



*City of Lake Geneva, 626 Geneva St, Lake Geneva, WI 53147- 262.248.3673- [www.cityoflakegeneva.com](http://www.cityoflakegeneva.com)*

**CITY OF LAKE GENEVA REGULAR COMMON COUNCIL**  
**MONDAY, MARCH 22, 2021 6:00 P.M.**  
**LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)**

**Members:**

Mayor Charlene Klein, Council President, Rich Hedlund, Council Vice President, John Halverson,  
Alderspersons: Tim Dunn, Mary Jo Fesenmaier, Cindy Flower, Ken Howell, Shari Straube, and Joan Yunker

**THE CITY OF LAKE GENEVA IS HOLDING ALL MEETINGS VIRTUALLY AS WELL AS IN PERSON TO HELP PROTECT OUR COMMUNITY FROM THE CORONAVIRUS (COVID-19) PANDEMIC. IN-PERSON ATTENDANCE WILL BE LIMITED TO NO MORE THAN THIRTEEN PEOPLE, ON A FIRST COME FIRST SERVED BASIS. IF YOU WISH TO LISTEN OR WATCH THE MEETING YOU MAY DO SO BY USING THE FOLLOWING:**

1. Links to the City of Lake Geneva's live video stream can be found at [www.cityoflakegeneva.com/video](http://www.cityoflakegeneva.com/video)
2. Television: Watch live broadcast of the meeting on Spectrum Cable Channel 25
3. Listen to audio via phone: (602) 333-2017 (Long distance rates may apply) (888) 204-5987 (Toll Free) **Access Code:** 9746153
4. You can provide public comment on agenda items by appearing in person or by emailing your comments to the Clerk at [cityclerk@cityoflakegeneva.com](mailto:cityclerk@cityoflakegeneva.com) or you may deliver your written comments to the City of Lake Geneva City Hall, 626 Geneva Street, Lake Geneva, WI 53147. All written comments must be provided to the Clerk by 5:00 P.M. on the date of the meeting. All written comments will be read aloud during the agenda item when public comments are allowed during the meeting.

**AGENDA**

1. Mayor Klein call the meeting to order
2. Pledge of Allegiance – Alderperson Straube
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. Approve the Regular Council Minutes of March 8, 2021 as prepared and distributed
9. **CONSENT AGENDA**– *Recommended by Finance, Licensing and Regulation on March 16, 2021.* 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. Temporary Class “B”/ “Class B” Retailer’s License filed by Walworth County Food and Diaper Bank for the event of Baconfest to be held May 8, 2021 from 11:00 a.m. to 9:00 p.m.
  - b. Temporary Operator License Applications filed by: Ann Desecki, John Hughes, Robert Ireland, Colleen Myers, and Steven Romani

**10. Items removed from the Consent Agenda**

**11. Recommendation of the Finance, Licensing, and Regulation Committee of March 16, 2021- Ald. Howell**

- a. Discussion/Action regarding **Resolution 21-R15** approving the assigned fund balances for the Police Department accounts as of 12/31/2020
  - b. Discussion/Action regarding **Resolution 21-R16** approving the assigned fund balances for the Fire Department accounts as of 12/31/2020
  - c. Discussion/Action regarding RFP award for the five-year update of the City of Lake Geneva Park and Open Space Plan to MSA Professional Services, INC
  - d. Discussion/Acceptance of March 16, 2021 Finance, Licensing, and Regulation Committee Payment Approval Reports
- 12.** Discussion/Action regarding Memorandum of Understanding among the Wisconsin Department of Transportation, Town of Bloomfield, and the City of Lake Geneva for Installation of Traffic Signals at the Intersection of STH 120 and Bloomfield Rd
- 13.** Discussion/Action regarding Agreement between Lake Geneva School Districts and the City of Lake Geneva for cost sharing for the Installation of Traffic Signals at the Intersection of STH 120 and Bloomfield Rd
- 14.** Discussion/Action regarding Task Order # 14 with Kapur and Associates for the Installation of Traffic Signals at the Intersection of STH 120 and Bloomfield Rd
- 15. Motion to go into Closed Session** pursuant to Wisconsin Statutes 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved regarding:  
**Notice of Claim from White River Holdings, LLC**
- 16.** Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session
- 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.*

**CITY OF LAKE GENEVA REGULAR COMMON COUNCIL MINUTES**  
**MONDAY, MARCH 8, 2021 6:00 P.M.**  
**LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)**

**Members:** Mayor Charlene Klein, Council President, Rich Hedlund, Council Vice President, John Halverson, Alderpersons: Tim Dunn, Mary Jo Fesenmaier, Cindy Flower, Ken Howell, Shari Straube, and Joan Yunker

Mayor Klein called the meeting to order at 6:08 p.m.

Alderperson Halverson led the Council in the Pledge of Allegiance.

**Roll Call**

**Present:** Dunn, Fesenmaier, Flower, Halverson, Hedlund, Howell, and Yunker

**Absent:** Straube

**Awards, Presentations, Proclamations, and Announcements**

**Announcement regarding April 6, 2021 Spring Election**

City Clerk Kropf announced that the Spring Election will be held on Tuesday, April 6, 2021 and that all Aldermanic Districts will be voting at City Hall. She further stated that absentee ballots will be mailed out no later than March 16, 2021 to those individuals with requests on file. In-Person absentee voting will also be offered starting March 23, 2021 through April 2, 2021 from 9:00 a.m. to 3:00 p.m. Any questions can be directed to the Clerk's Office.

**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**

Clerk Kropf noted that there were four items of correspondence received; there are as follows:

Frank & Debra Colombrita; 500 S Edwards Blvd # 68; Spoke in opposition of the Sidewalk Special Assessments.

Bruce & Linda Byrne; 4004 S Edwards Blvd #63; Spoke in opposition of the Sidewalk Special Assessments.

W. David Denton; 500 S Edwards Blvd; Spoke in opposition of the Sidewalk Special Assessments.

Erin Austin; Spoke in opposition of Ordinance 20-18, potentially increasing the room tax rate for the City.

Clerk Kropf read the comments aloud and noted that all items have been forwarded to the Common Council.

**Approve the Regular Council Minutes of February 22, 2021 as prepared and distributed**

Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 7-0.

**Public Hearing regarding Sidewalk Special Assessments related to the 2021 Street Improvement Project**

Christine Olson; 500 S Edwards Blvd #26; Spoke in opposition of the Sidewalk Special Assessment.

David Denton; 500 S Edwards Blvd #52; Spoke in opposition of the Sidewalk Special Assessment.

Motion by Hedlund to close the Public Hearing, second by Dunn. Motion carried 7-0.

Discussion/Action regarding **Resolution 21-R21** a resolution authorizing and levying special assessments against benefited property in the City of Lake Geneva for the improvement of sidewalk improvements as part of the 2021 Street Improvement Project

Motion by Hedlund to approve **Resolution 21-R21**, second by Flower. Fesenmaier stated that the letters that brought up a lot of great concerns and that they should be addressed at the Public Works Committee. Flower agreed with the concerns brought forward and noted that this sidewalk will have to be maintained by the property owners. Flower also agreed with Fesenmaier in that sidewalks need to be installed during the time of the development, not after the fact as this is. Finance Director Hall explained the installment amounts that will be charged as stated in the packet; these installments will be over ten years at 5% interest. Flower, as the Public Works Committee Chair, explained the need for the installation of the sidewalks. Howell stated that he feels the City should be paying for the installation of the sidewalks, not the home owners. Fesenmaier stated that she would like to see that residents to be special assessed, not be charged interest if they are over the age of 62. Hall stated that she wasn't sure if that could be done. City Attorney Draper noted that administering that would be an almost impossible task. Attorney Draper noted that the estimated costs report showed the same amount of assessments being billed to the Oaks Condominium Association as the condo owners. He noted that as the Oaks Condominium Association doesn't have a tax key number and that they cannot be assessed; therefore, the assessments would have to be given to the actual condo owners. Motion carried 5-2, on a roll call vote with Howell and Yunker voting no.

**CONSENT AGENDA**— Recommended by Finance, Licensing and Regulation on March 2, 2021. 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.

-Tier II Event Permit Application filed by The Lake Geneva Regional News for the event of Bacon Fest to be held May 8, 2021 from 11:00 a.m. to 7:00 p.m. located in Flat Iron Park, Lake Geneva

Motion by Howell to approve, second by Hedlund. No discussion. Motion carried 6-1, with Dunn voting no.

-Tier I Event Permit Application filed by Semper Running Foundation for the event of Semper Running Half Marathon to be held July 10, 2021 from 7:00 a.m. to 10 a.m. using South Street and South Lakeshore Drive, Lake Geneva

Motion by Howell to approve, second by Halverson. No discussion. Motion carried 7-0.

-Agent change filed by Maya Geneva Inc to Vikas Dadhwal

Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 7-0.

**Items removed from the Consent Agenda**

None

Discussion/Action regarding **Resolution 21-R22** a resolution to ratify the Emergency Proclamation approved by the Chief Executive Officer Pertaining to the COVID-19 Pandemic and Declaration of Emergency

Motion by Howell to approve and extend to April 26, 2021, second by Halverson. Dunn asked what would change if the proclamation did not get extended. Attorney Draper stated that there is legislation that is set to be passed related to COVID relief that would be offered to municipalities and that this would need to be in place to be eligible. Motion carried 7-0.

**Second Reading of Ordinance 20-18** an ordinance amending Section 70-57: Levied Rate, of Article III: Room Tax, of Chapter 70: Taxation, of the City of Lake Geneva Municipal Code; as it relates to the percentage of room tax levied **(Council continued this item at the November 23, 2020 meeting)**

Mayor Klein offered Ordinance 20-18 as a second reading.

Motion by Hedlund to approve, second by Halverson. Dunn stated that he agrees with the comment from Ms. Austin and cited the pandemic as a reason. Fesenmaier stated that Ms. Austin had identified other revenue streams, such as properties that do not adhere to the short term rental requirements and that those should be sought out. Finance Director Hall stated that the Council should possibly consider having the ordinance take effect on June 1, 2021. This would allow the City time to notify hotel owners and others of the change and to plan accordingly.



Motion by Hedlund to amend that the ordinance take effect on June 1, 2021, second by Yunker. Motion carried 7-0.

Ordinance as amended carried 4-3, with Flower, Howell, and Fesenmaier voting no.

Council President Hedlund assumed the position of the chair of the meeting in the absence of the Mayor; he also announced that he would be voting as a member of the Council.

### **Recommendation of the Finance, Licensing, and Regulation Committee of March 2, 2021- Ald. Howell**

Discussion/Action regarding 2021 Street Improvement Project Bid award to Wolf Paving in an amount not to exceed \$648,631.82 (**Finance, Licensing, and Recommendation referred to Council without recommendation**)

Motion by Flower to approve, second by Howell.

Discussion/Action regarding Pay Request #2 from Payne & Dolan, INC for the 2020 Street Improvement Project in an amount not to exceed \$32,055.79

Motion by Howell to approve, second by Hedlund. No discussion. Motion carried 7-0.

Discussion/Action regarding purchase of van from the 2021 Equipment Replacement Fund

Motion by Howell to approve, second by Halverson. No discussion. Motion carried 7-0.

Discussion/Action regarding repurposing Vac-All #29 Chassis into a dump truck to be paid from the 2020 Surplus Auction Funds

Motion by Howell to approve, second by Flower. No discussion. Motion carried 7-0.

Discussion/Action regarding Pay Request #4 filed by MSI General Inc for work completed on the Riviera Phase II- Interior Remodel & MEP Work in an amount not to exceed \$750,406.90

Motion by Howell to approve, second by Yunker. No discussion. Motion carried on a roll call vote 7-0.

Discussion/Action regarding Riviera Restoration Project Change Order #3 (**Finance, Licensing, and Recommendation referred to Council without recommendation**)

Motion by Howell to allow the representative from MSI General to address the Council, second by Hedlund. Motion carried 7-0.

Dave Luterbach from MSI General addressed the Council regarding the contingency summary and change order #3. He noted that there are three different variations of the change order that would allow for removals/deletions of potential work. He reviewed the change order document and went through the miscellaneous credits for options 3A, 3B, and 3C as outlined in the packet. He explained that there were several items that could be carried over to Phase III, but that some of the items would need to be completed right away. Council discussion included the concern over the amounts of the proposed change order plans, where the funding would come from, and the time constraints of the project. Finance Director Hall explained that she had put together four options for potential funding for the change order plans. She noted that option #1 would be surplus funds from the lakefront/parking transfers, option #2 would be fund balance from the lakefront fund, option #3 would be fund balance from the parking fund, and that option #4 would be to continue spending from loan proceeds and 2023 surplus (if available) to cover gap in spending. She did recommend that the Council seriously consider funding option #1.

Motion by Howell to accept plan 3B from MSI General Corp and choose Option #1 for the funding, second by Hedlund. Motion carried 7-0, on a roll call vote.

Discussion/Action regarding **Resolution 21-R18** a resolution adopting a 2020 year-end budget amendment authorizing the re-allocation of funds in the 2020 budget for certain revenues and expenditures exceeding their 2020 budgets

Motion by Howell to approve, second by Halverson. No discussion. Motion carried 7-0.

Discussion/Action regarding **Resolution 21-R19** a resolution authorizing carryover of General Fund budget amounts from 2020 to 2021

Motion by Howell to approve, second by Hedlund. No discussion. Motion carried 7-0.

Discussion/Action regarding **Resolution 21-R20** amending the City of Lake Geneva Fee Schedule to add cost for large set plan printing

Motion by Howell to approve, second by Dunn. No discussion. Motion carried 7-0.

Discussion/Action regarding reduction of 2020 Personal Property Tax assessment amount from \$5,000 to \$500 for Tique Furnishings

Motion by Howell to approve, second by Yunker. No discussion. Motion carried 7-0.

Discussion/Acceptance of March 2, 2021 Finance, Licensing, and Regulation Committee Payment Approval Reports

Motion by Howell to accept, second by Hedlund. No discussion. Motion carried 7-0.

## **Mayoral Appointments**

Appointment of Joel Hoiland to the Planning Commission with a term to expire May 1, 2023

Motion by Howell to suspend the rules to allow Mr. Hoiland to speak, second by Halverson. Motion carried 7-0.

Joel Hoiland addressed the Council and thanked them for the opportunity to serve on the Plan Commission.

Motion by Hedlund to approve, second by Howell. Motion carried 7-0.

**Motion to go into Closed Session** pursuant to Wis. Stat. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session regarding: **Employment Contracts for Non-Represented, Sworn Officers** and pursuant to Wisconsin Statutes 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved regarding: **1)Employment Contracts for Non-Represented, Sworn Officers and 2) Notice of Claim from White River Holdings, LLC**

Motion by Hedlund to convene the Council into Closed Session to include all City Staff and Attorneys, second by Halverson. Motion carried 7-0 on a roll call vote. The Council convened into Closed Session at 8:31 p.m.

Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session

Motion by Howell to reconvene the Council into Open Session, second by Flower. Motion carried 7-0 on a roll call vote. The Council reconvened into Open Session at 9:23 p.m.

Motion by Flower to direct staff to proceed as discussed in Closed Session, second by Hedlund. Motion carried 7-0.

## **Adjournment**

Motion by Flower to adjourn, second by Fesenmaier. Motion carried 7-0. The meeting adjourned at 9:25 p.m.

**SUPPLEMENTAL APPLICATION FORM  
TEMPORARY CLASS "B" / "CLASS B" RETAILER'S LICENSE  
CITY OF LAKE GENEVA**

*This form needs to be submitted as an attachment to the Application for Temporary Class "B" / "Class B" Retailer's License Form (Form AT-315) and returned to the City Clerk.*

Applicant Organization: Walworth County Food & Diaper Bank

Name of Event: Bacon Fest

Date of Event: May 8th, 2021

Time of Event: 11:00 AM to 9:00 PM  
(Beginning) (Ending)

Event Contact Person: Bob Ireland

**Will a Licensed Operator be serving or supervising the service of alcohol?**

**\*This includes Temporary Operator's who have completed the Responsible Beverage Servers class.**

☒ Yes

☐ No

**PLEASE FILL ALL BLANKS COMPLETELY.  
THIS INFORMATION IS NEEDED TO COMPLETELY PROCESS YOUR  
TEMPORARY RETAILER'S LICENSE APPLICATION.**

*For Office Use Only*

|                                                                                                                                   |  |                                    |  |
|-----------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------|--|
| Date Filed: <u>2/8/2021</u>                                                                                                       |  | Receipt No: <u>15-000196</u>       |  |
| Total Amount: <u>\$10.00</u>                                                                                                      |  |                                    |  |
| Forwarded to Police Chief: <u>2/25/2021</u>                                                                                       |  |                                    |  |
| Recommendation: <u>[Signature]</u>                                                                                                |  | <u>[Signature]</u> Approved Denied |  |
| Verification that not more than 2 temporary wine licenses have been issued to this applicant within the last 12 months: <u>9/</u> |  |                                    |  |
| FLR Approval: _____                                                                                                               |  | License Issued: _____              |  |
| Council Approval: _____                                                                                                           |  | License Number: _____              |  |
|                                                                                                                                   |  | License Expires: _____             |  |
| MAIL TO:      Organization _____                                                                                                  |  |                                    |  |

## Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: 2/8/21

☒ Town ☐ Village ☒ City of Lake Geneva

County of Walworth

The named organization applies for: (check appropriate box(es).)

- ☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.  
☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 11:00 AM and ending 9:00 PM and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

### 1. Organization (check appropriate box) →

- ☐ Bona fide Club ☐ Church ☐ Lodge/Society  
☐ Veteran's Organization ☐ Fair Association or Agricultural Society  
☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Walworth County Food Pantry 501C3 Registered Charity

(b) Address 205 E Commerce Ct, Ellithorn WI 53121  
(Street) ☒ Town ☐ Village ☐ City

(c) Date organized 5/9/2009

(d) If corporation, give date of incorporation 5/9/2009

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President John Hughes

Vice President Susan Hughes

Secretary

Treasurer

(g) Name and address of manager or person in charge of affair: John Hughes

### 2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number Lake Geneva, Flat Iron Park Lake Geneva WI

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? \_\_\_\_\_

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: \_\_\_\_\_

### 3. Name of Event

(a) List name of the event BaconFest

(b) Dates of event May 8th, 2021

### DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer

John Hughes  
(Signature / Date)

Walworth County Food Pantry  
(Name of Organization)

Date Filed with Clerk 2/8/2021

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_



# CITY OF LAKE GENEVA

## TEMPORARY OPERATOR LICENSE

PLEASE FILL IN ALL BLANKS COMPLETELY, AS INCOMPLETE APPLICATIONS WILL BE REJECTED. FEE OF \$10.00 IS PAYABLE TO CITY OF LAKE GENEVA AND DUE UPON APPLICATION.

NOTE: This license shall be issued to persons under the terms of Wisconsin State Statutes 125.17 (4). License shall be issued only to operators employed by or donating their services to non-profit corporations. A maximum of two temporary operator licenses will be issued to any individual per year. This license shall be valid only for the period of time specified on the license, which time period shall not exceed fourteen (14) days.

