



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

**CEMETERY BOARD
WEDNESDAY, JUNE 18, 2025 - 4:00 PM
LAKE GENEVA CITY HALL; CONFERENCE ROOM 2C (UPPER LEVEL)**

Members:

Aldersperson Cathy Stoodley-President, Terry Krohn- Vice President, Ruth Ann Monico-Secretary, Rick Bailey, Aldersperson
Linda Frame

AGENDA

1. Call to Order
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the minutes from March 19, 2025
5. Annual Election of Officers
 - a. President
 - b. Vice President
 - c. Secretary
6. Review of City Ordinance pertaining to the Cemetery Board
7. Review/Acceptance of Monthly Financial Reports
8. Review of Staff Liaison Report
9. Discussion/Recommendation to approve Kapur Task Order #40 Phase 1 Cemetery Roads/Drainage Improvements for \$51,852.00
10. Discussion/Recommendation regarding Clifford bench review
11. Discussion/Recommendation regarding transfer fees
12. Discussion regarding Pioneer Cemetery sign
13. Discussion/Review regarding Oakhill Cemetery Tour
14. Discussion regarding WAC conference
15. Future Agenda Items
16. Adjournment

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

Cemetery Board minutes March 19 2025

City Hall Rm 2C

Lake Geneva WI 53147

Members present: Chair Cathy Stoodley. Vice President Terry Krohn,
Alderperson Linda Frame Absent: Secretary Ruth Monico
Guest Dennis Loesser

Meeting Called to order at 4:06 pm

1. Roll Call. Secretary Ruth Monico is absent
2. Comments from the public as allowed None
3. Approval of cemetery Board minutes from January 15, 2025. Motion by Linda Frame, second by Terry Krohn. Approved
4. Discussion/recommendation regarding Comptrollers report: motion to accept by Linda Frame, second by Terry Krohn. Approved
5. Discussion recommendation on city staff report: No city representative was present but update from C Stoodley that 53 burials took place in 2024.
6. Confirmation of updated cemetery pricing: A 20% increase to previous pricing had been proposed and approved by the city council. A new transfer fee of \$150.00 is being levied for any transfer of burial rights. Two forms have been created, one for living transfer by owner to someone and one for a deceased owner with familial ties.
7. Proposed Cemetery logos from Neal Aspinall. 10 logos were presented and committee members requested Neal to put our ideas together for a final approval logo.
8. WAC membership update: Dues were paid in February 2025 and we are current on membership for the year. Conference will be held in September
9. Update on Ash ordinance: L Frame advised this is an ongoing conversation with Attorney Draper to find the right wording.
10. Future agenda items:
 - a. Updated logo from Neal Aspinall
 - b. Adding Cemetery board members

c. Oakhill Field trip

11. Next meeting April 25, cancelled. Scheduled for June 18, 2025

12. Adjourn: L Frame, Terry Krohn. Passed. Adjourned at 4:47 pm

Respectfully Submitted

Cathy Stoodley

Chapter 2. Administration

ARTICLE V. BOARDS AND COMMISSIONS

DIVISION 5. CEMETERY BOARD

[Ord. No. 08-02, 3-10-2008; amended in its entirety 1-13-2014 by Ord. No. 14-01]

Sec. 2-301. Composition.

- (a) Size. The Cemetery Board shall consist of five members who shall be appointed by the Mayor and confirmed by the Common Council. All members of the Cemetery Board shall be residents of the City of Lake Geneva. At least one member shall be a Common Council representative.
- (b) Term. The terms of all members of the Cemetery Board shall be for two years. For the term beginning on May 1, 2014, two citizen member's terms shall expire April 30, 2015, and two member's terms shall expire April 30, 2016. Any member of the Common Council appointed to the Cemetery Board shall be appointed for a one-year term and be appointed at the annual organizational meeting or at a reasonable time thereafter.
- (c) Eligibility. Any elector of the City, whether or not he/she holds a public office, shall be eligible to be appointed as a member of the Cemetery Board. No more than two members of the Common Council shall be members of the Cemetery Board at any one time.
- (d) Members of the Cemetery Board shall serve without compensation.

Sec. 2-302. Officers.

- (a) Officers of the Cemetery Board shall be elected annually in May.
- (b) Officers of the Cemetery Board shall be elected by the appointive members of the Cemetery Board. The Cemetery Board shall select a President, Vice President and Secretary.

Sec. 2-303. Authority and duties.

- (a) The Cemetery Board shall have the following authority and duties:
 - (1) Serve in an advisory capacity to the Common Council on all cemetery related issues.
 - (2) Cooperate with the Director of Public Works, subject to final authority by the Common Council, in allocating labor and machine work necessary to landscape and maintain the cemetery grounds in accordance with rules and regulations of the cemetery.
 - (3) Recommend, in cooperation with the Comptroller and Administrator, to the Common Council, from time to time, as to the investment and handling of cemetery accounts and funds.
 - (4) Communicate with the public, in cooperation with the Comptroller and Administrator, as to the funding needs of the cemetery, as those needs may change from time to time, for the purpose of promoting the proper designation of purpose for the funding, when members of the public are considering gifting or bequesting monies to the cemetery.
- (b) All meetings shall be held at City Hall.

Sec. 2-304. Authority of Common Council.

- (a) Final authority. The Common Council shall have the final authority over all issues and decisions which will likely have a substantial effect upon the cemetery. The Common Council may not take action on such issues or decisions until after review and recommendation by the Cemetery Board. However, the Common Council may direct any other specific issue not enumerated herein, to the Cemetery Board for review, whereby the Cemetery Board shall have 60 days to complete a review and report a recommendation to the Comptroller. If the Cemetery Board fails to report on any issue within such sixty-day period, the Common Council may act without recommendation, unless more time is specifically granted to the Cemetery Board by resolution of the Common Council. This authority shall cover, but not be limited to, the following issues:
- (1) Accepting or conveying personal property with a fair market value of greater than \$1,000.
 - (2) Borrowing or lending funds.
 - (3) Cemetery employee labor relations and negotiations.
 - (4) Entering into any service or other contracts where the consideration for such contract has a fair market value of greater than \$1,000 in any one-year period.
- (b) Exclusive authority. The Common Council shall have exclusive authority, which means it has the sole authority to act with or without review and recommendation of the Cemetery Board, over the following issues:
- (1) Accepting or conveying any interest in real estate, other than for the sale of burial lots or individual grave site easements.
 - (2) Investment and control of all cemetery accounts and funds, including, but not limited to, the investment and control of all gifts, memorials or bequests from estates. The Administrator and/or the Comptroller may be directed by the Common Council to act as representative of the Common Council for the purpose of carrying out the Common Council's authority under this subsection.

