



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

**PIERS, HARBORS, AND LAKEFRONT COMMITTEE
TUESDAY, JANUARY 14, 2025 - 5:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)**

Members:

Committee Members: Chairperson Linda Frame, Alderpersons: Shari Straube, Sherri Ames, Peg Esposito, and Cathy Stoodley

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AGENDA

1. Called to order
2. Roll Call
3. Reconsider business from the previous meeting
4. Comments from the public limited to 5 minutes, limited to items on this agenda
5. Acknowledgement of Correspondence
6. Approval of the Piers, Harbors, and Lakefront Committee minutes from December 10, 2024
7. Harbormaster Report
8. Discussion regarding the Lagoon Projects Schedule
9. Discussion regarding the 2025 Fee Schedule - Lagoon Slips
10. Review/Recommendation regarding Riviera Leases for all tenants
11. Discussion/Recommendation regarding Task Order #42 from Kapur for Civil Engineering Services - Lagoon Dredging Project in an amount not to exceed \$19,800
12. Adjournment

*This is a meeting of the Piers, Harbors & Lakefront Committee.
No official Council action will be taken; however, a quorum of the Council may be present.*

**CITY OF LAKE GENEVA PIERS, HARBORS, AND LAKEFRONT COMMITTEE
MINUTES
TUESDAY, DECEMBER 10, 2024 - 5:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)**

Members: Chairperson Linda Frame, Alderpersons: Shari Straube, Sherri Ames, Peg Esposito, and Cathy Stoodley

Call to order

by Chairperson Frame at 5:00 pm.

Roll Call

Present: Alderpersons Linda Frame, Shari Straube, Sherri Ames, Peg Esposito, Cathy Stoodley.

Others Present: Harbormaster Nicia, City Clerk Reynolds, Mayor Krause, City Engineer Bridget Barry and other interested persons.

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

Kathi Bosworth shared concerns about adding west end piers. Rich Pucci shared he would like the city to add more piers. Peggy Schneider shared she does not want the city to add more piers. Al Bosworth spoke regarding items 5 & 6 and shared mixed opinions about piers and their locations.

Approval of the Piers, Harbors, and Lakefront Committee minutes from October 8, 2024

Motion by Ames to approve, second by Straube. Voice vote, all approved, motion carried.

Discussion/Recommendation regarding the bid award for the Geneva Lake Seawall Replacement Project

City Engineer Bridget Barry informed the committee the lowest bidder is CK Contractors. Barry reviewed the options for the bids received. Discussion took place. Motion by Ames to award the bid for the reinforced poured concrete wall - Alt bid 1, second by Esposito. Voice vote, all approved, motion carried.

Discussion/Review of renderings of pier placement options

Harbormaster Erick Nicia presented options for pier locations, renderings and materials for the Lagoon, Flat Iron Park and Library Park. Discussion took place and the presentation concluded at 5:51 pm.

Lagoon Piers Replacement

Flat Iron Park Piers Installation

Library Park Piers Installation

Discussion/Recommendation regarding possible development of new piers and their placement

Discussion took place and the committee wanted to review item 9 prior to making a decision on item 7. Motion by Straube to move item 9 up on the agenda, second by Esposito. Voice vote, all approved, motion carried.

Alderperson Esposito made a motion to seek bids for piers in the lagoon, seconded by Straube and discussion took place. Amended motion by Esposito to seek bids for the Lagoon with pier options to include piers not being attached to the seawall, wood material, metal/all season material and floating, second by Straube. Voice vote, all approved, motion carried.

The committee discussed library and flat iron park options and did not want to pursue them at this time. Motion by Esposito to table Library and Flat Iron Park options, second by Straube. Voice vote, all approved, motion carried.

Discussion/Recommendation regarding Gage Marine Pier and Buoy Service Contract

Alderperson Ames recused herself and sat in the audience for this item. Motion by Esposito to approve the contract for years 2025-2027, second by Straube. Voice vote, all approved, motion carried.