### APPLICANT INFORMATION

Name: DESECKI ANN M  
Last First Middle

Is your Certificate of Completion of a Beverage Server Training Course Attached? YES NO

If No, will a Licensed Operator be serving or supervising the service of alcohol? YES NO

### ORGANIZATION WHERE SERVICES OF LICENSEE WILL BE EMPLOYED

Organization Name: LAKE GENEVA REGIONAL NEWS

Address: 315 BROAD ST, LAKE GENEVA, WI 53147

Name of Event where licensee will work: BACON FEST

Date of Event: MAY 8, 2021

### APPLICANT SIGNATURE

Ann M Deseck DATE: 2-5-2021

## APPROVED BEVERAGE SERVER TRAINING COURSES

Serverlicense.com  
Servingalcohol.com  
TIPS

Learn2serve.com  
\$8 Server Training  
CARE

Wisconsin Technical Colleges  
ServSafe Alcohol (WRAEF/NRAEF)  
TEAM

### For Office Use Only

Date Filed: 2/8/2021 Receipt No: 15-000196

Total Amount: \$10.00

Forwarded to Police Chief: 2/25/2021

Background Completed: 3-1-21 JA

Recommendation: W Approved Denied

Verification that no more than 2 temporary licenses have been issued to this applicant in the current year: \_\_\_\_\_

FLR Approval: \_\_\_\_\_

License Issued: \_\_\_\_\_

Council Approval: \_\_\_\_\_

License Number: \_\_\_\_\_

License Expires: \_\_\_\_\_

MAILTO: Individual, Organization





## CERTIFICATE OF COMPLETION

This certifies that  
**Ann Desecki**  
is awarded this certificate for

**Wisconsin Responsible Beverage Server Training**

 Completion Date  
**02/04/2021**

 Expiration Date  
**02/04/2023**

 Certificate #  
**WI-00589414**

  
Official Signature

This certificate is non-transferable and represents the successful completion of an approved Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)(a)5., 125.17(6), and 134.66(2m), Wis. Stats.

6801 N Capital of Texas Hwy, Bldg 1, Suite 250 | Austin, TX 78731 | 877.881.2235 | [www.360training.com](http://www.360training.com)



# CITY OF LAKE GENEVA

## TEMPORARY OPERATOR LICENSE



PLEASE FILL IN ALL BLANKS COMPLETELY, AS INCOMPLETE APPLICATIONS WILL BE REJECTED. FEE OF \$10.00 IS PAYABLE TO CITY OF LAKE GENEVA AND DUE UPON APPLICATION.

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### APPLICANT INFORMATION

Name: Hughes John Idris  
Last First Middle

Maiden Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Is your Certificate of Completion of a Beverage Server Training Course Attached? YES NO

If No, will a Licensed Operator be serving or supervising the service of alcohol? YES NO

### ORGANIZATION WHERE SERVICES OF LICENSEE WILL BE EMPLOYED

Organization Name: Walworth County Food Bank

Address: 205 E Commerce St, Ellington, WI 53121

Name of Event where licensee will work: BaconFest

Date of Event: May 8th, 2021

### APPLICANT SIGNATURE

[Signature] DATE: 2/6/21



## APPROVED BEVERAGE SERVER TRAINING COURSES

Serverlicense.com  
Servingalcohol.com  
TIPS

Learn2serve.com  
\$8 Server Training  
CARE

Wisconsin Technical Colleges  
ServSafe Alcohol (WRAEF/NRAEF)  
TEAM

### For Office Use Only

Date Filed: 2/8/2021 Receipt No: 13-000196

Total Amount: \$10.00

Forwarded to Police Chief: 2/25/2021

Background Completed: 3-1-21 g7

Recommendation: ml Approved Denied

Verification that no more than 2 temporary licenses have been issued to this applicant  
in the current year: \_\_\_\_\_

FLR Approval: \_\_\_\_\_

License Issued: \_\_\_\_\_

Council Approval: \_\_\_\_\_

License Number: \_\_\_\_\_

License Expires: \_\_\_\_\_

MAILTO: Individual, Organization

# WISCONSIN SELLER / SERVER CERTIFICATION

Trainee Name: John Hughes

School Name: 360training.com, Inc.

Date of Completion: 03/09/2020

Certification #: WI-109862

I, John Hughes

Certify that the above named person  
successfully completed an approved  
Learn2Serve Seller/Server course.

COMPLIES WITH WISCONSIN STATUTES 125.04, 125.17, 134.66



Corporate Headquarters  
6801 N Capital of Texas Hwy, Bldg 1,  
Suite 250, Austin, TX 78731  
P: 877.881.2235



# CITY OF LAKE GENEVA TEMPORARY OPERATOR LICENSE



PLEASE FILL IN ALL BLANKS COMPLETELY, AS INCOMPLETE APPLICATIONS WILL BE REJECTED. FEE OF \$10.00 IS PAYABLE TO CITY OF LAKE GENEVA AND DUE UPON APPLICATION.

NOTE: This license shall be issued to persons under the terms of Wisconsin State Statutes 125.17 (4). License shall be issued only to operators employed by or donating their services to non-profit corporations. A maximum of two temporary operator licenses will be issued to any individual per year. This license shall be valid only for the period of time specified on the license, which time period shall not exceed fourteen (14) days.

## APPLICANT INFORMATION

Name: Ireland Robert D  
Last First Middle

Is your Certificate of Completion of a Beverage Server Training Course Attached? ☒ YES NO  
If No, will a Licensed Operator be serving or supervising the service of alcohol? YES NO

## ORGANIZATION WHERE SERVICES OF LICENSEE WILL BE EMPLOYED

Organization Name: Lake Geneva Regional News  
Address: 315 Broad St.  
Name of Event where licensee will work: Bacon Fest  
Date of Event: May 9, 2021

APPLICANT SIGNATURE

[Signature] DATE: 2-2-21

## APPROVED BEVERAGE SERVER TRAINING COURSES

Serverlicense.com  
Servingalcohol.com  
TIPS

Learn2serve.com  
\$8 Server Training  
CARE

Wisconsin Technical Colleges  
ServSafe Alcohol (WRAEF/NRAEF)  
TEAM

### For Office Use Only

Date Filed: 2/8/2021 Receipt No: 15.000196

Total Amount: \$10.00

Forwarded to Police Chief: 2/25/2021

Background Completed: 3-1-21 87

Recommendation: W Approved Denied

Verification that no more than 2 temporary licenses have been issued to this applicant  
in the current year: \_\_\_\_\_

FLR Approval: \_\_\_\_\_

License Issued: \_\_\_\_\_

Council Approval: \_\_\_\_\_

License Number: \_\_\_\_\_

License Expires: \_\_\_\_\_

MAILTO: Individual, Organization



# WISCONSIN SELLER / SERVER CERTIFICATION

**Trainee Name:** Robert Ireland

**School Name:** 360training.com, Inc.

**Date of Completion:** 03/07/2020

**Certification #:** WI-109808

I, 

Certify that the above named person  
successfully completed an approved  
Learn2Serve Seller/Server course.

COMPLIES WITH WISCONSIN STATUTES 125.04, 125.17, 134.66



## Corporate Headquarters

6801 N Capital of Texas Hwy, Bldg 1,  
Suite 250, Austin, TX 78731  
P: 877.881.2235



# CITY OF LAKE GENEVA TEMPORARY OPERATOR LICENSE



PLEASE FILL IN ALL BLANKS COMPLETELY, AS INCOMPLETE APPLICATIONS WILL BE REJECTED. FEE OF \$10.00 IS PAYABLE TO CITY OF LAKE GENEVA AND DUE UPON APPLICATION.

NOTE: This license shall be issued to persons under the terms of Wisconsin State Statutes 125.17 (4). License shall be issued only to operators employed by or donating their services to non-profit corporations. A maximum of two temporary operator licenses will be issued to any individual per year. This license shall be valid only for the period of time specified on the license, which time period shall not exceed fourteen (14) days.

## APPLICANT INFORMATION

Name: Myers Colleen Katherine  
Last First Middle

Is your Certificate of Completion of a Beverage Server Training Course Attached? ☒ YES ☐ NO  
If No, will a Licensed Operator be serving or supervising the service of alcohol? YES ☐ NO ☐

## ORGANIZATION WHERE SERVICES OF LICENSEE WILL BE EMPLOYED

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Event where licensee will work: Bacon Fest

Date of Event: \_\_\_\_\_

## APPLICANT SIGNATURE

Colleen K Myers DATE: 2/4/2021

## APPROVED BEVERAGE SERVER TRAINING COURSES

Serverlicense.com  
Servingalcohol.com  
TIPS

Learn2serve.com  
\$8 Server Training  
CARE

Wisconsin Technical Colleges  
ServSafe Alcohol (WRAEF/NRAEF)  
TEAM

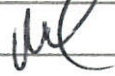
### For Office Use Only

Date Filed: 2/8/2021 Receipt No: 15.000196

Total Amount: \$10.00

Forwarded to Police Chief: 2/25/2021

Background Completed: 3-1-21 JF

Recommendation:  Approved Denied

Verification that no more than 2 temporary licenses have been issued to this applicant  
in the current year: \_\_\_\_\_

FLR Approval: \_\_\_\_\_

License Issued: \_\_\_\_\_

Council Approval: \_\_\_\_\_

License Number: \_\_\_\_\_

License Expires: \_\_\_\_\_

MAILTO: Individual, Organization





**LEARN 2 SERVE™**

## CERTIFICATE OF COMPLETION

This certifies that

**Colleen Myers**

is awarded this certificate for

**Wisconsin Responsible Beverage Server Training**



Completion Date  
02/04/2021



Expiration Date  
02/04/2023



Certificate #  
WI-00589421

Official Signature

A handwritten signature in black ink, appearing to read "Dustin Myers".

This certificate is non-transferable and represents the successful completion of an approved

Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)a)5., 125.17(6), and 134.66(2m), Wis. Stats.

6801 N Capital of Texas Hwy, Bldg 1, Suite 250 | Austin, TX 78731 | 877.881.2235 | [www.360training.com](http://www.360training.com)



# CITY OF LAKE GENEVA TEMPORARY OPERATOR LICENSE

PLEASE FILL IN ALL BLANKS COMPLETELY, AS INCOMPLETE APPLICATIONS WILL BE REJECTED. FEE OF \$10.00 IS PAYABLE TO CITY OF LAKE GENEVA AND DUE UPON APPLICATION.

NOTE: This license shall be issued to persons under the terms of Wisconsin State Statutes 125.17 (4). License shall be issued only to operators employed by or donating their services to non-profit corporations. A maximum of two temporary operator licenses will be issued to any individual per year. This license shall be valid only for the period of time specified on the license, which time period shall not exceed fourteen (14) days.

## APPLICANT INFORMATION

Name: Romani Jr. Steven

Is your Certificate of Completion of a Beverage Server Training Course Attached? ☒ YES ☐ NO

If No, will a Licensed Operator be serving or supervising the service of alcohol? ☐ YES ☐ NO

## ORGANIZATION WHERE SERVICES OF LICENSEE WILL BE EMPLOYED

Organization Name: The Regional News

Address: 315 Broad Street, Lake Geneva, WI 53147

Name of Event where licensee will work: Bacon Fest

Date of Event: 5-8-21

## APPLICANT SIGNATURE

[Signature] DATE: 2-5-21

## APPROVED BEVERAGE SERVER TRAINING COURSES

Serverlicense.com  
Servingalcohol.com  
TIPS

Learn2serve.com  
\$8 Server Training  
CARE

Wisconsin Technical Colleges  
ServSafe Alcohol (WRAEF/NRAEF)  
TEAM

### For Office Use Only

Date Filed: 2/8/2021 Receipt No: 15-000196

Total Amount: \$10.00

Forwarded to Police Chief: 2/25/2021

Background Completed: 3-1-21 97

Recommendation: W 97 Approved Denied

Verification that no more than 2 temporary licenses have been issued to this applicant in the current year: \_\_\_\_\_

FLR Approval: \_\_\_\_\_

License Issued: \_\_\_\_\_

Council Approval: \_\_\_\_\_

License Number: \_\_\_\_\_

License Expires: \_\_\_\_\_

MAILTO: Individual, Organization



## CERTIFICATE OF COMPLETION

This certifies that  
**Steven Romani Jr.**  
is awarded this certificate for

**Wisconsin Responsible Beverage Server Training**



Completion Date  
**02/04/2021**



Expiration Date  
**02/04/2023**



Certificate #  
**WI-00589409**

  
Official Signature

This certificate is non-transferable and represents the successful completion of an approved Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)(a)5., 125.17(6), and 134.66(2m), Wis. Stats.

6801 N Capital of Texas Hwy, Bldg 1, Suite 250 | Austin, TX 78731 | 877.881.2235 | [www.360training.com](http://www.360training.com)

| RESOLUTION OF THE COMMON COUNCIL                                                                    |                                                                                                 |       |                |
|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------|----------------|
| Resolution approving the assigned fund balances for the Police Department accounts as of 12/31/2020 |                                                                                                 |       |                |
| Committee:                                                                                          | Police and Fire Commission considered on March 4, 2021 and Finance considered on March 16, 2021 |       |                |
| Fiscal Impact:                                                                                      | N/A                                                                                             |       |                |
| File Number:                                                                                        | 21-R15                                                                                          | Date: | March 22, 2021 |

**Whereas**, the Police Department has reviewed their various revenues and expenditures related to various assigned fund balances for the year 2020, and

**Whereas**, the Police Department had the following balances in Assigned Fund Balances-PD accounts as of 1/1/20, and,

|                |                                             |             |
|----------------|---------------------------------------------|-------------|
| 11-00-00-34670 | Assigned Fund Balance-Police Donations      | \$ 861.62   |
| 11-00-00-34680 | Assigned Fund Balance-Police State Seizures | \$ 2,708.64 |
| 11-00-00-34390 | Assigned Fund Balance-Police Uniform Allow  | \$10,168.11 |

**Whereas**, the Police Department received various revenues and spent various amounts of monies in 2020, therefore the 12/31/20 balances in the Assigned Fund Balances-PD accounts should be as follows, and,

|                |                                             |             |
|----------------|---------------------------------------------|-------------|
| 11-00-00-34670 | Assigned Fund Balance-Police Donations      | \$ 2,411.62 |
| 11-00-00-34680 | Assigned Fund Balance-Police State Seizures | \$ 2,708.64 |
| 11-00-00-34390 | Assigned Fund Balance-Police Uniform Allow  | \$14,100.20 |

**Whereas**, the Police & Fire Commission approved this adjustment at their meeting held on March 4, 2021,

**Now Therefore be it Resolved** by the Lake Geneva Common Council to adopt this resolution to adjust the 2020 Fund Balance accounts as follows:

|                               |                                            |            |
|-------------------------------|--------------------------------------------|------------|
| Increase Acct #11-00-00-34670 | Assigned Fund Balance-Police Donations     | \$1,550.00 |
| Increase Acct #11-00-00-34390 | Assigned Fund Balance-Police Uniform Allow | \$3,932.09 |
| Decrease Acct #11-00-00-34800 | Unassigned Fund Balance                    | \$5,482.09 |

Granted by action of the Common Council of the City of Lake Geneva this 22<sup>rd</sup> day of March, 2021.

**Council Action:** ☐ Adopted ☐ Failed **Vote** \_\_\_\_\_

**Mayoral Action:** ☐ Accept ☐ Veto

---

Charlene Klein, Mayor

Date

Attest:

---

Lana Kropf, City Clerk



| RESOLUTION OF THE COMMON COUNCIL                                                                  |                                                                                                 |       |                |
|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------|----------------|
| Resolution approving the assigned fund balances for the Fire Department accounts as of 12/31/2020 |                                                                                                 |       |                |
| Committee:                                                                                        | Police and Fire Commission considered on March 4, 2021 and Finance considered on March 16, 2021 |       |                |
| Fiscal Impact:                                                                                    | N/A                                                                                             |       |                |
| File Number:                                                                                      | 21-R16                                                                                          | Date: | March 22, 2021 |

**Whereas**, the Fire Department has reviewed their various revenues and expenditures related to various assigned fund balances for the year 2020, and

**Whereas**, the Fire Department had the following balances in Assigned Fund Balances-FD accounts as of 1/1/20, and,

|                |                                      |             |
|----------------|--------------------------------------|-------------|
| 11-00-00-34370 | Assigned Fund Balance-Fire Donations | \$ 1,915.00 |
| 11-00-00-34490 | Assigned Fund Balance-EMS Act 102    | \$14,672.36 |
| 11-00-00-34380 | Assigned Fund Balance-Fire CPR       | \$ 0.00     |

**Whereas**, the Fire Department received various revenues and spent various amounts of monies in 2020, therefore the 12/31/20 balances in the Assigned Fund Balances-FD accounts should be as follows, and,

|                |                                      |             |
|----------------|--------------------------------------|-------------|
| 11-00-00-34370 | Assigned Fund Balance-Fire Donations | \$ 5,831.74 |
| 11-00-00-34490 | Assigned Fund Balance-EMS Act 102    | \$10,481.20 |
| 11-00-00-34380 | Assigned Fund Balance-Fire CPR       | \$ 276.29   |

**Whereas**, the Police & Fire Commission approved this adjustment at their meeting held on March 4, 2021,

**Now Therefore be it Resolved** by the Lake Geneva Common Council to adopt this resolution to adjust the 2020 Fund Balance accounts as follows:

|                               |                                      |            |
|-------------------------------|--------------------------------------|------------|
| Increase Acct #11-00-00-34370 | Assigned Fund Balance-Fire Donations | \$3,916.74 |
| Decrease Acct #11-00-00-34490 | Assigned Fund Balance-EMS Act 102    | \$4,191.16 |
| Increase Acct #11-00-00-34380 | Assigned Fund Balance-Fire CPR       | \$ 276.29  |
| Decrease Acct #11-00-00-34800 | Unassigned Fund Balance              | \$ 1.87    |

Granted by action of the Common Council of the City of Lake Geneva this 22<sup>rd</sup> day of March, 2021.

**Council Action:** ☐ Adopted ☐ Failed **Vote** \_\_\_\_\_

**Mayoral Action:** ☐ Accept ☐ Veto

---

Charlene Klein, Mayor

Date

Attest:

---

Lana Kropf, City Clerk

**CITY OF LAKE GENEVA****Assigned Fund Balances-Fire****12/31/20****Fire Donations**

|                                |                 |
|--------------------------------|-----------------|
| Assigned Fund Balance 12/31/19 | 1,915.00        |
| Revenues                       | 3,916.74        |
| Expenditures                   | -               |
| Assigned Fund Balance 12/31/20 | <u>5,831.74</u> |

**EMS Act 102**

|                                |                    |
|--------------------------------|--------------------|
| Assigned Fund Balance 12/31/19 | 14,672.36          |
| Revenues - Equipment           | 4,067.30           |
| Revenues - Training            | 1,741.54           |
| Expenditures                   | <u>(10,000.00)</u> |
| Assigned Fund Balance 12/31/20 | <u>10,481.20</u>   |

\*spent \$10,000.00 of ACT 102 funds to assist in purchase of new vehicle  
Resolution 20-R35

**Fire CPR**

|                                |                 |
|--------------------------------|-----------------|
| Assigned Fund Balance 12/31/19 | -               |
| Revenues                       | 535.00          |
| Expenditures                   | <u>(258.71)</u> |
| Assigned Fund Balance 12/31/20 | <u>276.29</u>   |

**CITY OF LAKE GENEVA**  
**Assigned Fund Balances-Police**  
**12/31/20**

**Police Donations**

|                                |                        |
|--------------------------------|------------------------|
| Assigned Fund Balance 12/31/19 | 861.62                 |
| Revenues                       | 2,550.00               |
| Expenditures                   | <u>(1,000.00)</u>      |
| Assigned Fund Balance 12/31/20 | <u><u>2,411.62</u></u> |

**Police Seizures**

|                                |                        |
|--------------------------------|------------------------|
| Assigned Fund Balance 12/31/19 | 2,708.64               |
| Revenues                       | -                      |
| Expenditures                   | <u>-</u>               |
| Assigned Fund Balance 12/31/20 | <u><u>2,708.64</u></u> |

**Police Uniform Allowances**

|                                |                         |
|--------------------------------|-------------------------|
| Assigned Fund Balance 12/31/19 | 10,168.11               |
| Revenues                       | 27,775.00               |
| Expenditures                   | <u>(23,842.91)</u>      |
| Assigned Fund Balance 12/31/20 | <u><u>14,100.20</u></u> |

PROPOSAL TO PROVIDE A:

**FIVE-YEAR UPDATE  
OF THE CITY OF  
LAKE GENEVA'S  
COMPREHENSIVE  
OUTDOOR  
RECREATION PLAN**



Photo courtesy of:  
<https://www.visitlakegeneva.com/listing/library-elm-park/1643/>







February 18, 2021

Dave Nord, City Administrator  
City of Lake Geneva  
626 Geneva Street | Lake Geneva, WI 53147

Re: Proposal to Provide a Five-Year Update of the City of Lake Geneva's Comprehensive Outdoor Recreation Plan (CORP)

Dear Dave,

Over the past 10 years, we have witnessed a strong national trend of increased interest in parks and recreation due to their impact on community health, the environment, and attracting and retaining residents and businesses. Lake Geneva is experiencing residential growth and with that growth, the development of new parks. We know the City is primarily interested in updating the CORP for eligibility for the Transportation Alternatives Program (TAP) grant it was awarded, but also that the City views this CORP update as an opportunity to proactively ensure a high quality park system throughout the community. We would love the opportunity to complete a holistic review of the City's park system to ensure the City has the parks it needs and connected assets within the community to serve existing and future residents. MSA can help you evaluate your needs and wants, first with a standard assessment of your current state compared to the typical needs of a community your size, and then by seeking the opinions and preferences of your residents.

