and diversity are under attack from every possible angle in many of today's ecological landscapes. Native Range Ecological embraces an "ecosystem approach" to restoration, carefully considering every part of the complex web that comprises ecological landscapes.

Native Range Ecological (NRE) is built on a single foundational principle: time in the field equates to more valuable ecological planning. Continuous work in the field keeps our botany and ecological restoration skills sharp and relevant, which lends itself to better restoration plans, specifications, and designs that are more practical, pragmatic, and economical for our clients. This extensive field experience allows NRE to write attainable management plans geared specifically for each unique project.

Our industry niche is the use of native vegetation in a multitude of landscape-scale applications. These include slope stability, water quality enhancement, wildlife habitat, and overall biodiversity support. We have a profound understanding of ways to incorporate and foster high-quality native plant communities to foster greater ecological resilience.



Services Provided

NRE provides a wide range of ecological consulting services. These include project design, planning, permitting, project fund sourcing, general contracting of plan implementation, restoration oversight, project monitoring, and botanical and biological surveys. NRE develops realistic and attainable land management plans and utilizes a multifaceted approach to meet long-term management and sustainability objectives. We work with the best partners in the business from a wide range of disciplines and expertise.



1.2. Services include:

- Ecological and Wildlife Habitat Assessments
- Vegetation Surveys
- Rare and Threatened Species Surveys
- Prescribed Fire Planning and Facilitation
- Invasive Species Management
- Wetland, Pond, and Stream Restoration
- Planning, Permitting, and Design for Prairie, Wetland, and Forestry Restoration
- Geographic Information Systems (GIS)
- Drone Surveying
- Stormwater and Erosion Control Inspections and Management
- Non-Lethal Beaver Management

2. PROJECT TEAM

2.1. LIST OF PERSONNEL



2.2. ROLES AND RESPONSIBILITIES

NRE's Project Manager for the Hillmoor Management Plan Project will be Clay Frazer. Dan Fuhs will serve as Assistant Project Manager and will also develop all GIS-based figures (maps). Fuhs is also a Certified Commercial Drone pilot and will conduct the drone flight, upon authorization of this optional bid item.

Frazer is a skilled and experienced botanist specializing in Wisconsin native plant species and will execute the ecological assessment of the property, including mapping and inventory of notable/significant invasive and native plant communities. NRE will utilize a survey-grade Trimble GPS unit and ESRI software to produce detailed maps of plant communities and other significant natural resource attributes. High-resolution digital photographs will be taken of individual species of interest, as well as photos of plant communities.

Mr. Fuhs has extensive academic and vocational experience in GIS software and spatial data analysis and will produce all GIS-based mapping products for the Hillmoor project. Shapefiles will be delivered to the City of Lake Geneva. Fuhs will build out shapefile layers for numerous natural resource attributes, including soils, wetlands, plant species, plant communities, topography, access points, trails, and Land Use Zones.

Collectively, Frazer and Fuhs have more than forty years of application knowledge and experience in managing natural areas on a landscape scale. NRE's expertise in native plant community management and invasive species control has been forged by decades of field experience as restoration ecologists. This application knowledge base applies to herbicide use, prescribed fire operations, native seed and plant installation and maintenance, wetland and stream restoration, and wildlife habitat management. NRE's owners will collaborate to develop the Invasive Species Removal Plan, Native Installation Plan, and the Maintenance Plan. Specifically, Fuhs will rely on his project management experience to develop a Gantt Chart timeline summary (order of operations) and Resource Recommendations, including native plant and tree nurseries that source local ecotype native plant materials and commercial-grade herbicide products.

As a professional botanist, Frazer will rely on his expertise to develop a robust Monitoring Plan, complete with specific vegetation performance standards. Frazer will also manage public meetings and address questions from the Hillmoor Project Committee, while Mr. Fuhs provides technical support in plan development and specific mapping products to be shared during meetings in Plan draft format.



2.3. CLAYTON FRAZER

Principal Ecologist



Contact information

(608) 416-3400
cfrazer@nativerange.net

Education

B.S., Wildlife Ecology/Botany, Southern Illinois
University Carbondale, 1996

Professional

Certifications/Affiliations and Specific Training

- NWCG RXBII Burn Boss
 - DATCP commercial pesticide applicator
 - NASECA Construction Site Erosion Control and Stormwater Permit Compliance Training
 - Wisconsin Wetland Association
 - Pheasants Forever
 - Wildlife Society
 - Society for Ecological Restoration
 - Focal Species/Biodiversity Training (MNP-Casper)
 - Herptile Field Survey Methods Training
 - DNR Rare Plant Monitoring Training
 - BeaverCorps Certified
- <https://www.beaverinstitute.org/professional-info/beavercorps-program/>

Mr. Frazer has worked in the natural resources management field for more than 25 years for federal and state agencies, non-profit organizations, and within the private sector as a consultant and professional project manager. Mr. Frazer has proposed, planned, budgeted, implemented, overseen, and monitored hundreds of land enhancement or ecological restoration projects. These projects have been implemented for a wide array of clients on a broad spectrum of land classifications and ecological landscapes, including private, corporate, municipal, and non-profit-owned lands. Projects that Mr. Frazer has coordinated and managed have been focused on native plant restoration (landscape-scale cropland conversions, bio-infiltration/stormwater retention, and riparian shoreline stabilization), woodland restoration (ecologically based harvesting, reforestation, and timber stand improvement), and invasive species abatement (control, eradication, and replacement with sustainable native species).

Mr. Frazer's field expertise includes project logistics coordination, project specification drafting, on-time and on-budget implementation, performance standard attainment, and ecological monitoring. Mr. Frazer draws on his "hands-on, real-world" field experience in his resource consulting work, and his stewardship/management plans consider clients' true resource limitations and long-term objectives.

Mr. Frazer has managed native and non-native species inventories, resource mapping, forestry harvests, and timber stand improvement projects, and has collaborated on numerous wetland delineation projects.

Within the public wildlife management sector, Mr. Frazer has supervised or participated in ungulate disease sampling projects, wildlife mark and recapture studies, and public education events.

Within Southeastern Wisconsin, Mr. Frazer has designed native seed and plant mixes and overseen native restoration on hundreds of public, corporate, non-profit, municipal, and private land restoration/enhancement projects. These project sites have ranged from upland mesic sites, xeric sites, forested wetlands, detention basins, and high-quality wetland sites on a broad range of scales and scopes.

Mr. Frazer has managed projects on secure energy, utility, and landfill sites. These projects entailed environmental monitoring and reporting on rare species, pre-construction, construction, and post-construction site erosion control and stormwater management, and vegetation surveying.

