



## **FINANCE, LICENSE & REGULATION COMMITTEE**

**TUESDAY, JUNE 19, 2018 – 6:00 PM**

**CITY HALL, MEETING ROOM 2A**

**Committee Members:** Chairperson Ken Howell, Alderpersons: Selena Proksa, Doug Skates, John Halverson, and Rich Hedlund

### **AGENDA**

1. Call to Order by Chairperson Howell
2. Roll Call
3. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes
4. Approve the Regular Finance, License and Regulation Committee Meeting minutes of June 5, 2018, as prepared and distributed
5. **Licenses & Permits**
  - a. 2018-2019 Original & Renewal Operator License applications filed by various applicants as listed in packet
  - b. Discussion/Recommendation regarding Temporary Class “B”/”Class B” Retailer’s License Application made by VISIT Lake Geneva for the event of Winterfest Magical Evening to be held on January 31, 2019 from 6:30 p.m. to 8:30 p.m. at the Riviera Ballroom
  - c. **Discussion/Recommendation regarding Renewal of Massage Establishment License applications filed by the following:**
    - 1) Aveda Life Salon and Spa, LLC
    - 2) The Heartland Spa/ Bella Vista Suites
  - d. Discussion/Recommendation regarding applications for Temporary Operator Licenses to be used at Venetian Fest held August 15, 2018 through August 19, 2018, for the following: Ryan Stelzer, Nathan Love, Christopher Zegarra, Eric Akucttah, Bryan Iwicki, Douglas Bartz, Ryan Lasch, Gregg Christenson, Franklyn Lasch, Andrew Collins, and Thomas Hove

**6. Recommendations from Public Works Committee- Pending Meeting to be held June 19, 2018**

- a. Discussion/Recommendation regarding the Special Assessment Report for the Cemetery Road Water/Sewer/Curb and Gutter Extension Project and project implementation plan.
- b. Discussion/Recommendation regarding Brunk Pavilion Landscaping donation by the Beautification Committee with estimated annual maintenance of \$2,200.00 paid by City
- c. Discussion/Recommendation regarding potential traffic control device at the intersection of Broad Street and Geneva Street

**7. Update regarding new Civic Software Implementation- Finance Director Hall**

**8. Discussion/Recommendation regarding Request for Proposals to provide Property Assessment Services**

**9. Presentation of Accounts**

- a. Purchase Orders (none)
- b. Prepaid Bills in the amount of \$1,920.68
- c. Regular Bills in the amount of \$316,159.16

**10. 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.*

*Posted 6/15/2018 3:00 pm*

cc: Committee Members, Mayor, Council, Administrator, Attorney

**Original Operators:**

Kalpesh Shah  
Jasmine Kincaid  
Silvia Whatley  
Jonathan Weilandt  
Kristine Pedraza  
Kendra Feld  
Kirston Hartnell

**Renewals:**

Lauren Walker  
Brent Coleman  
Roxanne Smith  
Ryan Vendegna  
Ryan White  
Jay McNulty  
Chad Arnett  
Mary Bayner  
Christopher Cummings  
Nancy Dvonch  
Sharon Kawczynski  
Amy Burgstede  
Lauri Lange  
Nicole Lili

## 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: April 2nd, 2018

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 Thur. 4/3/19 and ending Thur 1/31/19 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  
 Chamber of Commerce or similar Civic or Trade Organization  
 Veteran's Organization  Fair Association

(a) Name VISIT Lake Geneva

(b) Address 527 Center St. Lake Geneva, WI 53147  
(Street)  Town  Village  City

(c) Date organized \_\_\_\_\_

(d) If corporation, give date of incorporation 1971

(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 Ed Svitak  
 Vice President Mike Jackson (Chairman)  
 Secretary Ardith Berkmanovic  
 Treasurer Nick Vorpagel

(g) Name and address of manager or person in charge of affair: Katye Weeks

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 512 Wingley Dr. Lake Geneva, WI 53147

(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 \_\_\_\_\_

(b) Dates of event January 31st, 2019

### DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer M. J. [Signature]  
(Signature/date)

Visit Lake Geneva  
(Name of Organization)  
 Officer [Signature]  
(Signature/date)

Officer [Signature]  
(Signature/date)

Officer [Signature]  
(Signature/date)

Date Filed with Clerk \_\_\_\_\_

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

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

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

**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: Visit Lake Geneva

Name of Event: Winterfest Magical Evening

Date of Event: Thursday January 31st, 2019

Time of Event: 6:30 pm - 8:30 PM  
(Beginning) (Ending)

Event Contact Person: Katie Weeks

Contact Phone: (202) 248-1000

Contact Email: katie@visitlakegeneva.com

**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: \_\_\_\_\_ Receipt No: \_\_\_\_\_

Total Amount: \_\_\_\_\_

Forwarded to Police Chief: \_\_\_\_\_

Recommendation: \_\_\_\_\_ Approved Denied

Verification that not more than 2 temporary wine licenses have been issued to this applicant within the last 12 months: \_\_\_\_\_

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

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

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

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

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

MAILTO: Organization



# CITY OF LAKE GENEVA

## MASSAGE ESTABLISHMENT APPLICATION

**\$50.00 ANNUAL LICENSE FEE**

EXPIRES JUNE 30<sup>TH</sup> EACH YEAR

Is Application: Original  or Renewal

**Application must be accompanied by the following documents:**

1. \$50.00 License fee, payable to the City of Lake Geneva and due upon application
2. Copy of Applicant's Driver's License
3. A listing of the name and address of each Massage Technician employed or subcontracted by the establishment
4. Copy of each Massage Technician's Current and Valid State of Wisconsin Massage Therapist or Bodywork Therapist Certificate
5. Copy of each Massage Technician's Driver's License
6. If the applicant business is a corporation, include a report of the names and current addresses of all officers, directors, and stockholders owning more than 10% of stock in the corporation

### BUSINESS INFORMATION

Trade Name: Aveda Life Salon and Spa LLC

Corporate Name (if applicable): Jasmine Salon and Spa

Business Address (Physical): 251 Cook St.