To stay engaged and contribute to park and recreation thought leadership, we are active members of the National Recreation and Park Association and its state chapters. In 2020, MSA was selected as the WPRA Commercial Member of the Year due to our dedication and work with the chapter. At both national and state conferences, we have presented innovative park and recreation ideas and projects; we are also active participants in regional meetings. We make it a priority to stay on top of current practices for completing park needs assessments. We understand that each community is unique in the facilities and the level of service it provides, and that this plan is more than a math equation. Park planning is about talking to residents, staff and elected officials in the community to see what they need and balancing that with funding that is available. Internally, we have a Parks and Recreation "Community of Practice" (CoP) comprised of professionals from our 17 offices who share a passion for improving community recreational facilities. Our project team members are part of this CoP. Together, we form a well-rounded collection of professionals ready to bring all the aspects you need into one plan with a practical approach. As Project Manager, my park planning experience includes leading and/or developing 12 CORPs and regional recreation plans, as well as assisting communities in securing over \$1 million in grant funding for park projects. I would love the opportunity to work with you on this update and bring the community's park visions to reality.

We understand your interests and strongly support your desire to encourage recreation in your community, boost community health, provide spaces for all residents to recreate, and preserve and connect the places that make Lake Geneva special. Our enclosed proposal includes our project team, qualifications, scope of services, schedule and fee. Our scope and fee are based off of the scope of services outlined in your RFP, but we are open to negotiation and refinement. If you have questions or would like additional information, please do not hesitate to reach out to me directly at (608) 242-6601 or [bbinz@msa-ps.com](mailto:bbinz@msa-ps.com).

Sincerely,  
MSA Professional Services, Inc.

A handwritten signature in black ink that reads "Becky Binz". The signature is fluid and cursive, with the first and last names clearly legible.

Becky Binz, AICP | Project Manager

## MSA PROFESSIONAL SERVICES, INC.

**1702 PANKRATZ STREET, MADISON, WI 53704**

Contact: Becky Binz, AICP  
Phone: (608) 242-6601  
Email: [bbinz@msa-ps.com](mailto:bbinz@msa-ps.com)  
Website: [www.msa-ps.com](http://www.msa-ps.com)



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## FIRM PROFILE

MSA Professional Services, Inc. (MSA) specializes in the sustainable development of communities. We achieve this by building honest, open relationships that go beyond the project to become a trusted source of expertise and support for immediate challenges and long-term goals. Big or small, we do whatever it takes to meet each need, working to make communities stronger in the process. **It's more than a project. It's a commitment.**

Our firm consists of more than 350 engineers, architects, planners, funding experts, surveyors, GIS experts and environmental scientists. MSA excels at helping clients identify grant and funding sources and then delivering high quality, cost-effective solutions.



**63**  
INDUSTRY AWARDS  
EARNED SINCE 2010

**100%**

EMPLOYEE-OWNED



**\$500+ MILLION**  
GRANTS & LOW-INTEREST  
LOANS

We've helped our clients secure to help offset the cost of infrastructure projects



**350+**  
TEAM  
MEMBERS  
THROUGHOUT  
OUR OFFICES

**ENABLING PEOPLE TO  
POSITIVELY IMPACT  
THE LIVES OF OTHERS**

## CLIENT EXPERIENCE

Percentage of clients who say MSA met or exceeded their expectations based on the following categories.

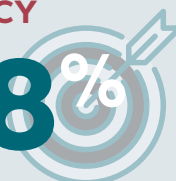
### How does the Client Experience work in Proposals/SOQs?

As part of our ongoing quality assurance program, we periodically request feedback from clients and project stakeholders to create better project outcomes for you.

These easy-to-complete surveys offer you the opportunity to comment on several areas of our performance throughout the duration of your project, which in turn helps us adapt our processes to your unique needs. Your feedback is specific to your project, and is returned directly to the people working with you. We pledge to respond to any issues you identify as the project proceeds.

### ACCURACY

**98%**



### HELPFULNESS

**96%**



### QUALITY

**99%**



### SCOPE & FEES

**97%**



### RESPONSIVENESS

**98%**



### SCHEDULE

**98%**



## PARKS AND RECREATION PLANNING

How residents perceive the quality of life within their community is linked to the quality of parks and recreational facilities available to them, therefore many communities see the benefits of completing a park and recreation plan. Having a plan becomes even more important as communities' demographics shift and redevelopment or development occurs which bring more people into the community. MSA's Planning and Design Studio has helped numerous clients meet the evolving parks needs in their communities through park planning,

### What makes a successful park and recreation plan?

A successful parks and recreation plan requires close collaboration with all stakeholders to identify goals and policies for park and recreational planning that fulfill the unique needs of the community. Throughout the development of each of these plans, MSA facilitates several meetings with key stakeholders, including community staff, Commission members, advisory committees and residents. MSA also hosts community open-house style events and develops surveys specifically geared toward giving residents a platform to provide feedback concerning desired park and recreation improvements. It's important all stakeholders are engaged to reflect a true community-based plan.

A plan is only as valuable as the projects and amenities it enables, and we take particular pride in our success translating outdoor recreation plans and conceptual plans into successful grant applications and completed projects. MSA has helped many communities secure federal and state funding to acquire and improve park space, using our experience to make the right pitch. In the past 10 years we have secured nearly \$5 million in federal and state funding for our clients' parks. And, our engineers and landscape architects have often had the opportunity to see ideas through to design and construction of trails, playgrounds, splash pads, pools, rec fields and more.



From Idea to Park: The Village of Sauk City asked MSA to lead the development and design process for the revitalization of Riverfront Park. MSA also helped the Village secure \$1.3 million in state and federal funding for the project, and provided assistance through design and construction.

## CORP EXPERIENCE

| LOCATION                                        | YEAR |
|-------------------------------------------------|------|
| City of Middleton, Wisconsin                    | 2020 |
| Marathon County, Wisconsin                      | 2019 |
| City of Hartford, Wisconsin                     | 2018 |
| Village of North Freedom, Wisconsin             | 2018 |
| Village of West Baraboo, Wisconsin              | 2017 |
| Village of Mukwonago, Wisconsin                 | 2017 |
| Village of Waunakee/Town of Westport, Wisconsin | 2017 |
| City of Waupun, Wisconsin                       | 2017 |

| LOCATION                           | YEAR |
|------------------------------------|------|
| City of Verona, Wisconsin          | 2016 |
| City of Beaver Dam, Wisconsin      | 2016 |
| Village of Lake Delton, Wisconsin  | 2015 |
| City of Wisconsin Dells, Wisconsin | 2015 |
| City of Port Washington, Wisconsin | 2014 |
| Village of Biron, Wisconsin        | 2013 |
| Village of Belleville, Wisconsin   | 2012 |
| City of Brodhead, Wisconsin        | 2012 |
| City of Hiawatha, Iowa             | 2010 |



## CORE DISCIPLINES FOR THIS PROJECT

### PLANNING & FACILITATION

MSA has specialists in all areas of community planning, including **Comprehensive Outdoor Recreation Plans (CORPs)**. Our award-winning parks and recreation planners work to understand the challenges our clients face and help them develop sustainable, implementable plans to provide guidance in overcoming those hurdles. To create the best updated CORP for the City of Lake Geneva, this team, specifically, understands that our role is to provide information and facilitate discussion. **We do our work to enable your decisions.** It is our hope that through this, your decisions will be informed by your community. It is critical that stakeholders are informed and involved throughout this process.

### PUBLIC ENGAGEMENT

Engaging your community will be critical to developing a plan that benefits the community for the long-term. To do this, we offer a menu of options for stakeholders to get involved. Our Engagement Toolkit, developed by our parks and recreation professionals, features methods across the entire public engagement spectrum that we have found most helpful throughout the many similar projects.



### ARCHITECTURE

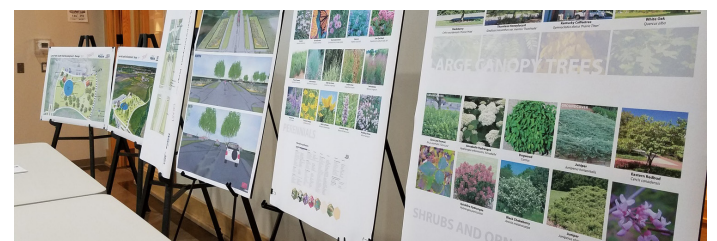
From interior design and feasibility studies to HVAC and architectural design - our project architects have the expertise to inventory and design spaces like recreation facilities, concession stands and restroom facilities.

### LANDSCAPE ARCHITECTURE

Our landscape architects are skilled specialists in collaborative approaches to protect and enhance the natural environment. They bring strong expertise in diverse stakeholder engagement and the development of CORPs and Programmatic Efforts. How residents perceive the quality of life within their community can be attributed to the quality of parks and recreational facilities available to them.

### GEOSPATIAL/GIS ANALYTICS AND MAPPING

MSA's Geospatial Analysts are well versed in big data set management, analytics, and mapping. Additionally, they have developed and deployed numerous mobile data collection applications that may provide value to this project and future implementation of the ultimate plan.





## PROJECT UNDERSTANDING

MSA will approach this planning project with the following factors in mind:

- Understand the important role a Comprehensive Outdoor Recreation Plan (CORP) plays in providing a vision to guide and prioritize investments in the City's park system to meet current and future needs. Wants and needs usually outnumber available funding, so the plan must serve to both identify and prioritize improvements based on input from all stakeholders.
- Recognize the vital role the 230+ acre City's park/recreation system plays in supporting the local economy. The plan should highlight this value to demonstrate the direct, indirect and induced benefits these investments in the City's park/recreation system have on its overall economy.
- The plan will be an important tool in maintaining eligibility for the City to apply for and receive federal and state aid for the acquisition and development of outdoor recreation, trails, open space sites and facilities. The plan will be set up to meet the Wisconsin Department of Natural Resources Guidelines for the Development of Local Comprehensive Outdoor Recreation Plans.
- The plan needs to include a flexible community engagement effort. In a world where people are increasingly strapped for time, it's important to give a variety of options to encourage individuals to participate in the planning process.

- The plan needs to be user-friendly, serving the dual purpose of providing a vision for continued investment in the City's park system while also advocating the importance of the park system/department. A well-crafted plan will serve as a strategy to make the best impacts economically feasible.

## PROJECT APPROACH

The project timeline is based on an anticipated start date of April 2021.

### PHASE I

#### UPDATE PARK STANDARDS AND INVENTORY (APRIL - JUNE 2021)

##### TASK 1 | EXISTING CONDITIONS

MSA will review the following plans and incorporate applicable recommendations and policies into the CORP:

- Lake Geneva Comprehensive Outdoor Recreation Plan (2015-2020)
- Lake Geneva Comprehensive Plan
- Walworth County Park & Open Space Plan
- WI State CORP 2018-2023

##### TASK 2 | PARK INVENTORY & ASSESSMENT

MSA will tour the City's parks to complete an inventory and evaluation of existing park facilities. MSA will complete a general evaluation of existing park facilities through on-site observation. This information will be used to assist with the development of recommendations for maintenance, replacement or new facilities.



Photo courtesy: <https://www.jsonline.com/story/news/2020/05/16>

In addition, this assessment will consider the current local and national trends for further review of the parks in the plan.

### TASK 3 | GEOGRAPHIC/LOCATIONAL ANALYSIS

- **Map 1 - Existing Parks and Trails.** A map of the location of existing City parks and trails using available GIS data. This map will also include the locations of county and state park and recreational facilities.
- **Map 2 - Park Facility Distribution.** A map visually depicting the type of recreational facilities available in each City park, including whether the facilities are lighted. This map is useful in determining where portions of the City may, or will be underserved or overserved by certain types of amenities.
- **Map 3 - Park Service Areas.** A map identifying service areas for each City park.
- **Map 4 - Potentially Underserved Areas.** A heat map combining population density and park service areas to identify places in the community which are underserved by parks, and parks which might require additional maintenance and repair due to heavy use.

## **PHASE II**

### **PARK NEEDS ASSESSMENT (JUNE-JULY 2021)**

#### TASK 1 | QUANTITATIVE ANALYSIS

MSA will analyze the amount of parkland per person available to City residents based on current and estimated population projections. The results of this analysis will indicate projected deficits or surpluses of total park land, in five-year increments, through 2040. MSA will also compare this data to that of similar sized communities using the National Recreation and Park Association's latest metrics.

#### TASK 2 | BOARD OF PARK COMMISSIONERS (BPC) MEETING #1

MSA will meet with the BPC to:

- Review project scope and schedule.
- Discuss draft Community Survey and outreach methodologies.
- Review prior recommendations from the 2015-2020 CORP that have either been completed, not completed but still valid, and not completed and are possibly no longer valid.
- Review Maps 1-4 and the summary results of Tasks 1 and 2.
- Obtain initial feedback on issues, opportunities and desired improvements within the City's park system.

During the time between the first and second Commission meetings, MSA will invite members of the Commission to individually tour the City's parks. MSA will provide Commission members with a Park Assessment Form (PAF). The PAF will lead Commission members through a process to identify improvement



Photo courtesy: <https://www.exitelitewi.com/>

projects (wants vs. needs) considering a number of aspects (i.e. parking, signage, equipment, restrooms, etc.) per park. This process will aide Commission members in reviewing the "status" of City parks and will serve to inform the recommendations of the updated CORP.

## **PHASE III**

### **PUBLIC ENGAGEMENT/QUALITATIVE ANALYSIS (JULY-AUGUST 2021)**

#### TASK 1 | PUBLIC ENGAGEMENT CAMPAIGN

We recognize that the City is committed to a strong effort to engage stakeholders with a set of strategies that are inclusive, creative, varied and clear. Also, one that allows ease and eagerness of participation. We know there are groups that are typically difficult to reach and we are proposing strategies that specifically attempt to reach these groups.

MSA will collaborate with BPC and City staff on the creation of a stakeholder database of key individuals throughout the City who can assist with dissemination of important information such as the parks survey and public open house.

The City should consider inserting information regarding the online survey and public meeting in utility bills. If this is not feasible, the City could send a post card with the survey link to all property owners in the City. Either of these methods would assist in ensuring every property owner is aware of the survey and provided an opportunity to participate. Costs related to printing utility bill inserts or post cards is not included in MSA's quoted lump sum.



## TASK 2 | PARK SURVEY

Surveys are an important component of any multifaceted planning project – they are a convenient method of participation for stakeholders and they result in measurable data.

We propose using an online survey (administered via Survey Monkey) to gather opinions about existing and desired park and recreation facilities and programming. MSA will draft the survey for review by the Commission at their first meeting. Links to the survey can be provided through the City's official website and promoted via methods outlined under Task 1. The survey would be available for approximately three to four weeks. The City is responsible for printing any hard copies of the survey, if desired, as well as entering any hard copy responses into Survey Monkey. MSA will provide a summary report of the survey results.

Results of the survey will be used to gauge user preferences and determine potential changes or additions to the parks to better serve the population.

## TASK 3 | PUBLIC OPEN HOUSE

MSA will facilitate one public open house to obtain input from the public on desired park and recreation improvements. We've found that residents typically want to show up, voice their opinions and leave. The open house format will allow people to spend as much or as little time as they like. The public open house will include a brief orientation and several interactive stations. Without knowing what public health orders are in place, we are prepared to host this open house as a hybrid in-person/online meeting or fully online.

1. A hybrid meeting will include all activities in-person. The presentation will be recorded and all activities will be available both in person and in an online format after the meeting for people to complete as they have time. We've found having meeting activities online for people to do on their own time encourages greater participation and the ability to still be safe.
2. A fully online open-house would include a live, remote orientation presentation followed by interactive online activities. The orientation presentation will be recorded and activities posted online so residents can participate as they have the time.

## **PHASE IV**

### **PRELIMINARY RECOMMENDATIONS (AUGUST-SEPTEMBER 2021)**

#### TASK 1 | PRELIMINARY PARK NEEDS

Based on the work completed in Phases I-III, MSA will develop a preliminary list of proposed park and recreation improvements by park. These proposed improvements will reference local and national trends.

## **PHASE V**

### **DRAFT PLAN (SEPTEMBER - NOVEMBER 2021)**

#### TASK 1 | PLAN DEVELOPMENT

MSA will draft the Lake Geneva Comprehensive Outdoor Recreation Plan, which will include the following chapters:

- **Chapter 1—Introduction:** Summary of the purpose of the plan and summary of the planning process.
- **Chapter 2—Description of Lake Geneva:** Matrix of existing parks and open space throughout the City including location, existing characteristics, classification, and amenities; Map 1 (Existing Parks and Trails); summary of local recreational facilities not owned or operated by the City; summary of significant natural resources such as waterways, greenways, topography and woodlands; summary of existing and projected demographics; summary of other applicable planning efforts/studies and their impact on park planning.
- **Chapter 3—Goals and Strategies:** An update of the previous CORP's outdoor recreation goals with the addition of strategies to achieve those goals. Goals and strategies will be based on City staff and BPC input and best practices.
- **Chapter 4—Analysis of Park Needs and Demands:** A summary of the quantitative, geographic, and qualitative analyses completed in Phases I-III, including Map 2 (Facility Distribution), Map 3 (Park Service Areas and Populations Served) and Map 4 (Potentially Underserved Areas). Determine gaps and deficiencies based on projected future needs. A summary of current and emerging trends in recreation facilities and programming demand (state, NRPA, peer communities).
- **Chapter 5—Recommendations:**
  - » Existing Parks. MSA will summarize improvements to existing park and recreational facilities, short term (within the next 5 years), and long term (5 years and beyond).
  - » New Park Facilities. MSA will summarize areas proposed for future City parks, or expansions to existing parks, and new trails as determined through the planning process. MSA will identify the general location of these proposed improvements on Map 5: Proposed Parks.
  - » Existing Trails. MSA will summarize any recommended improvements to existing trails to supplement recommendations from the City's 2018 Bicycle and Pedestrian Plan.
  - » New Trails. MSA will show areas proposed for new trails on Map 5, to supplement the City's 2018 Bicycle and Pedestrian Plan.

- **Chapter 6—Recommendations:**

- » Capital Improvement Summary. A summary table of recommendations from Chapter 5 outlining recommendations by park, estimated cost (planning level/ballpark cost estimates or cost ranges) and priority.
- » Fee, Funding and Staffing Review. A comparison and benchmark of Lake Geneva's staffing levels, park revenue and expenses, and park development fees to data from up to four other Wisconsin communities of comparable size. This review will include a recommendation as to whether the City should consider updating its park development fee (within the limits of 2017 Act 243) and land dedication requirement.
- » Funding Opportunities. A summary table of common state and federal park grant programs including information on maximum awards and application due dates.

- **Appendix**

- » Appendix A: Complete Survey Results and Public Open House Feedback. Chapter 4 will provide an abbreviated summary of the key results from the Community Survey and Public Open House. Appendix A will provide a complete summary of the surveys and questionnaires.
- » Appendix B: Park and Open Space Classifications/Standards. A summary of classifications and general park system guidelines from the National Park and Recreation Association.