Discussion/Recommendation regarding proposed changes to the City of Lake Geneva Fee Schedule for increases to the Annual West End Pier Slip, Lagoon Slip, Buoy, Dingy, Kayak and Paddleboard Rack Leases

Harbormaster Nicia reviewed the fees and increases. Nicia explained most fees increased 5%, except the lagoon fee increases are higher because they were not increased regularly like the other fees. Motion by Esposito to accept the increases noted, second by Straube. Voice vote, 3 approved, 1 opposed, motion carried.

Adjournment

Motion by Ames to adjourn, second by Stoodley. Voice vote, all approved, motion carried. Adjourned at 6:27 pm.

Lacey L. Reynolds
City Clerk

2025 Leases:

I am pleased to report that the 2025 boat slip and buoy leases have been created and finalized. They will begin mailing on **Wednesday, January 15th**. As in previous years, you may return your completed lease and supporting documents in two ways:

1. By Mail

- You may mail your signed lease and required documentation to the office of the Harbormaster at 626 Geneva Street Lake Geneva, WI 53147.

2. In Person

- Leases and documentation can be dropped off at my office during standard business hours on Mondays, Tuesdays, and Fridays.
- If you prefer to drop off your lease over the weekend, please schedule an appointment in advance by calling (262) 249-4086 or emailing harbormaster@cityoflakegeneva.gov.

Please note that electronic submissions will not be accepted this year, as we have encountered issues in the past with poor-quality scanned or emailed documents.

Please ensure all forms are fully completed and all required documentation is included. Incomplete or incorrect submissions will be returned for correction. A commonly overlooked requirement is the **Wisconsin Boat Registration Certificate**, so please plan accordingly to avoid delays.

If you have any questions or concerns, feel free to contact me by phone or email. Thank you for your prompt attention to these matters.

BEACH:

I am pleased to announce the availability of reusable resident bracelets. These wristbands help ensure that resident passes cannot be shared during the same visit and allow beach staff to quickly verify valid passes by simply checking the wearer's wrist.

Previously, residents were asked to attach patches to their clothing; however, this method proved ineffective for many. Moving forward, residents will be required—just like our daily visitors—to wear a wristband while at the beach. The reusable bracelets are available in three different sizes, and you may try them on before taking them home to ensure a comfortable fit.



Lagoon:

The bids for the Lagoon Pier project are being finalized and will be published no later than **Wednesday, January 22th**. As a reminder, we are exploring **three pier options**:

1. **Wood**
2. **Floating**
3. **All-Season**

Thus far, **three vendors** have expressed interest and are prepared to submit bids; some have indicated they will submit bids for more than one of the options.

Once bids are received, they will be reviewed and then present the details for the Committee's consideration.

Lagoon Projected Schedule

Seawall	
Bid Approval	1/13/2025
Estimated Construction Begins	TBD
Estimated Construction Complete	TBD

Dredging	
Kapur Dredging Task Order Approval PHL	1/14/2025
Kapur Dredging Task Order Approval FLR	1/21/2025
Kapur Dredging Task Order Approval Council	1/27/2025
Dredging RFP Published	TBD
Bids Opened	TBD
Bid Approval PHL	TBD
Bid Approval FLR	TBD
Bid Approval Common Council	TBD
Estimated Dredging Start	After Seawall Complete

Pier	
Piers RFP Published	1/22/2025
Piers Bids Opened	2/12/2025
Bid Approval PHL	3/11/2025
Bid Approval FLR	TBD
Bid Approval Common Council	TBD
Estimated Pier Construction Start	After Dredging Complete
Construction Complete	TBD

Riviera Gas Pier:

During the fall 2024 pier removal, the finger slips of the Riviera Gas Pier were removed so Gage Marine could more accurately assess necessary repairs. They will be reinstalled along with the other municipal piers this Spring.