Mailing Address (if different): \_\_\_\_\_

City, State, Zip: Lake Geneva, WI. 53147

Phone: 242-~~2008~~ 249-9800 Email: brittany@jasminesalonspa.com

Please explain the nature of services to be provided: massage, facial, manicure, pedicure, waxing, hair cutting, hair coloring

### BUSINESS OWNER (APPLICANT) INFORMATION

Please include information for all business owners

Full Name: Brittany Harris





# CITY OF LAKE GENEVA

## MASSAGE ESTABLISHMENT APPLICATION

### \$50.00 ANNUAL LICENSE FEE

EXPIRES JUNE 30<sup>TH</sup> EACH YEAR

Is Application: Original  or Renewal

**Application must be accompanied by the following documents:**

1. \$50.00 License fee, payable to the City of Lake Geneva and due upon application
2. Copy of Applicant's Driver's License
3. A listing of the name and address of each Massage Technician employed or subcontracted by the establishment
4. Copy of each Massage Technician's Current and Valid State of Wisconsin Massage Therapist or Bodywork Therapist Certificate
5. Copy of each Massage Technician's Driver's License
6. If the applicant business is a corporation, include a report of the names and current addresses of all officers, directors, and stockholders owning more than 10% of stock in the corporation

#### BUSINESS INFORMATION

Trade Name: The Heartland Spa/Bella Vista Suites  
Corporate Name (if applicable): \_\_\_\_\_  
Business Address (Physical): 335 Wrigley Drive  
Mailing Address (if different): \_\_\_\_\_  
City, State, Zip: Lake Geneva WI 53147  
Phone: 262 248-2157 Email: info@heartlandspa.com  
Please explain the nature of services to be provided: massage, facial, reiki

#### BUSINESS OWNER (APPLICANT) INFORMATION

Please include information for all business owners.

Full Name: Bella Vista Suites Hotel  
Address: 335 Wrigley Dr  
City, State, Zip: Lake Geneva, WI 53147  
Phone: 262 248-2157  Copy of Driver's License Attached

Please provide names and addresses of any and all previous establishments where applicant was employed or subcontracted as a Massage technician during the last 3 years, including type of work performed and dates of employment:

see attached

Have you ever had a massage or similar license/permit revoked, suspended, or denied?

NO  YES, If yes, please explain: \_\_\_\_\_

Have you ever been arrested, charged, and/or convicted for any offense, other than misdemeanor traffic violations, in Wisconsin or any other state?

NO  YES If yes, provide the offense, date, location, and disposition: \_\_\_\_\_

The undersigned hereby swears, under penalty of law, that the foregoing information provided in this application is true and correct to the best of his/her knowledge and belief.

APPLICANT SIGNATURE: [Signature] Date: 5/30/18

*For Office Use Only*

Date Filed: 5/30/18 Receipt #: C18<sup>05</sup>30-6 Amt Paid: \$50.00  
 Forwarded to Police Dept: 5/30/18 Background Completed: 6-2-18  
 Police Chief Recommendation: [Signature]  Approved  Denied  
 Fingerprinting required for new establishments - Fingerprinted by LGPD:   
 Forwarded to Building Dept: \_\_\_\_\_ Inspector approval required for new establishments  
 Building Inspector Recommendation: \_\_\_\_\_ Approved  Denied   
 FLR/Council Approval Dates: \_\_\_\_\_ License #: \_\_\_\_\_  
 Verified: Stark  MSI  Notes/Conditions: \_\_\_\_\_  
 Copies to: Building & Zoning Police Chief Fire Chief

**TASK ORDER NUMBER #00**  
**CIVIL ENGINEERING SERVICES**

This task order is made as of May 00, 2018, under the terms and conditions established in the MASTER AGREEMENT FOR ENGINEERING SERVICES, (the Agreement), between the **City of Lake Geneva Utility District (Owner)** and **Kapur & Associates, Inc. (Engineer)**. This Task Order is made for the following purpose:

Provide civil engineering and construction management services for the design and construction of a new public sanitary sewer, water main, and curb and gutter collection system that will be installed within Cemetery and Elkhorn Road (CTH H) right of ways in the City of Lake Geneva and Town of Geneva. The sanitary sewer, water main and curb and gutter will be installed on Cemetery road from Elkhorn Road to a point approximately 500' east. In addition, sanitary sewer only will be constructed from 1342 Elkhorn Road north to the existing sanitary system at the Edgewood drive. This task order provides the detailed engineering, bidding and construction oversight portions of the project. A feasibility analysis and special assessment report were previously completed.

The work schedule for this project has yet to be determined and is subject to the special assessment timeline.

**Section A. – Scope of Services**

Engineer shall perform the following Services:

Engineer shall perform the following Services:

1. Utilizing topographic survey and mapping previously collected, field reviews and plan preparation for the utility design of:
  - a. 1200 Feet of Sanitary Sewer on Cemetery Road and Elkhorn Roads.
  - b. 500 Feet of Water Main on Cemetery Road from Elkhorn Road to the east.
  - c. Provide 760 feet of curb and gutter on the North Side of Cemetery Road From Elkhorn Road to the East.