- » Appendix C: Maps. 11" x 17" copies of the following maps:

- o Map 1: Existing Parks and Trails
- o Map 2: Park Facility Distribution
- o Map 3: Park Service Areas
- o Map 4: Potentially Underserved Areas
- o Map 5: Proposed Parks

## PHASE VI

### ADOPTION (DECEMBER 2021)

#### TASK 1 | BOARD OF PARK COMMISSIONERS MEETING #2

MSA will present the final plan to the BPC for review and recommendation to City Council.

Following recommendation by BPC, the City should present the plan to Planning Commission for review and recommendation and to City Council for review and adoption. MSA can provide the City with a PowerPoint presentation to use at these meetings and a sample adoption resolution for Council. At the City's discretion, City Council or the Planning Commission could hold a public hearing before adopting the plan; however, this is not a requirement of the WDNR.

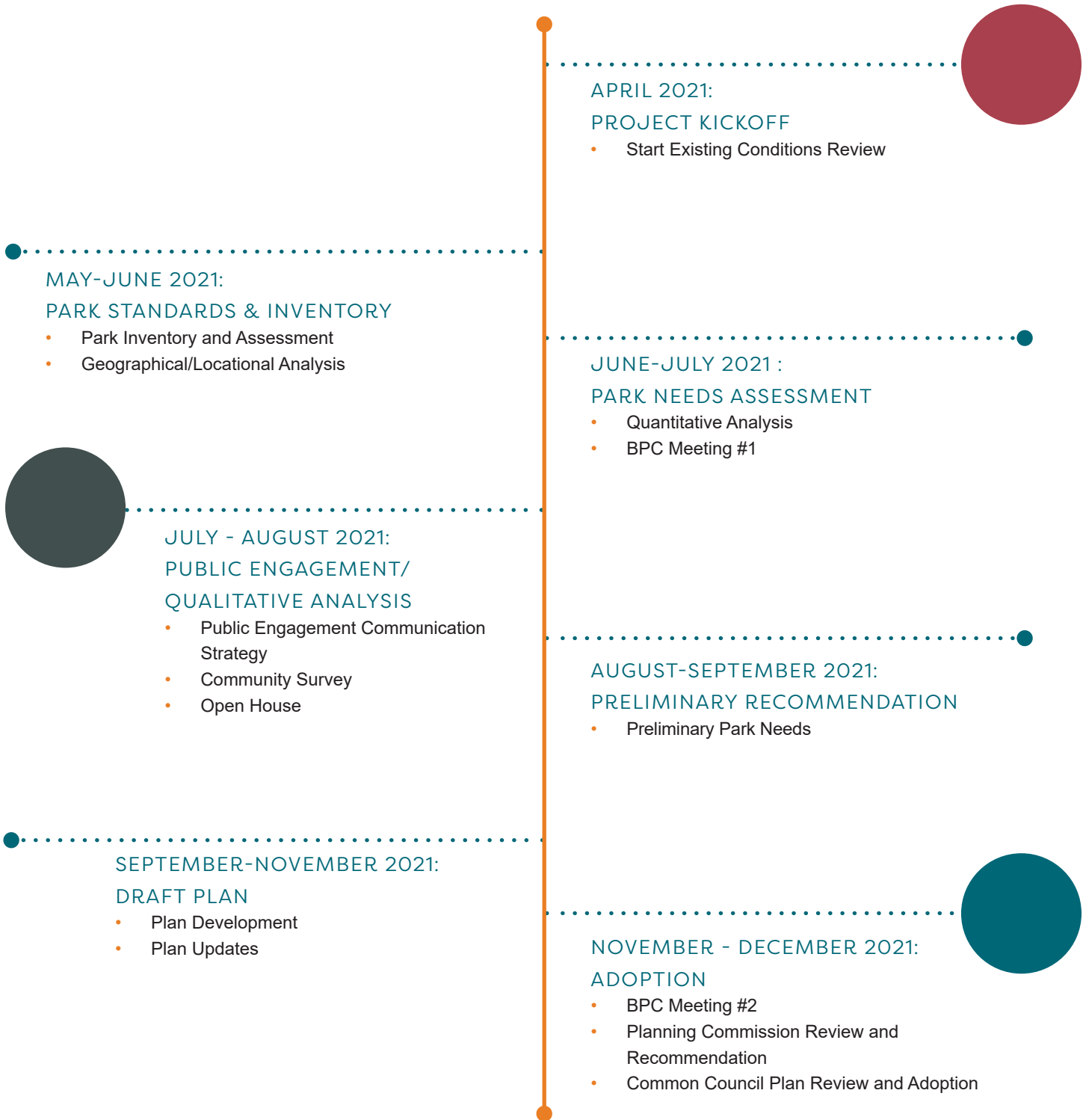
### DELIVERABLES

Throughout the duration of the project, draft deliverables will be provided in digital (PDF) format. After plan adoption, MSA will provide a final digital copy of the plan. Printing of the draft and final plan can be added on as an additional cost.



## SCHEDULE

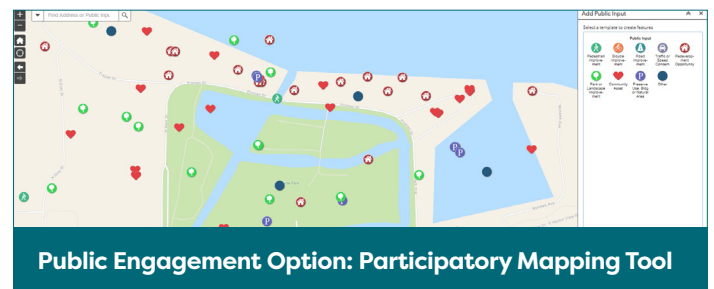
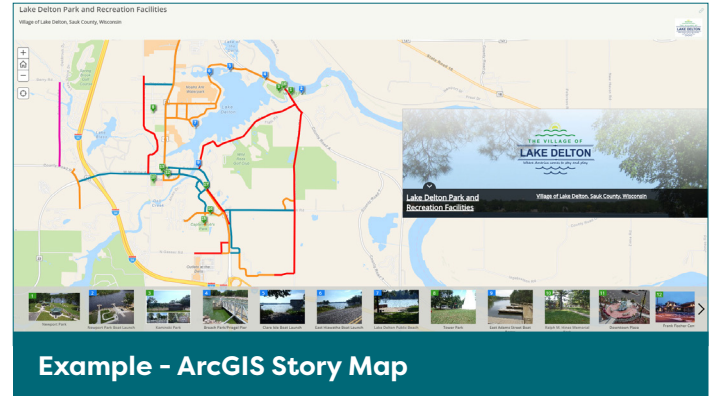
The following is a draft timeline for completion of the plan and approval process assuming consultant selection and project initiation by April 2021.



## ADDITIONAL SERVICES

The following efforts could be added to the process to further enhance the depth and breadth of public involvement if desired by the City, but currently they are not included in our cost proposal.

- **Additional Participation and Promotional Methods**
  - » Web-based, interactive mapping tools to collect location-specific feedback on topics such as pedestrian safety concerns, new park amenities, park maintenance concerns, etc. that would tag the information collected to specific parks and amenities depending on the user's location.
- **Park Concepts.** During the Parks Master Plan process, communities sometimes find the need to further develop one or more parks. With the level of public engagement already included in this process, MSA can easily include additional park-specific questions and content in our public outreach. This feedback can be used to develop a park concept for consideration for future development. If desired, MSA can complete several park concepts.
- **Asset Management Configuration.** When developing a Parks Master Plan, it can become apparent that the resources within a community's park system are truly unknown. MSA is able to assist in developing an asset management system to help communities further understand their park assets, which in turn, can be used to help maintain each park individually as well as the overall park system.
- **ArcGIS Story Maps.** Along with GIS expertise, MSA has the capabilities to develop Story Maps to help promote park usage and engage the public. This could be added anytime throughout the process if the City desires this unique layout and engagement tool.
- **Safe Routes to Parks Analysis.** This includes a mapping analysis and in-person walkability/accessibility audit to identify assets and barriers to park access. This analysis would be used to identify policy changes and specific actions that should be taken to improve access to parks, especially for areas in the community with the highest need.





## PARTNERSHIP

Staff and elected officials have institutional knowledge which is invaluable to the success of the CORP. MSA will rely on the staff to provide this institutional knowledge through our working sessions and constant communication throughout the process. We view the staff as partners in this process and will rely on you to help with the following tasks:

- Provide existing City GIS data (e.g. parks, trails, parcels, roads, wetlands, floodplains, water courses, etc.).
- Provide all previous plans and documents for review by MSA relevant to this project, including available data concerning park use, existing planned improvements, past and current department budgets related to department revenues, capital improvements and operations expenditures.
- Provide an up-to-date list of park facilities at each City park.
- Promote the park survey and public open house. City staff will have the primary role of promoting the park survey through existing media outlets (e.g. social media, traditional media, email listservs, etc).
- Provide meeting agendas and minutes for all City meetings of this project.
- Provide a location suitable for the proposed public open house.
- Tabulate hard copies of the survey. Although the responses to the survey will be primarily collected online, MSA anticipates hard copies will be made available at the City offices for individuals that prefer to complete a hard copy. City staff will be responsible for inputting the results of any hard copy surveys returned to the City into a survey link provided by MSA.
- Guide the process and provide feedback throughout the project.
- Serve as the sole point of contact for resident questions about this project.

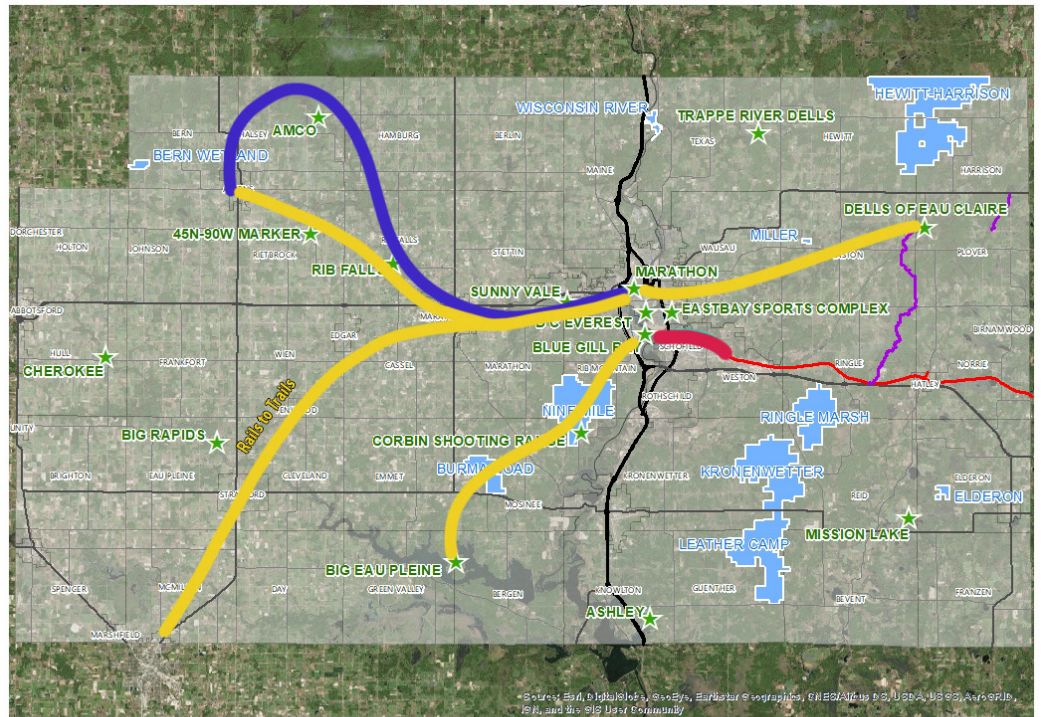


## FEE ESTIMATE

### FEE ESTIMATE

Our fee is based on the described scope of services as outlined in your RFP and includes all costs. We are open to negotiation and refinement of scope and fees.

| COMPREHENSIVE OUTDOOR RECREATION PLAN                                                                                                                                                                                                                                                                     | LUMP SUM FEE    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>CORP Update</b>                                                                                                                                                                                                                                                                                        | <b>\$16,500</b> |
| <i>Optional Add-On: Printing Draft*</i>                                                                                                                                                                                                                                                                   | <i>\$500</i>    |
| <i>Optional Add-On: Printing, Binding &amp; Shipping Final*</i>                                                                                                                                                                                                                                           | <i>\$1,000</i>  |
| <i>*We often find printing, binding and shipping costs to be high due to a combination of cost of color, labor and binding. An alternative option is to find and utilize a printing company local to Lake Geneva, whom we would transfer the file to and bill the direct cost from the local printer.</i> |                 |



**PROJECT SIMILARITIES**

- Comprehensive Park Plan
- Needs Assessment
- Long Range Planning
- Public Engagement

## COMPREHENSIVE OUTDOOR RECREATION PLAN

### Marathon County, WI

Looking to their CORP as more than just a tool for funding, the Marathon County Department of Parks and Recreation was looking for a comprehensive guidebook for land acquisition and programming priorities that aims to shift the focus of the Department to the economic development initiatives of the County.

As the “Healthiest County in the State,” Marathon County attracts many new residents craving the exposure to their outdoor recreational activities. Due to rather consistent population increase, the County needed to plan for long-term growth to maintain and expand levels of service to residents. To do this, MSA partnered with the County to not just assess the park system itself, but dive into best practices that would enable the department to better execute its mission for their future. This would include budgeting, staffing, efficiency and prioritization of improvements, and how to better connect County communities with the plethora of natural amenities.

Issues identified through the development of this plan have been taken up by both County staff and community stakeholders to collaboratively build off recommendations for the future, utilizing the CORP as a basis for continued engagement and capacity-building to further assess the availability of recreational opportunities.

**Plan Link:** [https://www.co.marathon.wi.us/Portals/O/Departments/PKS/Documents/PLAN\\_CORP20202024.pdf](https://www.co.marathon.wi.us/Portals/O/Departments/PKS/Documents/PLAN_CORP20202024.pdf)





Existing Park: Walter Bauman Pool (Aquatic Center)

| Planning Process Schedule |                                                                                                                                                                |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Month                     | Action                                                                                                                                                         |
| February - April          | Project Kickoff, Data Collection, & Survey Development<br>• PRFC Meeting #1, April 20 <sup>th</sup>                                                            |
| April - August            | Public Engagement/Qualitative Analysis, Quantitative & Geographic Analysis<br>• Public Survey (May 1 - June 1)<br>• Public Involvement Meeting (You are here!) |
| August - September        | Preliminary Recommendation<br>• PRFC Meeting #2, September 7 <sup>th</sup>                                                                                     |
| September - November      | Develop Draft Plan                                                                                                                                             |
| November - December       | Plan Adoption<br>• PRFC Meeting #3, November 2 <sup>nd</sup><br>• Common Council Adoption (Dec)                                                                |

\*PRFC meets the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month.



Middleton PIM Slide Deck

## PROJECT SIMILARITIES

Coordination with Sports Organizations in Community  
Need Additional Space for Team Sports  
Comprehensive Park Plan  
Public Engagement (Online)

## COMPREHENSIVE OUTDOOR RECREATION PLAN

### Middleton, WI

Middleton is known as “The Good Neighbor City,” a northwestern suburb of the capital city of Madison perched along the banks of Lake Mendota. Home to approximately 17,000 residents and witnessing tremendous, consistent growth, the City recognized the need to both fortify their existing park and recreational facilities as well as plan for the wise use of remaining acreage as the community continues to grow and parcels are absorbed by residential and retail development.

Middleton leaders chose to begin the process with the development of a CORP and asked MSA to lead the study, public engagement and guide to implementation of the vision for the next five years and beyond.

One of the community’s main goals for the CORP is to address the rapid influx of urban infill development in the community. As Middleton grows and residential properties such as apartment and multi-unit buildings become more popular, so does the demand for convenient and accessible outdoor space. City officials are concerned about having enough park land to meet future demand, as well as enough funding to support park maintenance, staffing, potential new park development and associated programming.

MSA began phase one of the CORP by reaching out to local sports organizations to assess their needs and how such needs align with city planning, available space and use agreements. Once all the localized information is collected, phase two will contact

surrounding communities and regional sports and recreation organizations to discuss potential partnership opportunities. The goal is to see where regional park and recreational needs align, and ultimately, to implement a variety of shared-use options including public sports fields, pools and trails to meet demand and balance investment between parties.

A robust public engagement component was also key to the development of the CORP. The City expressed interest in gathering input from citizens as early in the planning process as possible, but due to restrictions associated with COVID-19, did not want any meetings to be held in person. MSA planners shifted to conduct the public input meeting entirely online, including activities that residents could participate in after the meeting ended. The meeting was recorded, and activities made available afterwards for those who were not able to attend at the scheduled time.

When complete, the City of Middleton will have a clearly defined set of needs, wants, opportunities and potential partnerships to guide it toward the implementation of a new and exciting recreation plan—one that will provide a variety of engaging and accessible places for residents to visit.

Plan Link: [https://issuu.com/msaprofessionalservices/docs/04928079\\_middleton\\_corp\\_01212021](https://issuu.com/msaprofessionalservices/docs/04928079_middleton_corp_01212021)

## COMPREHENSIVE OUTDOOR RECREATION PLAN UPDATE

Hartford, WI

The City of Hartford engaged MSA to update its comprehensive outdoor recreation plan (CORP) and create conceptual plans for two City parks. The CORP included a variety of engagement methods to gather opinions and feedback on this City's park and trail system from residents, sports organizations and the Park and Recreation Committee. Throughout the planning process we also met bi-weekly with the City's Parks and Recreation Director to review materials, discuss upcoming milestones and gain additional insight into the park and recreation needs of the community. Using all of these methods of engagement, we partnered with the City to develop a plan which best positioned it to meet and exceed residents' park needs now and in the future.

During the CORP we also helped identify one of the conceptual plan sites (Centennial Park) as a promising candidate for state and federal funding. We partnered with the City to write an application for funding and the City currently has a pending state/federal award of nearly \$500,000 for the \$2.7 million park project. Our team of architects is also in the process of designing the new park shelter/restroom facility/amphitheater building for Centennial Park which was identified in the CORP. The City continues to secure donations to bring the vision for the park to life and will use the building design images to bolster this effort. Once complete, the City envisions this park as a point of pride where residents gather for a variety of recreation and social activities, and where visitors are intrigued to stop and explore as they drive by along the City's main street.



### CITY OF HARTFORD *Comprehensive Outdoor Recreation Plan* 2018-2023



**Plan Link:** [https://issuu.com/msaprofessionalservices/docs/00216040\\_hartford\\_corp\\_10052018\\_com\\_7ee4103b2c3ce6](https://issuu.com/msaprofessionalservices/docs/00216040_hartford_corp_10052018_com_7ee4103b2c3ce6)

#### PROJECT SIMILARITIES

- Comprehensive Park Plan
- Needs Assessment
- Long Range Planning
- Public Engagement



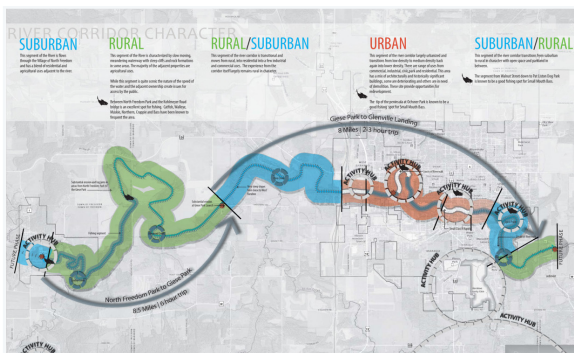
## BARABOO RIVER CORRIDOR PLAN - PHASE I & II

### Village of West Baraboo, WI

The City of Baraboo, Village of West Baraboo, Village of North Freedom, Sauk County and MSA Professional Services worked together to prepare Phase I of the Baraboo River Corridor Plan. The study area begins at North Freedom Park and extends eastward to the Glenville access point near STH 113. Phase I was adopted by all four entities in 2016 and recommendations are being implemented. To date, \$1.176 million in funding has been secured for \$2.3 million of projects from the Phase I plan. Due to the successes and momentum of the Phase I effort and related projects, Phase II was completed during 2018 and 2019. Phase II includes seven communities and two counties stretching from the west corporate limit of the Village of North Freedom through the corporate boundaries of the Cities of Elroy and Hillsboro (west branch).