Lagoon Construction Projects Timelines

Seawall		Dredging		Pier	
Bid Approval	1/13/2025	Kapur Dredging Task Order Approval PHL	1/14/2025	Piers RFP Published	1/22/2025
Estimated Construction Begins	TBD	Kapur Dredging Task Order Approval FLR	1/21/2025	Piers Bids Opened	2/12/2025
Estimated Construction Complete	TBD	Kapur Dredging Task Order Approval Council	1/27/2025	Bid Approval PHL	3/11/2025
		Dredging RFP Published	TBD	Bid Approval FLR	TBD
		Bids Opened	TBD	Bid Approval Common Council	TBD
		Bid Approval PHL	TBD	Estimated Pier Construction Start	After Dredging Complete
		Bid Approval FLR	TBD	Construction Complete	TBD
		Bid Approval Common Council	TBD		
		Estimated Dredging Start	After Seawall Complete		

LAGOON SLIP & BUOY	
Resident	\$2,500.00 \$920.00
Non- Resident Property Owner- Dwelling	\$3,263.00 \$1,604.00
Non-Resident Property Owner- Lot or Rental	\$3,615.00 \$1,920.00
Non-Resident	\$3,900.00 \$2,236.00



Memo

To: Piers, Harbors and Lakefront Committee

From: David De Angelis, Interim Administrator

cc: Harbormaster Erick Nicia

Date: January 8, 2025

Re: Riviera Lease Renewals

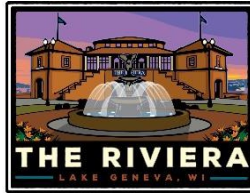
All of the Riviera space leases are currently up for renewal for the term of 2025 to 2027. Currently all lessees have agreed to the new terms and conditions which include the three-year term and the 5% increase from last year's rate. (see included sample lease) The new base rate of \$52.87 per square foot for business space and \$20.36 per square foot for storage is set to adjust per CPI-U in 2026 and 2027. I have not been informed of any issues with any of our current tenants and all of them are excited to continue as businesses in Lake Geneva at the Riviera. These new leases will bring all the lessees on to the same lease cycle moving forward, which is my understanding was one of the reasons for the one-year leases for both Gage Marine and Dinky Donuts. There was a request for a longer lease of 5 or 10 years for Gage Marine which I am not recommending at this time. It should also be noted that there was a request from Dinky Donuts to add a menu item which was agreed to as not being a material conflict with any other tenants.

The current list of lessees are:

Going Bananas
Riviera Beach Shop
Dockside Gifts
Cheese Box
KC Sweets
Gage Marine
Dinky Donuts

I am requesting at this time the Piers, Harbors and Lakefront Committee forward all of the leases to the Finance, Licensing and Regulation Committee for recommendation and approval to the Common Council.

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



CITY OF LAKE GENEVA RIVIERA CONCOURSE LEASE

THIS AGREEMENT made this day of January **XX**, 2025 by and between the CITY OF LAKE GENEVA, a municipal corporation, whose principle place of business is 626 Geneva St., Lake Geneva, WI 53147, Lessor, hereinafter referred to as the CITY, and John & Cheri Borowiec, whose address is 801 S Wells St Lake Geneva WI 53147, LESSEE.

WITNESSETH

1. The CITY does hereby lease and let to the LESSEE and the LESSEE hereby agrees to lease from the CITY, under all the terms and conditions hereinafter set forth, the following described area of the Riviera Concourse, to-wit:

That portion of the Riviera Concourse shown on the attached Exhibit A as Space “B”, being an area of 501 square feet, for the sole purpose of selling products to consumers. The City reserves the right to approve any and all items to be sold by LESSEE.

2. The term of this Lease shall be 3 years. The LESSEE’S occupancy period under the lease shall be from April 1st through November 1st, of 2025, 2026 and 2027.

3. LESSEE shall pay as annual rent as follows:

- 2025 season: \$26,487.87 (\$52.87 per sq. ft. x 501sq.ft.)
- 2026 season: 2025 rate adjusted by Consumer Price index
- 2027 season: 2026 rate adjusted by Consumer Price Index

In no case will annual increases be less than two percent (2%) more than five percent (5%)

The rent shall be payable in four (4) equal installments, the first installment to be paid on or before June 15th of each year and the remaining installments to be paid on or before the 15th day of July, August and September.

