

Lake Geneva Cemetery Board
Wednesday, June 15, 2022 - **7:00 p.m.**
Lake Geneva City Hall Conference Room
626 Geneva Street, Lake Geneva

Agenda

1. Meeting called to order
2. Roll Call
3. 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.
4. Approve Cemetery Board Minutes from the Wednesday, May 18, 2022, meeting.
5. Discussion/recommendation to invite staff/Tom Earle to our next meeting.
6. Discussion/recommendation to add more information, i.e. contact phone number, to informational signage at Oak Hill.
7. Discussion/recommendation to repair Oak Hill bathroom and remove porta-potty.
8. Discussion/recommendation on joining Wisconsin Cemetery Association.
9. Discussion/recommendation on joining Genealogical Society.
10. Discussion/recommendation on Oak tree to be planted in memory of Jim Davis, Geneva Lake Museum.
11. Discussion/recommendation on Oak Hill State Register of Historic Place sign regarding posts and placement location to go to Lake Geneva Historical Commission.
12. Discussion/update regarding Pontem Online Search Services
13. Review and discuss financial reports (January through May 2022.)
14. Future agenda items.
15. Set next meeting date/time.
16. Adjournment.

Lake Geneva CEMETERY BOARD MINUTES
Wednesday, May 18, 2022
Conference Room C, Lake Geneva City Hall

Meeting was called to order by President Mary Hibbing at 5:30 pm.

Roll Call

Present: Mary Sibbing, Ruth Monico, Patrick Quinn, Terry Krohn.

Alderman Fesenmaier arrived at 5:50 pm.

Guests: Chris Brookes and Karen Schinke

Comments from the Public limited to 5 minutes, limited to items on the agenda: None

Approve Cemetery Board Minutes, as corrected, from the Wednesday, April 20, 2022 meeting. Motion made by Terry Krohn, seconded by Patrick Quinn. Motion carried 4-0.

Election of Officers (per City Ordinance). Motion made by Patrick Quinn and seconded by Terry Krohn to accept nominations from April 20, 2022 meeting. Motion carried 4-0.

Review Cemetery Board Ordinance: Board vs. Commission. Motion made by Patrick Quinn and seconded by Terry Krohn to change Cemetery Board to Cemetery Commission. Motion carried 4-0.

Discussion and recommendation to schedule Cemetery Commission meetings the 3rd Wednesday of each month at 7:00 pm. Motion made by Patrick Quinn and seconded by Terry Krohn. Motion carried 4-0.

Discussion: Update on joining the Walworth County Cemetery Association. Mary spoke to Attorney Dan Kilkenny, Delavan, for information about their association. He stated it was an informal group but will keep in contact with Mary.

Discussion/Recommendation to join the Wisconsin Cemetery Association. Mary to follow up with information at the next meeting.

Recommendation to include Oak Hill and Pioneer Cemeteries in the Cemetery Ordinance. Motion made by Patrick Quinn and seconded by Terry Krohn, Motion carried 4-0.

Alderman Fesenmaier arrived.

Recommendation: Upon request from Chris Brookes, subject to Council approval, a Pioneer Cemetery Walk on September 22, 2022, and walk in Oak Hill Cemetery on October 22, 2022. Motion made by Mary Sibbing and seconded by Patrick Quinn. Motion carried 5-0.

Discussion/Recommendation for placement of new plaque/signage for Oak Hill Cemetery, which has been designated as a State and National Historic Cemetery. Discussion regarding location of plaque and how to display it. Wooden posts suggested and agreed upon. Motion by Mary Sibbing to approve wooden posts and seconded by Terry Krohn. Motion carried 5-0. Mary Sibbing will speak with Nan Elder, secretary of Public Works and Cemetery Commission.

Recommendation to invite Tom Earle and Clint Melacon (Sexton) to meet with this commission regarding many of our concerns/questions. No date has been arranged.

Review Financials – March 2022

Review financial reports: Patrick Quinn made a motion to continue discussion to the next meeting; seconded by Mary Sibbing. Motion carried 5-0.

Recommendation for this commission to visit Oak Hill and Pioneer Cemeteries at 10 am on May 29, 2022. Rain Date is June 1, 2022 at 4:00 pm. Clint Melacon (Sexton) will also be invited to attend.

Review/Discussion on financial reports. Patrick Quinn made a motion to continue the discussion. Mary Sibbing seconded the motion. Motion carried 5-0.

Future meeting agenda items and next meeting date – Wednesday, June 15, 2022.

Motion by Mary Sibbing, seconded by Patrick Quinn to adjourn at 6:30 p.m. Motion carried 5-0.

Respectfully submitted,
Ruth Monico, Secretary



City of Lake Geneva

Department of Public Works

1065 Caret St,
Lake Geneva, WI 53147
262.248.6644

To: Department of Public Works
From: Tom Earle, Director, Public Works
RE: June 2022 Report

CEMETERY UPDATE

CONTACT PHONE NUMBER / SIGNAGE

The Sexton has added the phone number to the information board at Oak Hill Cemetery for guests and visitors.

OAK HILL BATHROOM AND PORTABLE TOILET

In the spring of 2019, the Oak Hill Cemetery office & Sexton shed septic tanks were condemned by the Building & Zoning Administrator, Walling. A study was conducted by Kapur & Associates with estimated costs for sewer and water from Cemetery Road to the Oak Hill office for \$258,787.50. To extend further from the office to the Sexton shed the cost estimate would have been an additional \$196,390.63. *Please note*, these estimates do not include bringing the existing restrooms in line with ADA compliance.

In accordance with the City of Lake Geneva Municipal Code section 78-252 mandatory Sewer Connection is a requirement. According to this ordinance the city must connect to the sewer and water. Based on this information repairing and/or replacement of the existing system would be a violation of this city ordinance.

Installation of utilities which included engineering estimates went to the Public Works Committee in May of 2019, it was then unanimously denied at the Finance, Licensing, and Regulation meeting held on June 04, 2019. Based on this information the Finance, Licensing, and Regulation Committee directed the Department of Public Works to have two portable toilets at the location and forgo the Utility project.

WATERING SYSTEM

The water line used by visitors for graveside plantings has failed. The faulty waterline is over fifty years old and is no longer feasible to repair. Currently there is one working hydrant on the south-side of the office which DPW is working on signage to identify and instruct visitors. The remainder of the hydrants were removed. At this time there are no funds to replace the water system. DPW encourages the Cemetery Board to explore future funding for this replacement.

PONTEM SOFTWARE

The contract with Pontem is moving forward to reinstate the former work that was halted. Pontem has their lead GIS tech working to create the data from the information provided from WE Cemeteries / City years ago. This project is ongoing, and we will continue to provide status updates as they progress.

TREE REMOVAL

DPW Crews assisted cemetery crew with removal of a few diseased trees. There are a few more to be removed on the scheduled list.

OAK HILL CEMETERY

◀ DECORATIONS ▶

REMOVE BY ←

★ **SPRING & SUMMER** -OCT 15 ▶ YEARLY

★ **FALL & CHRISTMAS** -MAR 15

← ALL BENCHES AND PLANTINGS MUST BE APPROVED

▶ NO PETS OR SKATEBOARDS ALLOWED ◀

← 262-248-2789 ▶

**CITY OF LAKE GENEVA
CEMETERY ROAD SEWER AND WATER EXTENSION
ESTIMATE OF COSTS**

ALTERNATE #1 - Water & Sewer from Oak Hill to Office

Item Number	ITEM DESCRIPTION	Item Unit	Quantity	Unit Price	Total Price
204.0110	Removing Asphaltic Surface	SY	1396	\$10.00	\$ 13,960.00
305.0120	Base Aggregate Dense 1 1/4-Inch	CY	310	\$25.00	\$ 7,750.00
460.1101	HMA Pavement 4 LT 28-58 S, Item also includes tack coat (455.0605). 3.5"	TON	280	\$70.00	\$ 19,600.00
628.1504	Silt Fence	LF	547	\$2.00	\$ 1,094.00
628.2004	Erosion Mat Urban Class I, Type B	SY	550	\$4.00	\$ 2,200.00
690.0150	Sawing Asphalt	LF	192	\$3.00	\$ 576.00
SPV.0060.01	Water Valve & Valve Box 8-Inch	EACH	1	\$2,800.00	\$ 2,800.00
SPV.0060.02	Hydrant Assemblies	EACH	2	\$5,000.00	\$ 10,000.00
SPV.0060.03	Tracer Wire Access Box	EACH	2	\$75.00	\$ 150.00
SPV.0060.04	1" Curb stop/box with extension rod and tracer box	EACH	1	\$300.00	\$ 300.00
SPV.0060.05	1" Corp Stop	EACH	1	\$800.00	\$ 800.00
SPV.0090.01	C-900 Water Main 8-Inch	LF	530	\$100.00	\$ 53,000.00
SPV.0090.02	1" Water Service, HDPE	LF	75	\$60.00	\$ 4,500.00
SPV.0090.03	Hydrant Lead 6-Inch (Granular Backfill)	LF	30	\$115.00	\$ 3,450.00
SPV.0060.01	Sanitary Sewer Manhole Frame & Cover	EACH	4	\$500.00	\$ 2,000.00
SPV.0090.01	Sanitary Sewer 8-Inch PVC (Granular Backfill)	LF	535	\$110.00	\$ 58,850.00
SPV.0090.02	Sanitary Sewer Service 6" PVC	LF	75	\$75.00	\$ 5,625.00
SPV.0060.06	Sanitary Clean out	EACH	0	\$300.00	\$ -
SPV.200.01	Sanitary Sewer Manhole 48-Inch	VF	48	\$350.00	\$ 16,800.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Mulching (627.0200), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140)	SY	550	\$6.50	\$ 3,575.00
	10% Construction Contingency				\$20,703.00
	15% Engineering				\$31,054.50
		Alternate #1		\$258,787.50	

**CITY OF LAKE GENEVA
CEMETERY ROAD WATER MAIN EXTENSION
ESTIMATE OF COSTS**

ALTERNATE #2 - Water From H To Office

	ITEM DESCRIPTION				
Item Number		Item Unit	Quantity	Unit Price	Total Price
204.0110	Removing Asphaltic Surface	SY	4162	\$10.00	\$ 41,620.00
460.1101	HMA Pavement 4 LT 28-58 S, Item also includes tack coat (455.0605). 3.5"	TON	835	\$70.00	\$ 58,450.00
690.0150	Sawing Asphalt	LF	121	\$3.00	\$ 363.00
SPV.0060.01	Water Valve & Valve Box 8-Inch	EACH	2	\$2,800.00	\$ 5,600.00
SPV.0060.02	Hydrant Assemblies	EACH	2	\$5,000.00	\$ 10,000.00
SPV.0060.03	Tracer Wire Access Box	EACH	2	\$75.00	\$ 150.00
SPV.0090.01	C-900 Water Main 8-Inch	LF	1,181	\$100.00	\$118,100.00
SPV.0090.02	1" Water Service, HDPE	LF	188	\$60.00	\$ 11,280.00
SPV.0090.03	Hydrant Lead 6-Inch (Granular Backfill)	LF	30	\$115.00	\$ 3,450.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Mulching (627.0200), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140)	SY	1371	\$6.50	\$ 8,911.50
	10% Construction Contingency				\$25,792.45
	15% Engineering				\$38,688.68
				Water Main	\$322,405.63

Sewer from Oak Hill

	ITEM DESCRIPTION				
Item Number		Item Unit	Quantity	Unit Price	Total Price
204.0110	Removing Asphaltic Surface	SY	1396	\$10.00	\$ 13,960.00
305.0120	Base Aggregate Dense 1 1/4-Inch	CY	310	\$25.00	\$ 7,750.00
460.1101	HMA Pavement 4 LT 28-58 S, Item also includes tack coat (455.0605). 3.5"	TON	280	\$70.00	\$ 19,600.00
628.1504	Silt Fence	LF	547	\$2.00	\$ 1,094.00
628.2004	Erosion Mat Urban Class I, Type B	SY	550	\$4.00	\$ 2,200.00
690.0150	Sawing Asphalt	LF	192	\$3.00	\$ 576.00
SPV.0060.01	Sanitary Sewer Manhole Frame & Cover	EACH	4	\$500.00	\$ 2,000.00
SPV.0090.01	Sanitary Sewer 8-Inch PVC (Granular Backfill)	LF	535	\$110.00	\$ 58,850.00
SPV.0090.02	Sanitary Sewer Service 6" PVC	LF	75	\$75.00	\$ 5,625.00
SPV.0060.06	Sanitary Clean out	EACH	0	\$300.00	\$ -
SPV.200.01	Sanitary Sewer Manhole 48-Inch	VF	48	\$350.00	\$ 16,800.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Mulching (627.0200), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140)	SY	550	\$6.50	\$ 3,575.00
	10% Construction Contingency				\$13,203.00
	15% Engineering				\$19,804.50
				Sewer	\$165,037.50