Sec. 2-305. Authority of Comptroller.

- (a) The Comptroller shall be responsible for the administration of all cemetery accounts and funds and is subject to the direction and authority of the Common Council as provided in Section **2-304(b)(2)**. This responsibility includes, but is not limited to, bookkeeping, accounting, collection and disbursement of funds, and any other duties as specified elsewhere in this division or this Code, as such duties relate to the cemetery.
- (b) The Comptroller shall annually report to the Common Council as to the status of all cemetery accounts and funds. Annual reports shall include, but not be limited to, the following:
- (1) An accounting of amounts deposited in, amounts withdrawn from, other income accruing to and the balance at the close of the reporting period of such accounts.
 - (2) An accounting of all gifts received, income from gifts deposited in accounts not accounted for under Subsection (b)(1) of this section, amounts expended from those accounts and the balance of those accounts at the end of the reporting period.
 - (3) The name of any financial institution or other location of funds at the close of the reporting period.
- (c) The Comptroller may, according the direction of the donor and the conditions of any trust, invest or otherwise dispose of the moneys or property received by him or her in trust for any of the purposes of this division and according to the terms of the trust. The Comptroller shall in all things faithfully discharge such trust according to law.

Sec. 2-306. Review and reporting.

The Cemetery Board, under its normal meeting procedures, shall review and prepare a recommendation for the Common Council on all cemetery-related issues, with the exception of those issues falling under the Common Council's exclusive authority as designated in Section **2-304(b)**. The Common Council may also direct the Cemetery Board to review and prepare a recommendation on any cemetery-related issue, as the Common Council deems appropriate. The Cemetery Board shall then report in writing to the City Clerk all such issues that have been acted

upon by the Cemetery Board. The Clerk shall place all such reported issues on the consent agenda for action or approval at the Common Council's next regularly scheduled meeting. If necessary, the Administrator may petition for the scheduling of a special meeting for an issue which requires immediate action or approval. Any member of the Common Council may choose to take an issue off the consent agenda according to the Common Council's normal procedural requirements, as that member deems appropriate. The Cemetery Board, in so reporting such issues to the Clerk, shall provide a background summary of the issue and a specific recommendation to the Common Council as to action or approval.

Sec. 2-307. Sexton.

The Cemetery Board shall hire a Sexton, subject to the approval of a majority of the Common Council, whose salary shall be paid from funds as specified by the Common Council. The Sexton shall be responsible for the day-to-day operations of the cemetery, subject to the direction of the Director of Public Works and final authority of the Common Council. The Sexton may attend Cemetery Board and/or Common Council meetings, but is not required to and will not be paid for such attendance unless specifically directed to attend by affirmative vote of the Cemetery Board or the Common Council. The specific duties of the Sexton shall include:

- (1) Administration and enforcement of the rules and regulations of the cemetery as established in Section **2-308(b)**;
- (2) Serving as an advisor to and representative of the Cemetery Board as directed by the Cemetery Board.

Sec. 2-308. Cemetery rules, regulations and fee schedules.

- (a) Cemetery Board's procedural rules. The Cemetery Board shall adopt its own procedural rules for the operation of its meetings and for other purposes, as needed.
- (b) Establishment and review. The Cemetery Board shall establish and at least annually review rules and regulations for the cemetery, as well as a fee schedule for all cemetery-related fees, easement prices, and the like. A copy of such rules and regulations and fee schedule shall be kept and made available to the public at the Clerk's and the Comptroller's office. The Cemetery Board shall report in writing to the Clerk and Comptroller any proposed change, repeal or amendment to the rules and regulations and fee schedule as the Cemetery Board has deemed appropriate by affirmative vote. The Clerk shall then place such proposals on the consent agenda for action or approval at the Common Council's next regularly scheduled meeting. Any member of the Common Council may choose to take a proposal off the consent agenda according to the Common Council's normal procedural requirements, as that member deems appropriate.

Sec. 2-309. through Sec. 2-312. (Reserved)

CITY OF LAKE GENEVA
BALANCE SHEET
MAY 31, 2025

FUND 49 - CEMETERY PERPETUAL CARE

ASSETS

| | | | |
|----------------|---------------------------|------------|------------|
| 49-00-00-10600 | INVESTMENTS-EDWARD JONES | 854,222.05 | |
| 49-00-00-11111 | FUND CASH | 15,744.99 | |
| 49-00-00-12700 | LAND | .26 | |
| 49-00-00-12710 | PREPAID REAL ESTATE TAXES | 2,012.26 | |
| | | | |
| | TOTAL ASSETS | | 871,979.56 |

LIABILITIES AND EQUITY

LIABILITIES

| | | | |
|----------------|------------------------|----------|----------|
| 49-00-00-24200 | DUE TO INVESTMENT ACCT | 2,990.00 | |
| | | | |
| | TOTAL LIABILITIES | | 2,990.00 |

FUND EQUITY

| | | | |
|----------------|----------------------------------|------------|------------|
| 49-00-00-34800 | RESTRICTED FUND BALANCE | 835,250.63 | |
| | REVENUES OVER EXPENDITURES - YTD | 33,738.93 | |
| | | | |
| | TOTAL FUND EQUITY | | 868,989.56 |
| | TOTAL LIABILITIES & EQUITY | | 871,979.56 |