4. A security deposit in the amount of \$2,000.00 shall be filed with the City prior to occupancy. The security deposit may be used to pay any utility bills of LESSEE that are delinquent for a period of more than thirty (30) days, any damages to the leased premises, and past due rent. The security deposit shall be returned to LESSEE upon termination of this lease if the premises are vacated in the same condition as commencement of the lease and provided no other obligations are due to the City.

5. It is understood and agreed by the LESSEE that their interest in the leased premises shall not be assigned or transferred to any other party without the express written consent of the CITY.

6. The said LESSEE shall provide liability insurance in the aggregate amount of Two Hundred Fifty Thousand Dollars and No Cents (\$250,000.00) covering the event of death or injury to one (1) person, in the aggregate amount of Five Hundred Thousand Dollars and No Cents (\$500,000.00) covering the event of death or injury to more than one (1) person, and in the amount of One Hundred Thousand Dollars and No Cents (\$100,000.00) covering the event of property damage naming the CITY as an additional insured. LESSEE shall furnish a Certificate of Insurance to the City Clerk of the CITY OF LAKE GENEVA upon the execution of this Lease. Said Certificate of Insurance shall provide for minimum thirty (30) day notice in case of cancellation.

7. LESSEE fully understands and agrees that LESSEE is solely responsible for all their equipment, merchandise, and personal property and releases the City from any damages that may occur from any source, including, but not limited to theft, vandalism and elements. Winter storage of fixtures and/or equipment is permissible, but the CITY will not be responsible for any damage or loss that may occur from any source, including, but not limited to, theft, vandalism and the elements. Winter storage of merchandise or goods is not permitted.

8. Signs. (a) It is fully understood by the LESSEE that no improvement of any kind shall be made to the leased premises including, but not limited to, the erection of signs or other form of advertisement without the express written consent of the CITY.

(b) No signs shall be permitted on the exterior of the building. All permitted signs shall be approved by the CITY and conform to local ordinances

(c) No signs, posters, banners, flags or any other items will be allowed to be placed in exterior (outside) facing windows.

(d) Individual commercial spaces will be allowed one (1) business identification sign (blade sign) in the front of their store, within the common area of the first floor. The size and design of the blade sign will be established by the City of Lake Geneva.

(e) Signs and displays are allowed in tenants' interior windows but only to a maximum coverage of forty percent (40%). Illuminated signs are allowed in interior windows but may not be flashing signs or signs with simulated movement.

(f) Signs on any store doors are prohibited other than the businesses name, hours of operation, phone number and web address. Maximum coverage of the door cannot exceed 10% of the area of the door.

(g) Non-traditional retail spaces (those without customer access inside their store; specifically spaces G&H, L&K and M) are allowed to install menu boards within the interior of their tenant space. Common area facing windows may be utilized for displays up to a maximum of forty percent (40%) of the area of the window.

9. In the event LESSEE makes improvements without the consent of the CITY, the CITY may at its option consider this lease null and void and require LESSEE to pay for removal of all unauthorized improvements and restoration of the premises to the condition prior to the unauthorized improvements.

10. The City reserves the right to review and approve all services or products offered by Lessee on or from the leased premises. Prior to occupancy, the Lessee shall submit a comprehensive list of all products and services offered on or from the leased premises. The City shall approve the services and products offered by Lessee on or from the leased premises prior to Lessee's occupancy of the leased premises. The sale of services or products not approved by the City will be deemed a breach of this lease and subject to termination as provided in paragraph 13.

11. LESSEE shall not permit any unattractive or unsanitary accumulation of trash, debris or litter on the leased premises. The CITY agrees to provide normal janitorial services for the Riviera Concourse. Said services are included in the basic rent for the leased premises. The CITY shall have the sole discretion in the selection of janitorial personnel or service and the level of services provided.