Mr. Frazer is also experienced and passionate about business development and building collaborative relationships with experts in various disciplines applicable to landscape-scale ecological restoration.



2.4. DANIEL FUHS

Principal Ecologist/GIS
Specialist



Contact information

(920) 538-2318
dfuhs@nativerange.net

Education

B.S., Biology & Wildlife Ecology, Minor
in GIS & Spatial Analysis, UW-Stevens
Point, 2011

Professional Certifications

Certified Erosion, Sediment, and
Stormwater Inspector (CESSWI)

Karner Blue Butterfly & Lupine
Surveyor

FAA-certified Commercial Drone Pilot

DATCP Commercial Pesticide Applicator

Daniel Fuhs is a Co-owner and Principal Ecologist with Native Range Ecological, LLC, based in Wisconsin. Mr. Fuhs has over 15 years of wildlife research and ecological restoration experience with various employers. Mr. Fuhs was employed as a Senior Biologist with Eco-Resource Consulting, Inc. for ten years, a Restoration Technician with Applied Ecological Services, a Field Technician with the USFWS, a Biological Science Technician with UW-Madison, and a Wildlife Technician with Texas Tech University.

Mr. Fuhs' areas of expertise include prairie, wetland, woodland, streambank restoration, and other natural community restoration and management. Mr. Fuhs has experience conducting vegetation monitoring, environmental report drafting, wildlife habitat/land resource assessments, endangered resources reviews, vegetation monitoring, GPS data collection, and permit applications. Mr. Fuhs is also a fully licensed and insured drone pilot. Mr. Fuhs manages projects across the Midwest and coordinates with subcontractors, private landowners, municipalities, government agencies, and internal personnel.

Mr. Fuhs' field expertise includes ecological restoration planning, vegetation assessments, GIS & Spatial Data Analysis, Drone Surveys, performance standard attainment, ecological monitoring, and erosion, sediment, and stormwater inspections. Mr. Fuhs has received hands-on experience throughout his career, which allows him to apply realistic standards to his ecological consulting work. Mr. Fuhs has managed native and non-native species, timber stand improvement projects, drone surveys, and resource mapping.

While working for public agencies, Mr. Fuhs has conducted wildlife surveys monitoring lesser prairie chickens, waterfowl, shorebirds, and songbirds.

Within the Midwest, Mr. Fuhs has designed native seed and plant mixes for upland mesic sites, forested wetlands, stormwater facilities, and wetland sites.

Mr. Fuhs has managed projects on secure energy, utility, and landfill sites. These projects entailed environmental monitoring and reporting on rare species, pre-construction, construction, and post-construction site erosion control, stormwater management, and vegetation surveying.

Mr. Fuhs is experienced and passionate about vegetation monitoring, how vegetation and sustainable energy can coexist, and ecological restoration on a landscape scale.



3. PAST EXPERIENCE & REFERENCES

3.1. SIMILAR PROJECT EXPERIENCE

NRE's owners are fortunate to have worked with a wide range of clients on a diverse cross-section of ecological landscapes. NRE ecologists have developed more than fifty ecological restoration and management plans in the upper Midwest. We specialize in all aspects of native vegetation, including site preparation, seed mix design, installation, maintenance, and monitoring. Our restoration projects have included all aspects of types of prairie, woodland, and wetland, and include stormwater management, steep slope stabilization projects, erosion control, large-scale invasive plant management, and landscape-scale natural area management.

A project we managed that is similar to the Hillmoor project was the Mequon Nature Preserve (MNP) Restoration Plan. MNP is a 600-acre property in Mequon, Wisconsin. MNP is owned by the City of Mequon and managed by the Mequon Nature Preserve. NRE ecologists developed a five-year Restoration and Management Plan for MNP in 2011. Subsequently, NRE's co-owner, Clay Frazer was asked to serve as a board member at MNP and continues to serve to this day.

3.2. PAST COMPLETED PROJECTS

3.2.1. MEQUON NATURE PRESERVE MANAGEMENT PLAN

In 2011, NRE's co-owner, Clay Frazer, was contracted to develop a Comprehensive Restoration and Management Plan (Plan) for Mequon Nature Preserve (MNP). MNP is 510 acres of land owned by the City of Mequon, and leased to MNP for land restoration and stewardship, habitat restoration, environmental education, research and monitoring, and recreation.

Frazer collaborated with MNP staff, board members, Ecological Planning Committee members, and volunteers to develop an innovative approach to guide restoration efforts at MNP. The Plan was focused on the conversion of agricultural lands to prairies, restoring numerous types of wetlands, and successional planning for forestland. The Plan also had an extensive section on qualitative and quantitative ecological and wildlife monitoring. Frazer was subsequently asked to serve as a board member at MNP and currently still serves as the board Secretary and Chair of the Ecological Planning Committee.



3.2.2. AFTERGLOW FARM INVASIVE SPECIES MANAGEMENT PLAN

NRE Ecologists developed an Invasive Species Management Plan for 190 acres of land owned by Lynde Uihlein. The land lies within the Central Lake Michigan Coastal Landscape in Ozaukee County and has been in the Uihlein family for three generations. Afterglow Farm is comprised of numerous land cover types, including emergent wetlands, lowland hardwood forest, wet meadows, man-made ponds, old-field uplands, southern hardwood and conifer forests, hedgerows, ravine drainage systems, and a rare lakeshore beach community. The goal of the Plan was to *“identify high priority vegetation species and management areas and outline science-based actions to prevent, eradicate, and control invasive species and to outline preliminary actions to restore ecosystems adversely impacted by invasive species”*. The 98-page Plan was delivered to the Uihlein family in 2021 and continues to serve as a guide to restore ecological function to this once-degraded landscape.

3.2.3. JOAN M. PICK PRESERVE MANAGEMENT PLAN

In 2016, NRE Ecologists were contracted by the Cedar Lake Conservation Foundation (CLCF) to develop a Restoration and Management Plan for the Joan M. Pick Preserve (Preserve). The Preserve is 76 acres of former agricultural land, oak woodlands, and forested wetlands just west of West Bend, Wisconsin. The land is set within the Cedar Lakes Watershed area and is part of the Kettle Moraine Landscape. NRE’s owners worked with the CLCF board, the Pick Nature Preserve Committee, and CLCF Executive Director Bob Boucher to develop a ten-year Restoration and Management Plan. The Plan outlined invasive species management, timber stand improvement, prairie restoration, and native tree and shrub planting plans. An extensive recreational use plan was also developed.