Both plans establish a unified vision for the future of the corridor, and guide its continual development as a full water trail that is ADA accessible for locals, visitors and tourists. The plans include conceptual site plans and recommendations for a range of improvements. Improvements focus on opportunities that will spur recreation, tourism and development to establish the region as the premiere water recreation destination in south-central Wisconsin.

Between the Phase I and Phase II planning efforts, a Baraboo River Market Study was completed. This project took initial steps to identify a brand for the corridor and developed a marketing strategy and metrics to track the establishment of the Baraboo River as a recreation tourism destination. Plan recommendations include preliminary logo concepts and taglines, recommendations for demographic and geographic target marketing audience, messaging priorities, and specific marketing methods to use to promote the corridor.



### PROJECT SIMILARITIES

- Economic Impact Analysis
- Conceptual Plans and Cost Estimates
- Long Range Planning
- Public Engagement

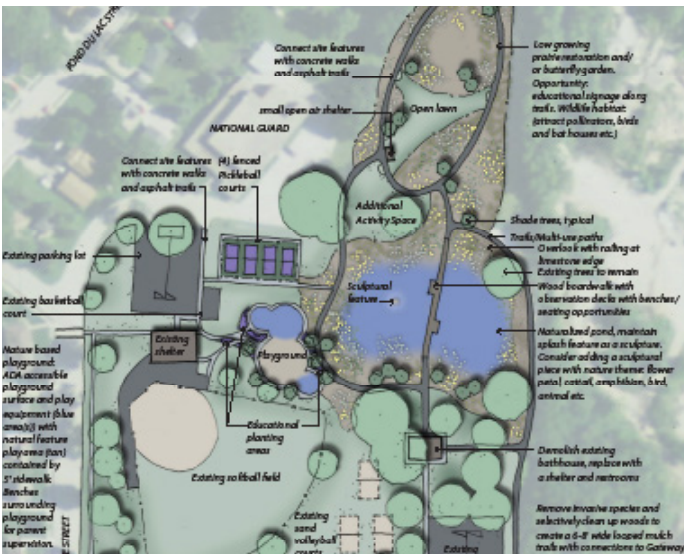


## ERB PARK

Appleton, WI

The City of Appleton worked with MSA to transform the popular Erb Park and Swimming Pool. The \$10.5-million project provides new aquatics and overall park amenities, including a 50-meter competitive pool, recreation pool and water slide.

In addition, the project entailed construction of a new pavilion, bath house and pool equipment building, new playground equipment with poured-in-place surface, connecting paths, grilling stations, additional parking, relocation of the sledding hill and ice skating rinks within the park, reconstruction of the basketball court and addition of two new youth tennis courts.



## MCCUNE PARK

Waupun, WI

The City of Waupun retained MSA to complete a comprehensive park and outdoor recreation plan (CORP) update and a park master plan for McCune Park. The park previously contained the City's swimming area and sand beach. These facilities became obsolete and were closed when the City opened its new Aquatic Center.

The vision for McCune Park is to convert the old swimming beach into a naturalized amenity with boardwalk and overlooks. New trails with fitness stations will create a variety of opportunities for residents and visitors to stroll through restored prairie and woodland and provide habitat for wildlife. Other amenities include ADA-accessible play features, nature-based playground, pickle ball courts, a new restroom building, open air shelter and enhanced landscaping.

## FIREMAN'S PARK

Verona, WI

Verona hired MSA to work with the Parks, Forestry, & Recreation Committee to update the City's Comprehensive Outdoor Recreation Plan. As part of that effort, MSA developed a park master plan for Fireman's Park.

The plan identified \$3 million in future infrastructure projects over a five-year period. The park is home to the City's only outdoor aquatic facility, Goose Lake and Beach. The plan replaced and updated facilities including a new bathhouse, splash pad, trail connection to the Ice Age Trail, beach improvements, fishing and picnic areas, playground, parking lot, kayak/canoe launch, overlook and general vegetation clean up/invasive species eradication.







#### PROJECT SIMILARITIES

- Conceptual Plans and Cost Estimates
- Site Analysis
- Public Engagement
- Long Range Planning
- Public Engagement (In-Person and Online)

## HENRY VILAS PARK

### Madison, WI

Vilas Park is one of Madison's oldest and well-loved parks. When William and Anna Vilas bequeathed the land to the City of Madison in 1906 "for the uses and purposes of a public park and pleasure ground," they gave the residents of the City a public open space that has well served countless users for over one hundred years. Named for their son, Henry Vilas, the park was designed by a well-known period landscape gardener, O.C. Simonds. His signature prairie landscapes with lagoon systems are still prevalent at Vilas and Tenney Parks in Madison.

Vilas Park is 45 acres along the shore of Lake Wingra. The original landscape was mostly bog land, which has been transformed into a meadow and lagoon open space with play areas, shelter/warming house for winter skating on the lagoon, trails and beach with beach house. A significant consideration for the future is the use of Vilas Park Drive, a collector road that cuts through the park. Originally, the Madison Park and Pleasure Drive Association oversaw the management and plan for Vilas Park in which Simonds planned a carriage path encircling the park. Today, the remnants of the carriage path design is still present in Vilas Park Drive.

MSA worked closely with the Madison Parks Division to gather valuable input from City of Madison staff, neighborhood residents, key stakeholders and potential funding partners to craft a grounded, attractive and implementable Park Master Plan. Significant analysis of the site includes design information such as a tree inventory, sedimentation and runoff, historical and cultural elements, and pertinent relevant document review. The Master Plan will guide future park improvements over the next 100 years.

## REFERENCES

### City of Middleton

**Matt Amundson, Director of Public Lands, Recreation & Forestry**

City of Middleton  
7426 Hubbard Avenue  
Middleton, WI 53562  
(608) 577-2459  
mamundson@cityofmiddleton.us

*Project: Comprehensive Outdoor Recreation Plan*

*Project Budget: \$26,000*

*Timeline: February 2020 – January 2021*

### Marathon County

**Jamie Polley, Parks Director**

Marathon County Parks  
500 Forest Street  
Wausau, WI 54403  
(715) 261-1550  
Jamie.polley@co.marathon.wi.us

*Project: Comprehensive Outdoor Recreation Plan*

*Project Budget: \$28,000*

*Timeline: November 2018 – October 2019*

### City of Hartford

**Mike Hermann, Parks and Recreation Director**

City of Hartford  
109 North Main Street  
Hartford, WI 53027  
(262) 670-3730  
mikeh@ci.hartford.wi.us

*Project: Comprehensive Outdoor Recreation Plan*

*Project Budget: \$23,000*

*Timeline: March 2018 – October 2018*

### Village of Waunakee

**Sue McDade, Community Services Director**

Village of Waunakee  
333 South Madison Street  
Waunakee, WI 53597  
(608) 850-5992  
smcdade@vil.waunakee.wi.us

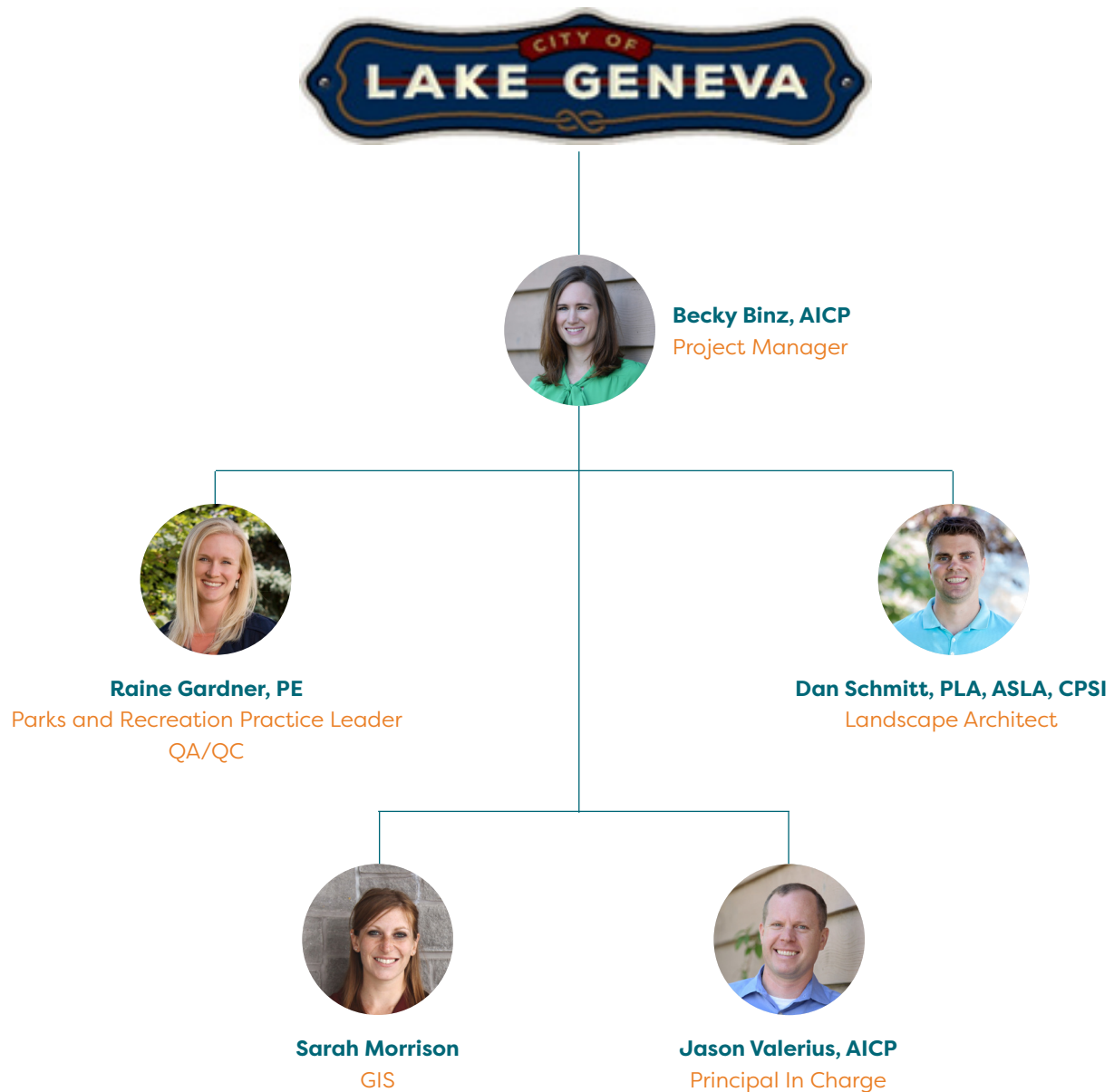
*Project: Comprehensive Bicycle, Pedestrian and Outdoor Recreation Plan*

*Project Budget: \$35,000*

*Timeline: February 2016 – January 2017*

## ORGANIZATIONAL CHART

We have assembled the following specialized team to partner with you to develop a successful Comprehensive Outdoor Recreation Plan for the City of Lake Geneva.







**Becky Binz, AICP**  
PROJECT MANAGER

Becky is a planner experienced in park and recreation planning, including the development of eight recent CORPs. In addition to developing park and recreation plans, Becky helps clients apply for state and federal funding for specific park projects. Her project management experience has spanned a range of unique and interesting work with a primary focus on housing and parks and recreation planning. In 2019, Becky presented the Baraboo River Corridor Planning effort and best practices for regional recreation planning at the Wisconsin Park and Recreation Association's Annual Conference.

### EDUCATION

M.S., Urban and Regional Planning  
University of Wisconsin-Madison

B.A., Economics and Spanish  
University of Wisconsin-Eau Claire

### CERTIFICATION

American Institute of Certified Planners

### SELECTED PROJECT EXPERIENCE

#### CORPS

- Middleton, WI
- Hartford, WI
- Mukwonago, WI
- Waupun, WI
- Waunakee/Westport, WI,
- Verona, WI

#### OTHER PARK PLANS

- Baraboo River Corridor Plan, Phases I & II, Baraboo, WI
- Blufflands Recreation and Conservation Plan, La Crosse, WI
- Rock River Stormwater Group Education, Janesville, WI



**Raine Gardner, PE**  
PARKS AND RECREATION PRACTICE  
LEADER  
QA/QC

As our Parks and Recreation practice lead, Raine leads a team of landscape architects, waterfront development specialists and project engineers. She also works with governments in planning, design and constructing infrastructure systems. Raine has worked on a variety of projects including recreational parks and trail projects, waterfront development/access, river corridor planning, park master planning and concepts, stormwater, water main, and sanitary sewer design, roadway reconstruction, lake dredging, and streetscaping plans.

Raine is frequently asked to speak on topics related to parks and recreation at statewide, regional and national meetings and conferences. Most recently, she presented on the following topics at the Wisconsin Park and Recreation Association's Annual Conference: in 2020 and 2019 National Outdoor Recreation Conference - "Baraboo River Corridor Planning"; in 2018: "Alternative Approaches to Funding Projects" and "Economic Development: How Do You Make Your Community Competitive Through Parks and Recreation?"

### EDUCATION

M.S., Civil Engineering  
University of Wisconsin-Madison

B.S., Civil Engineering  
Michigan Technological University

### REGISTRATION

Professional Engineer, WI, MN, IA, MI

### SELECTED PROJECT EXPERIENCE

#### CORPS

- North Freedom, WI
- Lake Delton, WI
- Middleton, WI
- West Baraboo, WI

#### OTHER PARK PLANS

- Baraboo River Corridor Project
- Baraboo River Communities

#### DESIGN AND DEVELOPMENT

- Erb Park and Swimming Pool, Appleton, WI
- Clara Avenue Multiuse Trail, Lake Delton, WI
- Witter Field and Pool, Wisconsin Rapids, WI
- Town of Rome Splash Pad, Rome, WI
- Mead Field Splashpad, Wisconsin Rapids, WI
- Riverside Park, Mauston, WI



**Dan Schmitt, PLA, ASLA,  
CPSI**  
**LANDSCAPE ARCHITECT**

Dan is a professional landscape architect and plays a key role in each of our recreation-based projects. His experience with on-site construction management provides a valuable understanding of construction detailing and construction workflow including permitting and local code and zoning requirements. His academic focus was to design enriching outdoor spaces for children and he enjoys working on playground projects and exploring techniques for implementing Natural Play. His experiences provide a comprehensive knowledge of site inventory, concept development, landscape plans, planting design and construction details.

### EDUCATION

M.A., Landscape Architecture, University of Wisconsin-Madison  
B.S., Landscape Architecture, University of Wisconsin-Madison

### REGISTRATION | CERTIFICATIONS

Professional Landscape Architect, MN, WI, IL  
Certified Playground Safety Inspector (CPSI)

### SELECTED PROJECT EXPERIENCE

#### DEVELOPMENT

- Sauk City Riverfront Park, Sauk City, WI
- Fireman's Park, Verona, WI
- Riverfront Park, Wisconsin Rapids, WI
- Recreation Complex, Wisconsin Rapids, WI
- Lowe Park, Marion, IA
- Riverfront Pocket Park, Sauk City, WI
- Jones Park, Appleton, WI

#### CONCEPT/MASTER PLANS

- Sauk City Riverfront Park, Sauk City, WI
- Zoo, Wisconsin Rapids, WI
- Fireman's Park, Verona, WI
- Barber Park, Mahomet, IL
- Indianhead and Field Park Master Plan, Mukwonago, WI
- Downtown Plaza, Arthur, IL

#### CORPS

- Middleton, WI
- North Freedom, WI
- Hartford, WI
- Mukwonago, WI



**Sarah Morrison**  
**GIS**

Sarah's experience includes field collection and observation, GPS post-processing and assisting with design, plans, reports, maps, schedules and various documents. Sarah is also familiar with GIS and creating maps and exhibits for both internal and external clients. She also has experience coordinating with utilities and municipalities, assisting with public involvement meetings and discussing projects with both project staff, officials, and members of the public, completing wetland delineation field work and reports, Phase I and II reporting and inspections and NEPA reports.

### EDUCATION

B.S., Geography  
University of Wisconsin-La Crosse

### SELECTED PROJECT EXPERIENCE

#### CORPS

- Middleton, WI

#### COMPREHENSIVE PLANS

- Shorewood Hills, WI
- Fond du Lac, WI
- Lake Delton, WI

#### HOUSING STUDIES

- Green Bay, WI
- Beaver Dam, WI
- Sheboygan, WI
- Monticello, MN
- Price County, WI
- Manitowoc, WI

#### STORMWATER SYSTEM MODELING

- Urbandale, IA



**Jason Valerius, AICP****PRINCIPAL IN CHARGE**

Jason has more than 17 years of community planning and design experience across the Midwest. He has led the development of economic development plans, comprehensive plans, neighborhood plans and zoning ordinances. As team leader for the Madison-based Planning + Design team, Jason manages a talented staff with expertise ranging from comprehensive planning, transportation planning, and economic development plans to park and recreation plans, landscape architecture, and urban design. Jason also serves on the Board of the Wisconsin Chapter of the American Planning Association, currently as past president.