12. The LESSEE shall operate their businesses in a clean, safe, sanitary and business-like manner at all times. Tenants shall not do any acts nor allow any of its' employees or agents to do any acts that would unduly interfere with or disrupt other businesses at the Riviera complex. The Lessee, their agents, and employees shall not display any merchandise or property of Lessee outside of their designated space as shown on Exhibit A. Failure to comply with the terms of this provision as determined in the sole discretion of the CITY, shall be deemed a default under this lease and subject to the remedies set forth in paragraph 23.

13. **DAMAGE TO RETAIL SPACE:** Renters cannot drill, nail or otherwise place holes on ceilings, floors or any walls within their retail space without prior written permission from the City of Lake Geneva Public Works Department. In no case will holes be allowed in the tiles.

14. **MUSIC OR LOUD SOUNDS:** Playing of music is allowed in individual spaces, but cannot be loud enough to be heard within the common area. Excessive loud sounds of any sort are prohibited within the building or individual shops.

15. **PAINTING PROHIBITED:** No painting of any sort will be allowed within the tenant spaces without the prior written approval of the City of Lake Geneva Public Works Department.

16. OBSTRUCTIONS IN THE COMMON AREA: No banners, chairs, displays or other obstructions of any sort will be allowed in the common area of the first floor. All tenant items must be contained within the inside of the individual stores.

17. NO STANDING OR SITTING IN THE COMMON AREA: Renters are not allowed to stand, approach visitors or otherwise advertise / hawk their items to the public within the common area.

18. MODIFICATIONS OR DAMAGE TO CITY PROPERTY: No building modifications of any sort are allowed unless approved by the City and properly permitted and inspected by the City Building & Zoning Department. This includes modifications to ceilings, walls, floors, electric, plumbing, private exhaust systems, private fire suppression systems, etc.

19. SUBJECT TO ALL APPLICABLE CODES: All spaces are subject to all applicable national, state, county and local government codes and regulations related to health, safety and building codes.

20. Failure to comply with the additional regulations outlined above may result in the business's lease being terminated immediately. Any damage incurred will be repaired by the City or it's designated contractor with all related costs being paid by reduction in the tenant's security deposit.

21. The LESSEE shall pay all license fees and taxes that may be imposed by any City, State, or Federal authorities.

22. The Lessee shall be open for business from Memorial Day Weekend through Labor Day Weekend from 10:00 AM to 5:00 PM seven days per week. During these mandated hours of operation, the LESSEE's premises shall be open for business. LESSEE is permitted to be open for additional hours at LESSEE discretion. The CITY will secure the Riviera Concourse during the hours the Concourse is closed from 10:30 PM to 8:00 AM. LESSEE will not open his/her business to the public during these "closed" hours without written consent of the City. Failure to comply with these terms shall be deemed a default under this lease and subject to the remedies in paragraph 29.

23. It is expressly understood and agreed that if the LESSEE defaults in any of the covenants and agreements herein contained or shall fail to operate and use the premises for the purposes defined herein, or operate the premises during the hours set forth in paragraph 12, or fails to pay the rent, then said LESSEE shall forfeit all right, title and interest to operate in the premises hereby leased and the lease shall be deemed null and void after five (5) days written notice from the City. It is further provided, no assignment or transfer of the LESSEE's rights under this Lease shall be made by LESSEE nor through voluntary assignment, bankruptcy, or under execution, and any such event shall immediately terminate this Lease.

24. LESSEE shall be issued a key or keys for leased premises which shall not be reproduced. LESSEE shall sign a separate "key agreement" and pay a separate key deposit as determined by the CITY. All keys shall be returned on or before November 15 of each season. LESSEE agrees to reimburse the CITY for any required locksmith services for LESSEE's loss of their key or failure to return the key at the end of the term.

25. LESSEE shall procure at their own expense all necessary and required licenses, permits, and inspections prior to opening business.