3.2.4. BROMLEY WOODS AND ANGLIN PRESERVE MANAGEMENT PLANS

In 2019, NRE Ecologists were contracted by the Geneva Lake Conservancy to develop a Management Plan for the Bromley Woods Preserve in La Grange, Wisconsin. Bromley Woods is a forty-acre parcel comprised of high-quality oak savanna remnants, oak-hickory forests, and kettle wetlands within the southern Kettle Moraine region of Walworth County, Wisconsin. The Plan detailed oak savanna restoration and management, woody invasive species control, and the reintroduction of prescribed fire in the savanna remnants. Recently, NRE was contracted in 2024 by the Geneva Lake Conservancy to develop a Restoration Plan for the Anglin Preserve, a 44-acre tract of land on the west side of Lake Ivanhoe (just east of Lake Geneva) containing rare calcareous fen wetlands, numerous rare wetland native plants, and an oak savanna remnant.

3.3. ONGOING PROJECTS

3.3.1. B. BRUCE KRIER CONSERVANCY MANAGEMENT PLAN

NRE Ecologists have been working with the Krier family since 2005 to restore a section (640 acres) of degraded agricultural land in northern Ozaukee County known as the B. Bruce Krier Conservancy (Conservancy). NRE Ecologists developed the original Management Plan for the Conservancy in 2008 and then developed a supplemental Master Plan in 2015. Between 2010 and 2013, NRE Ecologists oversaw the design, planning, permitting, and construction of a unique 30-acre wetland restoration along the Sucker Creek corridor. This restoration included the construction of several wetland types, including wet meadow, shallow marsh, lacustrine, and forested wetlands. NRE continues to oversee and monitor restoration work at the Conservancy, which now boasts one of the largest privately owned, intact, and continuous prairie reconstructions in Wisconsin at more than 500 total acres of prairie.

3.3.2. CITY OF OAK CREEK RESTORATION PLANNING

NRE was initially contracted with Edgewater Resources to develop a Vegetation Management Plan (VMP) for the Oak Creek – Peter Cooper Bluff Restoration. Edgewater Resources developed the excavation and grading plan and NRE developed an erosion control plan as part of their VMP. The VMP was developed to establish deep-rooted native vegetation on the bluff encompassing approximately 300,000 square feet. The plan included details on erosion control products, installation guidelines of the erosion control products, a temporary vegetation cover/site stabilization specification, final soil site preparation, hydroseed installation guidelines, a native seed mix, vegetation maintenance guidelines, and a monitoring and reporting program.

Following the plan development, NRE was contracted by the City of Oak Creek to conduct all aspects of monitoring and reporting on the site preparation, hydroseed installation, and maintenance of the newly vegetated bluff. Several changes were made to the excavation and grading plan that resulted in alterations to the hydroseed process. Once the revised plan was developed by NRE, the implementation contractor was able to install the native seed via hydroseeding in the spring of 2025. NRE is contracted to monitor the maintenance through the end of the 2025 growing season.

NRE was subsequently contracted by the City of Oak Creek to conduct vegetation assessments at multiple municipal parks. Lake Vista Park and Emerald Preserve were prioritized by the City as part of its initiative to develop comprehensive Management Plans aimed at restoring and maintaining native vegetation. Building on prior collaboration with Oak Creek, NRE proposed conducting individual site visits and preparing tailored Management Plans for each location.

The Lake Vista Park assessment focused on areas previously restored. In addition, NRE performed a high-level evaluation of the remaining park sections to identify vegetation types and site conditions that may influence future restoration efforts. Emerald Preserve was assessed in its entirety.

Each Management Plan outlines the specific restoration practices required to reestablish native vegetation, including site preparation, installation, and ongoing maintenance over a three-year period. NRE also provided estimated costs for ecological oversight, monitoring, and reporting throughout the duration of the project.

Client

City of Oak Creek

Project Team

Daniel Fuhs

Clayton Frazer

Contact

Matthew J. Sullivan, PE

Assistant City

Administrator/Engineer

msullivan@oakcreekwi.gov

Contract Values

Peter Cooper - \$64,850.00

Lake Vista Park - \$13,385.00

Emerald Preserve - \$10,190.00



3.3.3. GLACIAL LAKES CONSERVANCY WILLOW CREEK PRESERVE

NRE ecologists were contracted by Glacial Lakes Conservancy (GLC) in 2021 to develop a Restoration Plan (Plan) for the Willow Creek Preserve (Preserve) in the City of Sheboygan, Wisconsin (<https://www.glaciallakes.org/willow-creek-preserve.html>). The 143-acre property contains oak woodlands, numerous wetland types, and two major waterways - one being Willow Creek. Strategic Plan sections applicable to the creek included several tiers of options for bank stabilization treatments, including bioengineering practices and other Process-Based Restoration methods. Process-Based Restoration methods include low-cost, nature-based solutions. The Plan will serve as a guide to manage invasive species, stabilize eroded banks of Willow Creek, and improve or create fish and wildlife habitat for species of local conservation interest.

NRE Principal Ecologists Clay Frazer and Dan Fuhs served as the lead authors on the Plan and collaborated with numerous shareholders and DNR staff members to develop the Plan over a year-long, iterative process. Additional resources such as existing plans, previous studies and reports, and wildlife survey data were closely analyzed and considered during the process. Subsequently, NRE has been contracted to oversee invasive species management at Willow Creek Preserve.

Client

Glacial Lakes Conservancy

Project Team

Clay Frazer
Daniel Fuhs
Gary Casper

Contact

Jennifer Rutten
Executive Director
Glacial Lakes Conservancy
jennifer@glaciallakes.org

Contract Value

\$78,000.0



3.3.4. FIREFLY FARM WETLAND RESTORATION

NRE Ecologists designed, planned, and permitted a wetland habitat project in Belgium Township, within northern Ozaukee County.

NRE was able to acquire a single WDNR General Permit for three separate wetland enhancement projects on the Firefly Farm land. The first project was to install Beaver Dam Analogs (BDAs) into a stream course on the property. Prior to restoration, the stream banks were eroded and undermined, and the stream bed was badly incised. The stream was also hydrologically disconnected from its floodplain. BDAs are a Low-Tech Process-Based Restoration method that utilizes locally sourced woody materials and mimics many of the ecological benefits of naturalized beaver dams, including sediment attenuation, reduction in stream bank erosion, increased bioinfiltration of stormwater, and hydrologic connectivity to the stream's forested floodplain.