CITY OF LAKE GENEVA
BALANCE SHEET
MAY 31, 2025

FUND 48 - CEMETERY FUND

| <u>ASSETS</u> | | | |
|-------------------------------|----------------------------------|------------|------------|
| 48-00-00-11111 | FUND CASH | 265,471.34 | |
| 48-00-00-12100 | TAXES RECEIVABLE | 168,000.00 | |
| | | | |
| | TOTAL ASSETS | | 433,471.34 |
| <u>LIABILITIES AND EQUITY</u> | | | |
| <u>LIABILITIES</u> | | | |
| 48-00-00-21100 | ACCOUNTS PAYABLE | 219.00 | |
| 48-00-00-21700 | ACCRUED WAGES PAYABLE | 1,051.17 | |
| 48-00-00-26100 | DEFERRED TAX REVENUE | 168,000.00 | |
| | | | |
| | TOTAL LIABILITIES | | 169,270.17 |
| <u>FUND EQUITY</u> | | | |
| 48-00-00-34800 | ASSIGNED FUND BALANCE | 163,906.65 | |
| | REVENUES OVER EXPENDITURES - YTD | 100,294.52 | |
| | | | |
| | TOTAL FUND EQUITY | | 264,201.17 |
| | TOTAL LIABILITIES & EQUITY | | 433,471.34 |

| Account Number | Account Title | 2025-25 Period Actual | 2025-25 Current year Actual | Current year Budget | Variance Current year | % of Budget |
|--|------------------------------|-----------------------------|-----------------------------------|------------------------|--------------------------|----------------|
| CEMETERY PERPETUAL CARE | | | | | | |
| CEMETERY PERPETUAL CARE | | | | | | |
| CEMETERY PERPETUAL CARE | | | | | | |
| 49-00-00-46100 | PERPETUAL CARE CONTRIBUTIONS | .00 | 11,540.00- | 8,000.00- | 3,540.00 | 144.25 |
| 49-00-00-48110 | INVESTMENT INCOME | 1,186.60- | 6,264.04- | 18,000.00- | 11,735.96- | 34.80 |
| 49-00-00-48140 | PORTFOLIO GAINS/LOSSES | 29,852.92- | 23,410.65- | 10,000.00- | 13,410.65 | 234.11 |
| Total CEMETERY PERPETUAL CARE: | | 31,039.52- | 41,214.69- | 36,000.00- | 5,214.69 | 114.49 |
| CEMETERY PERPETUAL CARE | | | | | | |
| 49-00-00-59400 | TRANSFER TO CEMETERY FUND | 1,186.60 | 7,475.76 | 13,000.00 | 5,524.24 | 57.51 |
| Total CEMETERY PERPETUAL CARE: | | 1,186.60 | 7,475.76 | 13,000.00 | 5,524.24 | 57.51 |
| Total CEMETERY PERPETUAL CARE: | | 29,852.92- | 33,738.93- | 23,000.00- | 10,738.93 | 146.69 |
| CEMETERY PERPETUAL CARE Revenue Total: | | 31,039.52- | 41,214.69- | 36,000.00- | 5,214.69 | 114.49 |
| CEMETERY PERPETUAL CARE Expenditure Total: | | 1,186.60 | 7,475.76 | 13,000.00 | 5,524.24 | 57.51 |
| Total CEMETERY PERPETUAL CARE: | | 29,852.92- | 33,738.93- | 23,000.00- | 10,738.93 | 146.69 |
| Grand Totals: | | 29,852.92- | 33,738.93- | 23,000.00- | 10,738.93 | 146.69 |