**EDUCATION**

M.S., Architecture and Urban Planning  
University of Wisconsin-Milwaukee

B.A., Government/Psychology  
Lawrence University

**CERTIFICATION**

American Institute of Certified Planners

**SELECTED PROJECT EXPERIENCE****COMPREHENSIVE PLANS**

- Sun Prairie, WI
- Fox Crossing, WI
- Waunakee/Westport, WI
- La Crescent, MN

**OTHER PARK PLANS**

- Vilas Park Master Plan, Madison, WI,
- La Crosse Area Blufflands

**HUD REGULATED PLANNING**

- Consolidated Plan, Janesville, WI
- Greenstep Plan - Comprehensive Plan, La Crescent, MN

## Report Criteria:

Report type: Summary

[Report].Check Issue Date = 03/03/2021,03/10/2021

Check.Type = {&lt;&gt;} "Adjustment"

Bank.Bank account = "043230"

| Check Issue Date | Check Number | Vendor Number | Payee                            | Amount       |
|------------------|--------------|---------------|----------------------------------|--------------|
| 03/03/2021       | 75566        | 2046          | ALLIANT ENERGY                   | 18,685.38- V |
| 03/03/2021       | 75701        | 2104          | AT&T                             | 1,091.52     |
| 03/03/2021       | 75702        | 2670          | HOME DEPOT CREDIT                | 22.94        |
| 03/03/2021       | 75703        | 2977          | MIDWEST TAPE                     | 71.15        |
| 03/03/2021       | 75704        | 241           | REGISTRATION FEE TRUST           | 74.50        |
| 03/03/2021       | 75705        | 5326          | STEPHANIE LYNN LAKE GENEVA LLC   | 5,332.00     |
| 03/03/2021       | 75706        | 4918          | TIME WARNER CABLE                | 359.96       |
| 03/03/2021       | 75707        | 58            | WALMART                          | 124.33       |
| 03/03/2021       | 75708        | 5443          | WISNIEWSKI, JOSEPH               | 66.00        |
| 03/03/2021       | 75709        | 2046          | ALLIANT ENERGY                   | 411.19       |
| 03/03/2021       | 75710        | 2046          | ALLIANT ENERGY                   | 18,685.38    |
| 03/10/2021       | 75788        | 5659          | MSI GENERAL CORPORATION          | 750,406.90   |
| 03/10/2021       | 75789        | 2046          | ALLIANT ENERGY                   | 18,700.16    |
| 03/10/2021       | 75790        | 5770          | AT & T TELECONFERENCE SERVICES   | 102.40       |
| 03/10/2021       | 75791        | 2138          | BAKER & TAYLOR                   | 1,288.25     |
| 03/10/2021       | 75792        | 2273          | CHASE CARD SERVICES              | 3,723.12     |
| 03/10/2021       | 75793        | 5660          | CLARION HOTEL & SUITES           | 164.00       |
| 03/10/2021       | 75794        | 2424          | DUNN LUMBER                      | 4.20         |
| 03/10/2021       | 75795        | 2516          | FORD OF LAKE GENEVA              | 39,373.00    |
| 03/10/2021       | 75796        | 5572          | GENEVA LAKE ASTROPHYSICS & STEAM | 550.00       |
| 03/10/2021       | 75797        | 2572          | GILBANK CONSTRUCTION INC         | 29,814.50    |
| 03/10/2021       | 75798        | 6093          | INGRAM LIBRARY SERVICES          | 1,271.06     |
| 03/10/2021       | 75799        | 2741          | JOHNS DISPOSAL SERVICE INC       | 47,789.60    |
| 03/10/2021       | 75800        | 3118          | PAYNE & DOLAN INC                | 32,055.79    |
| 03/10/2021       | 75801        | 6015          | RODRIGUEZ, JOSE                  | 103.35       |
| 03/10/2021       | 75802        | 1019          | SCHILLER LAWN & LANDSCAPE LLC    | 260.00       |
| 03/10/2021       | 75803        | 3001          | SECURIAN FINANCIAL GROUP         | 2,404.93     |
| 03/10/2021       | 75804        | 5535          | SPRINT                           | 1,149.50     |
| 03/10/2021       | 75805        | 5001          | VERIZON WIRELESS                 | 38.01        |
| Grand Totals:    |              |               |                                  | 936,752.36   |

## Summary by General Ledger Account Number

| GL Account     | Debit     | Credit     | Proof      |
|----------------|-----------|------------|------------|
| 11-00-00-21100 | 17,160.95 | 88,405.78- | 71,244.83- |
| 11-00-00-21340 | 2,213.72  | .00        | 2,213.72   |
| 11-10-00-51330 | 167.64    | .00        | 167.64     |
| 11-10-00-53980 | 95.00     | .00        | 95.00      |
| 11-10-00-55000 | 117.17    | .00        | 117.17     |
| 11-12-00-52210 | 54.58     | .00        | 54.58      |
| 11-14-30-53110 | 158.85    | .00        | 158.85     |
| 11-14-30-53120 | 31.75     | .00        | 31.75      |
| 11-14-30-53990 | 80.00     | .00        | 80.00      |

| GL Account     | Debit      | Credit      | Proof       |
|----------------|------------|-------------|-------------|
| 11-15-10-53200 | 25.00      | .00         | 25.00       |
| 11-16-10-52210 | 706.17     | .00         | 706.17      |
| 11-16-10-52220 | 5,221.14   | 2,552.36-   | 2,668.78    |
| 11-16-10-53100 | 159.30     | .00         | 159.30      |
| 11-16-10-53500 | 22.94      | .00         | 22.94       |
| 11-21-00-52210 | 636.17     | .00         | 636.17      |
| 11-21-00-52220 | 90.97      | 46.27-      | 44.70       |
| 11-21-00-53300 | 103.35     | .00         | 103.35      |
| 11-21-00-53310 | 66.00      | .00         | 66.00       |
| 11-21-00-53610 | 74.50      | .00         | 74.50       |
| 11-22-00-52220 | 2,550.74   | 1,264.73-   | 1,286.01    |
| 11-22-00-53400 | 283.20     | .00         | 283.20      |
| 11-22-00-53500 | 362.72     | .00         | 362.72      |
| 11-22-00-56100 | 146.65     | .00         | 146.65      |
| 11-22-00-58000 | .00        | 1,121.08-   | 1,121.08-   |
| 11-24-00-53100 | 2,150.09   | .00         | 2,150.09    |
| 11-24-00-53310 | 164.00     | .00         | 164.00      |
| 11-29-00-52210 | 38.01      | .00         | 38.01       |
| 11-29-00-52220 | 97.40      | 48.86-      | 48.54       |
| 11-32-10-52220 | 1,771.53   | 865.95-     | 905.58      |
| 11-32-10-53510 | 269.95     | .00         | 269.95      |
| 11-34-10-52220 | 777.45     | 393.92-     | 383.53      |
| 11-34-10-52230 | 17,395.39  | 8,700.04-   | 8,695.35    |
| 11-36-00-52940 | 30,864.80  | .00         | 30,864.80   |
| 11-36-00-52970 | 16,924.80  | .00         | 16,924.80   |
| 11-51-10-52220 | 1,299.50   | 652.52-     | 646.98      |
| 11-52-00-52220 | 1,584.70   | 782.28-     | 802.42      |
| 11-52-00-52500 | 127.65     | .00         | 127.65      |
| 11-52-00-57360 | 140.81     | .00         | 140.81      |
| 11-52-00-59220 | 484.85     | 231.26-     | 253.59      |
| 11-52-01-52220 | 947.29     | 501.68-     | 445.61      |
| 40-00-00-21100 | 2,056.94   | 3,974.30-   | 1,917.36-   |
| 40-54-10-52220 | 571.99     | 300.78-     | 271.21      |
| 40-55-30-52220 | 3,402.31   | 1,756.16-   | 1,646.15    |
| 42-00-00-21100 | .00        | 139.60-     | 139.60-     |
| 42-34-50-46330 | 6.00       | .00         | 6.00        |
| 42-34-50-52210 | 54.56      | .00         | 54.56       |
| 42-34-50-53400 | 79.04      | .00         | 79.04       |
| 43-00-00-21100 | .00        | 812,277.19- | 812,277.19- |
| 43-21-00-17010 | 29,814.50  | .00         | 29,814.50   |
| 43-32-10-17010 | 32,055.79  | .00         | 32,055.79   |
| 43-40-00-17012 | 464,308.67 | .00         | 464,308.67  |
| 43-40-00-17014 | 286,098.23 | .00         | 286,098.23  |
| 47-00-00-21100 | .00        | 5,332.00-   | 5,332.00-   |
| 47-00-00-57210 | 2,666.00   | .00         | 2,666.00    |
| 47-00-00-57212 | 2,666.00   | .00         | 2,666.00    |
| 48-00-00-21100 | .00        | 411.19-     | 411.19-     |
| 48-00-00-52220 | 411.19     | .00         | 411.19      |
| 50-00-00-21100 | .00        | 39,373.00-  | 39,373.00-  |
| 50-32-00-58000 | 39,373.00  | .00         | 39,373.00   |
| 61-00-00-21100 | .00        | 5.37-       | 5.37-       |
| 61-00-00-92630 | 5.37       | .00         | 5.37        |
| 62-00-00-21100 | .00        | 18.20-      | 18.20-      |

| GL Account     | Debit      | Credit      | Proof     |
|----------------|------------|-------------|-----------|
| 62-00-00-92630 | 18.20      | .00         | 18.20     |
| 99-00-00-21100 | 588.57     | 6,622.19-   | 6,033.62- |
| 99-00-00-52110 | 184.28     | .00         | 184.28    |
| 99-00-00-52220 | 1,190.28   | 588.57-     | 601.71    |
| 99-00-00-53120 | 11.67      | .00         | 11.67     |
| 99-00-00-53500 | 4.20       | .00         | 4.20      |
| 99-00-00-53600 | 260.00     | .00         | 260.00    |
| 99-00-00-54100 | 1,433.23   | .00         | 1,433.23  |
| 99-00-00-54110 | 1,359.40   | .00         | 1,359.40  |
| 99-00-00-54140 | 181.43     | .00         | 181.43    |
| 99-00-00-54150 | 550.00     | .00         | 550.00    |
| 99-00-00-54155 | 40.00      | .00         | 40.00     |
| 99-00-00-55000 | 258.20     | .00         | 258.20    |
| 99-00-00-59000 | 1,149.50   | .00         | 1,149.50  |
| Grand Totals:  | 976,365.28 | 976,365.28- | .00       |

Dated: 3-16-2021Mayor: Charles KleinCity Council: John HowellJoan Yunker

City Recorder: \_\_\_\_\_

## Report Criteria:

Report type: Summary

[Report].Check Issue Date = 03/03/2021,03/10/2021

Check.Type = {&lt;&gt;} "Adjustment"

Bank.Bank account = "043230"



## Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Batch = "03172021","12312020P","03172021A"

Invoice Detail.GL account (2 Characters) = {&lt;&gt;} "61"

Invoice Detail.GL account (2 Characters) = {&lt;&gt;} "62"

| Invoice Number                            | Invoice Date | Description                 | GL Account and Title                          | Net Invoice Amount |
|-------------------------------------------|--------------|-----------------------------|-----------------------------------------------|--------------------|
| <b>BOBCAT PLUS</b>                        |              |                             |                                               |                    |
| CB08736                                   | 03/03/2021   | COUPLER-RETURN              | 11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE  | 41.08-             |
| IB11838                                   | 03/03/2021   | COUPLER-SKID STEER          | 11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE  | 42.05              |
| Total BOBCAT PLUS:                        |              |                             |                                               | .97                |
| <b>BUREAU OF CORRECTIONAL ENTERPRISES</b> |              |                             |                                               |                    |
| 306-185273                                | 03/04/2021   | PAPER TOWEL,LINERS          | 11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES  | 125.79             |
| Total BUREAU OF CORRECTIONAL ENTERPRISES: |              |                             |                                               | 125.79             |
| <b>CDW GOVERNMENT INC</b>                 |              |                             |                                               |                    |
| 8621658                                   | 02/26/2021   | MONITOR-CODE ENFORCER       | 11-24-00-53100 BLDG INSPECTOR OFFICE SUPPLIES | 110.68             |
| 8665093                                   | 03/01/2021   | HARD DRIVE-MUNICIPAL CT     | 11-15-10-54500 COMPUTER IT SVC & EQUIPMENT    | 59.18              |
| Total CDW GOVERNMENT INC:                 |              |                             |                                               | 169.86             |
| <b>CINTAS CORP</b>                        |              |                             |                                               |                    |
| 5054699215                                | 03/09/2021   | FIRST AID SUPPLIES          | 11-32-10-53900 FIRST AID AND SAFETY SUPPLIES  | 824.35             |
| Total CINTAS CORP:                        |              |                             |                                               | 824.35             |
| <b>CORNERSTONE COMMUNICATIONS, INC.</b>   |              |                             |                                               |                    |
| 6082                                      | 12/03/2020   | PORT TESTING                | 11-15-10-54500 COMPUTER IT SVC & EQUIPMENT    | 165.00             |
| Total CORNERSTONE COMMUNICATIONS, INC.:   |              |                             |                                               | 165.00             |
| <b>DMO INC.</b>                           |              |                             |                                               |                    |
| 19195                                     | 03/01/2021   | (2) LIFEGUARD CHAIRS        | 40-54-10-53520 BEACH MAINTENANCE SUPPLIES     | 3,558.00           |
| Total DMO INC.:                           |              |                             |                                               | 3,558.00           |
| <b>DOG WASTE DEPOT</b>                    |              |                             |                                               |                    |
| 395960                                    | 03/08/2021   | DOG WASTE BAGS              | 11-52-00-53520 GROUNDS MAINT SUPPLIES         | 695.93             |
| Total DOG WASTE DEPOT:                    |              |                             |                                               | 695.93             |
| <b>DOUSMAN TRANSPORT CO</b>               |              |                             |                                               |                    |
| 45-001737                                 | 02/25/2021   | WINTERFEST SHUTTLE-2/6/21,2 | 42-34-50-53990 PARKING MISC EXPENSES          | 1,083.57           |
| Total DOUSMAN TRANSPORT CO:               |              |                             |                                               | 1,083.57           |
| <b>DUNN LUMBER</b>                        |              |                             |                                               |                    |
| 669552                                    | 02/25/2021   | EXHAUST HOOD CHAIN          | 11-32-10-53500 BLDG MAINT SUPPLIES-STR DEPT   | 79.20              |
| 669603                                    | 02/25/2021   | NUTS,BOLTS,WASHERS          | 11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE  | 46.23              |
| 671464                                    | 03/01/2021   | VINYL TUBE-SUPPLY           | 11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE  | 5.31               |
| 672488                                    | 03/02/2021   | CABLE,ROPES-SWEEPER #133    | 11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE  | 17.71              |
| 673691                                    | 03/03/2021   | BAGS-TOILET PARTS           | 11-52-00-53990 PARKS MISCELLANEOUS EXPENSES   | 4.79               |
| 673724                                    | 03/03/2021   | CANS,BENCHES-SUPPLIES       | 11-52-00-53500 BLDG MAINT SUPPLIES-PARKS      | 37.70              |

| Invoice Number                 | Invoice Date | Description                | GL Account and Title                          | Net Invoice Amount |
|--------------------------------|--------------|----------------------------|-----------------------------------------------|--------------------|
| 674376                         | 03/04/2021   | SLEDGE HAMMER              | 11-32-10-53400 OPERATING SUPPLIES-STREET DEPT | 26.97              |
| 674617                         | 03/04/2021   | METER REMOVAL-SUPPLIES     | 42-34-50-53990 PARKING MISC EXPENSES          | 35.94              |
| 674669                         | 03/04/2021   | METER REMOVAL-SUPPLIES     | 42-34-50-53990 PARKING MISC EXPENSES          | 19.47              |
| 674689                         | 03/04/2021   | WELDING SHOP EXHAUST       | 11-32-10-53500 BLDG MAINT SUPPLIES-STR DEPT   | 89.16              |
| 677712                         | 03/08/2021   | NUTS,BOLTS-PARK BENCHES    | 11-52-00-53500 BLDG MAINT SUPPLIES-PARKS      | 13.49              |
| 678818                         | 03/09/2021   | (6) GRINING WHEELS-POST RM | 42-34-50-53990 PARKING MISC EXPENSES          | 23.94              |
| 72264                          | 03/04/2021   | METER REMOVAL SUPPLIES-R   | 42-34-50-53990 PARKING MISC EXPENSES          | 22.47-             |
| 811532                         | 12/30/2020   | SAW BAR                    | 11-32-13-54300 TREE & BRUSH OPER SUPPLIES     | 79.99              |
| Total DUNN LUMBER:             |              |                            |                                               | 457.43             |
| <b>ELKHORN CHEMICAL CO INC</b> |              |                            |                                               |                    |
| 629389                         | 01/11/2021   | DEODORANT BLOCKS,CLEANE    | 11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES  | 175.57             |
| 629588                         | 01/18/2021   | TOWELS                     | 11-52-00-53500 BLDG MAINT SUPPLIES-PARKS      | 74.60              |
| 630503                         | 02/16/2021   | BATH TISSUE,MOP,CLEANER    | 11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES  | 128.56             |
| Total ELKHORN CHEMICAL CO INC: |              |                            |                                               | 378.73             |
| <b>ELKHORN NAPA AUTO PARTS</b> |              |                            |                                               |                    |
| 221838                         | 03/03/2021   | GEAR OIL                   | 11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE  | 20.40              |
| Total ELKHORN NAPA AUTO PARTS: |              |                            |                                               | 20.40              |
| <b>FAIRWYN SB INC</b>          |              |                            |                                               |                    |
| 1720 COBBLE                    | 03/05/2021   | 1720 COBBLESTONE CT        | 11-00-00-23540 DEVELOPER DEPOSITS             | 3,500.00           |
| 1770 STONE R                   | 03/05/2021   | 1770 STONE RIDGE CT        | 11-00-00-23540 DEVELOPER DEPOSITS             | 3,500.00           |
| Total FAIRWYN SB INC:          |              |                            |                                               | 7,000.00           |
| <b>FERRELLGAS</b>              |              |                            |                                               |                    |
| RTN8696333                     | 02/25/2021   | PROPANE-HEAT               | 48-00-00-52240 CEM GAS HEAT EXP               | 36.00              |
| Total FERRELLGAS:              |              |                            |                                               | 36.00              |
| <b>FLOWER, JIM</b>             |              |                            |                                               |                    |
| REIMB 2/21                     | 03/02/2021   | 186 MILES-FEB C/E          | 11-24-00-53300 BLDG INSPECTOR TRAVEL-MILEAGE  | 104.16             |
| Total FLOWER, JIM:             |              |                            |                                               | 104.16             |
| <b>FORD OF LAKE GENEVA</b>     |              |                            |                                               |                    |
| 29806                          | 03/01/2021   | MIRRORS-#15,#16            | 11-32-10-52500 ST DEPT EQUIPMENT REPAIRS      | 771.44             |
| Total FORD OF LAKE GENEVA:     |              |                            |                                               | 771.44             |
| <b>GENERAL CODE LLC</b>        |              |                            |                                               |                    |
| GC00112738                     | 03/01/2021   | ECODE ANNUAL MAINT FEE     | 11-14-30-52180 MUNICIPAL CODIFICATION         | 1,195.00           |
| Total GENERAL CODE LLC:        |              |                            |                                               | 1,195.00           |
| <b>GENEVA ONLINE INC</b>       |              |                            |                                               |                    |
| 1111392                        | 03/01/2021   | EMAIL SVC-FEB              | 11-12-00-52210 MUNICIPAL CT TELEPHONE         | 2.00               |
| Total GENEVA ONLINE INC:       |              |                            |                                               | 2.00               |
| <b>GRAYS INC</b>               |              |                            |                                               |                    |
| 36887                          | 03/01/2021   | CARBIDE'S                  | 11-32-12-52500 SNOW & ICE CONTROL-REPAIRS     | 3,832.60           |

| Invoice Number                    | Invoice Date | Description                | GL Account and Title                          | Net Invoice Amount |
|-----------------------------------|--------------|----------------------------|-----------------------------------------------|--------------------|
| Total GRAYS INC:                  |              |                            |                                               | 3,832.60           |
| <b>HE STARK AGENCY INC</b>        |              |                            |                                               |                    |
| 6089-2/26/21                      | 02/26/2021   | COLLECTION FEES-FEB        | 42-34-50-52160 LUKE/CALE CC AND COLLEC FEES   | 1,487.75           |
| Total HE STARK AGENCY INC:        |              |                            |                                               | 1,487.75           |
| <b>IIMC</b>                       |              |                            |                                               |                    |
| 2021 DUES                         | 03/03/2021   | IIMC MEMBERSHIP DUES-2021  | 11-14-30-53320 CITY CLRK CONFERENCES & DUES   | 200.00             |
| Total IIMC:                       |              |                            |                                               | 200.00             |
| <b>ITU ABSORB TECH INC</b>        |              |                            |                                               |                    |
| 7652500                           | 03/05/2021   | MATS,RAGS,COVERALLS        | 11-32-10-53600 ST DEPT BLDG MAINT SERV COSTS  | 87.29              |
| 7652501                           | 03/05/2021   | MATS                       | 11-16-10-53600 CITY HALL MAINT SERVICE COSTS  | 122.59             |
| M000054602                        | 02/25/2021   | CREDIT                     | 40-55-20-53600 RIV MAINTENANCE SERVICE COSTS  | 95.31              |
| Total ITU ABSORB TECH INC:        |              |                            |                                               | 114.57             |
| <b>JACOBSEN, TOM</b>              |              |                            |                                               |                    |
| REIMB 2/25/21                     | 02/25/2021   | MAILBOX REPLACEMENT PAYM   | 11-32-12-53400 OPERATING SUPPLIES-SNOW & ICE  | 50.00              |
| Total JACOBSEN, TOM:              |              |                            |                                               | 50.00              |
| <b>JERRY WILLKOMM INC</b>         |              |                            |                                               |                    |
| 276505                            | 02/12/2021   | 1605.0 GALS GAS            | 11-32-10-53410 VEHICLE-FUEL & OIL             | 3,722.00           |
| Total JERRY WILLKOMM INC:         |              |                            |                                               | 3,722.00           |
| <b>JJ KELLER &amp; ASSOCIATES</b> |              |                            |                                               |                    |
| 9105728614                        | 02/18/2021   | FEDERAL/STATE POSTERS      | 11-16-10-53100 CITY HALL OFFICE SUPPLIES      | 51.67              |
| 9105728614                        | 02/18/2021   | FEDERAL/STATE POSTERS      | 11-22-00-53100 OFFICE SUPPLIES                | 51.67              |
| 9105728614                        | 02/18/2021   | FEDERAL/STATE POSTERS      | 11-32-10-53400 OPERATING SUPPLIES-STREET DEPT | 51.67              |
| 9105728614                        | 02/18/2021   | FEDERAL/STATE POSTERS      | 11-21-00-53100 PD OFFICE SUPPLIES             | 51.67              |
| 9105728614                        | 02/18/2021   | FEDERAL/STATE POSTERS      | 99-00-00-53100 LIBRARY OFFICE SUPPLIES        | 51.67              |
| Total JJ KELLER & ASSOCIATES:     |              |                            |                                               | 258.35             |
| <b>JOHNS DISPOSAL SERVICE INC</b> |              |                            |                                               |                    |
| 608884                            | 03/05/2021   | MAR SVC                    | 11-36-00-52940 SOLID WASTE-RESIDENTIAL        | 30,657.78          |
| 608884                            | 03/05/2021   | MAR SVC                    | 11-36-00-52970 SOLID WASTE-RECYCLING          | 16,811.28          |
| Total JOHNS DISPOSAL SERVICE INC: |              |                            |                                               | 47,469.06          |
| <b>KEEFE, DANIEL J</b>            |              |                            |                                               |                    |
| REFD 2/18/21                      | 02/18/2021   | CIT CN80F3STLZ RED-PRTL RE | 11-12-00-45100 COURT PENALTIES & FINES        | 195.30             |
| Total KEEFE, DANIEL J:            |              |                            |                                               | 195.30             |
| <b>LAKE GENEVA UTILITY</b>        |              |                            |                                               |                    |
| 1720 COBBLE                       | 03/01/2021   | 1720 COBBLESTONE CT        | 45-00-00-24520 WATER IMPACT FEES              | 1,690.00           |
| 1720 COBBLE                       | 03/01/2021   | 1720 COBBLESTONE CT        | 45-00-00-24530 SEWER IMPACT FEES              | 1,865.00           |
| 1770 STONE R                      | 02/26/2021   | 1770 STONE RIDGE CT        | 45-00-00-24520 WATER IMPACT FEES              | 1,690.00           |
| 1770 STONE R                      | 02/26/2021   | 1770 STONE RIDGE CT        | 45-00-00-24530 SEWER IMPACT FEES              | 1,865.00           |
| 290 PEARSON                       | 01/20/2021   | 290 PEARSON DR             | 45-00-00-24520 WATER IMPACT FEES              | 1,690.00           |
| 290 PEARSON                       | 01/20/2021   | 290 PEARSON DR             | 45-00-00-24530 SEWER IMPACT FEES              | 1,865.00           |