A terraced emergent wetland associated with Lake Michigan was enhanced with two separate projects. A shallow marsh habitat was created with the removal of soil near the outfall of an active agricultural drainage tile. The excavation created an ephemeral wetland that will support habitat for imperiled herptile species. Following excavation and grading of this new surface water feature, native plants and coarse woody debris from the site were placed to further enhance wetland functionality and wildlife habitat.

The final project was to build an earthen berm over a waterway along the east edge of the emergent wetland. Spoils from the ephemeral wetland were utilized to armor and build up the berm, and an Agri-Drain water control box was added to allow for control of surface water elevations in the waterway. This new feature will give property managers an additional tool to manage aquatic invasive species and to create additional surface water with ideal seasonal timing for herptile species.



Client

Mequon Nature Preserve

Contact

Deborah Kern

Owner Firefly Farm

deborahskern@gmail.com

Restoration Area Improved

Beaver Dam Analogs (BDAs)

Stream Course

Emergent Wetland

Earthen Berm Waterway

Project Team

Clay Frazer (Native Range Ecological)

Dr. Gary Casper (GLES)

Jamie Beupre (Native Niche)

Priority Habitats

Beaver Dam Analogs (BDAs)

Stream Course

Emergent Wetland

Earthen Berm Waterway

Priority Populations

Shorebirds

Landbirds

Bats

Wooded Wetland Birds

Marsh Breeding Birds

Anurans

Migratory Waterfowl

Turtles

Mustelids

Beaver

Muskrat

Bald Eagle/Osprey

Contract Value

\$30,000.00

3.2.4 MORaine DEVELOPMENT RESTORATION PLANNING AND OVERSIGHT

NRE ecologists partnered with raSmith, Inc. to develop a Vegetation Management Plan (VMP) for a 64-acre privately-owned quarry reclamation site in Germantown, Wisconsin. The Plan included the use of native vegetation on the stormwater facilities, the lake shorelines, and native prairie restoration areas on the site.

Client: Hans Dawson

Private Landowner –
hans@lannonstone.net

NRE collaborated with the owner and his contractors to execute field data collection. NRE was contracted to oversee the construction of preliminary aspects of the project, such as invasive species removal and aquatic/fisheries habitat and structural shoreline enhancements. The restoration covered

Subsequent to Plan completion, the owner (Hans Dawson) contracted NRE to provide overall project support, including monitoring and reporting of vegetation establishment, oversight of erosion control practices, and Quality Assurance/Quality Control of grading and pre-vegetation preparations.



Moraine Development shoreline restoration area.

3.4. REFERENCES

NRE ecologists have developed restoration plans, conducted ecological assessments/inventories, and provided restoration monitoring services for the following Wisconsin clients:

Municipalities

Matthew Collins, Director of Public Works
Village of Whitefish Bay
m.collins@wfbvillage.gov
414.755.6520

Matthew Sullivan, Assistant City
Administrator/ Engineer
City of Oak Creek
msullivan@oakcreekwi.gov
414.766.7028

Jay Settersten, Stormwater Coordinator
City of Sun Prairie
jsettersten@cityofsunprairie.com
608.825.0919 EXT 1919

Theran Stautz, Restoration Ecologist
City of Madison
tstautz@cityofmadison.com
608.228.4099

Ben John, Director of Public Works
City of Middleton
bjohn@cityofmiddleton.us
608.821.8381

Land Trusts

NRE has developed landscape-scale management and restoration plans for each of these land trusts.

Kristin Thiel, Executive Director
Mequon Nature Preserve
kgies@mequonnaturepreserve.org
(262) 242-8055

Jennifer Rutten, Executive Director
Glacial Lakes Conservancy
jennifer@glaciallakes.org
920.273.1143

Bob Boucher, Executive Director (retired)
Cedar Lakes Conservation Foundation
rboucher@superiorbc.org
414.315.8360

Karen Yancey, Executive Director
Geneva Lakes Conservancy
kyancey@genevalakeconservancy.org
262.275.5700

Amy Lentz, Executive Director
Lakeshore Natural Resource Partnership
amy@lnrp.org
630.335.5545

Private Landowners

NRE has developed landscape-scale management and restoration plans for each of these private landowners.

Blair Nagel, private landowner of more than 2500 acres in North Dakota
Kbnagel13@gmail.com
 (847) 274-5488

Leigh and Jan Kinnamon, private landowners of 80 acres in Dodge County
lkinn920@gmail.com
 224-520-1704

John Rassel, private landowner of 800 acres in Ozaukee County
 B. Bruce Krier Conservancy
john@krierfoods.com
 (920) 918-1613

Hans Dawson, private landowner of 68 acres in Washington County
hans@lannonstone.net
 414.861.1522

Hank and Becky Newell, private landowners of 40 acres in Walworth County
hanknewell@aol.com

Corporations/Institutions

NRE has conducted ecological assessment/inventories and/or developed restoration and management plans for each of these corporate or institutional landowner clients.

Skip Harless, Managing Director
 Grand Geneva Resort & Spa
skipharless@grandgeneva.com
 262.248.8811

John Beffel, Operations Manager
 SC Johnson Waxdale Facility
jcbefel@scj.com
 262.260.3540

Brett Coogan, District Manager
 Waste Management
bcoogan@wm.com
 414.232.5574

Steve Taylor, Vice President
 Concordia University Wisconsin
steve.taylor@cuw.edu
 262.243.4392

Agencies

Nicholas A. Koltz
 Wisconsin Dept. of Natural Resources
 Forester
nicholas.koltz@wisconsin.gov
 608.295.0497

4. INNOVATIVE APPROACH

Adaptive Management

Adaptive management will be central to the Hillmoor Park planning process, allowing Native Range Ecological (NRE) and the Hillmoor Commission to respond flexibly to new information, stakeholder input, and evolving site conditions. As survey data is collected, public feedback is gathered, and findings are refined through virtual and in-person meetings, NRE will continuously evaluate and adjust the project scope, strategies, and timelines. This iterative approach ensures that management decisions are informed by both ecological evidence and community priorities, fostering a transparent, responsive planning process that can adapt to emerging challenges and opportunities.

Iterative Process

NRE has extensive experience with an iterative process in the development of an ecological Restoration Plan. Working with groups like lake associations, homeowners' associations, land trusts, municipalities, and non-profit organizations has honed our skills in this arena. We are uniquely qualified to work with a diverse group of passionate stakeholders to ensure there is something for everyone in the Hillmoor restoration plan.

Climate resiliency

Weather patterns and phenology are rapidly changing in our region. Climate science indicates that moisture and temperature regimes are more volatile than they have been in thousands of years. Restoration Ecology, as a science, must adapt to these new extreme swings in the weather.