Plans will be prepared that include utility improvements for sanitary sewer and laterals, watermain and service laterals and curb and gutter. It is anticipated that a traffic control plan will be prepared for this work and as required by federal law and accessible ramps will be reviewed and replaced as needed to meet minimum standards for access. Plans will include location and details of pavement removals, new asphaltic paving, any sidewalk repairs, curb and gutter replacement and restoration.

2. Provide utility coordination of all private utilities for all work including utility location for survey of utility improvements requiring grading or repairs.

3. Provide construction cost estimate for all utility and curb and gutter improvements.
4. 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.
5. Attend Bid Opening.
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 updates to the Utility Department.

### **Construction Management Activities**

8. 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.
9. 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.
10. Coordinate and complete necessary material testing services for work completed.
11. 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.)**
12. The Engineer will be responsible for notifying, scheduling, conducting, documenting, and distributing minutes of the preconstruction conference.
13. Prepare and provide project update memorandum and provide copies of the daily journal entries to City staff weekly.

### **Section B. – Schedule**

Engineer shall perform the Scope of Services and deliver the related Documents according to the following schedule. This schedule is subject to change based on actual circumstances and unknown variables and is to be used as an approximation only.:

1. Provide "Preliminary Plans" to the Lake Geneva Utility District for review and comment on or before September 00, 2018.
2. Provide Final Plans and Specification to the Lake Geneva Utility District for bid on or before October 00, 2018. (TBD)

**Section C. – Compensation**

In return for the performance of the foregoing obligations, Owner shall pay to Engineer an amount not-to-exceed **Eighty Thousand and Four Hundred Dollars (\$80,400.00)**, 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.

Owner: Lake Geneva Utility District

Engineer: Kapur & Associates, Inc.

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

By: Gregory L 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 15**

**Cemetery Road Engineering and Construction Management Project - Attachment A**

CLASSIFICATION	ACT. Code	Project Manager		Project Engineer II		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		\$79.00		\$96.00		\$82.00		\$94.00		\$108.00			
<b>TASK DESCRIPTION</b>		Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
<b>Cemetery Road Watermain Design</b>																			
Field Review						6	\$492.00											6	\$492.00
Survey/Mapping								4	\$316.00					4	\$432.00			8	\$748.00
Meetings as Required		8	\$1,120.00	8	\$888.00	12	\$984.00											28	\$2,992.00
Plan Preparation/Review		4	\$560.00	4	\$444.00	64	\$5,248.00											72	\$6,252.00
Watermain Design				4	\$444.00	32	\$2,624.00											36	\$3,068.00
WDNR Permitting				2	\$222.00	6	\$492.00											8	\$714.00
As-Builts								8	\$632.00					6	\$648.00			14	\$1,280.00
																		Subtotal	\$15,546.00
<b>Cemetery/Elkhorn Road Sanitary Sewer</b>																			
Field Review						6	\$492.00											6	\$492.00
Survey/Mapping								4	\$316.00					4	\$432.00			8	\$748.00
Meetings as Required		8	\$1,120.00	8	\$888.00	12	\$984.00											28	\$2,992.00
Plan Preparation/Review		4	\$560.00	4	\$444.00	80	\$6,560.00											88	\$7,564.00
Sanitary Sewer Design				4	\$444.00	90	\$7,380.00											94	\$7,824.00
WDNR Permitting				2	\$222.00	6	\$492.00											8	\$714.00
As-Builts								8	\$632.00					6	\$648.00			14	\$1,280.00
																		Subtotal	\$21,614.00
<b>Project Manual/Administration</b>																			
Administration		8	\$1,120.00			4	\$328.00											12	\$1,448.00
Advertisement/Project Manual/Specifications		4	\$560.00	8	\$888.00	32	\$2,624.00											44	\$4,072.00
Meetings as Required		4	\$560.00			4	\$328.00											8	\$888.00
Post Bid opening activities										8	\$656.00							8	\$656.00
																		Subtotal	\$7,064.00
<b>Construction Management Activities</b>																			
Construction Management Admin		8	\$1,120.00	12	\$1,332.00	10	\$820.00											30	\$3,272.00
Shop Drawing Approvals				2	\$222.00	4	\$328.00											6	\$550.00
Sanitary Sewer						160	\$13,120.00					6	\$492.00	24	\$2,592.00			190	\$16,204.00
Watermain						80	\$6,560.00					6	\$492.00	8	\$864.00			94	\$7,916.00
Curb and Gutter						20	\$1,640.00					4	\$328.00	8	\$864.00			32	\$2,832.00
Roadway						16	\$1,312.00					4	\$328.00					20	\$1,640.00
As-Builts						16	\$1,312.00							8	\$864.00			24	\$2,176.00
GIS Coordination								20	\$1,580.00									20	\$1,580.00
																		Subtotal	\$36,170.00
<b>TOTALS</b>		<b>48</b>	<b>\$ 6,720.00</b>	<b>58</b>	<b>\$ 6,438.00</b>	<b>660</b>	<b>\$ 54,120.00</b>	<b>44</b>	<b>\$ 3,476.00</b>	<b>8</b>	<b>\$ 656.00</b>	<b>20</b>	<b>\$ 1,640.00</b>			<b>68</b>	<b>\$7,344.00</b>	<b>906</b>	<b>\$80,394</b>
																	<b>Expenses:</b>		
																	<b>Project Total:</b>		<b>\$80,394</b>