**CITY OF LAKE GENEVA
CEMETERY ROAD WATER MAIN EXTENSION
ESTIMATE OF COSTS**

ALTERNATE #3 - Water From H

	ITEM DESCRIPTION				
Item Number		Item Unit	Quantity	Unit Price	Total Price
204.0110	Removing Asphaltic Surface	SY	4162	\$10.00	\$ 41,620.00
460.1101	HMA Pavement 4 LT 28-58 S, Item also includes tack coat (455.0605). 3.5"	TON	835	\$70.00	\$ 58,450.00
690.0150	Sawing Asphalt	LF	121	\$3.00	\$ 363.00
SPV.0060.01	Water Valve & Valve Box 8-Inch	EACH	2	\$2,800.00	\$ 5,600.00
SPV.0060.02	Hydrant Assemblies	EACH	2	\$5,000.00	\$ 10,000.00
SPV.0060.03	Tracer Wire Access Box	EACH	2	\$75.00	\$ 150.00
SPV.0090.01	C-900 Water Main 8-Inch	LF	1,181	\$100.00	\$118,100.00
SPV.0090.02	1" Water Service, HDPE	LF	188	\$60.00	\$ 11,280.00
SPV.0090.03	Hydrant Lead 6-Inch (Granular Backfill)	LF	30	\$115.00	\$ 3,450.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Mulching (627.0200), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140)	SY	1371	\$6.50	\$ 8,911.50
	10% Construction Contingency				\$25,792.45
	15% Engineering				\$38,688.68
		Water Main		\$322,405.63	

**CITY OF LAKE GENEVA
CEMETERY ROAD SEWER AND WATER EXTENSION
ESTIMATE OF COSTS**

Water Loop and Sewer from Oak Hill to Office

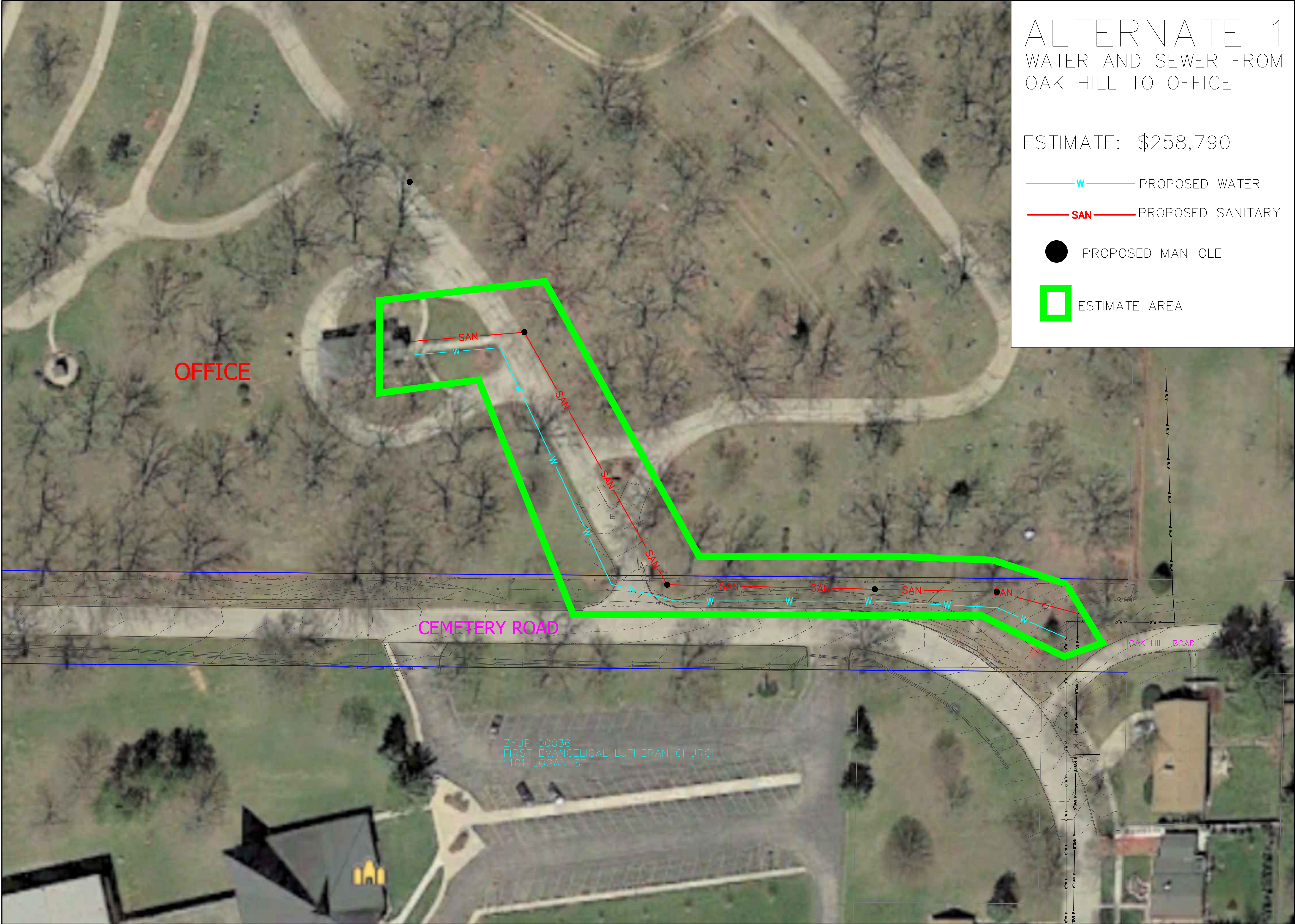
	ITEM DESCRIPTION				
Item Number		Item Unit	Quantity	Unit Price	Total Price
204.0110	Removing Asphaltic Surface	SY	1396	\$10.00	\$ 13,960.00
305.0120	Base Aggregate Dense 1 1/4-Inch	CY	310	\$25.00	\$ 7,750.00
460.1101	HMA Pavement 4 LT 28-58 S, Item also includes tack coat (455.0605). 3.5"	TON	280	\$70.00	\$ 19,600.00
628.1504	Silt Fence	LF	547	\$2.00	\$ 1,094.00
628.2004	Erosion Mat Urban Class I, Type B	SY	550	\$4.00	\$ 2,200.00
690.0150	Sawing Asphalt	LF	192	\$3.00	\$ 576.00
SPV.0060.01	Water Valve & Valve Box 8-Inch	EACH	1	\$2,800.00	\$ 2,800.00
SPV.0060.02	Hydrant Assemblies	EACH	2	\$5,000.00	\$ 10,000.00
SPV.0060.03	Tracer Wire Access Box	EACH	2	\$75.00	\$ 150.00
SPV.0060.04	1" Curb stop/box with extension rod and tracer box	EACH	1	\$300.00	\$ 300.00
SPV.0060.05	1" Corp Stop	EACH	1	\$800.00	\$ 800.00
SPV.0090.01	C-900 Water Main 8-Inch	LF	530	\$100.00	\$ 53,000.00
SPV.0090.02	1" Water Service, HDPE	LF	75	\$60.00	\$ 4,500.00
SPV.0090.03	Hydrant Lead 6-Inch (Granular Backfill)	LF	30	\$115.00	\$ 3,450.00
SPV.0060.01	Sanitary Sewer Manhole Frame & Cover	EACH	4	\$500.00	\$ 2,000.00
SPV.0090.01	Sanitary Sewer 8-Inch PVC (Granular Backfill)	LF	535	\$110.00	\$ 58,850.00
SPV.0090.02	Sanitary Sewer Service 6" PVC	LF	75	\$75.00	\$ 5,625.00
SPV.0060.06	Sanitary Clean out	EACH	0	\$300.00	\$ -
SPV.200.01	Sanitary Sewer Manhole 48-Inch	VF	48	\$350.00	\$ 16,800.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Mulching (627.0200), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140)	SY	550	\$6.50	\$ 3,575.00
	10% Construction Contingency				\$20,703.00
	15% Engineering				\$31,054.50
			Sewer & Water		\$258,787.50

**CITY OF LAKE GENEVA
CEMETERY ROAD SEWER AND WATER EXTENSION
ESTIMATE OF COSTS**

ALTERNATE #A - Extend Beyond Office to Sexton Shed

Item Number	ITEM DESCRIPTION	Item Unit	Quantity	Unit Price	Total Price
204.0110	Removing Asphaltic Surface	SY	1165	\$10.00	\$11,650.00
305.0120	Base Aggregate Dense 1 1/4-Inch	CY	258	\$25.00	\$ 6,450.00
460.1101	HMA Pavement 4 LT 28-58 S, Item also includes tack coat (455.0605). 3.5"	TON	340	\$70.00	\$23,800.00
628.1504	Silt Fence	LF	524	\$2.00	\$ 1,048.00
628.2004	Erosion Mat Urban Class I, Type B	SY	650	\$4.00	\$ 2,600.00
690.0150	Sawing Asphalt	LF	95	\$3.00	\$ 285.00
SPV.0060.01	Water Valve & Valve Box 8-Inch	EACH	1	\$2,800.00	\$ 2,800.00
SPV.0060.02	Hydrant Assemblies	EACH	1	\$5,000.00	\$ 5,000.00
SPV.0060.03	Tracer Wire Access Box	EACH	1	\$75.00	\$ 75.00
SPV.0060.04	1" Curb stop/box with extension rod and tracer box	EACH	1	\$300.00	\$ 300.00
SPV.0060.05	1" Corp Stop	EACH	1	\$800.00	\$ 800.00
SPV.0090.01	C-900 Water Main 8-Inch	LF	532	\$100.00	\$53,200.00
SPV.0090.02	1" Water Service, HDPE	LF	24	\$60.00	\$ 1,440.00
SPV.0090.03	Hydrant Lead 6-Inch (Granular Backfill)	LF	15	\$115.00	\$ 1,725.00
SPV.0060.01	Sanitary Sewer Manhole Frame & Cover	EACH	0	\$500.00	\$ -
SPV.0090.01	Sanitary Sewer 8-Inch PVC (Granular Backfill)	LF	0	\$110.00	\$ -
SPV.0090.02	Sanitary Sewer Service 6" PVC	LF	550	\$75.00	\$41,250.00
SPV.0060.06	Sanitary Clean out	EACH	3	\$300.00	\$ 900.00
SPV.200.01	Sanitary Sewer Manhole 48-Inch	VF	0	\$350.00	\$ -
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Mulching (627.0200), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140)	SY	583	\$6.50	\$ 3,789.50
	10% Construction Contingency				\$15,711.25
	15% Engineering				\$23,566.88
				Alternate #A	\$196,390.63

FILENAME: D:\Walworth_Co\Lake Geneva_City\Gov\180211_2018 Lake Geneva General Engineering\PHSE05 Cemetery East Utilities\180211_estimate GTE.dwg



ALTERNATE 1

WATER AND SEWER FROM

OAK HILL TO OFFICE

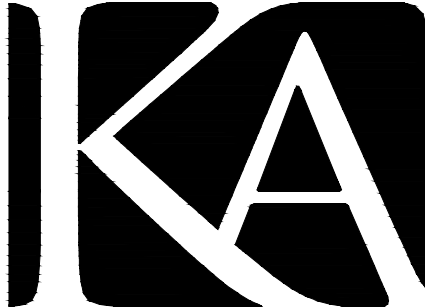
ESTIMATE: \$258,790

— W — PROPOSED WATER

— SAN — PROPOSED SANITARY

● PROPOSED MANHOLE

□ ESTIMATE AREA



KAPUR & ASSOCIATES, INC.
CONSULTING ENGINEERS
1224 PINE STREET
BURLINGTON, WISCONSIN 53105
Phone: 262.767.2747 Fax: 262.767.2750
www.kapurengineers.com

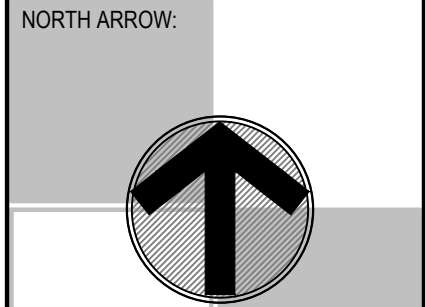
PROJECT:
**CEMETERY UTILITY
EXTENSION**

LOCATION:
LAKE GENEVA, WI

RELEASE:
EXHIBITS

REVISIONS:

#	DATE	DESCRIPTION
#	#	#
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SCALE:
0 30 60 Feet

SEAL:

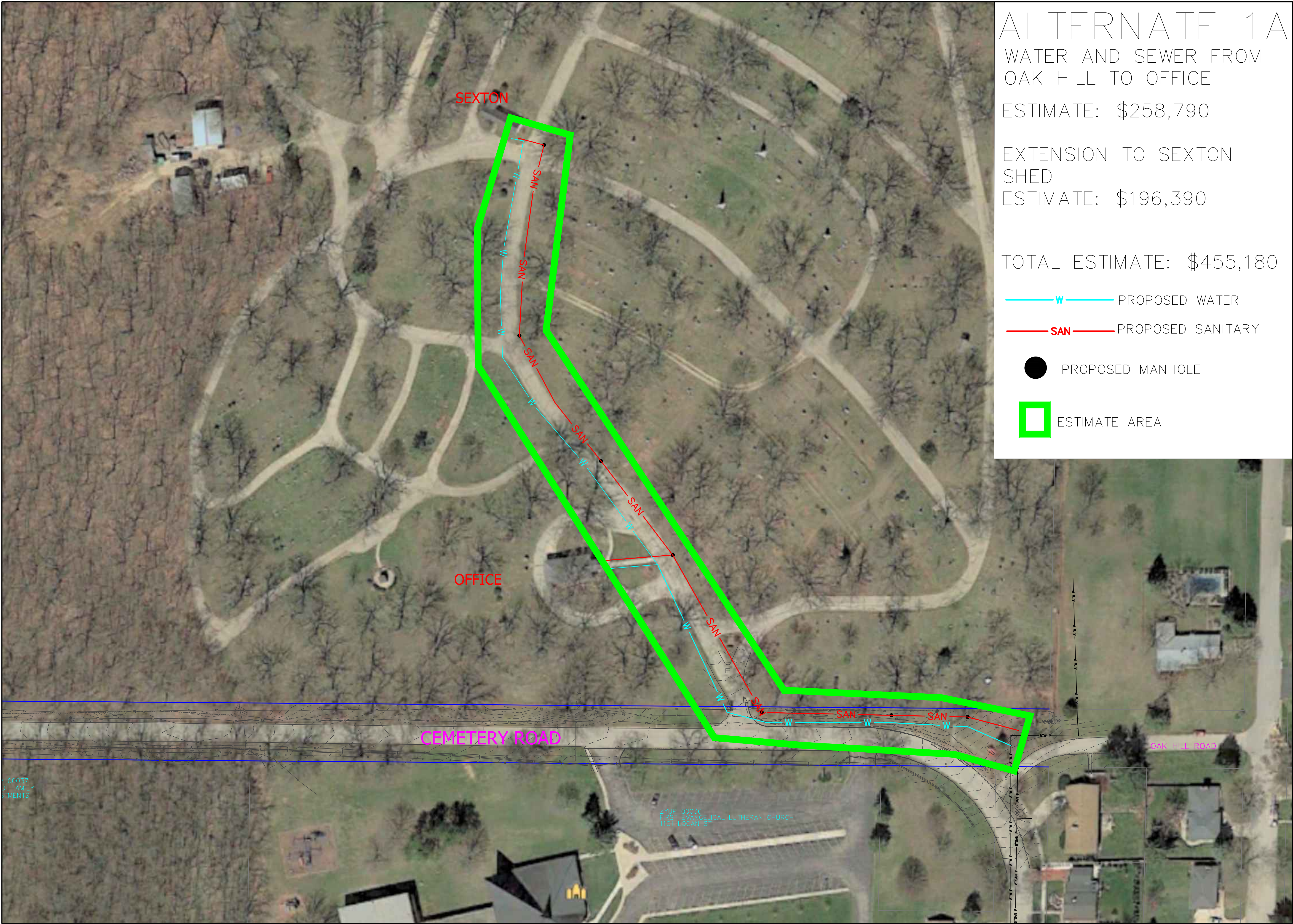
we listen. we innovate.
we turn your vision into reality.

SHEET:
**CEMETERY
ENLARGEMENT**

PROJECT MANAGER: GLG
PROJECT NUMBER: 17.0449
DATE: 1/8/2018

SHEET NUMBER:
1

FILENAME: D:\Walworth_Co\Lake Geneva_City\180211_2018 Lake Geneva General Engineering\PHSE05 Cemetery East Utilities\180211_estimate GTE.dwg



ALTERNATE 1A

WATER AND SEWER FROM OAK HILL TO OFFICE

ESTIMATE: \$258,790

EXTENSION TO SEXTON SHED
ESTIMATE: \$196,390

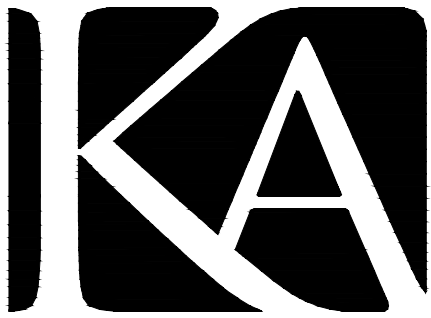
TOTAL ESTIMATE: \$455,180

— W — PROPOSED WATER

— SAN — PROPOSED SANITARY

● PROPOSED MANHOLE

□ ESTIMATE AREA



KAPUR & ASSOCIATES, INC.
CONSULTING ENGINEERS
1224 PINE STREET
BURLINGTON, WISCONSIN 53105
Phone: 262.767.2747 Fax: 262.767.2750
www.kapurengineers.com

PROJECT:

CEMETERY UTILITY EXTENSION

LOCATION:

LAKE GENEVA, WI

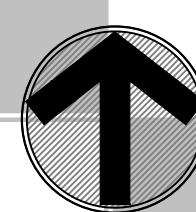
RELEASE:

EXHIBITS

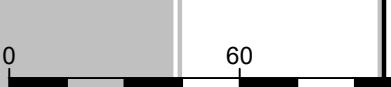
REVISIONS:

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NORTH ARROW:



SCALE:



SEAL:

we listen. we innovate.
we turn your vision into reality.

SHEET:

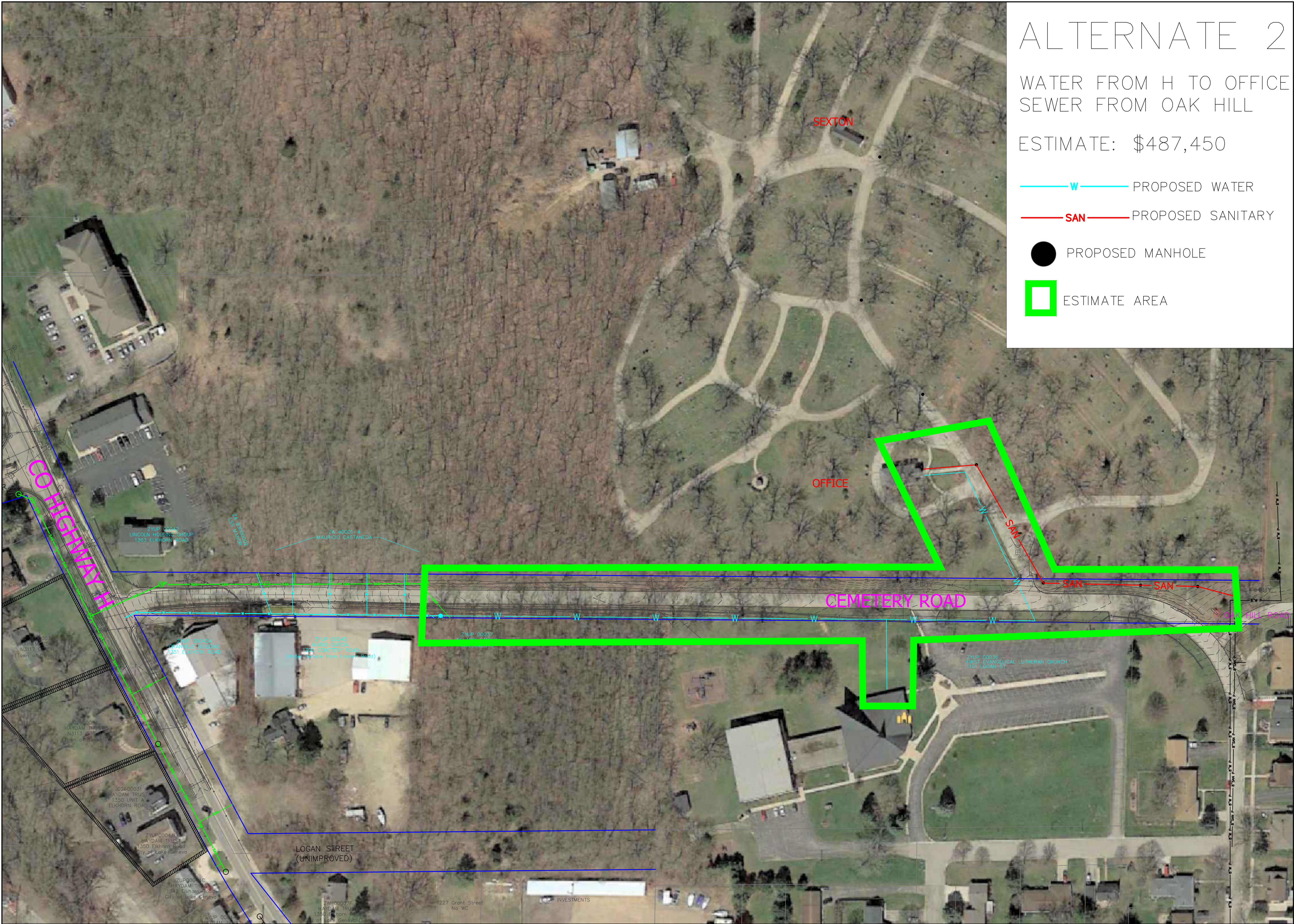
CEMETERY ENLARGEMENT

PROJECT MANAGER:	GLG
PROJECT NUMBER:	17.0449
DATE:	1/8/2018

SHEET NUMBER:

1A

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ALTERNATE 2

WATER FROM H TO OFFICE
SEWER FROM OAK HILL

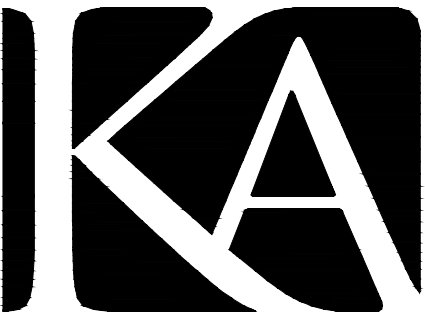
ESTIMATE: \$487,450

—W— PROPOSED WATER

—SAN— PROPOSED SANITARY

● PROPOSED MANHOLE

□ ESTIMATE AREA



KAPUR & ASSOCIATES, INC.
CONSULTING ENGINEERS
1224 PINE STREET
BURLINGTON, WISCONSIN 53105
Phone: 262.767.2747 Fax: 262.767.2750
www.kapurengineers.com

PROJECT:
CEMETERY UTILITY EXTENSION

LOCATION:
LAKE GENEVA, WI

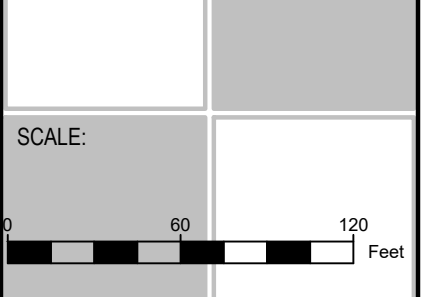
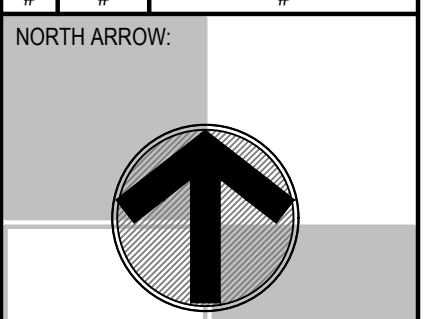
RELEASE:

EXHIBITS

REVISIONS:

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SEAL:

we listen. we innovate.
we turn your vision into reality.