| Account Number | Account Title | 2025-25 Period Actual | 2025-25 Current year Actual | Current year Budget | Variance Current year | % of Budget |
|----------------------------------|------------------------------|-----------------------------|-----------------------------------|------------------------|--------------------------|----------------|
| CEMETERY FUND | | | | | | |
| CEMETERY FUND | | | | | | |
| CEMETERY FUND | | | | | | |
| 48-00-00-41110 | PROPERTY TAX LEVY | .00 | 168,000.00 | 168,000.00 | .00 | 100.00 |
| 48-00-00-46100 | MISC REVENUE | 150.00 | 3,685.00 | 3,500.00 | 185.00- | 105.29 |
| 48-00-00-46540 | SALE OF GRAVES/NICHES | 4,030.00 | 13,210.00 | 20,000.00 | 6,790.00 | 66.05 |
| 48-00-00-46550 | FOUNDATIONS/STAKE-OUTS | 400.00 | 400.00 | 700.00 | 300.00 | 57.14 |
| 48-00-00-46560 | BURIAL INTERMENTS | 5,370.00 | 18,115.00 | 26,000.00 | 7,885.00 | 69.67 |
| 48-00-00-48110 | INVESTMENT INCOME | .00 | 3,200.37 | 8,500.00 | 5,299.63 | 37.65 |
| 48-00-00-49400 | TRANSFER FROM PERPETUAL CARE | 1,186.60 | 7,475.76 | 13,000.00 | 5,524.24 | 57.51 |
| Total CEMETERY FUND: | | 11,136.60 | 214,086.13 | 239,700.00 | 25,613.87 | 89.31 |
| CEMETERY FUND | | | | | | |
| 48-00-00-51200 | CEM WAGES | 10,270.40 | 51,283.68 | 135,437.00 | 84,153.32 | 37.87 |
| 48-00-00-51250 | CEM OVERTIME | 288.86 | 2,456.12 | 2,960.00 | 503.88 | 82.98 |
| 48-00-00-51260 | CEM SEASONAL LABOR | 2,091.52 | 3,275.31 | 16,584.00 | 13,308.69 | 19.75 |
| 48-00-00-51270 | CEM ADMIN ASSISTANT | 2,289.59 | 11,214.42 | 29,462.00 | 18,247.58 | 38.06 |
| 48-00-00-51340 | CEM LIFE INSURANCE EXP | 42.83 | 233.42 | 674.00 | 440.58 | 34.63 |
| 48-00-00-51345 | CEM HEALTH INSURANCE | 4,390.51 | 20,833.67 | 59,729.00 | 38,895.33 | 34.88 |
| 48-00-00-51350 | CEM DENTAL INSURANCE | 236.15 | 1,102.16 | 1,950.00 | 847.84 | 56.52 |
| 48-00-00-51355 | CEM VISION INSURANCE | 11.54 | 55.33 | 139.00 | 83.67 | 39.81 |
| 48-00-00-51360 | CEM RETIREMENT EXPENSE | 903.23 | 4,621.82 | 11,461.00 | 6,839.18 | 40.33 |
| 48-00-00-51370 | CEM DISABILITY EXP | 37.72 | 188.60 | 501.00 | 312.40 | 37.64 |
| 48-00-00-51380 | CEM UNIFORM ALLOWANCE | .00 | 1,400.00 | 1,400.00 | .00 | 100.00 |
| 48-00-00-51520 | CEM FICA EXPENSE | 1,112.34 | 5,190.52 | 13,884.00 | 8,693.48 | 37.38 |
| 48-00-00-52210 | CEM TELEPHONE EXP | 72.71 | 329.01 | 1,250.00 | 920.99 | 26.32 |
| 48-00-00-52220 | CEM ELECTRICITY EXP | .00 | 1,055.53 | 2,200.00 | 1,144.47 | 47.98 |
| 48-00-00-52240 | CEM GAS HEAT EXP | 67.81 | 926.14 | 2,400.00 | 1,473.86 | 38.59 |
| 48-00-00-52260 | CEM WATER/SEWER EXP | .00 | 1,135.25 | 3,500.00 | 2,364.75 | 32.44 |
| 48-00-00-52400 | CEM BUILDING REPAIRS | 1,810.00 | 2,621.24 | 15,000.00 | 12,378.76 | 17.47 |
| 48-00-00-52500 | CEM EQUIP MAINT/REPAIRS | .00 | 509.49 | 3,300.00 | 2,790.51 | 15.44 |
| 48-00-00-53100 | CEM OFFICE SUPPLIES | .00 | .00 | 100.00 | 100.00 | .00 |
| 48-00-00-53130 | CEM WORKERS COMP INS | .00 | .00 | 4,000.00 | 4,000.00 | .00 |
| 48-00-00-53140 | CEM LIABILITY/PROPERTY INS | .00 | .00 | 2,350.00 | 2,350.00 | .00 |
| 48-00-00-53200 | CEM MEMBERSHIP DUES | .00 | 159.00 | 200.00 | 41.00 | 79.50 |
| 48-00-00-53320 | CEM CONFERENCE | .00 | .00 | 2,000.00 | 2,000.00 | .00 |
| 48-00-00-53400 | CEM OPERATING SUPPLIES | 156.04 | 2,039.20 | 1,900.00 | 139.20- | 107.33 |
| 48-00-00-53410 | CEM FUEL EXPENSE | .00 | 2,242.70 | 6,000.00 | 3,757.30 | 37.38 |
| 48-00-00-53500 | CEM BLDG MAINT SUPPLIES | .00 | .00 | 650.00 | 650.00 | .00 |
| 48-00-00-53510 | CEM VEHICLE MAINT/REPAIR | .00 | .00 | 3,750.00 | 3,750.00 | .00 |
| 48-00-00-53600 | CEM MAINT SERVICE EXP | 219.00 | 219.00 | 1,800.00 | 1,581.00 | 12.17 |
| 48-00-00-53620 | CEM GROUNDS/LANDSCAPING | .00 | .00 | 5,000.00 | 5,000.00 | .00 |
| 48-00-00-53990 | CEM MISC EXP | .00 | .00 | 1,750.00 | 1,750.00 | .00 |
| 48-00-00-54200 | CEM GRAVES/FOUNDATIONS | .00 | .00 | 15,000.00 | 15,000.00 | .00 |
| 48-00-00-54300 | CEM COLUMBARIUM EXPENSES | .00 | 700.00 | 2,000.00 | 1,300.00 | 35.00 |
| 48-00-00-58100 | CEM EQUIPMENT OUTLAY | .00 | .00 | 7,000.00 | 7,000.00 | .00 |
| Total CEMETERY FUND: | | 24,000.25 | 113,791.61 | 355,331.00 | 241,539.39 | 32.02 |
| Total CEMETERY FUND: | | 35,136.85 | 327,877.74 | 595,031.00 | 267,153.26 | 55.10 |
| CEMETERY FUND Revenue Total: | | 11,136.60 | 214,086.13 | 239,700.00 | 25,613.87 | 89.31 |
| CEMETERY FUND Expenditure Total: | | 24,000.25 | 113,791.61 | 355,331.00 | 241,539.39 | 32.02 |

| Account Number | Account Title | 2025-25 Period Actual | 2025-25 Current year Actual | Current year Budget | Variance Current year | % of Budget |
|----------------|--------------------------|-----------------------------|-----------------------------------|------------------------|--------------------------|----------------|
| | Net Total CEMETERY FUND: | 12,863.65- | 100,294.52 | 115,631.00- | 215,925.52- | 86.74- |
| | Net Grand Totals: | 12,863.65- | 100,294.52 | 115,631.00- | 215,925.52- | 86.74- |