Building climate resiliency into restoration planning is more than just reimagining hardiness zones for individual plant species. NRE's restoration plans consider the impacts of larger and more powerful storms dumping ever-increasing amounts of rainfall in shorter periods of time. We consider soil stability and soil health to be a critical element of restoration planning, and stability of those soils during extreme weather events is at the core of that concept.

For NRE, planning for climate resiliency also means maximizing the diversity of native plants. Vegetation is the base element that supports biodiversity. We create more resilient ecosystems when we maximize the ranges of seasonal and successional behavior within selected native plant species.

For that matter, the definition of "native" plants is also being reconsidered due to climate change. NRE stays on the cutting edge of this emerging science by attending webinars, workshops, and reading scientific journals focused on climate change and climate resiliency.

Invasive plants seem to be better adapted to some aspects of climate change. Non-native invasive plants, insects, or animals move into new areas more rapidly now than ever before. This means ecologists must prepare for this invasion with thoughtful approaches and foresight.



4.1. ECOLOGICAL ASSESSMENT

4.1.1. ASSESSMENT

Frazer will conduct the preliminary Ecological Assessment between December 2025 and January 2026 in order to present initial findings to the Hillmoor Commission (Commission) in February 2026. A second assessment will be conducted by Frazer in spring and/or early summer of 2026 to inventory woodland spring ephemeral native plants and other plant species that were unidentifiable or dormant in fall or winter of 2025. This will include photo and GPS waypoint documentation and inventory of priority areas, herbaceous and woody plant species, legacy native trees, and other natural resource attributes of significance. Each of the five Land Use Zones (Zones) will be assessed, but prioritization will be given to Zones 2 and 3, the Wetland Area and Forested Area, respectively. The SEWRPC botanical survey report will be relied upon as a guide during the Site Assessment phase, resulting in a reduced effort required for plant species inventory and botany survey.

4.1.2. DELIVERABLES FOLLOWING SITE ASSESSMENT

The following specific deliverables will be produced by NRE following the ecological assessment:

- Detailed map and table (supporting document) of invasive plant communities of significance in each Zone
- Relative abundance and relative percent cover of invasive species in each Zone
- GPS location of legacy oak trees and oak regeneration areas
- Photo documentation of invasive plants and native plants of ecological significance
- Figures (Map) of each zone and subzone

These data will be presented to the Commission during the preliminary meeting with the Commission in February 2026 and will be incorporated into the comprehensive Restoration Plan document.

4.2. INVASIVE SPECIES MANAGEMENT STRATEGIES

Invasive plant management has been identified as a priority to be addressed in the Hillmoor Site Restoration Plan. Following the inventory, density estimates, and spatial mapping of invasive

species, prioritization will follow. Woody invasive species management will be an initial and primary focus of the Restoration Plan.

The impacts of invasive plants are manifested on a spectrum of comparative behaviors and ecological impacts. Some clonal invasive plants, such as yellow iris, Phragmites, and black locust, could be permanently eradicated from the Hillmoor site with targeted control methods and ongoing maintenance. Other invasive plants are ubiquitous on the Hillmoor landscape and will be impossible to eradicate completely. Species such as garlic mustard, reed canary grass, and buckthorn can be suppressed, but will likely never be fully extirpated.

The goal of NRE's Restoration Plan will be to first identify the invasive plants present, map the extent and potential impacts of the infestation, and then prioritize the species and the Zones in which active management is practical. The overarching concept is that invasive plant species are a symptom of a larger ecological challenge and that invasive plants exist in highly disturbed conditions with degraded water and soil conditions, where native plant diversity has declined. Invasive plants exist primarily where native plants have been displaced, largely due to a lack of proper management and maintenance of the native plant communities. A window can be created to re-establish or reinvigorate native plant communities with proper techniques to control, suppress, or eradicate invasive plants based on the invasive plant density, proximity to higher quality native plant communities, and associated behaviors.

4.2.1. INVASIVE SPECIES TABLE

An Excel spreadsheet table will be developed to inform recommendations for mechanical and chemical (herbicide) treatments for the management of prioritized invasive plant species in each Zone. The table will serve as a rapid reference guide and will address timing, methodology, tools/equipment, and spatial prioritization.

4.2.2. HERBICIDE GUIDELINE

The use of herbicides in managing invasive plants is an important tool, but is associated with risk. NRE's strategy will be to use multi-faceted and Integrated Management approaches, meaning mechanical, cultural, and biological control methods will also be considered. Herbicide mixing and application should only be conducted by trained and DATCP-licensed commercial applicators, and strict guidelines should be adhered to in order to reduce the potential for collateral damage and water contamination.

NRE Ecologists have extensive personal experience and knowledge pertaining to herbicide use, mixing, and application methods to manage invasive plant species. NRE will develop a Herbicide Use Guideline for the Hillmoor Site. This Guideline will address (but will not be limited to) the following elements:

- Herbicide products and vendor sourcing
- Herbicide mixing carriers and adjuvants
- Herbicide mixing instructions
- Herbicide application means and methods
- WDNR Aquatic Plant Management permit requirements for applying herbicide in wetlands
- Ideal timing windows for herbicide treatments
- Health and Safety precautions and Personal Protective Equipment (PPE) use guideline

4.2.3. INVASIVE SPECIES MANAGEMENT PLAN

NRE will develop a detailed Invasive Species Management Plan (Plan) for the Hillmoor Site. The Plan will include (but will not be limited to) the following elements:

- Short-term vs. long-term control strategies
- Timeline and budget for invasive species management
- Summary of Zone-specific invasive plant management priorities
- Utilization of cut woody invasive species for wildlife brush piles
- Emodin (secondary metabolite in buckthorn that is allelopathic and has negative impacts on native plants and herptile species) mitigation guidance

4.3. WHITE RIVER RESTORATION PLAN

NRE will develop a specific ecological restoration plan for a 3000 linear foot section of the White River corridor in Zone 1. NRE's White River plan section will dovetail with the conceptual plan developed by the City's selected Landscape Architect to be developed under a separate contract. NRE's White River Plan will be high-level and conceptual in nature, but will address the following components:

- Removal of aquatic invasive plants such as yellow iris and reed canary grass, and woody invasive trees such as black locust

- Identification of high-value native wetland plant species currently existing on the stream banks and stream bed
- Bioengineering concepts such as the use of rocks, live stakes (native shrubs), native herbaceous plantings, and coarse wood material to armor stream banks and create/enhance in-stream aquatic habitats.