26. LESSEE shall, on the last day of the term, or on earlier termination of the Lease, return the premises to the CITY in clean and satisfactory condition including all permanent fixtures, all in good and satisfactory repair. Any trade fixtures or personal property not used in connection with the operation of the vacated premises and belonging to LESSEE, if not removed at the termination or default, shall be deemed abandoned and become the property of the CITY without any payment or offset therefore. The CITY may remove such fixtures or property from the vacated premises. In the event the LESSEE does not repair and restore the leased premises to the original condition, normal wear and tear expected, the CITY shall charge the LESSEE's security deposit for any repairs and restoration of the damage and be entitled to collect any additional costs of said repairs from the LESSEE.

27. If the premises are partially destroyed during the term of this Lease, the CITY shall determine whether repairs can be made within thirty (30) days. Written notice of the intention of the CITY to repair shall be given to LESSEE within thirty (30) days after any partial destruction. Rent will be reduced proportionately in the extent to which the repair operations interfere with the business conducted on the premises by LESSEE. If the repairs cannot be made within the time specified above, the CITY shall have the option to make them within a reasonable time or terminate the lease. Rent shall be prorated and refunded based upon the remaining term of the lease. Partial destruction of the premises by natural causes, such as fire, acts of God and other natural calamities, will not give rise to any cause of action by LESSEE for loss of business or profits by Lessee.

28. If the CITY files an action to enforce any agreement contained in this Lease, or for breach of any covenant or condition, LESSEE shall pay the CITY reasonable attorney's fees and the costs of said action.

29. In the event LESSEE breaches any portion of this Lease, the aforementioned security deposit shall be forfeited and applied against any damages sustained by the CITY as a result of breach by LESSEE. The City will not be precluded from bringing action against the Lessee for any and all damages above those sustained above the amount of the security deposit.

30. The LESSEE shall hold the CITY harmless from all claims for any damages or penalties arising out of LESSEE's use of the premises. The LESSEE shall indemnify the CITY from all suits or actions brought against the CITY or sustained by any other parties, including LESSEE's service or agents, together with all reasonable attorney's fees and costs of actions

incurred by the City as a result of any such suits or actions.

31. All Notices shall be sent electronically or by first class mail prepaid and addressed as follow:

City of Lake Geneva
City Administrator
City of Lake Geneva
626 Geneva Street
Lake Geneva, WI 53147
cityadministrator@cityoflakegeneva.com

LESSEE (include name, business name, address, phone number and email):
John and Cheryl Borowiec
DBA The Cheese Box / Queso Corp
801 S Wells St Lake Geneva WI 53147
262-248-34440
info@cheesebox.com