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



Task Order #40 Cemetery Roads/Drainage Phase 1

| Classification | Project Engineer II | | Staff Engineer II | | Staff Engineer I | | Project Surveyor | | Survey Crew | | Administrative Assistant | | Total Labor | |
|---------------------------------------|----------------------------|-------------------|-------------------|--------------------|------------------|--------------------|------------------|-------------------|-------------|-------------------|--------------------------|-----------------|-------------|--------------------|
| | Average Hourly Wage (2025) | | \$135.00 | | \$119.00 | | \$111.00 | | \$136.00 | | \$124.00 | | \$77.00 | |
| | Hours | Dollars | Hours | Dollars | Hours | Dollars | Hours | Dollars | Hours | Dollars | Hours | Dollars | Hours | Dollars |
| Task Description | | | | | | | | | | | | | | |
| Survey | | | | | | | | | | | | | | |
| Topographic Survey | | | | | | | 4 | \$544.00 | 24 | \$2,976.00 | | | 28 | \$3,520.00 |
| Mapping | | | | | | | 8 | \$1,088.00 | | | | | 8 | \$1,088.00 |
| Design/Plan Preparation | | | | | | | | | | | | | | |
| Pavement | 4 | \$540.00 | 32 | \$3,808.00 | | | | | | | | | 36 | \$4,348.00 |
| Drainage | 16 | \$2,160.00 | 24 | \$2,856.00 | | | | | | | | | 40 | \$5,016.00 |
| Title/Details | 2 | \$270.00 | 8 | \$952.00 | | | | | | | | | 10 | \$1,222.00 |
| Traffic Control | 2 | \$270.00 | 8 | \$952.00 | | | | | | | | | 10 | \$1,222.00 |
| Restoration | 2 | \$270.00 | 24 | \$2,856.00 | | | | | | | | | 26 | \$3,126.00 |
| Permitting | | | | | | | | | | | | | | |
| NOI | 2 | \$270.00 | 8 | \$952.00 | | | | | | | | | 10 | \$1,222.00 |
| Historic Society | 8 | \$1,080.00 | 24 | \$2,856.00 | | | | | | | | | 32 | \$3,936.00 |
| Bidding | | | | | | | | | | | | | | |
| Bid Documentation Preparation | | | 16 | \$1,904.00 | | | | | | | | | 16 | \$1,904.00 |
| Bid Opening and Review | | | 4 | \$476.00 | | | | | | | | | 4 | \$476.00 |
| Meetings | 4 | \$540.00 | 8 | \$952.00 | | | | | | | | | 12 | \$1,492.00 |
| Construction Inspection | | | | | | | | | | | | | | |
| Pre Construction Meeting | 2 | \$270.00 | 4 | \$476.00 | 2 | \$222.00 | | | | | 4 | \$308.00 | 12 | \$1,276.00 |
| Inspection | | | | | 160 | \$17,760.00 | | | | | | | 160 | \$17,760.00 |
| Punch List and Restoration Inspection | 4 | \$540.00 | 4 | \$476.00 | 8 | \$888.00 | | | | | | | 16 | \$1,904.00 |
| Construction Administration | | | | | | | | | | | | | | |
| Pay Applications | | | 8 | \$952.00 | 8 | \$888.00 | | | | | | | 16 | \$1,840.00 |
| TOTALS | 46 | \$6,210.00 | 172 | \$20,468.00 | 178 | \$19,758.00 | 12 | \$1,632.00 | 24 | \$2,976.00 | 4 | \$308.00 | 436 | \$51,352.00 |

| Summary of Expenses |
|-----------------------------------|
| Estimated Expenses / Mileage (LS) |
| Totals |

| Units | Cost | Total |
|-------|----------|-----------------|
| 1 | \$500.00 | \$500.00 |
| | | \$500.00 |

| | |
|-----------------------|-----------------|
| Expenses: | \$500 |
| Project Total: | \$51,852 |



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|---|
| Oak Hill Cemetery: Engineer's Estimate |
| City of Lake Geneva, Walworth County, Wisconsin |
| Date: January 21, 2025 |

| OAK HILL CEMETERY PAVING - ESTIMATE | | Engineer's Estimate |
|--|--|------------------------|
| Project Phase | | Estimated Price |
| Oak Hill Cemetery Paving - Phase 1 | | \$ 313,800.60 |
| Oak Hill Cemetery Paving - Phase 2 | | \$ 262,530.00 |
| Oak Hill Cemetery Paving - Phase 3 | | \$ 424,023.60 |
| Oak Hill Cemetery Paving - Phase 4 | | \$ 235,710.71 |
| Oak Hill Cemetery Paving - Phase 5 | | \$ 221,163.89 |
| OAK HILL CEMETERY PAVING - ESTIMATE | | \$ 1,457,228.80 |
| CONSTRUCTION INSPECTION & ENGINEERING (15%) | | \$ 218,584.32 |
| OAK HILL CEMETERY PAVING TOTAL | | \$ 1,675,813.12 |