Summary of Expenses	Units	Cost	Total
Estimated Expenses			
<b>Totals</b>			

CITY OF LAKE GENEVA

5/10/2018



DRAFT

SPECIAL ASSESSMENT REPORT  
CEMETERY ROAD/CTH H

SANITARY SEWER EXTENSION  
WATER MAIN EXTENSION  
& CURB AND GUTTER

WALWORTH COUNTY, WISCONSIN

PREPARED BY:

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

# Special Assessment Report

Cemetery Road/CTH H

Sanitary Sewer Extension,  
Water Main Extension  
& Curb & Gutter

City of Lake Geneva

Walworth County, Wisconsin

Project Number: 170449

May 10, 2018



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Gregory L  
Governatori, P.E.  
Project Manager



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

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

## GENERAL DESCRIPTION OF THE PROJECT

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

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

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

The City of Lake Geneva will be paying for the costs associated with providing curb and gutter to the Oak Hill Cemetery property.

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

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

## ATTACHMENTS



This report includes the following attachments:

Exhibit A- Plans and Specifications

Exhibit B- Terms of Special Assessment

Exhibit C- Assessment Rate Calculations/Schedules

- Schedule A- Sanitary Sewer Assessment Schedule
- Schedule B- Water Main Assessment Schedule
- Schedule C- Curb & Gutter Assessment Schedule

Exhibit D- Mandatory Connection/notes

Exhibit E- Summary of Properties



## Exhibit A- Plans and Specifications

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



## Exhibit B- Terms of the Special Assessment

1. The total estimated Project cost is \$704,086.60. The City of Lake Geneva (the “City”) will pay for the cost of installing curb and gutter along the north side of Cemetery road along the Oak Hill Cemetery. The City’s estimated cost for this work is \$23,219.05. The remaining estimated balance of the Project cost is \$680,867.55, which will be assessed on the benefitted properties.
2. There are fifteen (15) benefitted properties (the “Benefitted Properties”) in this Project. The thirteen Benefitted Properties are described in attached Exhibit E.
3. The Sanitary Sewer assessment calculations are based on a per lot bases with Each Benefitted Property (15) is being specially assessed, under the police power provisions of Section 66.0703 of the Wisconsin Statutes, in the amount of \$22,636,61, based on an equal, per lot, basis.
4. The Watermain assessment calculations are based on per lot bases with each Benefitted property six (6) being specially assessed, under the police power provisions of Section 66.0703 of the Wisconsin Statutes, in the amount of \$27,290,34, based on an equal, per lot, basis. **NOTE LAKE GENEVA CODE SAYS PER FOOT**
5. The Curb and Gutter assessment calculations are based on linear footage of frontage for each Benefitted property. Each Benefitted property (7) is being specially assessed, under the police power provisions of Section 66.0703 of the Wisconsin Statutes, based on an estimated linear foot cost of \$87.83 per linear foot.
6. A Benefitted Property owner may pay the full assessment to the City, without any interest thereon, on or before the date of **November 1, 2018**. If such special assessment is not paid in full to the City on or before **November 1, 2018**, then the said special assessment shall be placed on the tax roll of the Benefitted Property over **twenty (20)** years, in the manner described in below Paragraph 7.
7. The special assessment amount shall be levied on each Benefitted Property, commencing with the 2019 tax roll for the Benefitted Property. Commencing on the date of January 1, 2019, interest shall accrue on the unpaid amount of the special assessment at the rate of Four Percent (4.0%) per annum until paid in full. The total assessment amount, plus accrued interest, shall be paid in Twenty (20) equal annual installment payments on the tax roll of the Benefitted Property, with such first annual installment payment to be placed on the 2018 tax roll, and with the final, twentieth annual installment payment placed on the 2037 tax roll.
8. The special assessment, plus accrued interest, may be paid in full at any time by the Benefitted Property owner.
9. Pursuant to Section 66.073(11), Wis. Stats., if the final Project cost is less than the



estimated Project cost used for the purposes of this Report, then the special assessments levied based on the Report's estimated Project cost shall be proportionately reduced, in the manner provided for in that statute.

## DEFERRAL OF ASSESSMENTS

- (a) All sewer assessments on land currently within the Town of Geneva shall be deferred until such time that a Triggering Event occurs.
- (b) During the time that an assessment is deferred, no interest shall accrue.

1. Upon the occurrence of one of the "Trigger Events" described below Paragraph, the property owner shall pay the entire special assessment levied on the benefitted property, in one lump sum, within Sixty (60) Days after the date of the Trigger Event. Provided that the special assessment is timely paid, no interest shall accrue on the special assessment. In the event of a failure to timely pay the special assessment, however, interest shall accrue, and shall be deemed to have accrued, on the special assessment at the rate of Four Percent (4%) per annum from the date on which the said watermain is operational and available for a benefitted property to obtain municipal water service, until paid in full

- a. A land division of the property, whether through a plat, certified survey map, or any other procedure that creates a new and/or an additional parcel(s) of land from the benefitted property.
- b. Any development activity, of any kind, on the property for, or related to, residential, commercial, industrial, institutional, or any other non-agricultural purpose.
- c. Annexation into the City