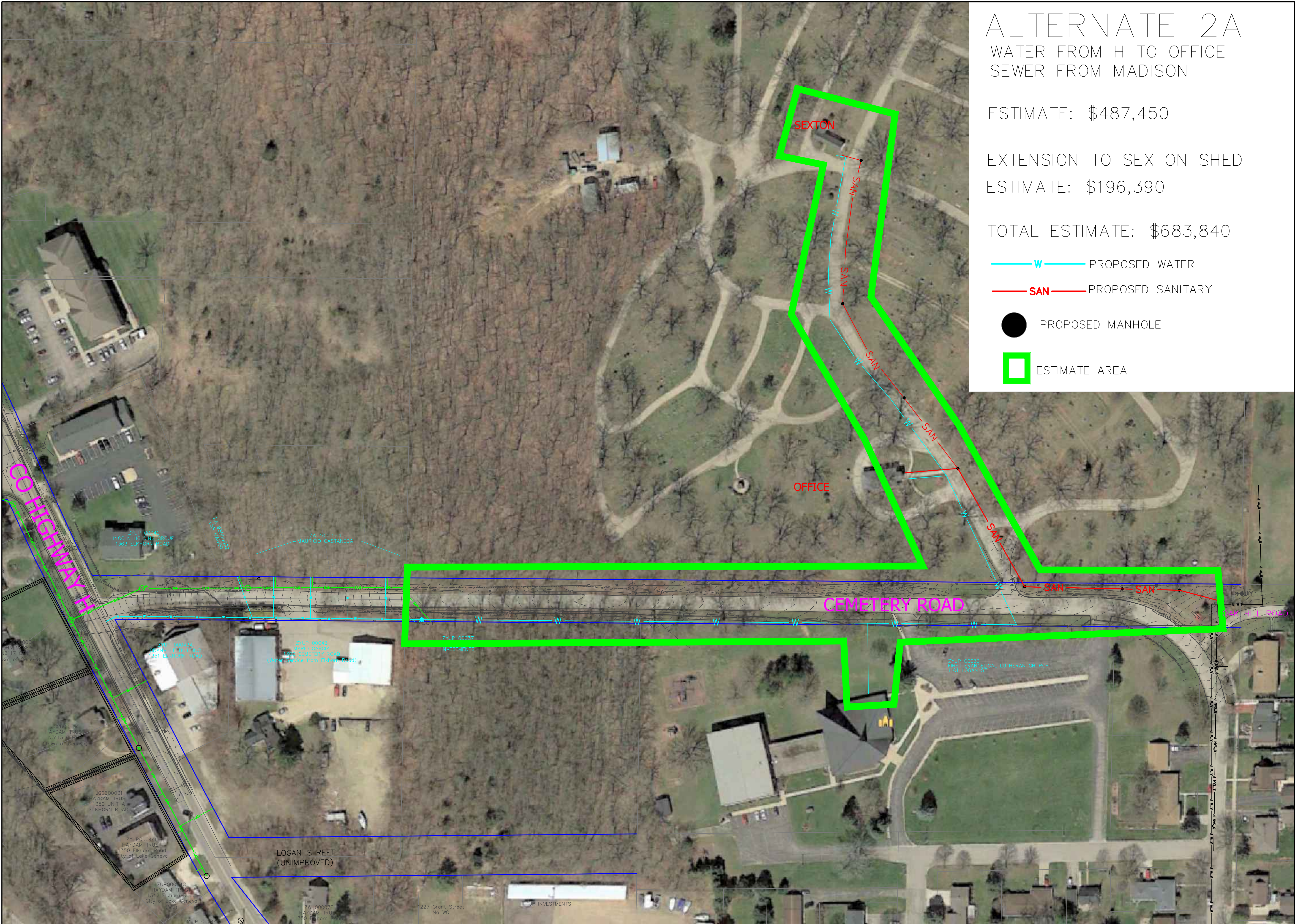
SHEET:

CEMETERY ENLARGEMENT

PROJECT MANAGER: GLG
PROJECT NUMBER: 17.0449
DATE: 1/8/2018

SHEET NUMBER:
2

FILENAME: D:\Walworth_Co\Lake Geneva_City\180211_2018 Lake Geneva General Engineering\PHSE05 Cemetery East Utilities\180211_estimates CTE.dwg



ALTERNATE 2A

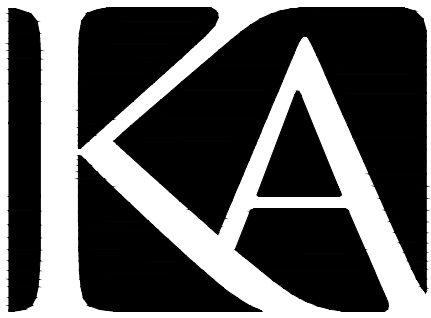
WATER FROM H TO OFFICE
SEWER FROM MADISON

ESTIMATE: \$487,450

EXTENSION TO SEXTON SHED
ESTIMATE: \$196,390

TOTAL ESTIMATE: \$683,840

- W— PROPOSED WATER
- SAN— PROPOSED SANITARY
- PROPOSED MANHOLE
- ESTIMATE AREA



KAPUR & ASSOCIATES, INC.
CONSULTING ENGINEERS
1224 PINE STREET
BURLINGTON, WISCONSIN 53105
Phone: 262.767.2747 Fax: 262.767.2750
www.kapurengineers.com

PROJECT:

**CEMETERY UTILITY
EXTENSION**

LOCATION:

LAKE GENEVA, WI

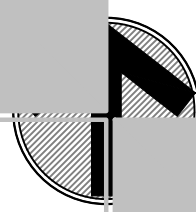
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EXHIBITS

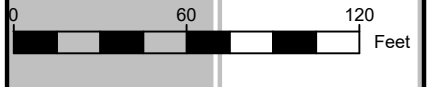
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NORTH ARROW:



SCALE:



SEAL:

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SHEET:

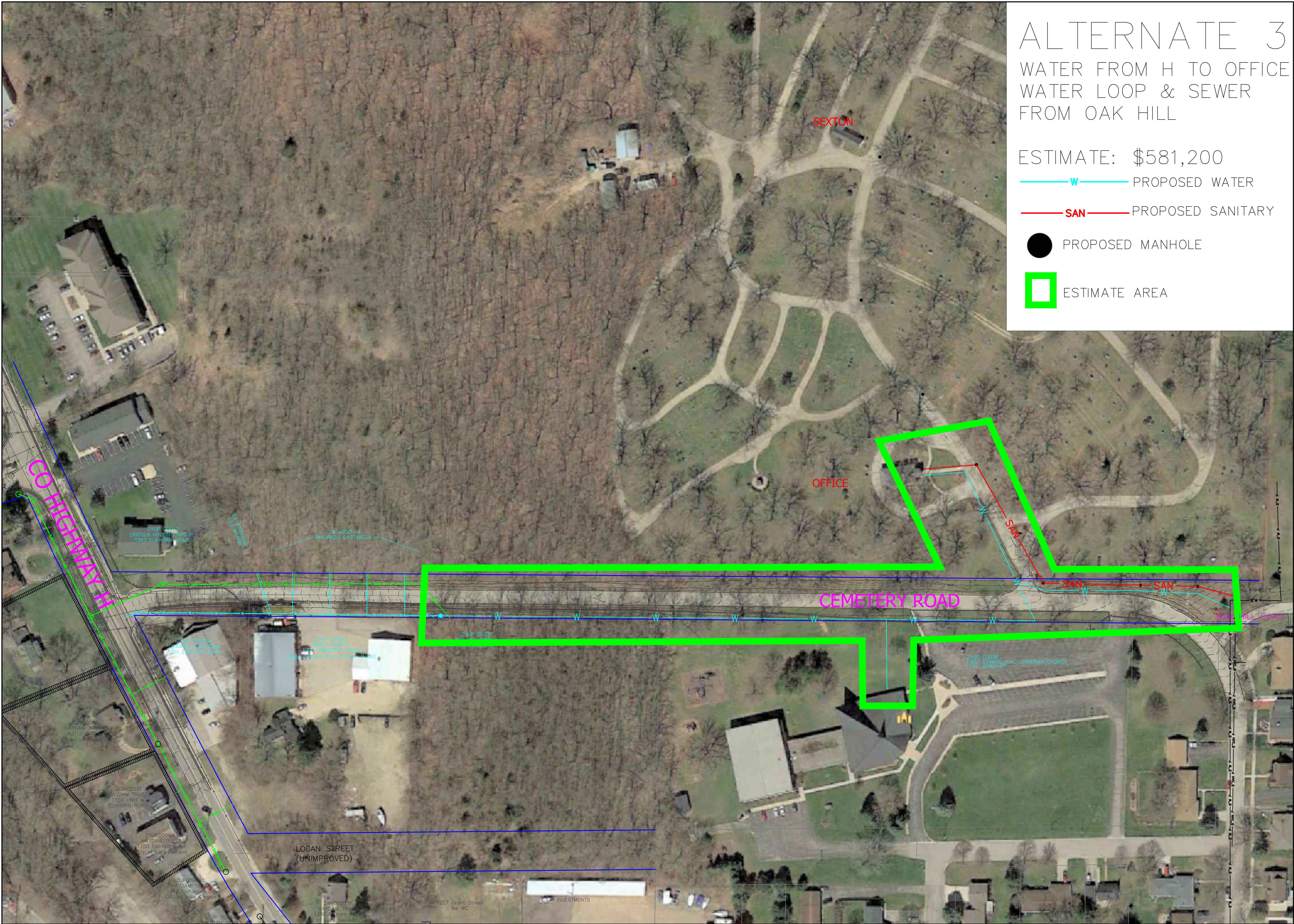
**CEMETERY
ENLARGEMENT**

PROJECT MANAGER: GLG
PROJECT NUMBER: 17.0449
DATE: 1/8/2018

SHEET NUMBER:

2A

FILENAME: D:\Walworth_Co\Lake Geneva_City\Gov\180211_2018 Lake Geneva General Engineering\PHSE05 Cemetery East Utilities\180211_estimates GTE.dwg



ALTERNATE 3

WATER FROM H TO OFFICE
WATER LOOP & SEWER
FROM OAK HILL

ESTIMATE: \$581,200

—W— PROPOSED WATER

—SAN— PROPOSED SANITARY

● PROPOSED MANHOLE

□ ESTIMATE AREA

KA
KAPUR & ASSOCIATES, INC.
CONSULTING ENGINEERS
1224 PINE STREET
BURLINGTON, WISCONSIN 53105
Phone: 262.767.2747 Fax: 262.767.2750
www.kapurengineers.com

PROJECT:
**CEMETERY UTILITY
EXTENSION**

LOCATION:
LAKE GENEVA, WI

RELEASE:
EXHIBITS

REVISIONS:

#	DATE	DESCRIPTION
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#	#	#
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#	#	#

NORTH ARROW:

SCALE:
0 60 120 Feet

SEAL:

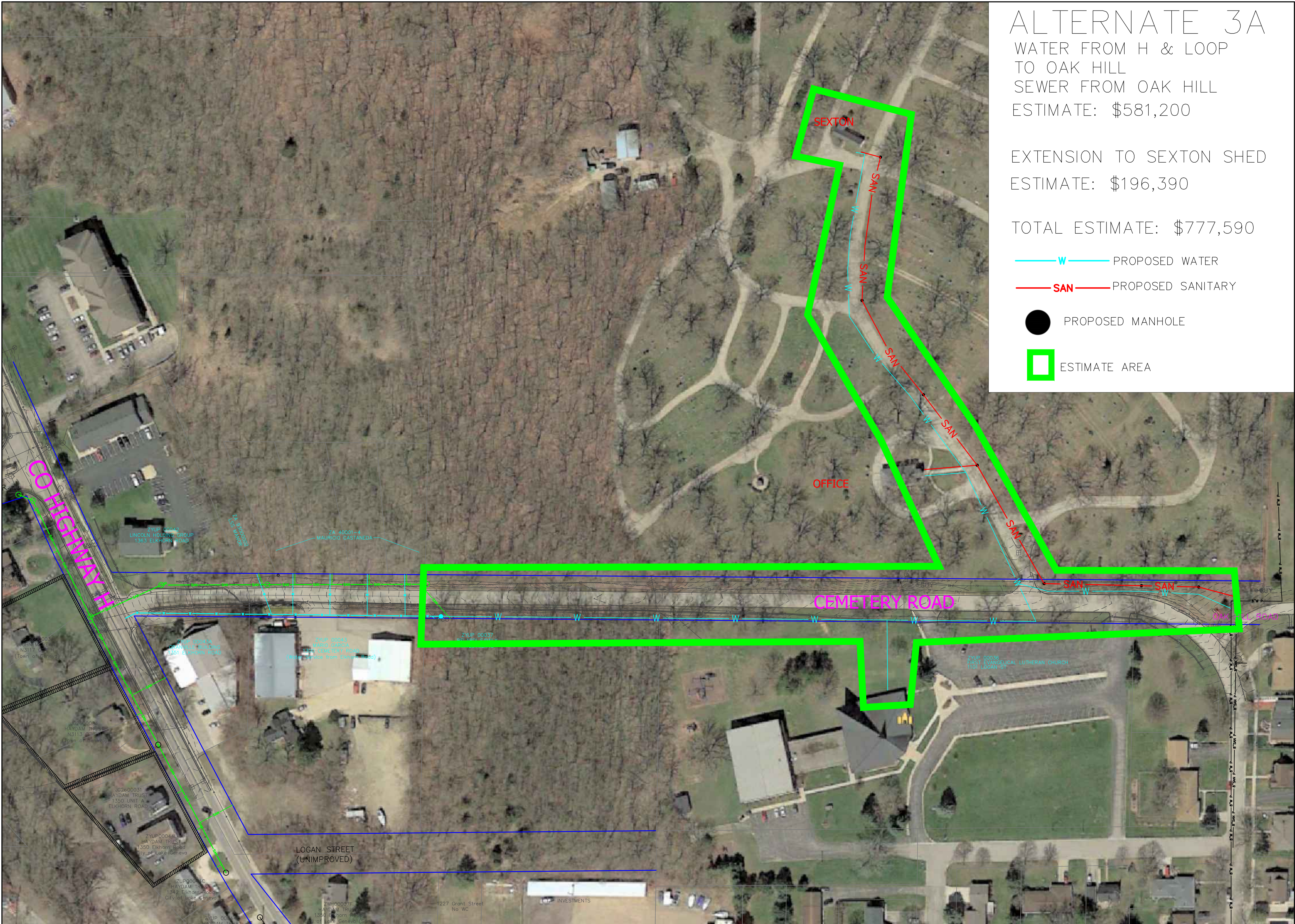
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SHEET:
**CEMETERY
ENLARGEMENT**