A more detailed “permit and shovel-ready” plan can be developed by NRE, working in collaboration with one of our many engineering partners. A more detailed plan would include engineering drawings and hydrologic analysis that would be required to obtain Wisconsin Department of Natural Resources permits for the construction of the project. Cost of this optional item is described in the bid table under “Optional Bid Items”.

4.4. RESTORATION PLAN

NRE Ecologists have developed numerous comprehensive land restoration and management plans covering a diverse range of landowners, ecological landscapes, and restoration objectives. The Hillmoor Restoration Plan will focus heavily on invasive plant management and restoring native plant diversity and overall floral and faunal biodiversity that has been negatively impacted by a lack of active land management and invasive plant species encroachment. NRE’s Plan will include (but will not be limited to) the following elements:

- Detailed GIS-based and georeferenced maps indicating the locations and total areas for native plantings to be re-established.
- Detailed installation guidelines for native plantings, including species lists, plant types, sizes, planting spacing, densities, and sourcing of native plant materials from specific vendors.
- Erosion control planning (if applicable), including specific erosion control products and installation guidelines.
- Detailed native species plant and seed species lists, including total Pure Live Seed (PLS) data, total seeds per square foot, ratios of forbs to graminoids, and total ounces of seed per acre. Photos of selected native plant species selected in seed mixes will also be provided.
- Soil amendment plans for native plantings (if required/recommended)
- Maintenance and monitoring plan for new native plantings
- Wildlife damage control guideline during native plant establishment period
- Avoidance plan for rare and declining flora and fauna



- Detailed budget section per Zone for native plantings. NRE will develop a comprehensive Five-Year budget for the Restoration Plan implementation. The budget will be vetted through NRE's extensive network of restoration practitioners, construction contractors, and product vendors. Budgets will be built based on real-world costs of products and labor from ecological restoration contractors in southern Wisconsin. The budget will be expressed as an Excel spreadsheet, complete with formulas deriving subtotals and totals.

4.5. IMPLEMENTATION STRATEGIES

NRE's Restoration Plan will include detailed implementation plans for each of the five Land Use Zones, addressing each of the three stages of Plan implementation. The three stages will be: 1) removal/suppression of invasive plant species, 2) installation of new native plant species, and 3) long-term management and maintenance to ensure complete establishment of new native plantings.

The Implementation Plan will include prioritization based on current conditions and plan objectives. Prioritization will be an iterative process involving feedback from the Hillmoor Commission, the City of Lake Geneva, Friends of Hillmoor, and additional stakeholder groups identified by the Commission and the City.

Three potential funding levels will be considered in the Implementation Strategy Plan. The funding levels to be considered are \$50K, \$100K, and \$200K per year. Restoration objectives and outcomes will be evaluated based on these three potential funding tiers.

4.6. EVALUATING LEVELS OF SUCCESS

Performance Standards (PS) are a standard component of NRE's Restoration and Management Plans. Numerous criteria will be considered to evaluate the relative success of restoration actions. A partial list of these criteria is as follows:

- Relative abundance of invasive species removed or controlled
- Total areas of native vegetation re-established
- Percentages and densities of native versus non-native plant species on a temporal scale
- Native plant species established over time as a function of total species planted
- Survival rates of planted native herbaceous and woody species
- Soil health improvements, including compaction, organic matter percentages, and erosion

- Community types restored or re-established
- Increase in biodiversity (tracked primarily through volunteer monitoring efforts)
- Water quality improvements

4.7. VOLUNTEER and COMMUNITY INTEGRATION

NRE has developed numerous Ecological Restoration Plans for non-profit organizations, land trusts, and municipalities. These clients often wish to integrate community members, youth, and volunteers into the implementation and long-term management or monitoring of ecological restoration. NRE will begin this process by first gaining a better understanding of the capacities, skill sets, and availability of various stakeholder groups that may assist with Plan implementation.

The key to volunteer engagement is to have clear and realistic expectations of volunteer groups and to quantify aspects of restoration that can be achieved within the scope of the volunteers' capacities. For example, if volunteers are to cut woody invasive plants, a realistic and attainable area should be identified in which efforts can be completed within pre-determined units of time.

Educating community members on the benefits of ecological restoration helps foster project ownership and support. Volunteer and community engagement can save time and money, but clear lines should be drawn between restoration actions requiring professional contractor engagement and those that can be performed by volunteers. The health and safety of volunteers will be a driving factor to differentiate between contracted versus volunteer services.

4.8. RESOURCE RECOMMENDATIONS

NRE routinely assists our clients with the identification of specific resources to support Plan implementation. These may include (but will not be limited to) the following:

- Identification of federal and state grant programs to fund restoration actions
- Identification of local conservation organizations that can assist with cost-share and/or in-kind donations.
- Identification of county, state, and federal conservation programs that could provide financial assistance and support for restoration actions

- Development of a vetted list of southern Wisconsin-based contractors that can provide restoration services such as forestry mowing, herbicide applications, native plantings, prescribed fire, vegetation maintenance, and stream and wetland restoration/enhancement (including heavy equipment operators for placements of rock and woody material in the White River corridor). This would be provided in the Plan document in an Excel spreadsheet format collated by service type and area of expertise.
- List of vendors to provide local-ecotype native trees, shrubs, plants, and seeds.

4.9. PROJECT ADMINISTRATION

NRE's Clay Frazer will serve as the primary project manager and will also represent the Project Team in meetings. Project Administration will be NRE's responsibility and will be executed collaboratively by Clay Frazer and Daniel Fuhs, NRE's Principal Ecologists. Project administration tasks will include tracking and storage of wildlife survey data and other applicable natural resource data, review and editing of draft deliverables, budget management, scheduling of field work, invoice management, and communication/coordination with the Commission and any other project stakeholders identified by the Commission. Additional clerical support tasks will be NRE's responsibility. All invoices will be generated in QuickBooks Online format. NRE will submit invoices to the City of Lake Geneva every thirty days, and each invoice will include an updated budget tracking spreadsheet.

4.10. MEETINGS

The in-person project kick-off meeting will be attended by Clay Frazer. Subsequent in-person and virtual meetings will be attended by Clay Frazer or Daniel Fuhs.

4.10.1. KICK-OFF MEETING – NOVEMBER 20, 2025

An in-person project kick-off meeting will be held with Clay Frazer in attendance, bringing together representatives from Native Range Ecological (NRE) and the Hillmoor Commission. This meeting marks the formal launch of the project and will serve as a collaborative forum to align both parties on key elements moving forward.