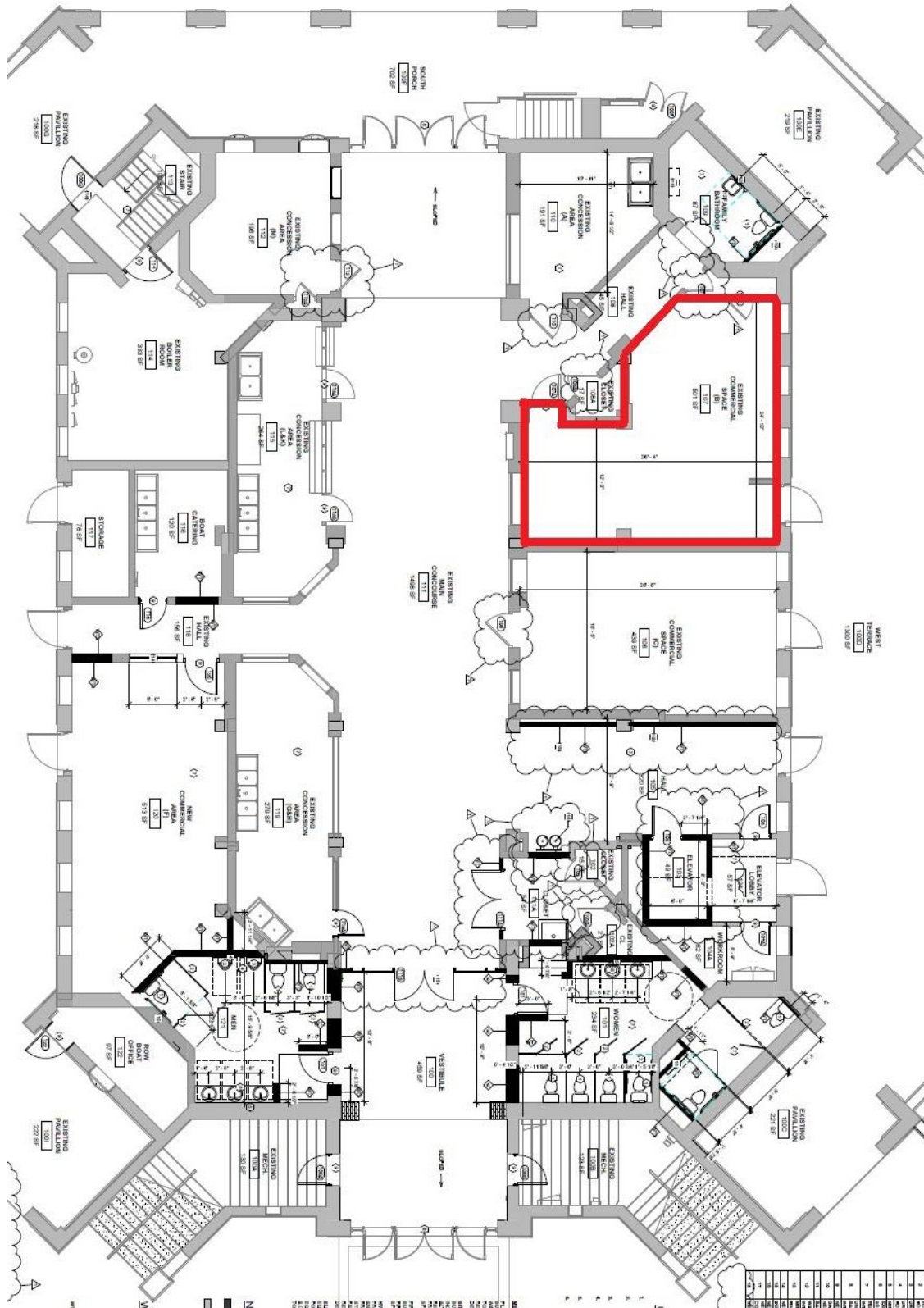
IN WITNESS WHEREOF, the City Council of the CITY OF LAKE GENEVA has caused this indenture to be executed by its City Administrator, and countersigned by the City Clerk, and _____ Lessee by _____ has executed this indenture on the date first above written, and all parties represent that each of the signers has full authority to execute the same and bind each other to the terms hereof.

For the CITY OF LAKE GENEVA

Lessee:

Attest:

Lacey Reynolds, City Clerk



TASK ORDER NUMBER #42 CIVIL ENGINEERING SERVICES

This task order is made as of January 10, 2025, under the terms and conditions established in the MASTER AGREEMENT FOR ENGINEERING SERVICES, (the Agreement), between the **City of Lake Geneva (Owner)** and **Kapur (Engineer)**. This Task Order is made for the following purpose:

Provide civil engineering services for the bid plans and specifications for the **Lagoon Dredging** project. The City is proposing to dredge 2000-CY of material from the Lagoon directly upstream of the Geneva Lake Dam. The dredging activities are planned to start early 2025.

In addition, the proposed task includes the following:

- Preparation of bid plans and specifications
- Preparing and obtaining the required dredging permit from the Wisconsin Department of Natural Resources (WDNR)
- Soliciting bids for the completion of the project
- Construction management of the construction project including any monitoring of the construction as required by the dredging permit.

Section A. – Scope of Services

Engineer shall perform the following Services:

Dredging Plans and Specifications

1. Provide detailed plans and specifications that will set forth contractor and owner duties as related to the dredging of materials from the Lagoon, conveyance of dredged materials to the dewatering site and final disposal. The documents will specify roles and responsibilities related to operation of dewatering site, monitoring of dredging operations and disposal.
2. Set Survey Control for site use. Survey pre-dredge sediment depths over the lagoon and sediment thickness.
3. Prepare and provide Project Manual for the Lagoon Dredge Project 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.
4. Attend bid opening.