PROJECT MANAGER: GLG
PROJECT NUMBER: 17.0449
DATE: 1/8/2018

SHEET NUMBER:
3

FILENAME: D:\Walworth_Co\Lake Geneva_City\Gov\180211_2018 Lake Geneva General Engineering\PHSE05 Cemetery East Utilities\180211_estimates GTE.dwg

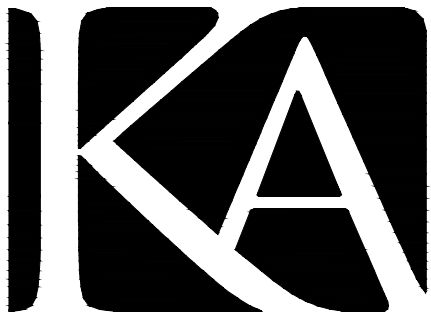


ALTERNATE 3A
WATER FROM H & LOOP
TO OAK HILL
SEWER FROM OAK HILL
ESTIMATE: \$581,200

EXTENSION TO SEXTON SHED
ESTIMATE: \$196,390

TOTAL ESTIMATE: \$777,590

- W — PROPOSED WATER
- SAN — PROPOSED SANITARY
- PROPOSED MANHOLE
- ESTIMATE AREA



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CONSULTING ENGINEERS
1224 PINE STREET
BURLINGTON, WISCONSIN 53105
Phone: 262.767.2747 Fax: 262.767.2750
www.kapurengineers.com

PROJECT:

**CEMETERY UTILITY
EXTENSION**

LOCATION:

LAKE GENEVA, WI

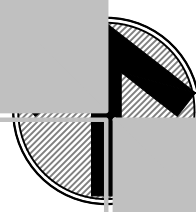
RELEASE:

EXHIBITS

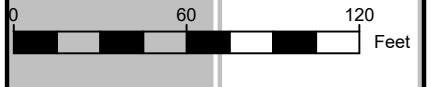
REVISIONS:

#	DATE	DESCRIPTION
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#	#	#
#	#	#
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#	#	#

NORTH ARROW:



SCALE:



SEAL:

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SHEET:

**CEMETERY
ENLARGEMENT**

PROJECT MANAGER: GLG
PROJECT NUMBER: 17.0449
DATE: 1/8/2018

SHEET NUMBER:

3A

CITY OF LAKE GENEVA

8/13/2018



SPECIAL ASSESSMENT REPORT
CEMETERY ROAD/CTH H

SANITARY SEWER &
WATER MAIN EXTENSION

WALWORTH COUNTY, WISCONSIN

PREPARED BY:

KAPUR & ASSOCIATES, INC
1124 S. PINE STREET
BURLINGTON WI, 53105

Special Assessment Report

Cemetery Road/CTH H

Sanitary Sewer &
Water Main Extension

City of Lake Geneva

Walworth County, Wisconsin

Project Number: 170449

August 13, 2018



Gregory L
Governatori, P.E.
Project Manager



Pursuant to the provisions of Section 66.0703 of the Wisconsin Statutes, Section 78-160 of the Lake Geneva Utility Code, and pursuant to the Preliminary Resolution adopted by the City of Lake Geneva Common Council on the date of March 12, 2018, the undersigned hereby files with the City Clerk of the City of Lake Geneva, located in Walworth County, Wisconsin, this report regarding the Cemetery Road/CTH Sanitary Sewer and Watermain expansion Project and its related Special Assessments.

Each of the real properties described herein against which the Special Assessments will be levied is benefited by this project, and this construction project is being done as an exercise of the police power of the City of Lake Geneva, Wisconsin, as allowed in Section 66.0703 of the Wisconsin Statutes.

GENERAL DESCRIPTION OF THE PROJECT

A new public sanitary sewer and watermain will be installed within Cemetery and Elkhorn Road (CTH H) right of ways in the City of Lake Geneva and Town of Geneva. The sanitary sewer and watermain will be installed on Cemetery road from Elkhorn Road to a point approximately 500' east. In addition, sanitary sewer only will be constructed from 1342 Elkhorn Road north to the existing sanitary system at the Edgewood drive. This project is being completed by the City of Lake Geneva.

Fourteen properties are considered “benefitted properties” under the applicable Wisconsin Statutes that will benefit from the installation of the sewer and are accordingly being specially assessed for a part of the project cost. Five benefitted properties of the sanitary sewer being installed in this project are currently within the Town of Geneva and will be required to connect to the sewer at such a time the properties annex to the City. There are six benefitted properties as part of the water main extension.

The sanitary sewer and watermain anticipated assessment costs have been calculated by the city consulting engineer, based on preliminary design and estimated prices received for this project. All utilities will be 8” which is standard size to provide service to the benefitted properties in this project. No upsizing is considered as part of this project.

The City of Lake Geneva will be assuming the costs associated with extending the watermain across 1300 Cemetery road. This property has existing watermain service as it not subject to the special assessment.

Water services connections on Elkhorn Road are not part of this project and future watermain service connections will involve at the owners cost, the cost of connecting to the existing watermain and installing water service to the property owner’s residence/building.

The special assessments for each benefitted property are described in the **Assessment Schedules A and B** attached to this Report



ATTACHMENTS

This report includes the following attachments:

Exhibit A- Plans and Specifications

Exhibit B- Terms of Special Assessment

Exhibit C- Assessment Rate Calculations/Schedules

- Schedule A- Sanitary Sewer Assessment Schedule
- Schedule B- Water Main Assessment Schedule

Exhibit D- Mandatory Connection/notes

Exhibit E- Summary of Properties



Exhibit A- Plans and Specifications

There is on file in the office of the Utility Director, a set of plans and specifications for the construction project, which are available for review during business hours. Said plans and specifications are hereby incorporated into this report by reference. The limits of the Sanitary Sewer and Watermain Extensions for the municipal project is shown on Exhibit A.



Exhibit B- Terms of the Special Assessment

1. The total estimated Project cost is \$503,291.25, which will be assessed on the benefitted properties. The City of Lake Geneva (the “City”) will pay for the cost of extending watermain 265 feet across the frontage of 1300 Cemetery Road which currently has existing service. The City’s estimated cost for this work is \$69,426.62. The remaining estimated balance of the Project cost is \$433,864.63, which will be assessed on the benefitted properties on an equal, per service basis
2. There are fourteen (14) benefitted properties (the “Benefitted Properties”) in this Project. The Fourteen Benefitted Properties are described in attached Exhibit E.
3. The Sanitary Sewer assessment calculations are based on a per service connection basis with Each Benefitted Property (14) being specially assessed, under the police power provisions of Section 66.0703 of the Wisconsin Statutes, in the amount of \$22,636.61, based on an equal, per service, basis.
4. The Watermain assessment calculations are based on Chapter 78-160(4) of the Lake Geneva City Code. The cost of the improvement shall be assessed against the lots, parts of lots or parcels of land which front upon the proposed line of the water main and which are specifically benefitted thereby. On corner lots where water mains are constructed on both lot sides, a credit of 125 feet against the total water assessment for both sides shall be given. However, in no case shall such assessment be less than 60 feet. With each Benefitted property six (6) being specially assessed, under the police power provisions of Section 66.0703 of the Wisconsin Statutes, in the equal amount of \$15,719.24, based on the minimum 60 feet frontage minimum.
5. A Benefitted Property owner may pay the full assessment to the City, without any interest thereon, on or before the date of November 1, 2019. If such special assessment is not paid in full to the City on or before November 1, 2019, then the said special assessment shall be placed on the tax roll of the Benefitted Property over twenty (20) years, in the manner described in below Paragraph 6.
6. The special assessment amount shall be levied on each Benefitted Property, commencing with the 2020 tax roll for the Benefitted Property. Commencing on the date of January 1, 2020, interest shall accrue on the unpaid amount of the special assessment at the rate of Four Percent (4.0%) per annum until paid in full. The total assessment amount, plus accrued interest, shall be paid in Twenty (20) equal annual installment payments on the tax roll of the Benefitted Property, with such first annual installment payment to be placed on the 2019 tax roll, and with the final, twentieth annual installment payment placed on the 2038 tax roll.
7. The special assessment, plus accrued interest, may be paid in full at any time by the Benefitted Property owner.



8. Pursuant to Section 66.073(11), Wis. Stats., if the final Project cost is less than the estimated Project cost used for the purposes of this Report, then the special assessments levied based on the Report's estimated Project cost shall be proportionately reduced, in the manner provided for in that statute.

DEFERRAL OF ASSESSMENTS

- (a) All sewer and water assessments on land currently within the Town of Geneva shall be deferred until such time that a Triggering Event occurs.
 - (b) During the time that an assessment is deferred, no interest shall accrue.
1. Upon the occurrence of one of the "Trigger Events" described below Paragraph, the property owner shall pay the entire special assessment levied on the benefitted property, in one lump sum, within Sixty (60) Days after the date of the Trigger Event. Provided that the special assessment is timely paid, no interest shall accrue on the special assessment. In the event of a failure to timely pay the special assessment, however, interest shall accrue, and shall be deemed to have accrued, on the special assessment at the rate of Four Percent (4%) per annum from the date on which the said sewer and watermain are operational and available for a benefitted property to obtain municipal sewer and water service, until paid in full
 - a. A land division of the property, whether through a plat, certified survey map, or any other procedure that creates a new and/or an additional parcel(s) of land from the benefitted property.
 - b. Any development activity, of any kind, on the property for, or related to, residential, commercial, industrial, institutional, or any other non-agricultural purpose.
 - c. Annexation into the City

Exhibit C

Schedule A - Sanitary Sewer Assessment Rate Calculations

Sanitary Sewer					
ITEM NO.	ITEM DESCRIPTION	UNIT	QTY.	UNIT \$	\$ TOTAL
204.0110	Removing Asphaltic Surface	SY	80	\$ 22.50	\$ 1,800.00
305.0120	Base Aggregate Dense 1 1/4-Inch	CY	30	\$ 15.00	\$ 960.00
460.11.01	HMA Pavement MT 28-58 S, Item also includes asphaltic material PG 64-22 (455.0220) and asphaltic material for tack coat (455.0605).	TON	20	\$ 115.00	\$ 6,500.00
628.1504	Silt Fence	LF	510	\$ 2.00	\$ 1,020.00
628.2004	Erosion Mat Urban Class I, Type B (NON-NETTED)	SY	1050	\$ 5.00	\$ 5,250.00
628.7015	Inlet Protection Type C	EACH	6	\$ 50.00	\$ 300.00
690.0150	Sawing Asphalt	LF	360	\$ 3.00	\$ 1,080.00
SPV.0060.01	Manhole Frame & Cover	EACH	8	\$ 500.00	\$ 4,000.00
SPV.0090.01	Sanitary Sewer 8-Inch PVC	LF	120	\$ 130.00	\$ 15,600.00
SPV.0090.01	Sanitary Sewer 8-Inch PVC	LF	1060	\$ 100.00	\$ 106,000.00
SPV.0090.02	Sanitary Sewer 6-Inch PVC (Lateral)	LF	285	\$ 95.00	\$ 27,075.00
SPV.105.01	Traffic Control	LS	1	\$ 25,000.00	\$ 25,000.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Mulching (627.0200), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140).	SY	1050	\$ 8.00	\$ 8,400.00
SPV.200.01	Sanitary Manhole 48-Inch	VF	120	\$ 350.00	\$ 42,000.00
	20% Construction Contingency				\$ 48,997.00
	18.6% Contingency Engineering				\$ 45,567.21
SANITARY PROJECT COST				\$	339,549.21

Assessment Calculations

Sanitary Sewer:

Sanitary Project Cost:	<u>\$293,982.00</u>
Engineering:	<u>\$45,567</u>
Total Project Cost:	\$339,549.21