| Invoice Number                                  | Invoice Date | Description                | GL Account and Title                         | Net Invoice Amount |
|-------------------------------------------------|--------------|----------------------------|----------------------------------------------|--------------------|
| 302 BOWING                                      | 03/01/2021   | 302 BOWING WAY             | 45-00-00-24520 WATER IMPACT FEES             | 1,690.00           |
| 302 BOWING                                      | 03/01/2021   | 302 BOWING WAY             | 45-00-00-24530 SEWER IMPACT FEES             | 1,865.00           |
| 502 CADENCE                                     | 02/05/2021   | 502 CADENCE CIR            | 45-00-00-24520 WATER IMPACT FEES             | 1,690.00           |
| 502 CADENCE                                     | 02/05/2021   | 502 CADENCE CIR            | 45-00-00-24530 SEWER IMPACT FEES             | 1,865.00           |
| Total LAKE GENEVA UTILITY:                      |              |                            |                                              | 17,775.00          |
| <b>LARRY'S TOWING &amp; RECOVERY</b>            |              |                            |                                              |                    |
| 03/02/21                                        | 03/02/2021   | SERVICE-STAND ONS          | 11-52-00-52500 EQUIPMENT REPAIR SERVICES     | 153.00             |
| Total LARRY'S TOWING & RECOVERY:                |              |                            |                                              | 153.00             |
| <b>MACQUEEN EQUIPMENT</b>                       |              |                            |                                              |                    |
| P18423                                          | 03/03/2021   | SHEAR PINS                 | 11-32-12-52500 SNOW & ICE CONTROL-REPAIRS    | 36.96-             |
| Total MACQUEEN EQUIPMENT:                       |              |                            |                                              | 36.96-             |
| <b>MALEK &amp; ASSOCIATES CONSULTANTS</b>       |              |                            |                                              |                    |
| 6182                                            | 02/08/2021   | PLAN REVIEW-RIVERIA        | 43-40-00-17010 RIVIERA RENOVATION 2020       | 890.00             |
| Total MALEK & ASSOCIATES CONSULTANTS:           |              |                            |                                              | 890.00             |
| <b>MIDWEST DOOR COMPANY</b>                     |              |                            |                                              |                    |
| 3627                                            | 02/27/2021   | OH DOOR REPAIR-1070 CAREY  | 11-32-10-53600 ST DEPT BLDG MAINT SERV COSTS | 135.00             |
| Total MIDWEST DOOR COMPANY:                     |              |                            |                                              | 135.00             |
| <b>MIKES AUTO REPAIR INC</b>                    |              |                            |                                              |                    |
| 23004                                           | 03/04/2021   | TIRE REPAIR-MOWER          | 11-52-00-52500 EQUIPMENT REPAIR SERVICES     | 24.87              |
| 58210                                           | 03/04/2021   | BATTER-STUMP GRINDER       | 11-32-13-54200 TREE & BRUSH-REPAIR           | 154.95             |
| Total MIKES AUTO REPAIR INC:                    |              |                            |                                              | 179.82             |
| <b>MUNICIPAL LAW &amp; LITIGATION GRO, S.C.</b> |              |                            |                                              |                    |
| 5313                                            | 02/19/2021   | WALMART APPEAL             | 11-13-10-52140 OUTSIDE ATTORNEYS FEES        | 2,500.00           |
| Total MUNICIPAL LAW & LITIGATION GRO, S.C.:     |              |                            |                                              | 2,500.00           |
| <b>MUNICIPAL SERVICES LLC</b>                   |              |                            |                                              |                    |
| 202110                                          | 02/28/2021   | SUB INSPECTOR-FEB SVCS     | 11-24-00-52190 CONTRACT BUILDING INSPECTOR   | 399.00             |
| Total MUNICIPAL SERVICES LLC:                   |              |                            |                                              | 399.00             |
| <b>MUNICIPAL TREASURERS ASSOC WI</b>            |              |                            |                                              |                    |
| 1902                                            | 03/03/2021   | 2021 DUES-DUCHEMIN         | 11-15-10-53200 ACCTG PROFESSIONAL DUES       | 60.00              |
| Total MUNICIPAL TREASURERS ASSOC WI:            |              |                            |                                              | 60.00              |
| <b>OFFICE DEPOT</b>                             |              |                            |                                              |                    |
| 159253875001                                    | 02/26/2021   | TONER CARTRIDGE            | 11-15-10-53100 ACCTG OFFICE SUPPLIES         | 64.79              |
| 160963553001                                    | 03/05/2021   | ENVELOPE MOISTENER         | 11-16-10-53100 CITY HALL OFFICE SUPPLIES     | 10.39              |
| 160963553001                                    | 03/05/2021   | FILE SORT,3 HOLE PUN,DE MR | 40-54-10-53100 BEACH OFFICE SUPPLIES         | 53.39              |
| Total OFFICE DEPOT:                             |              |                            |                                              | 128.57             |
| <b>OTTER SALES &amp; SERVICE INC</b>            |              |                            |                                              |                    |
| BUR-1030195                                     | 02/16/2021   | SPINDLES-RHINO RIGHT       | 11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE | 775.84             |

| Invoice Number                               | Invoice Date | Description               | GL Account and Title                          | Net Invoice Amount |
|----------------------------------------------|--------------|---------------------------|-----------------------------------------------|--------------------|
| BUR-1030287                                  | 02/23/2021   | SPINDLES-RHINO LEFT       | 11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE  | 775.84             |
| Total OTTER SALES & SERVICE INC:             |              |                           |                                               | 1,551.68           |
| <b>PECK &amp; WEIS HEATING &amp; COOLING</b> |              |                           |                                               |                    |
| I-43671-1                                    | 03/03/2021   | WELDING HOOD              | 11-32-10-53500 BLDG MAINT SUPPLIES-STR DEPT   | 160.16             |
| Total PECK & WEIS HEATING & COOLING:         |              |                           |                                               | 160.16             |
| <b>POWER TECH LLC</b>                        |              |                           |                                               |                    |
| JAN-FEB 2021                                 | 03/04/2021   | COMM ELEC INS-1/6-2/26    | 11-24-00-52190 CONTRACT BUILDING INSPECTOR    | 770.00             |
| Total POWER TECH LLC:                        |              |                           |                                               | 770.00             |
| <b>QUADIENT LEASING USA, INC.</b>            |              |                           |                                               |                    |
| 16317981                                     | 03/03/2021   | SURE SEAL-POSTAGE MACHIN  | 11-16-10-55320 CH POSTAGE METER RENT & EXP    | 21.36              |
| Total QUADIENT LEASING USA, INC.:            |              |                           |                                               | 21.36              |
| <b>RC ELECTRONICS</b>                        |              |                           |                                               |                    |
| 646996                                       | 02/27/2021   | RADIO-NEW TRK #133        | 11-32-10-52620 ST DEPT COMM SYSTEM MAINT FEES | 693.90             |
| Total RC ELECTRONICS:                        |              |                           |                                               | 693.90             |
| <b>RHYME BUSINESS PRODUCTS</b>               |              |                           |                                               |                    |
| AR445842                                     | 02/26/2021   | M3550IDN-MAR              | 11-12-00-53610 EQUIPMENT MAINT SERVICE COSTS  | 26.00              |
| AR445895                                     | 02/26/2021   | SHARP-FEB COLOR           | 11-16-10-53100 CITY HALL OFFICE SUPPLIES      | 360.91             |
| AR445895                                     | 02/26/2021   | SHARP-FEB B&W             | 11-16-10-53100 CITY HALL OFFICE SUPPLIES      | 22.03              |
| Total RHYME BUSINESS PRODUCTS:               |              |                           |                                               | 408.94             |
| <b>ROTE OIL COMPANY</b>                      |              |                           |                                               |                    |
| 2104800624                                   | 02/17/2021   | 330.4 GALS CLEAR DIESEL   | 11-32-10-53410 VEHICLE-FUEL & OIL             | 794.94             |
| Total ROTE OIL COMPANY:                      |              |                           |                                               | 794.94             |
| <b>SCHNEIDERMAN, ANDREW J</b>                |              |                           |                                               |                    |
| REFD CN80F3                                  | 03/01/2021   | REFD #CN80F3STKT          | 11-12-00-45100 COURT PENALTIES & FINES        | 156.50             |
| Total SCHNEIDERMAN, ANDREW J:                |              |                           |                                               | 156.50             |
| <b>SHERWIN-WILLIAMS COMPANY</b>              |              |                           |                                               |                    |
| 5754-1                                       | 03/03/2021   | PAINT-CANS,BENCHES        | 11-52-00-53500 BLDG MAINT SUPPLIES-PARKS      | 96.31              |
| Total SHERWIN-WILLIAMS COMPANY:              |              |                           |                                               | 96.31              |
| <b>SIGNATURE SIGNS LLC</b>                   |              |                           |                                               |                    |
| 5632                                         | 03/01/2021   | "CIH EMPLOYEES ONLY" SIGN | 42-34-50-53990 PARKING MISC EXPENSES          | 35.00              |
| Total SIGNATURE SIGNS LLC:                   |              |                           |                                               | 35.00              |
| <b>STATE OF WISCONSIN</b>                    |              |                           |                                               |                    |
| INV.64-246 02/                               | 02/26/2021   | COURT FINES-FEB 2021      | 11-12-00-24240 COURT FINES-STATE              | 1,533.04           |
| Total STATE OF WISCONSIN:                    |              |                           |                                               | 1,533.04           |



| Invoice Number                         | Invoice Date | Description                | GL Account and Title                          | Net Invoice Amount |
|----------------------------------------|--------------|----------------------------|-----------------------------------------------|--------------------|
| <b>UNITED LABORATORIES</b>             |              |                            |                                               |                    |
| INV310849                              | 02/23/2021   | RESTROOM CLEANING SUPPLI   | 11-52-00-53500 BLDG MAINT SUPPLIES-PARKS      | 1,106.00           |
| Total UNITED LABORATORIES:             |              |                            |                                               | 1,106.00           |
| <b>UNITED PUBLIC SAFETY INC</b>        |              |                            |                                               |                    |
| UPS00046728                            | 02/28/2021   | AUTO OWNER LOOKUPS-FEB 2   | 42-34-50-54500 SUPPORT CONTRACTS              | 62.50              |
| Total UNITED PUBLIC SAFETY INC:        |              |                            |                                               | 62.50              |
| <b>VANDEWALLE &amp; ASSOCIATES INC</b> |              |                            |                                               |                    |
| 202102037                              | 02/22/2021   | TAP GRANT                  | 43-00-00-16100 PREPAID EXPENSES               | 1,923.76           |
| 202102037                              | 02/22/2021   | PLANNING SVCS-FEB          | 11-69-30-52120 OUTSIDE PROFESSIONAL PLANNING  | 10,646.50          |
| 202102037                              | 02/22/2021   | COST RECOVERY              | 11-00-00-13910 A/R BILL OUTS                  | 1,535.50           |
| Total VANDEWALLE & ASSOCIATES INC:     |              |                            |                                               | 14,105.76          |
| <b>WALLING, FRED</b>                   |              |                            |                                               |                    |
| REIMB 3/21                             | 03/01/2021   | SWWBIA-333 MILES           | 11-24-00-53300 BLDG INSPECTOR TRAVEL-MILEAGE  | 193.14             |
| REIMB 3/21                             | 03/01/2021   | SWWBIA-MEALS               | 11-24-00-53310 BLDG INSP-MEALS & LODGING      | 121.16             |
| Total WALLING, FRED:                   |              |                            |                                               | 314.30             |
| <b>WALWORTH COUNTY TREASURER</b>       |              |                            |                                               |                    |
| INV.64-246 02/                         | 02/26/2021   | COURT FINES-FEB 2021       | 11-12-00-24200 COURT FINES-COUNTY             | 664.90             |
| Total WALWORTH COUNTY TREASURER:       |              |                            |                                               | 664.90             |
| <b>WELDERS SUPPLY CO</b>               |              |                            |                                               |                    |
| 10195885                               | 02/25/2021   | HELMET,SHEILD-WELDING      | 11-32-10-52500 ST DEPT EQUIPMENT REPAIRS      | 424.94             |
| Total WELDERS SUPPLY CO:               |              |                            |                                               | 424.94             |
| <b>WI MUNICIPAL JUDGES ASSOC</b>       |              |                            |                                               |                    |
| DUES-2021                              | 03/09/2021   | 2021 DUES                  | 11-12-00-53320 MUN CT CONFERENCES & SCHOOL    | 75.00              |
| Total WI MUNICIPAL JUDGES ASSOC:       |              |                            |                                               | 75.00              |
| <b>WINTER EQUIPMENT COMPANY INC</b>    |              |                            |                                               |                    |
| IN47623                                | 02/25/2021   | (8) CURB SHOES             | 11-32-12-52500 SNOW & ICE CONTROL-REPAIRS     | 1,626.78           |
| Total WINTER EQUIPMENT COMPANY INC:    |              |                            |                                               | 1,626.78           |
| <b>WISCONN VALLEY MEDIA GROUP</b>      |              |                            |                                               |                    |
| 50482-1                                | 09/27/2020   | LN-801 GENEVA PKWY CUP     | 11-10-00-53150 PUBLICATION FEES REIMBURSABLE  | 56.74              |
| 50483-1                                | 09/27/2020   | LN-816 WISCONSIN ST CUP    | 11-10-00-53150 PUBLICATION FEES REIMBURSABLE  | 54.50              |
| 51028-1                                | 09/27/2020   | DA-PUBLIC WORKS HELP WAN   | 11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE | 144.00             |
| 52424-1                                | 11/01/2020   | LN-300 PELLER RD GDP       | 11-10-00-53150 PUBLICATION FEES REIMBURSABLE  | 30.76              |
| 52632-1                                | 11/01/2020   | LN-NOV 2020 TYPE E NOTICE  | 11-14-30-53110 BALLOTS/OTHER ELECTION EXPENSE | 152.57             |
| 53053-1                                | 11/01/2020   | LN-9/14/20 COUNCIL MINUTES | 11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE | 218.32             |
| 53618-1                                | 11/01/2020   | LN-ORD 20-10               | 11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE | 43.22              |
| 53621-1                                | 11/01/2020   | LN-ORD 20-13               | 11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE | 124.19             |
| 53636-1                                | 11/01/2020   | LN-ORD 20-11               | 11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE | 37.68              |
| 54262-1                                | 11/01/2020   | LN-ORD 20-15               | 11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE | 29.38              |
| 54287-1                                | 11/01/2020   | LN-9/28/20 COUNCIL MINUTES | 11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE | 204.48             |
| 54521-1                                | 11/01/2020   | LN-FARMSTAND LIQUOR LICEN  | 11-10-00-53150 PUBLICATION FEES REIMBURSABLE  | 15.53              |
| 54523-1                                | 11/01/2020   | LN-NOV 2020 PUBLIC TEST NO | 11-14-30-53110 BALLOTS/OTHER ELECTION EXPENSE | 73.67              |

Dated: 3-16-2021

Mayor: Charles Klein

City Council:  Rick J. Geller

Ken Norvell

Joan Yunker

City Recorder:

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## **TRAFFIC CONTROL SIGNAL OPERATION AND MAINTENANCE AGREEMENT**

The Wisconsin Department of Transportation agrees to assume ownership, maintenance, and operational responsibility for the traffic control signal at the intersection of: STH 120 & Bloomfield Road for the purpose of controlling the flow of traffic.

The following conditions are acknowledged and accepted by the Township of Bloomfield, the City of Lake Geneva, and the Wisconsin Department of Transportation:

1. The operation of the traffic signal will comply with the Wisconsin Manual on Uniform Traffic Control Devices.
2. The new traffic signal shall be constructed to Wisconsin Department of Transportation standards.
3. The Wisconsin Department of Transportation shall be responsible for lighting the intersection listed in this agreement.
4. The Wisconsin Department of Transportation shall inspect and approve the traffic signal for operation prior to turn on. Once the traffic signal has been turned on, the Department is responsible for ownership, maintenance, and operation regardless of the remaining project work.
5. The Township of Bloomfield and the City of Lake Geneva shall be responsible for all timing requests in the event, the new traffic signal is turned on before it has been approved for operation by the Wisconsin Department of Transportation.
6. After the traffic signal is approved for operation by the Wisconsin Department of Transportation, the Wisconsin Department of Transportation will be responsible for all energy costs associated with the signal.
7. Parking will be restricted by the Township of Bloomfield at locations on the identified intersecting streets in accordance with the need to provide adequate capacity and normal flow of traffic.
8. The Township of Bloomfield consents to the installation of a traffic control signal at the intersection of STH 120 and Bloomfield Road and will complete all permit applications requested by the Wisconsin Department of Transportation. The City of Lake Geneva will be responsible for the design and installation of the traffic signal. Once the traffic signal has been turned on, the Department is responsible for ownership, maintenance, and operation

**Agreed on behalf of Township of Bloomfield**

**Agreed on behalf of the Department**

\_\_\_\_\_  
(Signature of Authorized Representative for Township)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Office of Traffic)

\_\_\_\_\_  
(Date)

**Agreed on behalf of City of Lake Geneva**

\_\_\_\_\_  
(Signature of Authorized Representative for City)

\_\_\_\_\_  
(Date)

## **AGREEMENT**

WHEREAS, The City of Lake Geneva, a Wisconsin Municipal Corporation (hereinafter "City") and the Lake Geneva-Genoa City Union High School District and Lake Geneva Joint #1 School District (hereinafter "School Districts") desire to enter into an agreement to allow the installation of traffic signals at the intersection of STH 120 and Bloomfield Road (hereinafter "the intersection"); and

WHEREAS, the City and School Districts desire to set forth each parties' financial obligations with respect to the design and installation of said traffic signals at the above described intersection; and

WHEREAS, the City and the Town of Bloomfield and the Wisconsin Department of Transportation are entering into a Memorandum of Understanding (hereinafter "MOU") to allow the installation of traffic signals at the Intersection which MOU is attached hereto as Exhibit 1; and

WHEREAS, there is mutual benefits to the City and School Districts to share in the costs to design and install the above described traffic signals; and

WHEREAS, it is estimated that the total cost to design and install the traffic signals at the Intersection will not exceed Five Hundred Thousand (\$500,000.00) Dollars (as shown on the attached Task Order marked Exhibit 2).