**Exhibit C**

**Schedule A - Sanitary Sewer Assessment Rate Calculations**

<b>Sanitary Sewer</b>					
<b>ITEM NO.</b>	<b>ITEM DESCRIPTION</b>	<b>UNIT</b>	<b>QTY.</b>	<b>UNIT \$</b>	<b>\$ TOTAL</b>
204.0110	Removing Asphaltic Surface	SY	80	\$ 22.50	\$ 1,800.00
305.0120	Base Aggregate Dense 1 1/4-Inch	CY	30	\$ 15.00	\$ 960.00
460.11.01	HMA Pavement MT 28-58 S, Item also includes asphaltic material PG 64-22 (455.0220) and asphaltic material for tack coat (455.0605).	TON	20	\$ 115.00	\$ 6,500.00
628.1504	Silt Fence	LF	510	\$ 2.00	\$ 1,020.00
628.2004	Erosion Mat Urban Class I, Type B (NON-NETTED)	SY	1050	\$ 5.00	\$ 5,250.00
628.7015	Inlet Protection Type C	EACH	6	\$ 50.00	\$ 300.00
690.0150	Sawing Asphalt	LF	360	\$ 3.00	\$ 1,080.00
SPV.0060.01	Manhole Frame & Cover	EACH	8	\$ 500.00	\$ 4,000.00
SPV.0090.01	Sanitary Sewer 8-Inch PVC	LF	120	\$ 130.00	\$ 15,600.00
SPV.0090.01	Sanitary Sewer 8-Inch PVC	LF	1060	\$ 100.00	\$ 106,000.00
SPV.0090.02	Sanitary Sewer 6-Inch PVC (Lateral)	LF	285	\$ 95.00	\$ 27,075.00
SPV.105.01	Traffic Control	LS	1	\$ 25,000.00	\$ 25,000.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Mulching (627.0200), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140).	SY	1050	\$ 8.00	\$ 8,400.00
SPV.200.01	Sanitary Manhole 48-Inch	VF	120	\$ 350.00	\$ 42,000.00
	20% Construction Contingency				\$ 48,997.00
	20% Contingency Engineering/Legal Fees				\$ 45,567.00
<b>SANITARY PROJECT COST</b>				<b>\$</b>	<b>339,549.00</b>

**Assessment Calculations**

Sanitary Sewer:

Sanitary Project Cost:	<u>\$293,982.00</u>
Engineering/Legal Fees:	<u>\$45,567</u>
Total Project Cost:	\$339,549.00

Total Number of Benefitted Properties:	15
Sanitary Assessment Rate/Parcel:	\$22,636.61



**Exhibit C**

**Schedule B – Water Main Assessment Rate Calculations**

<b>Watermain</b>					
<b>ITEM NO.</b>	<b>ITEM DESCRIPTION</b>	<b>UNIT</b>	<b>QTY.</b>	<b>UNIT \$</b>	<b>\$ TOTAL</b>
204.0110	Removing Asphaltic Surface	SY	20	\$45.00	\$ 900.00
305.0120	Base Aggregate Dense 1 1/4-Inch	CY	20	\$32.00	\$ 640.00
460.11.01	HMA Pavement MT 28-58 S, Item also includes asphaltic material PG 64-22 (455.0220) and asphaltic material for tack coat (455.0605).	TON	4	\$325.00	\$ 1,300.00
628.2004	Erosion Mat Urban Class I, Type B	SY	410	\$5.00	\$ 2,050.00
690.0150	Sawing Asphalt	LF	80	\$3.00	\$ 240.00
SPV.0060.01	Water Valve & Valve Box 8-Inch	EACH	2	\$2,800.00	\$ 5,600.00
SPV.0060.02	Hydrant Assemblies	EACH	1	\$5,000.00	\$ 5,000.00
SPV.0060.03	Tracer Wire Access Box	EACH	1	\$325.00	\$ 325.00
SPV.0060.04	1" Curb stop/box with extension rod and tracer box	EACH	6	\$650.00	\$ 3,900.00
SPV.0060.05	1" Corp Stop	EACH	6	\$300.00	\$ 1,800.00
SPV.0090.01	C-900 Water Main 8-Inch	LF	480	\$130.00	\$ 62,400.00
SPV.0090.02	1" Water Service, HDPE	LF	310	\$75.00	\$ 23,250.00
SPV.0090.03	Hydrant Lead 6-Inch (Granular Backfill)	LF	5	\$115.00	\$ 575.00
SPV.0105.01	Traffic Control	LS	1	\$5,000.00	\$ 5,000.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Mulching (627.0200), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140)	SY	430	\$12.00	\$ 5,160.00
	20% Construction Contingency				\$ 23,628.00
	18.6% Contingency Engineering				\$ 21,974.00
<b>WATERMAIN PROJECT COST</b>				<b>\$</b>	<b>163,742.00</b>

**Assessment Calculations**

Watermain:

Watermain Project Cost:	<u>\$141,768.00</u>
Engineering/Construction Management:	<u>\$21,974.00</u>
Total Project Cost:	\$163,742.00

Total Number of Benefitted Properties:	6
Watermain Assessment Rate/Parcel:	\$27,290.34