Discussion topics will include:

- **Purpose, scope, and objectives** of the project
- **Schedule and deadlines**, including major milestones



- **Goals and success criteria** to define project outcomes
- **Communication protocols** to guide coordination and reporting throughout the project lifecycle

This meeting will establish a shared understanding of expectations and lay the groundwork for effective collaboration between NRE and the Hillmoor Commission.

4.10.2. INITIAL FINDINGS PRESENTATION – FEBRUARY 12, 2026

At this meeting Native Range Ecological (NRE) will present their initial findings from the early phase of the project. The presentation will highlight key observations and documented conditions to date, offering a preliminary snapshot of the site and its ecological context.

Presentation objectives include:

- Sharing notable findings that may influence future management strategies
- Validating the project scope in light of early data and determining if adjustments are warranted
- Engaging stakeholders through open discussion, questions, and feedback
- Refining future work based on collaborative input
- Outlining the next steps in the survey and planning process

This presentation is designed to foster transparency, encourage dialogue, and ensure that all parties are aligned as the project moves forward.

4.10.3. PUBLIC PRESENTATION AND INPUT MEETING – JUNE 11, 2026

Following additional surveys and plan development in spring 2026, Native Range Ecological (NRE) will host a public presentation to share updated findings and engage with residents of Lake Geneva. This presentation is a key opportunity to foster community dialogue and incorporate public input into the planning process.

Presentation objectives include:

- Sharing notable findings that may influence future management strategies
- Engaging residents and stakeholders through open discussion, questions, and feedback
- Outlining the next steps in the survey and planning process



The public presentation is designed to field community questions and gather feedback that will help shape the direction of future ecological management efforts. NRE encourages active participation to ensure the planning process reflects local priorities and insights.

4.10.4. FINAL PLAN PRESENTATION TO HILLMOOR COMMISSION – AUGUST 13, 2026

At the conclusion of the project, Native Range Ecological (NRE) will present the final plan to the Hillmoor Commission. This presentation will consolidate key observations, documented site conditions, and public input gathered during the spring 2026 public meeting. Feedback from Lake Geneva residents will be filtered and thoughtfully incorporated to help solidify the planning process and ensure community priorities are reflected.

Presentation objectives include:

- Sharing notable findings that may influence future management strategies
- Engaging stakeholders through open discussion, questions, and feedback
- Outlining the next steps in the implementation process
- Collecting final notes that may be incorporated into the presentation to the Lake Geneva City Council

This presentation is designed to deliver final findings and highlight the ecological conditions and community-informed recommendations for Hillmoor Park. It serves as a bridge between planning and implementation, ensuring transparency and alignment among all stakeholders.

4.10.5. FINAL PLAN PRESENTATION TO CITY COUNCIL – AUGUST 24, 2026

As the final step in the Hillmoor Park planning process, Native Range Ecological (NRE) will present the completed plan to the Lake Geneva City Council. This presentation will consolidate all phases of work, including documented site conditions, public input, and stakeholder feedback gathered throughout the project.

Presentation objectives include:

- Highlighting key ecological observations and documented conditions at Hillmoor Park
- Sharing notable findings that may influence future management strategies
- Engaging Council members through open discussion, questions, and feedback
- Outlining next steps in the implementation process
- Presenting final notes and community responses integrated into the planning framework



This presentation is designed to provide a clear, comprehensive overview of the project's outcomes and to support informed decision-making by the City Council. It reflects both technical expertise and community priorities, ensuring the final plan is grounded in ecological integrity and public engagement.

4.10.6. VIRTUAL MEETINGS

NRE will host two virtual coordination meetings to maintain momentum, ensure transparency, and support adaptive planning. These meetings will provide a flexible forum for updates, discussion, and decision-making between NRE, the Hillmoor Commission, and other stakeholders.

Meeting objectives include:

- Sharing progress updates and preliminary findings
- Reviewing timelines, deliverables, and adjustments as needed
- Discussing technical details and field observations in real time
- Coordinating survey efforts and planning milestones
- Preparing for key in-person presentations and public engagement events
- Incorporating feedback from stakeholders and residents

These virtual meetings are designed to keep all parties informed and engaged, allowing for responsive collaboration and efficient communication between formal presentations

4.11. PUBLIC-FRIENDLY SUMMARY REPORT

NRE will develop summary reports during the course of the project to be presented to the City, Hillmoor Commission, and members of the Lake Geneva community at large. These presentations will be very visual, relying heavily on digital maps and photographs. Narrative sections within these reports will be brief and will use non-technical terms and language that can be understood by laypersons. Drone videos can be incorporated into these presentations, should the City wish to engage NRE on this additional/optional bid item.

4.12. OPTIONAL BID ITEMS

4.12.1. DRONE SURVEY

NRE's certified drone pilot will conduct a single flight over the restoration area, capturing high-resolution imagery from consistent vantage points. This initial survey establishes a visual baseline for the project, enabling repeatable monitoring and clear comparisons across future intervals. By maintaining consistent vantage points, each flight ensures visual continuity, supporting transparent evaluation of restoration progress and ecological change over time.

Equipped with a multispectral camera, the drone will collect RGB (Red-Green-Blue) imagery, Near-Infrared (NIR) data, and topographic information. Together, these datasets provide a multidimensional view of the restoration site, revealing vegetative characteristics such as plant vigor, potential invasive species locations, and subtle topographic shifts. The imagery offers a spatially comprehensive snapshot of hydrologic and vegetative conditions during the establishment phase. Topographic data further illuminates erosion patterns and hydrological flow, helping conservation partners assess site stability and guide adaptive management throughout the restoration process.

4.12.2. HISTORICAL IMAGERY REVIEW

NRE will conduct a systematic analysis of historical aerial imagery, spanning from 1937 to the present, sourced from publicly accessible archives. This long-term dataset reveals patterns of land use, vegetative succession, and hydrological change that are essential for understanding ecological integrity and successional changes over time.

By tracing landscape transformations, whether shaped by development, agriculture, or natural processes, NRE can identify enduring ecological trends that guide restoration priorities and conservation strategies. This historical perspective empowers conservation partners to make informed decisions grounded in site-specific ecological trajectories, advancing efforts to restore native biodiversity, safeguard sensitive habitats, and align land management with long-term resilience.

4.12.3. LEGACY TREE SURVEY

NRE will conduct a comprehensive mapping of legacy oak, hickory, maple, and other important native tree species. Mature, seed-bearing specimen trees will be spatially documented with GPS waypoints using a survey-grade Trimble GPS unit with sub-meter accuracy. Waypoints will then be entered into GIS and maps will be developed and submitted to the City of Lake Geneva. These data will then inform future woodland management actions – specifically, the prioritization of invasive species management in order to encourage native tree regeneration and recruitment.