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged the City and School Districts agree as follows:

1. The above recitals are true and correct and incorporated herein by reference.
2. The City of Lake Geneva will utilize the services of Kapur and Associates to design and oversee installation of traffic signals at the Intersection.
3. The City will contribute and pay the sum of One Hundred Fifty Thousand and No/100 (\$150,000.00) Dollars for the design and installation of traffic signals at the Intersection.

4. The School Districts will pay the balance of the estimated Five Hundred Thousand (\$500,000.00) Dollar cost for design and installation of the traffic signals at the Intersection.
5. The City will administer the payments for the design and installation of the traffic signals at the Intersection.
6. After the City has expended the One Hundred Fifty Thousand (\$150,000.00) Dollars it is obligated to pay under this agreement, the School Districts will pay the balance of the costs for the design and installation of the traffic signals at the Intersection.
7. The City will continue to administer the payments after paying its share of the design and installation of the traffic signals at the Intersection. While administering payments for the project, the City will provide a spreadsheet to the School Districts showing the payments made to date together with necessary back-up documentation to support said payments.
8. After the payment of the City's share of the costs of One Hundred Fifty Thousand (\$150,000.00) Dollars for the design and installation of traffic signals at the Intersection, the City will provide subsequent invoices to the School Districts for payment. Within 10 days of receipt of the subsequent invoices, the School Districts will remit the amount shown on the invoice to the City for payment to the requestor. Upon receipt of payment from the School Districts, the City will promptly pay that amount to the requesting party.
9. The City will be entering into agreements with contractors and engineers for the design and installation of the traffic signals at the Intersection. The School Districts will indemnify and hold the City harmless from any claims that may arise as a result of a breach of this agreement by the School Districts. Said indemnity shall include all reasonable attorneys' fees the City may incur in defending such claims or pursuing this indemnity under this paragraph.
10. Each party signing this agreement is duly authorized to enter into this agreement on behalf of the parties.
11. This agreement shall be interpreted under the laws of the State of Wisconsin.

IN WITNESS WHEREOF, the undersigned have set their hand and seal this \_\_\_\_ day of March 2021.



LAKE GENEVA JOINT #1 SCHOOL DISTRICT

LAKE GENEVA-GENOA CITY  
UNION HIGH SCHOOL DISTRICT

By: \_\_\_\_\_  
PATRICK SHERMAN, President

By: \_\_\_\_\_  
MARCIE HOLLMANN, President

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

CITY OF LAKE GENEVA

By: \_\_\_\_\_  
CHARLENE KLEIN, Mayor

Attest: \_\_\_\_\_  
LANA KROPF, City Clerk

## **AGREEMENT**

WHEREAS, The City of Lake Geneva, a Wisconsin Municipal Corporation (hereinafter "City") and the Lake Geneva-Genoa City Union High School District and Lake Geneva Joint #1 School District (hereinafter "School Districts") desire to enter into an agreement to allow the installation of traffic signals at the intersection of STH 120 and Bloomfield Road (hereinafter "the intersection"); and

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WHEREAS, the City and the Town of Bloomfield and the Wisconsin Department of Transportation are entering into a Memorandum of Understanding (hereinafter "MOU") to allow the installation of traffic signals at the Intersection which MOU is attached hereto as Exhibit 1; and

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NOW, THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged the City and School Districts agree as follows:

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6. After the City has expended the One Hundred Fifty Thousand (\$150,000.00) Dollars it is obligated to pay under this agreement, the School Districts will pay the balance of the costs for the design and installation of the traffic signals at the Intersection.
7. The City will continue to administer the payments after paying its share of the design and installation of the traffic signals at the Intersection. While administering payments for the project, the City will provide a spreadsheet to the School Districts showing the payments made to date together with necessary back-up documentation to support said payments.
8. After the payment of the City's share of the costs of One Hundred Fifty Thousand (\$150,000.00) Dollars for the design and installation of traffic signals at the Intersection, the City will provide subsequent invoices to the School Districts for payment. Within 10 days of receipt of the subsequent invoices, the School Districts will remit the amount shown on the invoice to the City for payment to the requestor. Upon receipt of payment from the School Districts, the City will promptly pay that amount to the requesting party.
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10. Each party signing this agreement is duly authorized to enter into this agreement on behalf of the parties.
11. This agreement shall be interpreted under the laws of the State of Wisconsin.

IN WITNESS WHEREOF, the undersigned have set their hand and seal this 19th day of March 2021.

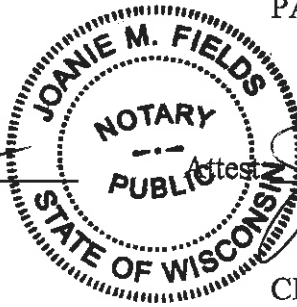
LAKE GENEVA JOINT #1 SCHOOL DISTRICT

LAKE GENEVA-GENOA CITY  
UNION HIGH SCHOOL DISTRICT

By: Marcie Hollmann  
MARCIE HOLLMANN, President

By: Patrick Sherman  
PATRICK SHERMAN, President

Attest: Joanie M. Fields



Attest: Joanie M. Fields

State of Wisconsin  
County of Walworth  
my commission  
expires 5/15/2024

CITY OF LAKE GENEVA

By: \_\_\_\_\_  
CHARLENE KLEIN, Mayor

Attest: \_\_\_\_\_  
LANA KROPF, City Clerk

**TASK ORDER NUMBER #14  
CIVIL ENGINEERING SERVICES**

This task order is made as of November 27, 2018 under the terms and conditions established in the MASTER AGREEMENT FOR ENGINEERING SERVICES, (the Agreement), between the **City of Lake Geneva (Owner)** and **Kapur & Associates, Inc. (Engineer)**. This Task Order is made for the following purpose:

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

**Section A. – Scope of Services**

Engineer shall perform the following Services:

**Plan Preparation Activities**

1. Collect Traffic counts for the preparation of a Traffic Impact analysis and design improvements.
2. Collect topographic survey and mapping to prepare area for construction plans. Topographic survey to include elevation and location of features at the intersection.
3. Provide detailed plan set for anticipated intersection improvements. Plan shall include roadway layout, typical sections, erosion control, traffic control detail and all other appropriate detail to prepare for clear and accurate bidding and construction by contractors.
4. Provide utility coordination of all private utilities for the intersection including utility location for survey of street improvements requiring grading or utility improvements/repairs.
5. 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.
6. Review Bids make recommendation for award, and coordinate notice of award, agreement, and notice to proceed documentation.
7. Attend meetings as required and provide update memos to the Department of Public Works.



8. Coordinate with the Wisconsin DOT for review and approvals as required.

#### **Construction Management Activities**

9. 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.
10. 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.
11. Coordinate and complete necessary material testing services for work completed.
12. 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 on a monthly basis and is completed for all work approved for the prior month.)**
13. The Engineer will be responsible for notifying, scheduling, conducting, documenting, and distributing minutes of the preconstruction conference.
14. Prepare and provide project update memorandum and provide copies of the daily journal entries to City staff upon request.
15. Attend meetings as needed and coordinate with adjacent property owners and business as needed.

#### **Section B. – Schedule**

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

1. Provide Construction Plans, Bid Documents and quantities to the City of Lake Geneva based on agreed upon schedule to be determined on approval of notice to proceed.

#### **Section C. – Compensation**

In return for the performance of the foregoing obligations, Owner shall pay to Engineer an amount not-to-exceed Seventy-Four Thousand dollars (\$74,000.00) 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: Kapiur & Associates, Inc.

By: \_\_\_\_\_

By: Greg Governatori

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Title: Associate

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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

| TASK ORDER 14                                                                           |           |                 |         |                         |         |                   |         |                   |         |                               |         |                             |         |          |         |             |         |             |         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| City of Lake Geneva Bloomfield Road and STH 120 (Edwards Boulevard) Signal Installation |           |                 |         |                         |         |                   |         |                   |         |                               |         |                             |         |          |         |             |         |             |         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| CLASSIFICATION                                                                          | ACT. Code | Project Manager |         | Senior Project Engineer |         | Staff Engineer II |         | Senior Technician |         | Construction Project Engineer |         | Construction Staff Engineer |         | Surveyor |         | Survey Crew |         | Total Labor |         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                         |           | Hours           | Dollars | Hours                   | Dollars | Hours             | Dollars | Hours             | Dollars | Hours                         | Dollars | Hours                       | Dollars | Hours    | Dollars | Hours       | Dollars | Hours       | Dollars |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Average Hourly Wage                                                                     |           | \$140.00        |         |                         |         | \$111.00          |         |                   |         | \$82.00                       |         |                             |         | \$75.00  |         |             |         |             | \$94.00 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

| Summary of Expenses | Units | Cost | Total |
|---------------------|-------|------|-------|
| Estimated Expenses  |       |      |       |
| Concrete Testing    |       |      |       |
| Utility Permit      |       |      |       |
| Totals              |       |      |       |

|                                  |           |
|----------------------------------|-----------|
| Construction Estimate            |           |
| Traffic Signal/Marking/Signaling | \$275,000 |
| Geometric Improvements (TBD)     | \$25,000  |
| 5% Contingency                   | \$16,000  |
| Totals                           | \$390,000 |

## **AGREEMENT**

WHEREAS, The City of Lake Geneva, a Wisconsin Municipal Corporation (hereinafter "City") and the Lake Geneva-Genoa City Union High School District and Lake Geneva Joint #1 School District (hereinafter "School Districts") desire to enter into an agreement to allow the installation of traffic signals at the intersection of STH 120 and Bloomfield Road (hereinafter "the intersection"); and

WHEREAS, the City and School Districts desire to set forth each parties' financial obligations with respect to the design and installation of said traffic signals at the above described intersection; and

WHEREAS, the City and the Town of Bloomfield and the Wisconsin Department of Transportation are entering into a Memorandum of Understanding (hereinafter "MOU") to allow the installation of traffic signals at the Intersection which MOU is attached hereto as Exhibit 1; and

WHEREAS, there is mutual benefits to the City and School Districts to share in the costs to design and install the above described traffic signals; and

WHEREAS, it is estimated that the total cost to design and install the traffic signals at the Intersection will not exceed Five Hundred Thousand (\$500,000.00) Dollars (as shown on the attached Task Order marked Exhibit 2).

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged the City and School Districts agree as follows:

1. The above recitals are true and correct and incorporated herein by reference.
2. The City of Lake Geneva will utilize the services of Kapur and Associates to design and oversee installation of traffic signals at the Intersection.
3. The City will contribute and pay the sum of One Hundred Fifty Thousand and No/100 (\$150,000.00) Dollars for the design and installation of traffic signals at the Intersection.

4. The School Districts will pay the balance of the estimated Five Hundred Thousand (\$500,000.00) Dollar cost for design and installation of the traffic signals at the Intersection.
5. The City will administer the payments for the design and installation of the traffic signals at the Intersection.
6. After the City has expended the One Hundred Fifty Thousand (\$150,000.00) Dollars it is obligated to pay under this agreement, the School Districts will pay the balance of the costs for the design and installation of the traffic signals at the Intersection.
7. The City will continue to administer the payments after paying its share of the design and installation of the traffic signals at the Intersection. While administering payments for the project, the City will provide a spreadsheet to the School Districts showing the payments made to date together with necessary back-up documentation to support said payments.
8. After the payment of the City's share of the costs of One Hundred Fifty Thousand (\$150,000.00) Dollars for the design and installation of traffic signals at the Intersection, the City will provide subsequent invoices to the School Districts for payment. Within 10 days of receipt of the subsequent invoices, the School Districts will remit the amount shown on the invoice to the City for payment to the requestor. Upon receipt of payment from the School Districts, the City will promptly pay that amount to the requesting party.
9. The City will be entering into agreements with contractors and engineers for the design and installation of the traffic signals at the Intersection. The School Districts will indemnify and hold the City harmless from any claims that may arise as a result of a breach of this agreement by the School Districts. Said indemnity shall include all reasonable attorneys' fees the City may incur in defending such claims or pursuing this indemnity under this paragraph.
10. Each party signing this agreement is duly authorized to enter into this agreement on behalf of the parties.
11. This agreement shall be interpreted under the laws of the State of Wisconsin.

IN WITNESS WHEREOF, the undersigned have set their hand and seal this \_\_\_\_ day of March 2021.



LAKE GENEVA JOINT #1 SCHOOL DISTRICT

LAKE GENEVA-GENOA CITY  
UNION HIGH SCHOOL DISTRICT

By: \_\_\_\_\_  
PATRICK SHERMAN, President

By: \_\_\_\_\_  
MARCIE HOLLMANN, President

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

CITY OF LAKE GENEVA

By: \_\_\_\_\_  
CHARLENE KLEIN, Mayor

Attest: \_\_\_\_\_  
LANA KROPF, City Clerk

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## **TRAFFIC CONTROL SIGNAL OPERATION AND MAINTENANCE AGREEMENT**

The Wisconsin Department of Transportation agrees to assume ownership, maintenance, and operational responsibility for the traffic control signal at the intersection of: STH 120 & Bloomfield Road for the purpose of controlling the flow of traffic.

The following conditions are acknowledged and accepted by the Township of Bloomfield, the City of Lake Geneva, and the Wisconsin Department of Transportation:

1. The operation of the traffic signal will comply with the Wisconsin Manual on Uniform Traffic Control Devices.
2. The new traffic signal shall be constructed to Wisconsin Department of Transportation standards.
3. The Wisconsin Department of Transportation shall be responsible for lighting the intersection listed in this agreement.
4. The Wisconsin Department of Transportation shall inspect and approve the traffic signal for operation prior to turn on. Once the traffic signal has been turned on, the Department is responsible for ownership, maintenance, and operation regardless of the remaining project work.
5. The Township of Bloomfield and the City of Lake Geneva shall be responsible for all timing requests in the event, the new traffic signal is turned on before it has been approved for operation by the Wisconsin Department of Transportation.
6. After the traffic signal is approved for operation by the Wisconsin Department of Transportation, the Wisconsin Department of Transportation will be responsible for all energy costs associated with the signal.
7. Parking will be restricted by the Township of Bloomfield at locations on the identified intersecting streets in accordance with the need to provide adequate capacity and normal flow of traffic.
8. The Township of Bloomfield consents to the installation of a traffic control signal at the intersection of STH 120 and Bloomfield Road and will complete all permit applications requested by the Wisconsin Department of Transportation. The City of Lake Geneva will be responsible for the design and installation of the traffic signal. Once the traffic signal has been turned on, the Department is responsible for ownership, maintenance, and operation

**Agreed on behalf of Township of Bloomfield**

**Agreed on behalf of the Department**

\_\_\_\_\_  
(Signature of Authorized Representative for Township)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Office of Traffic)

\_\_\_\_\_  
(Date)

**Agreed on behalf of City of Lake Geneva**

\_\_\_\_\_  
(Signature of Authorized Representative for City)

\_\_\_\_\_  
(Date)

**TASK ORDER NUMBER #14  
CIVIL ENGINEERING SERVICES**

This task order is made as of November 27, 2018 under the terms and conditions established in the MASTER AGREEMENT FOR ENGINEERING SERVICES, (the Agreement), between the **City of Lake Geneva (Owner)** and **Kapur & Associates, Inc. (Engineer)**. This Task Order is made for the following purpose:

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

**Section A. – Scope of Services**

Engineer shall perform the following Services:

**Plan Preparation Activities**

1. Collect Traffic counts for the preparation of a Traffic Impact analysis and design improvements.
2. Collect topographic survey and mapping to prepare area for construction plans. Topographic survey to include elevation and location of features at the intersection.
3. Provide detailed plan set for anticipated intersection improvements. Plan shall include roadway layout, typical sections, erosion control, traffic control detail and all other appropriate detail to prepare for clear and accurate bidding and construction by contractors.
4. Provide utility coordination of all private utilities for the intersection including utility location for survey of street improvements requiring grading or utility improvements/repairs.
5. 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.
6. Review Bids make recommendation for award, and coordinate notice of award, agreement, and notice to proceed documentation.
7. Attend meetings as required and provide update memos to the Department of Public Works.

8. Coordinate with the Wisconsin DOT for review and approvals as required.

#### **Construction Management Activities**

9. 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.
10. 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.
11. Coordinate and complete necessary material testing services for work completed.
12. 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 on a monthly basis and is completed for all work approved for the prior month.)**
13. The Engineer will be responsible for notifying, scheduling, conducting, documenting, and distributing minutes of the preconstruction conference.
14. Prepare and provide project update memorandum and provide copies of the daily journal entries to City staff upon request.
15. Attend meetings as needed and coordinate with adjacent property owners and business as needed.

#### **Section B. – Schedule**

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

1. Provide Construction Plans, Bid Documents and quantities to the City of Lake Geneva based on agreed upon schedule to be determined on approval of notice to proceed.

#### **Section C. – Compensation**

In return for the performance of the foregoing obligations, Owner shall pay to Engineer an amount not-to-exceed Seventy-Four Thousand dollars (\$74,000.00) 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: Kapiur & Associates, Inc.

By: \_\_\_\_\_

By: Greg Governatori

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Title: Associate

Date: \_\_\_\_\_

Date: \_\_\_\_\_



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

| TASK ORDER 14                                                                           |           |                 |         |                         |         |                   |         |                   |         |                               |         |                             |         |          |         |             |         |             |         |
|-----------------------------------------------------------------------------------------|-----------|-----------------|---------|-------------------------|---------|-------------------|---------|-------------------|---------|-------------------------------|---------|-----------------------------|---------|----------|---------|-------------|---------|-------------|---------|
| City of Lake Geneva Bloomfield Road and STH 120 (Edwards Boulevard) Signal Installation |           |                 |         |                         |         |                   |         |                   |         |                               |         |                             |         |          |         |             |         |             |         |
| CLASSIFICATION                                                                          | ACT. Code | Project Manager |         | Senior Project Engineer |         | Staff Engineer II |         | Senior Technician |         | Construction Project Engineer |         | Construction Staff Engineer |         | Surveyor |         | Survey Crew |         | Total Labor |         |
|                                                                                         |           | Hours           | Dollars | Hours                   | Dollars | Hours             | Dollars | Hours             | Dollars | Hours                         | Dollars | Hours                       | Dollars | Hours    | Dollars | Hours       | Dollars | Hours       | Dollars |
| Average Hourly Wage                                                                     |           | \$140.00        |         | \$111.00                |         | \$82.00           |         | \$75.00           |         | \$86.00                       |         | \$82.00                     |         | \$94.00  |         | \$108.00    |         |             |         |
| TASK DESCRIPTION                                                                        |           |                 |         |                         |         |                   |         |                   |         |                               |         |                             |         |          |         |             |         |             |         |
| Project Administration/Coordination                                                     |           |                 |         |                         |         |                   |         |                   |         |                               |         |                             |         |          |         |             |         |             |         |
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| Summary of Expenses | Units | Cost | Total |
|---------------------|-------|------|-------|
| Estimated Expenses  |       |      |       |
| Concrete Testing    |       |      |       |
| Utility Permit      |       |      |       |
| Totals              |       |      |       |

|                                  |                  |
|----------------------------------|------------------|
| Construction Estimate            |                  |
| Traffic Signal/Marking/Signaling | \$275,000        |
| Geometric Improvements (TBD)     | \$25,000         |
| 5% Contingency                   | \$16,000         |
| <b>Totals</b>                    | <b>\$390,000</b> |