**Exhibit C**

**Schedule C – Curb & Gutter Assessment Rate Calculations**

<b>Curb &amp; Gutter</b>					
<b>ITEM NO.</b>	<b>ITEM DESCRIPTION</b>	<b>UNIT</b>	<b>QTY.</b>	<b>UNIT \$</b>	<b>\$ TOTAL</b>
204.0120	Removing Asphaltic Surface	SY	170	\$22.50	\$ 3,825.00
205.0100	Excavation Common	CY	200	\$45.00	\$ 9,000.00
305.0120	Base Aggregate Dense 1 1/4-Inch	CY	196	\$24.00	\$ 4,704.00
460.6223	HMA Pavement 3 LT 28-58 S, Item also includes tack coat (455.0605).	TON	4	\$ 325.00	\$ 1,300.00
460.6224	HMA Pavement 4 LT 28-58 S, Item also includes tack coat (455.0605).	TON	6	\$325.00	\$ 1,950.00
601.0411	Concrete Curb & Gutter 30-Inch Type D	LF	757	\$30.00	\$ 22,710.00
628.2004	Erosion Mat Urban Class I, Type B	SY	170	\$5.00	\$ 850.00
690.0150	Sawing Asphalt	LF	757	\$3.00	\$ 2,271.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Mulching (627.0200), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140).	SY	170	\$8.00	\$ 1360.00
	20% Construction Contingency				\$9,594.00
	20% Contingency Engineering/Legal Fees				\$8,922.00
<b>CURB &amp; GUTTER PROJECT COST</b>				<b>\$</b>	<b>66,486.00</b>

**Assessment Calculations**

Curb & Gutter:

Curb & Gutter Project Cost:	<u>\$57,564.00</u>
Engineering/Legal Fees:	<u>\$9,594.00</u>
Total Project Cost:	\$66,486.00

Total Number of Benefitted Properties:	7
Total Linear feet of Curb and Gutter	757
Liner Foot Rate:	\$87.83/FT



## Exhibit D- Mandatory Connection/Notes

2. Section 78-252 "Sewer Connection Required of the Lake Geneva Municipal Code: "All owners of property to which sanitary sewers are available, as determined by the Director of Utilities, shall connect with the sanitary sewer system and properly abandon their private disposal system. At such time as the Director of Utilities determines that sewer service is available, he shall serve a notice upon the owner of the property to make the connection to the sanitary sewer within 30 days from the date of the notice. If the owner finds it difficult to comply with the terms of the notice, he shall file with the Director of Utilities a statement from a licensed plumber or other person authorized to do such work that such property owner has contracted to have such work done within a stated period of time, not to exceed six months from the expiration of the thirty-day period set forth in the notice." of the City of Lake Geneva Municipal Code, pertaining to (i) mandatory connection requirements once sanitary sewer service is available to the Benefitted Properties, and (ii) the **Sanitary Sewer Connection charge** payable by the Benefitted Property owners for municipal sanitary sewer service.
3. Under Section 78-252, connection to the sanitary sewer system and payment of the sewer connection charge is required within 30 days after written notice is given by the City to the Benefitted Property owner that municipal sanitary sewer service is available to serve the Benefitted Property. For the purposes of this unique project; however, the benefitted properties will be required to connect to the municipal sewer within **2 years** after written notice is given by the City to the Property.
4. When making the connection of the Benefitted Property to the sanitary sewer system, the Benefitted Property owner shall be responsible for the cost of (i) installing a sewer lateral from the residence/building to the property line (the Project itself installing a sewer lateral from the sanitary sewer main to the property line), (ii) making the interior plumbing connections in the residence/building, and (iii) abandoning the presently-existing private sanitary system.
5. The property with addresses N3103, N3113, N3117, N3129, and N3135 CTH H (Elkhorn Road) are currently located within the Town of Geneva and not serviced by City utilities. For this special assessment report the property listed above shall connect to municipal sewer and water within 180 days after annexation. **(Water Lateral Costs are the responsibility of the property owner at time of required connection)**
6. Attached to this Report, as a part of this Exhibit D, are copies of Section 78-160 "Water Main Extensions" and Division 8. Service Connections: of the City of Lake Geneva Municipal Code, pertaining to (i) mandatory connection requirements once water sewer service is available to the Benefitted Properties, and (ii) the **Water Main Connection charge** payable by the Benefitted Property owners for municipal water service.



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



## Exhibit E- Summary of Benefited Properties

ZYUP 00044C	1342 Elkhorn Road, Lake Geneva	Haydam Trust	E14051 HWY 33, Hillsboro WI, 54634
ZYUP 00044L	1350 Elkhorn Road, Lake Geneva	Haydam Trust	E14051 HWY 33, Hillsboro WI, 54634
JG 2600004	No Address (N3113) Town of Geneva	Haydam Trust	E14051 HWY 33, Hillsboro WI, 54634
JG 2600003B	No Address Listed (N3129)- CTH H Town of Geneva	Jose & Brenda Chavez	N3129 CTH H, Lake Geneva, WI 53147
JG 2600003C	N3129 CTH H, Town of Geneva	Mariano Garcia	N3135 CTH H, Lake Geneva, WI 53147
GAP	N3135 CTH H, Town of Geneva	Mariano Garcia	N3135 CTH H, Lake Geneva, WI 53147
ZYUP 00043A	1351 Elkhorn Road	Granville Building, LLC	501 W Burbank St, Harvard, IL 60033
ZYUP 00043	1300 Cemetery Road	Mario A Garcia	N3369 Juniper Road, Lake Geneva, WI 53147
ZA 9300002	Lot 2 CSM 930 - Cemetery Road	LSS Manor, LLC - Lake Geneva	647 W. Virginia St #300, Milwaukee, WI 53204
JG 2600003A	N3117 CTH H, Town of Geneva	JohnMcBean, Alissa Tosti	N3117 CTH H, Lake Geneva WI 53147
JG 2600031	No Address (N3103) in the Town - Connected to 1350 Elkhorn Road	Haydam Trust	E14051 HWY 33, Hillsboro WI, 54634
ZYUP 00037	No Address - Cemetery Road	Belardi Family Investments	PO Box 684, Mequon, WI 53092
ZA 400001	Lot 1 CSM 4 - Cemetery Road	Mauricio Castaneda	414 Fair Oaks, Williams Bay, WI 53191
ZA 400002	Lot 2 CSM 4 - Cemetery Road	Mauricio Castaneda	414 Fair Oaks, Williams Bay, WI 53191
ZA 400003	Lot 3 CSM 4 - Cemetery Road	Mauricio Castaneda	414 Fair Oaks, Williams Bay, WI 53191
ZA 400004	Lot 4 CSM 4 - Cemetery Road	Mauricio Castaneda	414 Fair Oaks, Williams Bay, WI 53191
ZYUP 00042	1363 Elkhorn Road (Curb & Gutter Only)	Lincoln Holding Group	W3234 McDonald Road, Lake Geneva, WI 53147
ZUOP00034		Oak Hill Cemetery	