Total Number of Benefitted Properties:	14
Sanitary Assessment Rate/Service:	\$22,636.61



Exhibit C

Schedule B – Watermain Assessment Rate Calculations

Watermain					
ITEM NO.	ITEM DESCRIPTION	UNIT	QTY.	UNIT \$	\$ TOTAL
204.0110	Removing Asphaltic Surface	SY	20	\$45.00	\$ 900.00
305.0120	Base Aggregate Dense 1 1/4-Inch	CY	20	\$32.00	\$ 640.00
460.11.01	HMA Pavement MT 28-58 S, Item also includes asphaltic material PG 64-22 (455.0220) and asphaltic material for tack coat (455.0605).	TON	4	\$325.00	\$ 1,300.00
628.2004	Erosion Mat Urban Class I, Type B	SY	410	\$5.00	\$ 2,050.00
690.0150	Sawing Asphalt	LF	80	\$3.00	\$ 240.00
SPV.0060.01	Water Valve & Valve Box 8-Inch	EACH	2	\$2,800.00	\$ 5,600.00
SPV.0060.02	Hydrant Assemblies	EACH	1	\$5,000.00	\$ 5,000.00
SPV.0060.03	Tracer Wire Access Box	EACH	1	\$325.00	\$ 325.00
SPV.0060.04	1" Curb stop/box with extension rod and tracer box	EACH	6	\$650.00	\$ 3,900.00
SPV.0060.05	1" Corp Stop	EACH	6	\$300.00	\$ 1,800.00
SPV.0090.01	C-900 Water Main 8-Inch	LF	480	\$130.00	\$ 62,400.00
SPV.0090.02	1" Water Service, HDPE	LF	310	\$75.00	\$ 23,250.00
SPV.0090.03	Hydrant Lead 6-Inch (Granular Backfill)	LF	5	\$115.00	\$ 575.00
SPV.0105.01	Traffic Control	LS	1	\$5,000.00	\$ 5,000.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Mulching (627.0200), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140)	SY	430	\$12.00	\$ 5,160.00
	20% Construction Contingency				\$ 23,628.00
	18.6% Contingency Engineering				\$ 21,974.04
WATERMAIN PROJECT COST				\$	163,742.04

Assessment Calculations

Watermain:

Watermain Project Cost:	\$141,768.04
Engineering/Construction Management:	\$21,974.00
Total Project Cost:	<u>\$163,742.04</u>
City of Lake Geneva Cost Share:	\$69,426.62

Total Number of Benefitted Properties:	6
Watermain Assessment Rate/Parcel:	\$15,719.24



Exhibit D- Mandatory Connection/Notes

2. Section 78-252” Sewer Connection Required of the Lake Geneva Municipal Code: *“All owners of property to which sanitary sewers are available, as determined by the Director of Utilities, shall connect with the sanitary sewer system and properly abandon their private disposal system. At such time as the Director of Utilities determines that sewer service is available, he shall serve a notice upon the owner of the property to make the connection to the sanitary sewer within 30 days from the date of the notice. If the owner finds it difficult to comply with the terms of the notice, he shall file with the Director of Utilities a statement from a licensed plumber or other person authorized to do such work that such property owner has contracted to have such work done within a stated period of time, not to exceed six months from the expiration of the thirty-day period set forth in the notice.”* of the City of Lake Geneva Municipal Code, pertaining to (i) mandatory connection requirements once sanitary sewer service is available to the Benefitted Properties, and (ii) the Sanitary Sewer Connection charge payable by the Benefitted Property owners for municipal sanitary sewer service.
3. Under Section 78-252, connection to the sanitary sewer system and payment of the sewer connection charge is required within 30 days after written notice is given by the City to the Benefitted Property owner that municipal sanitary sewer service is available to serve the Benefitted Property. For the purposes of this unique project; however, the benefitted properties will be required to connect to the municipal sewer within **2 years** after written notice is given by the City to the Property.
4. When making the connection of the Benefitted Property to the sanitary sewer system, the Benefitted Property owner shall be responsible for the cost of (i) installing a sewer lateral from the residence/building to the property line (the Project itself installing a sewer lateral from the sanitary sewer main to the property line), (ii) making the interior plumbing connections in the residence/building, and (iii) abandoning the presently-existing private sanitary system.
5. The property with addresses N3113, N3117, N3129, and N3135 CTH H (Elkhorn Road) are currently located within the Town of Geneva and not serviced by all City utilities. For this special assessment report the property listed above shall connect to municipal sewer and water within 180 days after annexation. (Lateral Costs are the responsibility of the property owner at time of required connection)
6. Attached to this Report, as a part of this Exhibit D, are copies of Section 78-160” Water Main Extensions” and Division 8. Service Connections: of the City of Lake Geneva Municipal Code, pertaining to (i) mandatory connection requirements once water sewer service is available to the Benefitted Properties, and (ii) the Water Main Connection charge payable by the Benefitted Property owners for municipal water service.



7. Under current ordinances, existing buildings are not required to connect to the installed watermain, and such an installation is discretionary with the property owner. Even if no connection is made to the installed watermain, however, the property owner will still have to pay the special assessment being levied on the property for the said watermain, whether in one lump sum or in annual installment payments as described above. Water service hook-up for new construction, however, is mandatory for new building facilities adjacent to the right-of-way in which a watermain is located.

Exhibit E- Summary of Benefited Properties

ZYUP 00044C	1342 Elkhorn Road, Lake Geneva	Haydam Trust	E14051 HWY 33, Hillsboro WI, 54634
ZYUP 00044L & JG 2600031	1350 Elkhorn Road, Lake Geneva & 1350 Unit A	Haydam Trust	E14051 HWY 33, Hillsboro WI, 54634
JG 2600004	N3113 Town of Geneva	Haydam Trust	E14051 HWY 33, Hillsboro WI, 54634
JG 2600003B	N3129- CTH H Town of Geneva	Jose & Brenda Chavez	N3129 CTH H, Lake Geneva, WI 53147
JG 2600003C	N3135 CTH H, Town of Geneva	Mariano Garcia	N3135 CTH H, Lake Geneva, WI 53147
ZYUP 00043A	1351 Elkhorn Road	Granville Building, LLC	501 W Burbank St, Harvard, IL 60033
ZYUP 00043	1300 Cemetery Road	Mario A Garcia	N3369 Juniper Road, Lake Geneva, WI 53147
ZA 93000002	Lot 2 CSM 930 - Cemetery Road	LSS Manor, LLC - Lake Geneva	647 W. Virginia St #300, Milwaukee, WI 53204
JG 2600003A	N3117 CTH H, Town of Geneva	JohnMcBean, Alissa Tosti	N3117 CTH H, Lake Geneva WI 53147
ZYUP 00037	No Address - Cemetery Road	Belardi Family Investments	PO Box 684, Mequon, WI 53092
ZA 400001	Lot 1 CSM 4 - Cemetery Road	Mauricio Castaneda	414 Fair Oaks, Williams Bay, WI 53191
ZA 400002	Lot 2 CSM 4 - Cemetery Road	Mauricio Castaneda	414 Fair Oaks, Williams Bay, WI 53191
ZA 400003	Lot 3 CSM 4 - Cemetery Road	Mauricio Castaneda	414 Fair Oaks, Williams Bay, WI 53191
ZA 400004	Lot 4 CSM 4 - Cemetery Road	Mauricio Castaneda	414 Fair Oaks, Williams Bay, WI 53191

*Denotes property currently within Town of Geneva



Exhibit E- Summary of Properties

Property Owner & Tax Number	Total Estimated Assessment
HAYDAM TRUST Mail: E14051 HWY 33 Hillsboro, WI 54634 Physical: 1342 Elkhorn Rd ZYUP 00044C	\$22,636.61
HAYDAM TRUST Mail: E14051 HWY 33 Hillsboro, WI 54634 Physical: 1350 Elkhorn Rd & 1350 UNIT A JG 2600031 ZYUP 00044L	\$45,273.23
GRANVILLE BUILDING, LLC Mail: 501 W Burbank St Harvard, IL 60033 Physical: 1351 Elkhorn Rd ZYUP 00043A	\$22,636.61
LSS Manor, LLC Mail: 647 W. Virginia St #300 Milwaukee, WI 53204 Physical: Lot 2 CSM 930 Cemetery Road ZA 93000002	\$38,355.88
Mario A Garcia Mail: N3369 Juniper Road Lake Geneva, WI 53147 Physical: 1300 Cemetery Road ZYUP 0043	\$22,636.61
BELARDI FAMILY INVESTMENTS Mail: PO Box 684 Mequon, WI 53092 Physical: Cemetery Road ZYUP 00037	\$38,355.88
MAURICIO CASTANEDA Mail: 414 Fair Oaks Williams Bay, WI 53191 Physical: Lot 1, CSM 4 Cemetery Road ZA 400001	\$38,355.88



Special Assessment Report

MAURICIO CASTANEDA

Mail: 414 Fair Oaks

Williams Bay, WI 53191

Physical: Lot 2, CSM 4 Cemetery Road

ZA 400002

\$38,355.88

MAURICIO CASTANEDA

Mail: 414 Fair Oaks

Williams Bay, WI 53191

Physical: Lot 3, CSM 4 Cemetery Road

ZA 400003

\$38,355.88

MAURICIO CASTANEDA

Mail: 414 Fair Oaks

Williams Bay, WI 53191

Physical: Lot 4, CSM 4 Cemetery Road

ZA 400004

\$38,355.88

TOWN OF GENEVA BENEFFITED PARCELS

HAYDAM TRUST

Mail: E14051 HWY 33

Hillsboro WI, 54634

Physical: N3113 CTH H

JG 260004

\$22,636.61

JOSE & BRENDA CHAVEZ

Mail: N3129 CTH H

Lake Geneva, WI 53147

Physical: N3129 CTH H

JG 2600003B

\$22,636.61

MARIANO GARCIA

Mail: N3135 CTH H

Lake Geneva, WI 53147

Physical: N3135 CTH H

JG 2600003C

\$22,636.61

JOHN MCNEAN & ALISSA TOSTI

Mail: N3117 CTH H

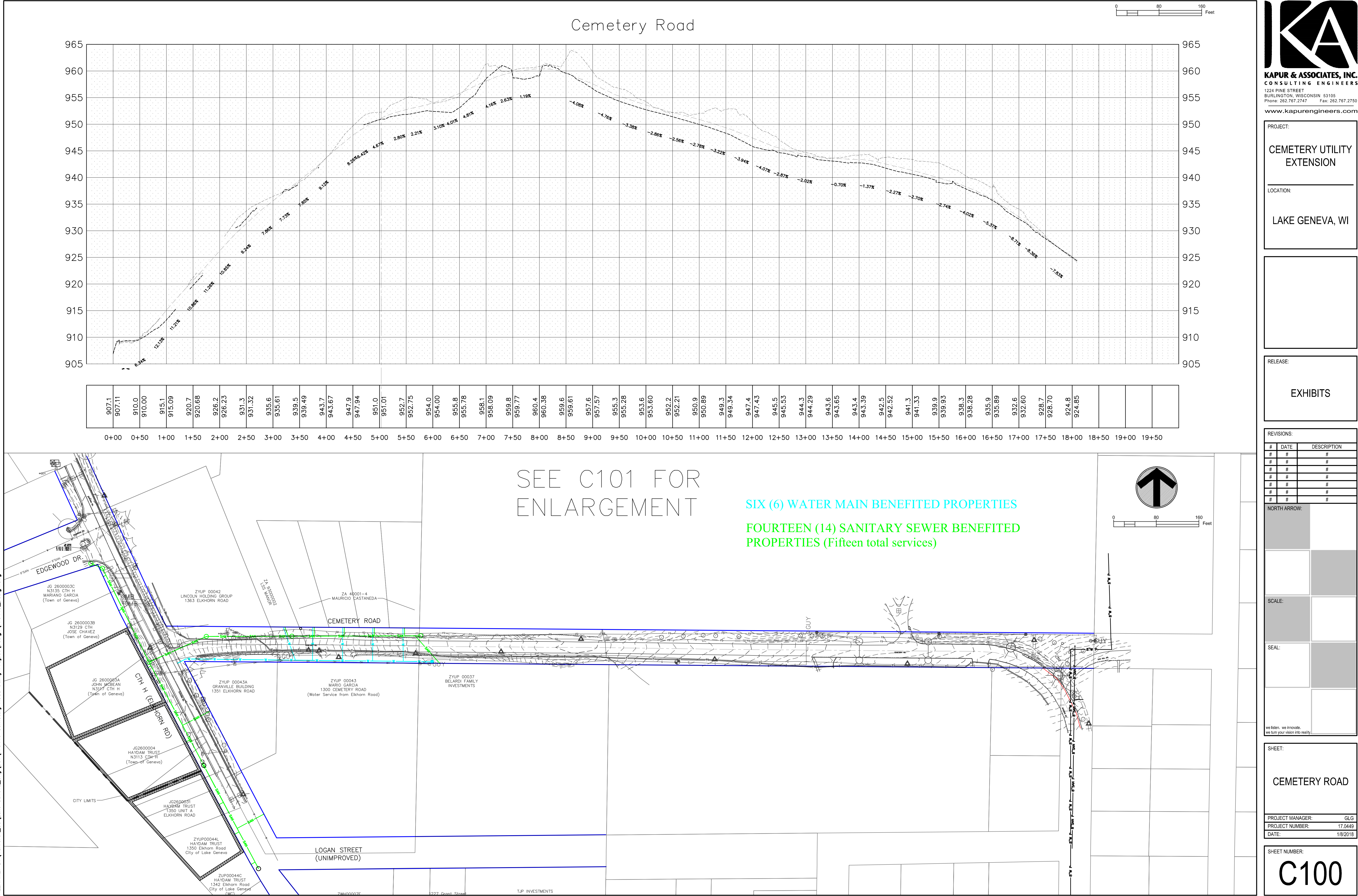
Lake Geneva, WI 53147

Physical: N3117 CTH H

JG 2600003A

\$22,636.61





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CONSULTING ENGINEERS
1224 PINE STREET
BURLINGTON, WISCONSIN 53105
Phone: 262.767.2747 Fax: 262.767.2750
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PROJECT:
CEMETERY UTILITY EXTENSION