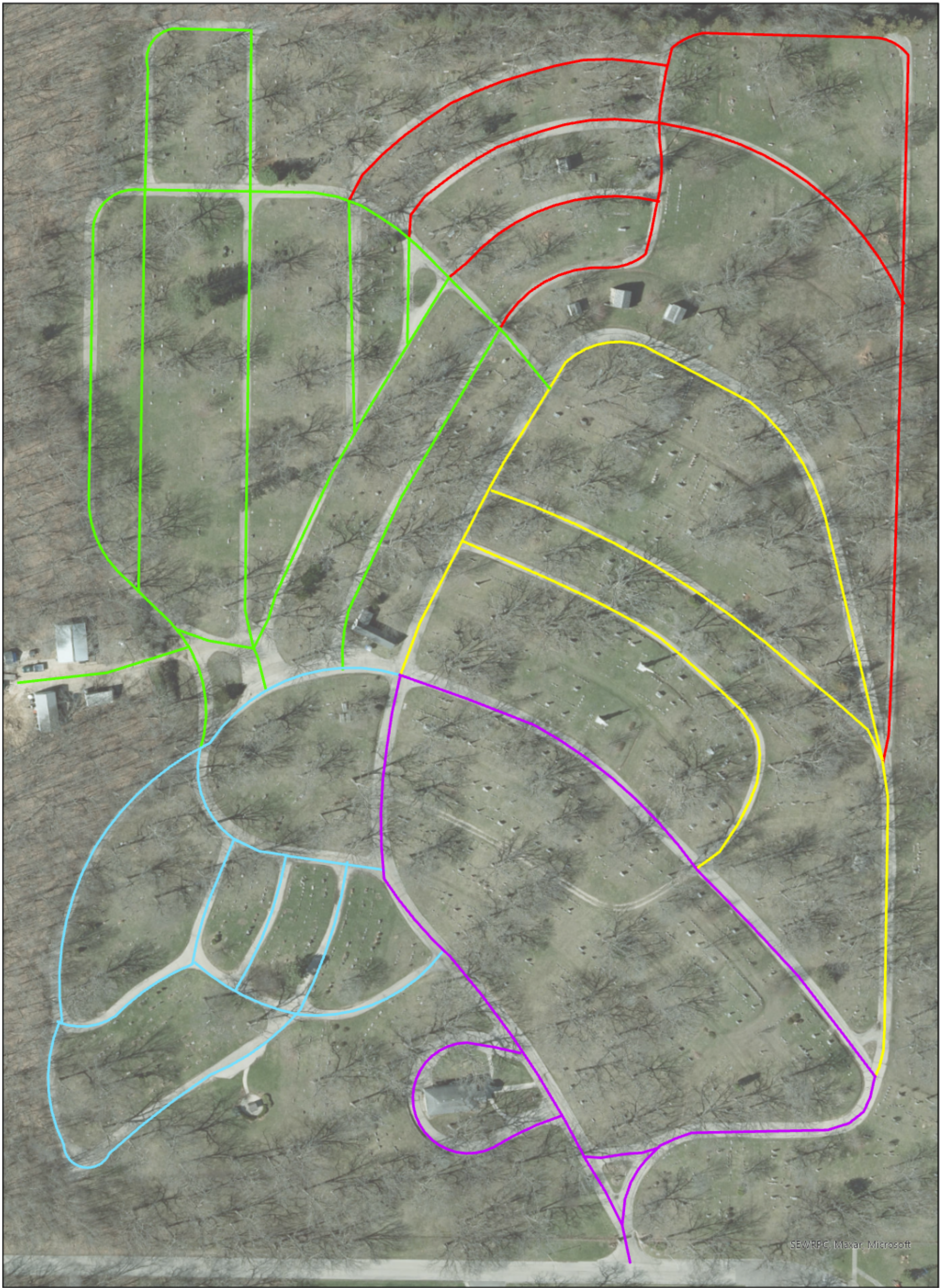
| OAK HILL CEMETERY PAVING - PHASE 1 | | | | Engineer's Estimate | |
|---|--|------|----------------|---------------------|-------------------|
| Item No. | Item Description | Unit | Estimated Qty. | Bid Unit Price | Price |
| 205.0100 | Excavation Common - EBS (Undistributed) | CY | 706 | \$ 15.00 | \$ 10,590.00 |
| 305.0120 | Base Aggregate Dense 1 1/4-Inch - EBS (Undistributed) | TON | 1412 | \$ 30.00 | \$ 42,360.00 |
| 325.0100 | Pulverize and Relay (4" Pulverize) | SY | 2545 | \$ 5.00 | \$ 12,725.00 |
| 460.5223 | HMA Pavement Type 3LT 58-28 S (LIGHT LOAD - 12 TON MAX. PER TRUCK) | TON | 346 | \$ 120.00 | \$ 41,520.00 |
| 460.5224 | HMA Pavement Type 4LT 58-28 S (LIGHT LOAD - 12 TON MAX. PER TRUCK) | TON | 360 | \$ 150.00 | \$ 54,000.00 |
| 628.1504 | Silt Sock | LF | 2600 | \$ 2.00 | \$ 5,200.00 |
| 690.0150 | Sawing Asphalt | LF | 206 | \$ 3.00 | \$ 618.00 |
| SPV.0180.0 | Geogrid Type NX750 - EBS | SY | 3390 | \$ 10.00 | \$ 33,900.00 |
| SPV.0180.0 | Restoration of Disturbed Areas | SY | 1210 | \$ 8.75 | \$ 10,587.50 |
| | Drainage (Ditches, structures, etc) | LS | 1 | \$ 50,000.00 | \$ 50,000.00 |
| SUBTOTAL | | | | \$ | 261,500.50 |
| CONSTRUCTION CONTINGENCY (20%) | | | | \$ | 52,300.10 |
| OAK HILL CEMETERY PAVING - PHASE 1 TOTAL | | | | \$ | 313,800.60 |

| OAK HILL CEMETERY PAVING - PHASE 2 | | | | Engineer's Estimate | |
|---|--|------|----------------|---------------------|-------------------|
| Item No. | Item Description | Unit | Estimated Qty. | Bid Unit Price | Price |
| 205.0100 | Excavation Common - EBS (Undistributed) | CY | 712 | \$ 15.00 | \$ 10,680.00 |
| 305.0120 | Base Aggregate Dense 1 1/4-Inch | TON | 1424 | \$ 30.00 | \$ 42,720.00 |
| 325.0100 | Pulverize and Relay (4" Pulverize) | SY | 1515 | \$ 7.00 | \$ 10,605.00 |
| 460.5223 | HMA Pavement Type 3LT 58-28 S (LIGHT LOAD - 12 TON MAX. PER TRUCK) | TON | 206 | \$ 120.00 | \$ 24,720.00 |
| 460.5224 | HMA Pavement Type 4LT 58-28 S (LIGHT LOAD - 12 TON MAX. PER TRUCK) | TON | 362 | \$ 150.00 | \$ 54,300.00 |
| 628.1504 | Silt Sock | LF | 2715 | \$ 2.00 | \$ 5,430.00 |
| 690.0150 | Sawing Asphalt | LF | 120 | \$ 3.00 | \$ 360.00 |
| SPV.0180.0 | Geogrid Type NX750 | SY | 3420 | \$ 3.00 | \$ 10,260.00 |
| SPV.0180.0 | Restoration of Disturbed Areas | SY | 970 | \$ 10.00 | \$ 9,700.00 |
| | Drainage (Ditches, structures, etc) | LS | 1 | \$ 50,000.00 | \$ 50,000.00 |
| SUBTOTAL | | | | \$ | 218,775.00 |
| CONSTRUCTION CONTINGENCY (20%) | | | | \$ | 43,755.00 |
| OAK HILL CEMETERY PAVING - PHASE 2 TOTAL | | | | \$ | 262,530.00 |