4.12.4. RIVERBANK AND RIVERBED ECOLOGICAL DETAILED RESTORATION PLAN

Should the City of Lake Geneva wish, NRE can collaborate with one of several professional engineering partners to develop “shovel-ready/permit-ready” plans for improvements to the 3000-foot section of the White River in Zone 1. NRE has collaborated with Professional Engineers and Fluvial Geomorphologists to develop stream and riverbank restoration and enhancement plans on Wisconsin projects.

5. TIMELINE OF DELIVERABLES

PROJECT NAME

HILLMOOR ECOLOGICAL RESTORATION PLAN RFP TIMELINE

PROJECT LOCATION

HILLMOOR PARK, LAKE GENEVA, WI

START DATE

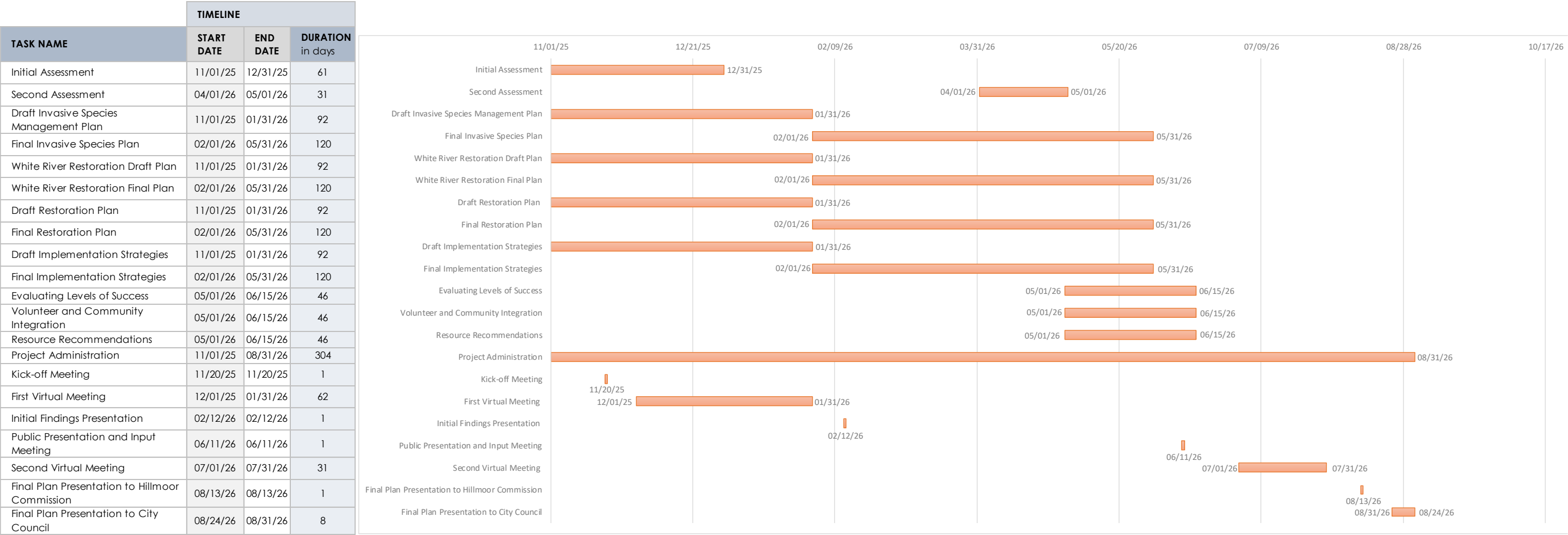
Saturday, November 1, 2025

PROJECT MANAGER

CLAYTON FRAZER

END DATE

Monday, August 31, 2026



6. COST PROPOSAL

Task Number	Title	Description	NATIVE RANGE ECOLOGICAL				
			Clay Frazer	Daniel Fuhs, CESSWI	Daniel Fuhs, CESSWI	Totals	Totals
			Senior Ecologist	Staff Ecologist	GIS Specialist	\$\$\$	Hours
			\$ 180.00	\$ 170.00	\$ 150.00		
4.1	Preliminary Site Assessment	Conduct a site assessment and a brief report detailing current conditions.	12		2	\$ 2,460.00	14
4.2	Riverbank and Riverbed Ecological Conceptual Restoration Plan	Conceptual Plan	4	0	0	\$ 720.00	4
4.3	Invasive Species Plan	Invasive Species Removal Plan	15	4.5	7	\$ 4,515.00	26.5
4.4	Restoration Plan	Native Installation Plan	25.5	6.5	7.5	\$ 6,820.00	39.5
4.5	Implementation Strategies	Maintenance Plan	13	5.5	1.5	\$ 3,500.00	20
4.6	Evaluating Levels of Success	Monitoring Plan	13	4.5	1	\$ 3,255.00	18.5
4.7	Integrating Volunteer Support	Highlighting tasks that can be conducted by volunteers	2	1		\$ 530.00	3
4.8	Recommending Resources	Recommendations (Grants, nurseries, vendors, contractors)	4	1		\$ 890.00	5
4.9	Project Administration	NRE will manage data, documents, budget, scheduling, invoicing, and communication with the Hillmoor Commission and other stakeholders to keep the project running smoothly.	0	0	0	\$ -	0
4.10	Meetings	4 In-person meetings, and 2 virtual meetings	8	2		\$ 1,780.00	10
4.11	Public-friendly Summary Report	A concise, visually rich document (2–4 pages) highlighting key recommendations, phased actions, costs, and volunteer opportunities,	2	1		\$ 530.00	3
		Not to Exceed Total	98.5	26	19	\$25,000.00	143.5

Optional Bid Items							
4.11.1	Drone Flight	Comprehensive drone flight covering all 5 Zones	5	16.5	7.5	\$ 4,830.00	29
4.11.2	Historical Imagery Review	Review historical images and how the landscape has changed over time.	4		7.5	\$ 1,845.00	11.5
4.11.3	Legacy Tree GPS Collection & Mapping	Comprehensive GPS data collection of Legacy Trees	20		20	\$ 6,600.00	40
4.11.4	Riverbank and Riverbed Ecological Detailed Restoration Plan	Developing a detailed vegetative riverbank and riverbed ecological restoration plan for the 3000-foot-long section of the White River in Zone 1.	50	40	10	\$17,300.00	100