LOCATION:
LAKE GENEVA, WI

RELEASE:

EXHIBITS

REVISIONS:

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NORTH ARROW:

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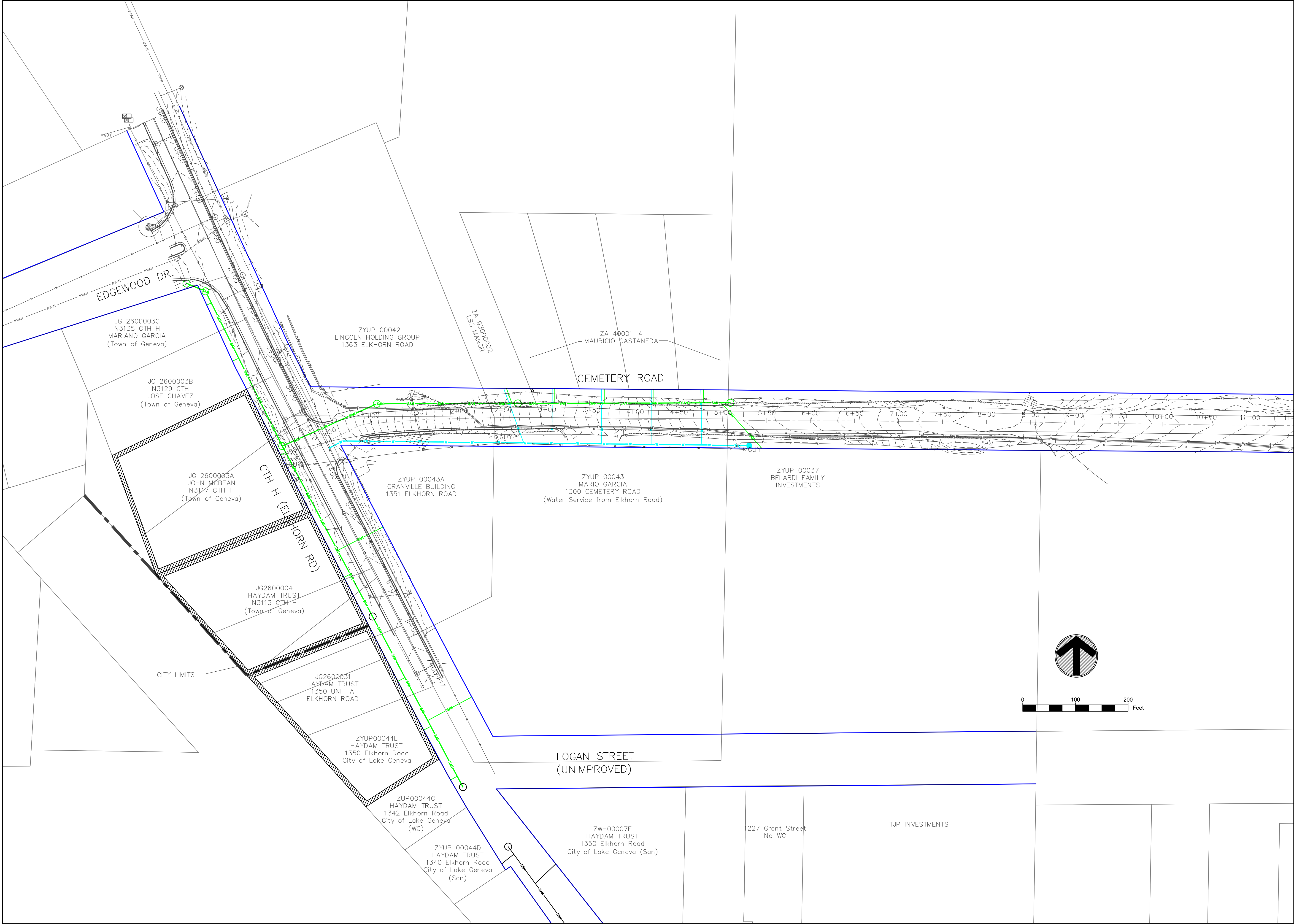
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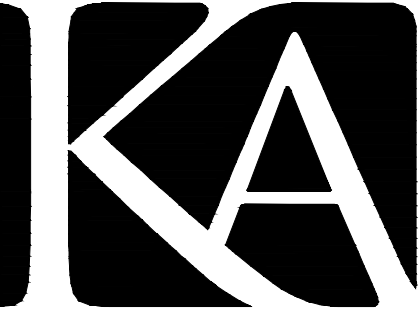
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CEMETERY ROAD

PROJECT MANAGER: GLG
PROJECT NUMBER: 17.0449
DATE: 1/8/2018

SHEET NUMBER:
C100

FILENAME: D:\Walworth_Co\Lake Geneva_City\Gen\170449 Cemetery Road Utility Project\Design\170449_Design.dwg





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1224 PINE STREET
BURLINGTON, WISCONSIN 53105
Phone: 262.767.2747 Fax: 262.767.2750
www.kapurengineers.com

PROJECT:

**CEMETERY UTILITY
EXTENSION**

LOCATION:

LAKE GENEVA, WI

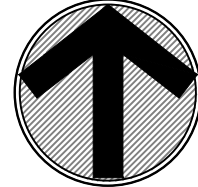
RELEASE:

EXHIBITS

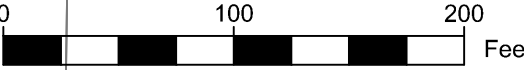
REVISIONS:

#	DATE	DESCRIPTION
#	#	#
#	#	#
#	#	#
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#	#	#
#	#	#

NORTH ARROW:



SCALE:



SEAL:

We listen. we innovate.
we turn your vision into reality.

SHEET:

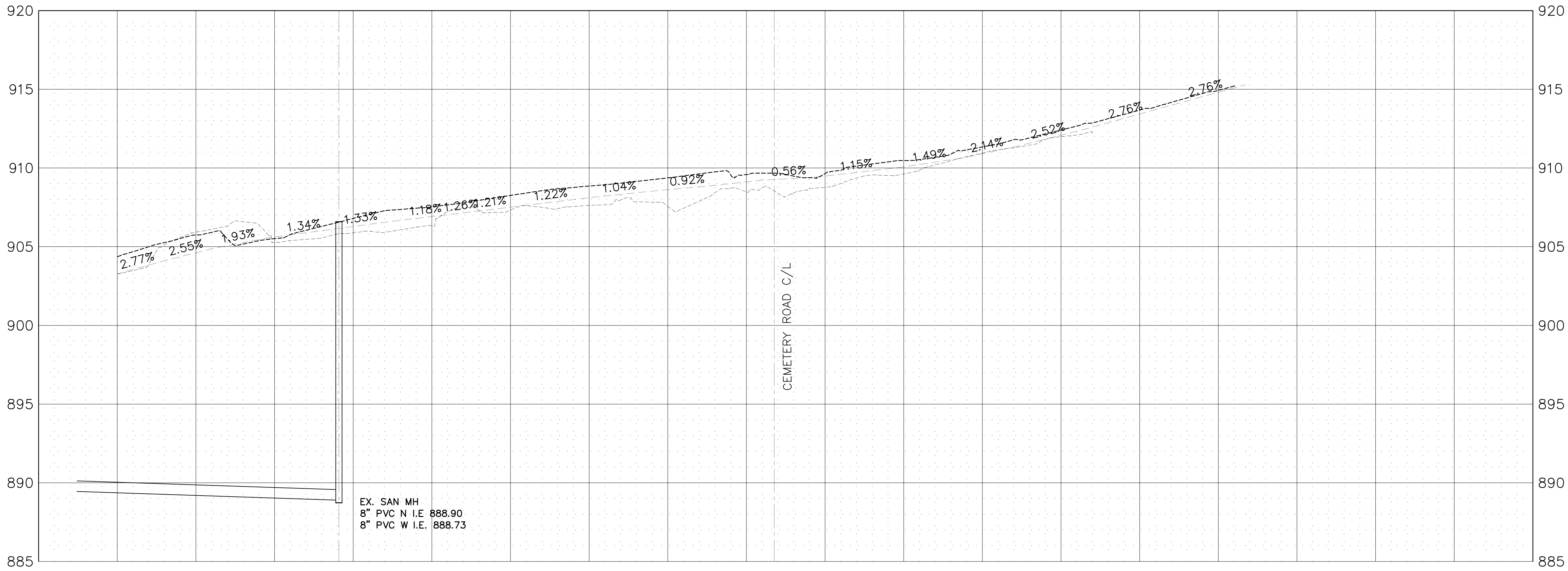
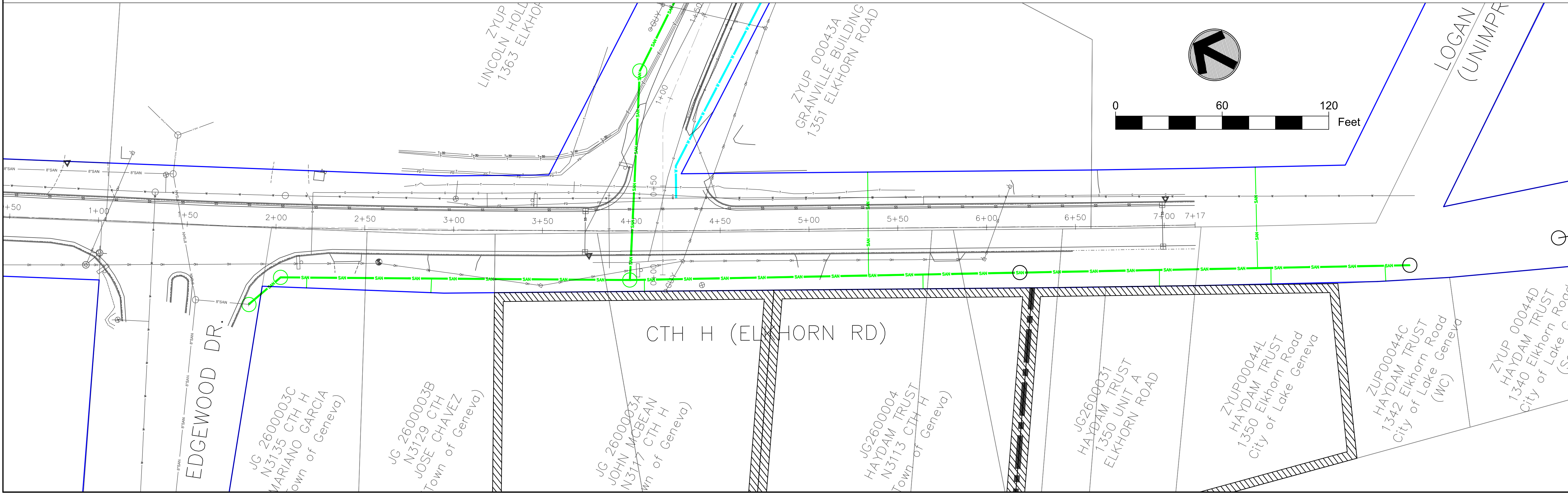
**CEMETERY
ENLARGEMENT**

PROJECT MANAGER: GLG
PROJECT NUMBER: 17.0449
DATE: 1/8/2018

SHEET NUMBER:

C101

FILENAME: D:\Walworth_Co\Lake Geneva_City\Gov\170449 Cemetery Road Utility Project\Design\170449_Design.dwg



903.3	904.6	905.6	906.3	906.9	907.5	908.1	908.6	909.1	909.5	910.1	910.9	912.1	913.4	914.8			
903.27	904.62	905.62	906.29	906.91	907.52	908.11	908.62	909.12	909.49	910.08	910.91	912.09	913.43	914.81			
0+00	0+50	1+00	1+50	2+00	2+50	3+00	3+50	4+00	4+50	5+00	5+50	6+00	6+50	7+00	7+50	8+00	8+50

KAPUR & ASSOCIATES, INC.
CONSULTING ENGINEERS
1224 PINE STREET
BURLINGTON, WISCONSIN 53105
Phone: 262.767.2747 Fax: 262.767.2750
www.kapurengineers.com

PROJECT:

**CEMETERY UTILITY
EXTENSION**

LOCATION:

LAKE GENEVA, WI

RELEASE:

EXHIBITS

REVISIONS:

#	DATE	DESCRIPTION
#	#	#
#	#	#
#	#	#
#	#	#
#	#	#
#	#	#
#	#	#

NORTH ARROW:

SCALE:

SEAL:

we listen. we innovate.
we turn your vision into reality.