| OAK HILL CEMETERY PAVING - PHASE 3 | | | | Engineer's Estimate | |
|---|--|------|----------------|---------------------|-------------------|
| Item No. | Item Description | Unit | Estimated Qty. | Bid Unit Price | Price |
| 205.0100 | Excavation Common - EBS (Undistributed) | CY | 1210 | \$ 15.00 | \$ 18,150.00 |
| 305.0120 | Base Aggregate Dense 1 1/4-Inch | TON | 2420 | \$ 30.00 | \$ 72,600.00 |
| 325.0100 | Pulverize and Relay (4" Pulverize) | SY | 2210 | \$ 5.00 | \$ 11,050.00 |
| 460.5223 | HMA Pavement Type 3LT 58-28 S (LIGHT LOAD - 12 TON MAX. PER TRUCK) | TON | 300 | \$ 120.00 | \$ 36,000.00 |
| 460.5224 | HMA Pavement Type 4LT 58-28 S (LIGHT LOAD - 12 TON MAX. PER TRUCK) | TON | 615 | \$ 150.00 | \$ 92,250.00 |
| 465.0310 | Asphaltic Curb | LF | 62 | \$ 40.00 | \$ 2,480.00 |
| 628.1504 | Silt Sock | LF | 4075 | \$ 2.00 | \$ 8,150.00 |
| 690.0150 | Sawing Asphalt | LF | 146 | \$ 3.00 | \$ 438.00 |
| SPV.0180.0 | Geogrid Type NX750 | SY | 5810 | \$ 3.00 | \$ 17,430.00 |
| SPV.0180.0 | Restoration of Disturbed Areas | SY | 1530 | \$ 8.50 | \$ 13,005.00 |
| | Drainage (Ditches, structures, etc) | LS | 1 | \$ 25,000.00 | \$ 25,000.00 |
| SUBTOTAL | | | | \$ | 296,553.00 |
| NEW ROAD OVER GRASS PATH | | | | | |
| 205.0100 | Excavation Common - EBS (Undistributed) | CY | 150 | \$ 15.00 | \$ 2,250.00 |
| 305.0120 | Base Aggregate Dense 1 1/4-Inch | TON | 600 | \$ 30.00 | \$ 18,000.00 |
| 460.5223 | HMA Pavement Type 3LT 58-28 S (LIGHT LOAD - 12 TON MAX. PER TRUCK) | TON | 95 | \$ 120.00 | \$ 11,400.00 |
| 460.5224 | HMA Pavement Type 4LT 58-28 S (LIGHT LOAD - 12 TON MAX. PER TRUCK) | TON | 75 | \$ 150.00 | \$ 11,250.00 |
| 628.1504 | Silt Sock | LF | 425 | \$ 2.00 | \$ 850.00 |
| SPV.0180.0 | Geogrid Type NX750 | SY | 700 | \$ 3.00 | \$ 2,100.00 |
| SPV.0180.0 | Restoration of Disturbed Areas | SY | 700 | \$ 8.50 | \$ 5,950.00 |
| | Drainage (Ditches, structures, etc) | LS | 1 | \$ 5,000.00 | \$ 5,000.00 |
| SUBTOTAL | | | | \$ | 56,800.00 |
| SUBTOTALS | | | | \$ | 353,353.00 |
| CONSTRUCTION CONTINGENCY (20%) | | | | \$ | 70,670.60 |
| OAK HILL CEMETERY PAVING - PHASE 3 TOTAL | | | | \$ | 424,023.60 |

| OAK HILL CEMETERY PAVING - PHASE 4 | | | | Engineer's Estimate | |
|---|--|------|----------------|---------------------|-------------------|
| Item No. | Item Description | Unit | Estimated Qty. | Bid Unit Price | Price |
| 205.0100 | Excavation Common - EBS (Undistributed) | CY | 864 | \$ 15.45 | \$ 13,348.80 |
| 305.0120 | Base Aggregate Dense 1 1/4-Inch | TON | 1728 | \$ 30.90 | \$ 53,395.20 |
| 325.0100 | Pulverize and Relay (4" Pulverize) | SY | 480 | \$ 5.15 | \$ 2,472.00 |
| 460.5223 | HMA Pavement Type 3LT 58-28 S (LIGHT LOAD - 12 TON MAX. PER TRUCK) | TON | 66 | \$ 123.60 | \$ 8,157.60 |
| 460.5224 | HMA Pavement Type 4LT 58-28 S (LIGHT LOAD - 12 TON MAX. PER TRUCK) | TON | 438 | \$ 154.50 | \$ 67,671.00 |
| 628.1504 | Silt Sock | LF | 1730 | \$ 2.06 | \$ 3,563.80 |
| 690.0150 | Sawing Asphalt | LF | 146 | \$ 3.09 | \$ 451.14 |
| SPV.0180.0 | Geogrid Type NX750 | SY | 4145 | \$ 3.09 | \$ 12,808.05 |
| SPV.0180.0 | Restoration of Disturbed Areas | SY | 1062 | \$ 9.00 | \$ 9,558.00 |
| | Drainage (Ditches, structures, etc) | LS | 1 | \$ 25,000.00 | \$ 25,000.00 |
| SUBTOTAL | | | | \$ | 196,425.59 |
| CONSTRUCTION CONTINGENCY (20%) | | | | \$ | 39,285.12 |
| OAK HILL CEMETERY PAVING - PHASE 4 TOTAL | | | | \$ | 235,710.71 |

| OAK HILL CEMETERY PAVING - PHASE 5 | | | | Engineer's Estimate | |
|---|--|------|----------------|---------------------|-------------------|
| Item No. | Item Description | Unit | Estimated Qty. | Bid Unit Price | Price |
| 205.0100 | Excavation Common - EBS (Undistributed) | CY | 853 | \$ 15.45 | \$ 13,178.85 |
| 305.0120 | Base Aggregate Dense 1 1/4-Inch | TON | 1706 | \$ 30.90 | \$ 52,715.40 |
| 460.5224 | HMA Pavement Type 4LT 58-28 S (LIGHT LOAD - 12 TON MAX. PER TRUCK) | TON | 434 | \$ 154.50 | \$ 67,053.00 |
| 628.1504 | Silt Sock | LF | 1974 | \$ 2.06 | \$ 4,066.44 |
| SPV.0180.0 | Geogrid Type NX750 | SY | 4095 | \$ 3.09 | \$ 12,653.55 |
| SPV.0180.0 | Restoration of Disturbed Areas | SY | 876 | \$ 11.00 | \$ 9,636.00 |
| | Drainage (Ditches, structures, etc) | LS | 1 | \$ 25,000.00 | \$ 25,000.00 |
| SUBTOTAL | | | | \$ | 184,303.24 |
| CONSTRUCTION CONTINGENCY (20%) | | | | \$ | 36,860.65 |
| OAK HILL CEMETERY PAVING - PHASE 5 TOTAL | | | | \$ | 221,163.89 |