5. Review bids and provide recommendation for award, and coordinate notice of award agreement, and notice to proceed documentation.
6. Complete the WDNR permit application for dredging of the lagoon. Supply all information required by the permit application.
7. Request and attend a WDNR pre-application meeting to discuss project specifics and understand permitting requirements.
8. Attend meetings as required and provide regular updates to the City.
9. It is understood that the dredged materials will be required to be landfilled and thus design and restoration of a final placement area is not anticipated with this task order.

Construction Management Activities

10. 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.
11. Process payment requests from the contractor for their work and prepare recommendation for payment for City approval. This task is completed on a monthly basis and is completed for all work approved for the prior month. Complete final close out documentation and acceptance of improvements memorandum.
12. The Engineer will be responsible for notifying, scheduling, conducting, documenting, and distributing minutes of the preconstruction conference.
13. Complete post-dredge survey to verify volume of sediment removal for contractor payment.
14. Prepare and provide project update memorandum and provide copies of the daily journal entries to City staff upon request.
15. Attend meetings and coordinate with adjacent property owners and business as needed.
16. It is anticipated the construction work will commence in early 2025 and take 4 weeks to complete.

Section B. – Compensation



In return for the performance of the foregoing obligations, Owner shall pay to Engineer an amount not-to-exceed nineteen thousand, eight hundred dollars (\$19,800) payable according to the following terms:

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

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

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

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

For: City of Lake Geneva

Engineer: Kapur & Associates, Inc.

By: _____

By: Naomi Rauch

Signature: _____

Signature: 

Title: _____

Title: Project Engineer/Associate

Date: _____

Date: 01-12-2025

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

TASK ORDER 42														
City of Lake Geneva Lagoon Dredging - Attachment A (2025 Contract Rates)														
	CLASSIFICATION		Project Manager		Project Engineer II		Staff Engineer II		Project Surveyor		Survey Crew		Total Labor	
	Average Hourly Wage		\$184.00		\$163.00		\$135.00		\$136.00		\$124.00			
	TASK DESCRIPTION	ACT. Code	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
	Bid Plans													
	Design/Plan Preparation				4	\$652.00	8	\$1,080.00					12	\$1,732.00
	Quantities and Details				4	\$652.00	4	\$540.00					8	\$1,192.00
	Pre-Dredge Survey and Mapping								3	\$408.00	16	\$1,984.00	19	\$2,392.00
	Project Manual/Administration													
	Project Administration				4	\$652.00							4	\$652.00
	Advertisement/Project Manual				4	\$652.00	16	\$2,160.00					20	\$2,812.00
	Attend Bid Opening						1	\$135.00					1	\$135.00
	Post Bid Opening Administration				1	\$163.00	4	\$540.00					5	\$703.00
	Meetings as Required				4	\$652.00	4	\$540.00					8	\$1,192.00
	Permitting													
	Prepare Dredging Permit Application				2	\$326.00	4	\$540.00					6	\$866.00
	Submit Permit on WAMS						2	\$270.00					2	\$270.00
	Review by Environmental Group		2	\$368.00										
	Construction Administration													
	Construction Inspection						32	\$4,320.00					32	\$4,320.00
	Post-Dredge Survey								2	\$272.00	16	\$1,984.00	18	\$2,256.00
	Construction Administration				6	\$978.00	8	\$1,080.00					14	\$1,080.00
													Subtotal	
	TOTALS		2	\$368.00	29	\$4,727.00	83	\$11,205.00	5	\$680.00	32	\$3,968.00	149	\$19,602.00
												Expenses:		\$200
												Project Total:		\$19,802

Summary of Expenses	Units	Cost	Total
Estimated Expenses / Mileage (LS)	1	\$200.00	\$200.00
Totals			\$200.00