SHEET:

CTH H

PROJECT MANAGER: GLG
PROJECT NUMBER: 17.0449
DATE: 1/8/2018

SHEET NUMBER:

C200

Pontem® Data Manager



You're the guardian of your community's history, use the best tools to safeguard it.

Pontem's Data Manager provides both large and small cemeteries a solid foundation for managing Property Inventory, Ownership Details, and Interment History. Evolved over 35 years, Pontem's latest generation Data Manager is robust with industry specific features.



"We are very pleased with our selection of Pontem as our cemetery software provider. Everyone in the Pontem organization we have spoken with has been very easy to work with and very helpful. We know going forward our records are going to be complete and well organized."

- Marty Morganstein, Fayetteville Cemetery Association, Fayetteville, NY

Pontem's Data Manager is the database application that forms the core of the Pontem System. The Data Manager helps users maintain high quality, consistent records for property inventory, owners, informants, and interments.

The Application can be deployed to users in a variety of ways - from a stand alone computer, to a local network, or even hosted on a network in the Cloud. It employs an enterprise class .SQL database to meet the demands of even the largest operations.

Once installed, the well designed and easy-to-learn user interface makes getting started with Pontem a snap - helping to ease the transition to more advanced record keeping tools.

Clients seeking to further leverage the information stored in their Data Manager have the option to add one of our two integrated mapping solutions .

Data stored in the Data Manager can be seamlessly shared with integrated products from partner companies offering best-in-class sales and accounting tools

Interested in pricing or receiving a demonstration to see the Data Manager in action? Contact your Pontem Planning Consultant today.

Call: 888.742.2378
or visit pontem.com



Pontem® is a registered trademark of Resource Information Associates, Inc.

Learn more today. Pontem.com

Pontem® Online Search Services



Your customers live and operate in the information age. Is your website's search ready to meet their expectations?

Don't just meet expectations, exceed them. Pontem's Online Burial Search provides real-time information to your website visitors. With phone-friendly features such as gravesites on the cemetery map, your cemetery's visitors will have all they need at their fingertips.

"WOW!!! I am very pleased with what the addition of Pontem's Online Burial Search has to offer to our website visitors. Conceptually, I knew it would be valuable, but until I could see it work for myself I hadn't realized all the possibilities."

The Online Burial Search has been received very well by the community and was mentioned as some of our accomplishments in the mayor's State of the City address."

*Vernon L. Martin, Superintendent, Greenhill Cemetery,
Muskogee, OK*

Pontem's Online burial search shares the burial details stored in your Pontem Data Manager with your website and requires no additional effort by your staff.

Location data published as part of the burial record can be further leveraged with easy to view cemetery maps or virtual visits via 360 imagery from Pontem's partner, Cemetery360.

Need even more information for your authorized staff? Pontem's Online Administrative Portal allows secure access to details for all of your properties.

For more detail about how you can get the most from your shared data, contact your Pontem Planning Consultant.

Call: 888.742.2378
or visit pontem.com



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Learn more today. Pontem.com

Pontem® Data Conversion Services



You are the steward of history for the benefit of future generations.

Whether your current data is stored in simple spreadsheets, home grown databases, or locked away in some complex, proprietary system, we can help retrieve and preserve it in Pontem. Pontem's experts can help save hours of staff effort, and even improve your information quality in the process.



"When the Town of Calhan decided that we needed to purchase Cemetery Software, we were concerned that the conversion from Excel to Pontem would be messy and require a great deal of clean up. I was pleasantly surprised that our conversion was so well executed. In our first draft, I searched (and searched) for errors and I couldn't find any. Wow!"

*Laurie Wood, Cemetery Office Manager
Town of Calhan, CO*

The idea of moving massive quantities of electronic information amassed over decades is enough to make the average Cemetery Director cringe. Often, cemeteries don't consider converting data because examining the existing information seems like an overwhelming task.

Pontem can help make the process simple. When it comes to existing electronic data, our technicians have already converted data from several hundred cemeteries. From the simplest spreadsheets, to the most complex legacy systems - there is very little you can throw our way that we haven't seen or tackled before.

Pontem's technical and consulting team can not only convert your current data, but also help you improve and refine it .

Contact your Pontem Planning Consultant today to discuss your existing data scenario.

Call: 888.742.2378
or visit pontem.com



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Account Number	Account Title	2022-22 Period Actual	2022-22 Current year Actual	Current year Budget	Variance Current year	% of Budget
CEMETERY OPERATIONS						
CEMETERY OPERATIONS						
CEMETERY OPERATIONS						
48-00-00-41110	PROPERTY TAX LEVY	168,000.00	168,000.00	168,000.00	.00	100.00
48-00-00-46100	MISC REVENUE	3,225.00	3,225.00	3,250.00	25.00	99.23
48-00-00-46540	SALE OF GRAVES/NICHES	6,725.00	6,725.00	12,000.00	5,275.00	56.04
48-00-00-46550	FOUNDATIONS/STAKE-OUTS	200.00	200.00	700.00	500.00	28.57
48-00-00-46560	BURIAL INTERNMENTS	11,725.00	12,625.00	26,000.00	13,375.00	48.56
48-00-00-48110	INVESTMENT INCOME	333.60	333.60	150.00	183.60-	222.40
48-00-00-49100	APPL OF PRIOR YEARS APPROP	.00	.00	40,430.00	40,430.00	.00
48-00-00-49400	TRANSFER FROM PERPETUAL CARE	4,691.07	4,691.07	13,000.00	8,308.93	36.09
Total CEMETERY OPERATIONS:		194,899.67	195,799.67	263,530.00	67,730.33	74.30
CEMETERY OPERATIONS						
48-00-00-51200	CEM WAGES	36,040.84	36,040.84	95,300.00	59,259.16	37.82
48-00-00-51250	CEM OVERTIME	1,150.46	1,150.46	3,725.00	2,574.54	30.88
48-00-00-51260	CEM SEASONAL LABOR	2,005.68	2,005.68	12,300.00	10,294.32	16.31
48-00-00-51270	CEM ADMIN ASSISTANT	3,918.46	3,918.46	21,025.00	17,106.54	18.64
48-00-00-51340	CEM LIFE INSURANCE EXP	122.52	122.52	675.00	552.48	18.15
48-00-00-51345	CEM HEALTH INSURANCE	5,077.60	5,077.60	40,485.00	35,407.40	12.54
48-00-00-51350	CEM DENTAL INSURANCE	175.00	175.00	1,500.00	1,325.00	11.67
48-00-00-51355	CEM VISION INSURANCE	14.25	14.25	120.00	105.75	11.88
48-00-00-51360	CEM RETIREMENT EXPENSE	2,741.96	2,741.96	7,805.00	5,063.04	35.13
48-00-00-51370	CEM DISABILITY EXP	151.39	151.39	430.00	278.61	35.21
48-00-00-51380	CEM UNIFORM ALLOWANCE	1,200.00	1,200.00	1,200.00	.00	100.00
48-00-00-51520	CEM FICA EXPENSE	3,357.57	3,357.57	10,125.00	6,767.43	33.16
48-00-00-52210	CEM TELEPHONE EXP	429.15	429.15	1,350.00	920.85	31.79
48-00-00-52220	CEM ELECTRICITY EXP	985.20	1,116.31	2,000.00	883.69	55.82
48-00-00-52240	CEM GAS HEAT EXP	604.08	604.08	1,200.00	595.92	50.34
48-00-00-52260	CEM WATER/SEWER EXP	1,149.18	1,149.18	3,500.00	2,350.82	32.83
48-00-00-52400	CEM BUILDING REPAIRS	65.06	65.06	2,000.00	1,934.94	3.25
48-00-00-52500	CEM EQUIP MAINT/REPAIRS	18.45	18.45	3,300.00	3,281.55	.56
48-00-00-53100	CEM OFFICE SUPPLIES	.00	.00	100.00	100.00	.00
48-00-00-53130	CEM WORKERS COMP INS	998.17	998.17	4,000.00	3,001.83	24.95
48-00-00-53140	CEM LIABILITY/PROPERTY INS	562.13	562.13	2,350.00	1,787.87	23.92
48-00-00-53400	CEM OPERATING SUPPLIES	378.56	378.56	3,000.00	2,621.44	12.62
48-00-00-53410	CEM FUEL EXPENSE	2,671.57	2,671.57	5,000.00	2,328.43	53.43
48-00-00-53500	CEM BLDG MAINT SUPPLIES	48.71	48.71	500.00	451.29	9.74
48-00-00-53510	CEM VEHICLE MAINT/REPAIR	2,052.24	2,052.24	3,000.00	947.76	68.41
48-00-00-53600	CEM MAINT SERVICE EXP	165.00	165.00	1,700.00	1,535.00	9.71
48-00-00-53620	CEM GROUNDS/LANDSCAPING	594.18	594.18	5,000.00	4,405.82	11.88
48-00-00-53990	CEM MISC EXP	.00	.00	350.00	350.00	.00
48-00-00-54200	CEM GRAVES/FOUNDATIONS	.00	.00	15,325.00	15,325.00	.00
48-00-00-54300	CEM COLUMBARIUM EXPENSES	.00	.00	165.00	165.00	.00
48-00-00-58100	CEM EQUIPMENT OUTLAY	12,025.00	12,025.00	15,000.00	2,975.00	80.17
Total CEMETERY OPERATIONS:		78,702.41	78,833.52	263,530.00	184,696.48	29.91
Total CEMETERY OPERATIONS:		273,602.08	274,633.19	527,060.00	252,426.81	52.11
CEMETERY OPERATIONS Revenue Total:		194,899.67	195,799.67	263,530.00	67,730.33	74.30
CEMETERY OPERATIONS Expenditure Total:		78,702.41	78,833.52	263,530.00	184,696.48	29.91

Account Number	Account Title	2022-22 Period Actual	2022-22 Current year Actual	Current year Budget	Variance Current year	% of Budget
	Net Total CEMETERY OPERATIONS:	116,197.26	116,966.15	.00	116,966.15-	.00
	Net Grand Totals:	116,197.26	116,966.15	.00	116,966.15-	.00

Account Number	Account Title	2022-22 Period Actual	2022-22 Current year Actual	Current year Budget	Variance Current year	% of Budget
CEMETERY PERPETUAL CARE						
CEMETERY PERPETUAL CARE						
CEMETERY PERPETUAL CARE						
49-00-00-46100	PERPETUAL CARE CONTRIBUTIONS	16,946.95-	16,946.95-	8,000.00-	8,946.95	211.84
49-00-00-48110	INVESTMENT INCOME	4,691.07-	4,691.07-	14,000.00-	9,308.93-	33.51
49-00-00-48140	PORTFOLIO GAINS/LOSSES	86,479.08	86,479.08	10,000.00-	96,479.08-	864.79-
Total CEMETERY PERPETUAL CARE:		64,841.06	64,841.06	32,000.00-	96,841.06-	202.63-
CEMETERY PERPETUAL CARE						
49-00-00-59400	TRANSFER TO CEMETERY FUND	4,691.07	4,691.07	13,000.00	8,308.93	36.09
Total CEMETERY PERPETUAL CARE:		4,691.07	4,691.07	13,000.00	8,308.93	36.09
Total CEMETERY PERPETUAL CARE:		69,532.13	69,532.13	19,000.00-	88,532.13-	365.96-
CEMETERY PERPETUAL CARE Revenue Total:		64,841.06	64,841.06	32,000.00-	96,841.06-	202.63-
CEMETERY PERPETUAL CARE Expenditure Total:		4,691.07	4,691.07	13,000.00	8,308.93	36.09
Total CEMETERY PERPETUAL CARE:		69,532.13	69,532.13	19,000.00-	88,532.13-	365.96-
Grand Totals:		69,532.13	69,532.13	19,000.00-	88,532.13-	365.96-