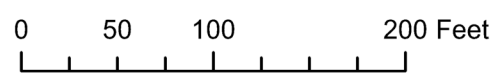
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CEMETERY PHASING PLAN



- 1
- 2
- 3
- 4
- 5






FILENAME: D:\Walworth_Co\Lake Geneva_City\Gov\General Files\Lake Geneva_Task Orders\Task Order_40_Cemetery Paving Phase 1\Oak Hill Cemetery Paving\CAD\Oak Hill Cemetery.dwg PLOT DATE/TIME: 1/22/2025 9:35 AM PLOTTED BY: BRIDGET BARRY



CEMETERY RD

REPAIR METHODS

-  PULVERIZE 4"
-  OVERLAY
-  PAVE NEW



1224 S. Pine Street
Burlington, Wisconsin
53105

kapurinc.com

PROJECT:
OAK HILL CEMETERY

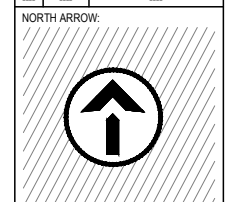
LOCATION:
**LAKE GENEVA,
WALWORTH
COUNTY
WISCONSIN**

CLIENT:

RELEASE:
PLANNING

REVISIONS:

| # | DATE | DESCRIPTION |
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SCALE:
0 75 150

IF NOT ONE INCH ADJUST SCALE ACCORDINGLY

SEAL:
all in

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TREATMENT PLAN

PROJECT MANAGER: NKR
PROJECT NUMBER: 25.000x
DATE: 01/21/2025

SHEET NUMBER:
EX-1

TASK ORDER NUMBER #40

CIVIL ENGINEERING SERVICES

This task order is made as of January 22, 2025, under the terms and conditions established in the MASTER AGREEMENT FOR ENGINEERING SERVICES, (the Agreement), between the **City of Lake Geneva** (Owner) and **Kapur & Associates, Inc.** (Engineer). This Task Order is made for the following purpose:

Provide civil engineering services for the design, specification preparation, bidding, and construction management for the Cemetery Paving Program, Phase 1. The City is proposing 2,150 LF of pulverizing and 550 LF of overlaying roads withing Oak Creek Cemetery. This task order also includes an evaluation of existing drainage concerns, stormwater runoff calculations, and sizing of drainage improvements. An additional task order will be required for additional phases or linear footage of improvements.

Phase I will begin in the Northeast quadrant of the Cemetery. Please see the attached Exhibit for exact locations.

Section A. – Scope of Services

Engineer shall perform the following Services:

Drainage Evaluation/Calculations

1. Review existing drainage concerns within Phase 1 construction limits. Propose drainage improvements to reduce or eliminate erosion of drainage ditches and pavement areas while reducing ponding.
2. Size drainage structures as applicable to meet project goals. Structures will be sized for the 10-year runoff peak flow rate where possible.
3. Provide construction details for installation of proposed drainage improvements.

Construction Plans

4. Provide topographic survey and mapping, field reviews and plan preparation for the pulverize/relay and overlay of the selected roads.
5. Plans will include location and detail of pavement and asphalt removals, new asphaltic paving, and stormwater drainage improvements.
6. Provide construction plans to present the roads to be improved, limits of the resurfacing and type of resurfacing to be completed.
7. Provide utility coordination of all private utilities for all streets including utility location for survey of street improvements requiring grading or utility improvements/repairs.



8. Provide a summary table to present a breakdown of quantities as information to bidder. Information may include but not limited to the length, width, square yardage of repair, number of manholes, number of inlets, type of asphalt and length of curb replacement (if necessary).
9. Provide construction cost estimates for all road and storm improvements.
10. Provide utility coordination of all private utilities for all streets including utility location for survey of street improvements requiring grading or utility improvements/repairs.
11. Provide details as needed to complete work.
12. 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.
13. Prepare for and attend the bid opening.
14. Review project bids make recommendation for award, and coordinate notice of award, agreement, and notice to proceed documentation.
15. Attend meetings as required and provide update memos to the Department of Public Works.

Construction Management Activities

16. 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.
17. 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.
18. Process payment requests from the contractor for their work and prepare recommendation for payment for City approval. **(This task is completed monthly and is completed for all work approved for the prior month.)** Complete final close out documentation and acceptance of improvements memorandum.
19. The Engineer will be responsible for notifying, scheduling, conducting, documenting, and distributing minutes of the preconstruction conference.
20. Prepare and provide project update memorandum and provide copies of the daily journal entries to City staff upon request.
21. Attend meetings and coordinate with adjacent property owners and business as needed.
22. Upon project completion, all utility data and as-built information will be transferred to the City GIS system for permanent records. In addition, as-builts, and AutoCAD information will be provided for City record.
23. It is anticipated the construction work under the Cemetery Phasing Program will begin in Summer 2025 and be completed Fall 2025. This schedule has been provided



for estimating purposes only. Engineer and construction services are estimated on the engineering and survey staff being on site as needed and completing project paperwork for a construction period of up to 3 weeks. Any additional time restrictions to the contractor (such as work restricted to before memorial day or after labor day) will result in extended construction period.

Section B. – Compensation

In return for the performance of the foregoing obligations, Owner shall pay to Engineer an amount not-to-exceed fifty-one thousand eight-hundred fifty-two dollars (\$51,852.00) payable according to the following terms:

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

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

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

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

For: City of Lake Geneva

Engineer: Kapur & Associates, Inc.

By: _____

By: Naomi Rauch _____

Signature: _____

Signature:  _____

Title: _____

Title: Project Engineer/Associate _____

Date: _____

Date: 01-22-2025 _____