\*Denotes property currently within Town of Geneva



## Exhibit E- Summary of Properties

Property Owner & Tax Number	Total Estimated Assessment
HAYDAM TRUST Mail: E14051 HWY 33 Hillsboro, WI 54634 Physical: 1342 Elkhorn Rd ZYUP 00044C	\$22,636.61
HAYDAM TRUST Mail: E14051 HWY 33 Hillsboro, WI 54634 Physical: 1350 Elkhorn Rd ZYUP 00044L	\$22,636.61
GRANVILLE BUILDING, LLC Mail: 501 W Burbank St Harvard, IL 60033 Physical: 1351 Elkhorn Rd ZYUP 00043A	\$22,636.61
LSS Manor, LLC Mail: 647 W. Virginia St #300 Milwaukee, WI 53204 Physical: Lot 2 CSM 930 Cemetery Road ZA 93000002	\$54,669.71
Mario A Garcia Mail: N3369 Juniper Road Lake Geneva, WI 53147 Physical: 1300 Cemetery Road ZYUP 0043	\$22,636.61
BELARDI FAMILY INVESTMENTS Mail: PO Box 684 Mequon, WI 53092 Physical: Cemetery Road ZYUP 00037	\$49,926.95
MAURICIO CASTANEDA Mail: 414 Fair Oaks Williams Bay, WI 53191 Physical: Lot 1, CSM 4 Cemetery Road ZA 400001	\$54,669.71



*Special Assessment Report*

MAURICIO CASTANEDA

Mail: 414 Fair Oaks

Williams Bay, WI 53191

Physical: Lot 2, CSM 4 Cemetery Road

ZA 400002

\$54,669.71

MAURICIO CASTANEDA

Mail: 414 Fair Oaks

Williams Bay, WI 53191

Physical: Lot 3, CSM 4 Cemetery Road

ZA 400003

\$54,669.71

MAURICIO CASTANEDA

Mail: 414 Fair Oaks

Williams Bay, WI 53191

Physical: Lot 4, CSM 4 Cemetery Road

ZA 400004

\$54,669.71

LINCOLN HOLDING GROUP

Mail: W3234 McDonald Road

Lake Geneva, WI 53147

Physical: 1363 Elkhorn Road

ZYUP 00042

\$15,897.02

OAK HILL CEMETERY

Mail:

Lake Geneva, WI 53147

Physical:

ZYUP 00034

\$26,875.62

TOWN OF GENEVA BENEFFITED PARCELS

HAYDAM TRUST

Mail: E14051 HWY 33

Hillsboro WI, 54634

Physical: N3103 CTH H

JG 2600031

\$22,636.61

HAYDAM TRUST

Mail: E14051 HWY 33

Hillsboro WI, 54634

Physical: N3113 CTH H

JG 260004

\$22,636.61

JOSE & BRENDA CHAVEZ

Mail: N3129 CTH H

Lake Geneva, WI 53147

Physical: N3129 CTH H

April 2018



*Special Assessment Report*

JG 2600003B \$22,636.61

MARIANO GARCIA  
Mail: N3135 CTH H  
Lake Geneva, WI 53147  
Physical: N3135 CTH H  
JG 2600003C \$22,636.61

JOHN MCNEAN & ALISSA TOSTI  
Mail: N3117 CTH H  
Lake Geneva, WI 53147  
Physical: N3117 CTH H  
JG 2600003A \$22,636.61







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

PROJECT:  
**CEMETERY UTILITY EXTENSION**

LOCATION:  
**LAKE GENEVA, WI**

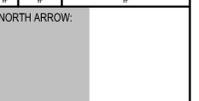
RELEASE:

**EXHIBITS**

REVISIONS:

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

NORTH ARROW:



SCALE:



SEAL:

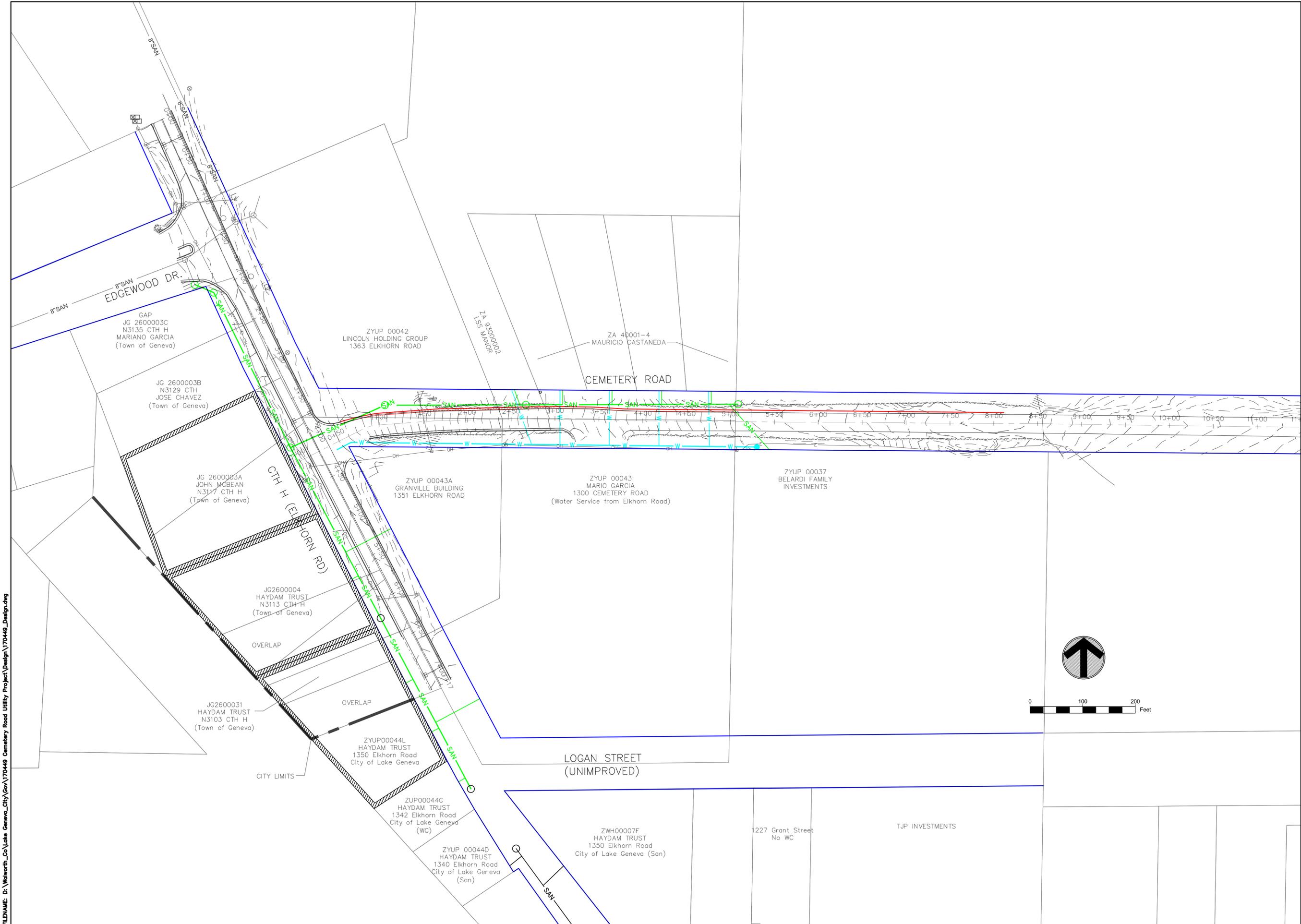
we listen. we innovate.  
 we turn your vision into reality.

SHEET:

**CEMETERY ENLARGEMENT**

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

SHEET NUMBER:  
**C101**



FILENAME: D:\water\Co\Lake Geneva\_City\Gen\170449 Cemetery Road Utility Project\Design\170449\_Design.dwg



# Cemetery Rd - Assessment Eligibility



## Legend

- Street Names
- Private Roads
- Addresses @ 5000
- Hydrants
- Valves
  - Fitting: Cross
  - Fitting: Tee
  - Butterfly Valve/Gate Valve
  - Hydrant Valve
  - Main Valve
  - Plug
  - Valve Manhole
- Curb Stops
- Water Features
  - Air Release
  - Booster Station
  - Drinking Fountain
  - Meter Box
  - Meter Pit
  - Reducer
  - Water Tower
  - Well
- Water Main Breaks
  - 2015 (3)
  - 2010 - 2014 (28)
  - 2005 - 2009 (26)
  - 2000 - 2004 (34)
  - 1994 - 1999 (18)
- Water Mains
  - Main
  - Hydrant Lead
  - Service
  - Abandoned
  - Other
- Manhole
- Force Main Valve
- Clean Out Valve
- Air Release Valve
- Lift Station
- Treatment Facility
- Basement Backups
- Illegal Connections
- Gravity Main
- Force Main
- Abandoned Gravity Main
- Abandoned Force Main
- Seepage Inlet
- Tax Parcels (Air Photo)
- Monitoring Wells

## Notes

GREEN DOTS - SEWER  
 YELLOW DOTS - DEFERRED SEWER  
 BLUE DOTS - WATER  
 RED DOTS - CURB & GUTTER

0.1 0 0.07 0.1 Miles



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

5/10/2018

Item Number	ITEM DESCRIPTION Watermain Construction (6 Benefitted Properties)	Item Unit	Quantity	Unit Price	Total Price
204.0110	Removing Asphaltic Surface	SY	20	\$45.00	\$ 900.00
305.0120	Base Aggregate Dense 1 1/4-Inch	CY	20	\$32.00	\$ 640.00
460.1101	HMA Pavement 4 LT 28-58 S, Item also includes tack coat (455.0605).	TON	4	\$325.00	\$ 1,300.00
628.2004	Erosion Mat Urban Class I, Type B	SY	410	\$5.00	\$ 2,050.00
690.0150	Sawing Asphalt	LF	80	\$3.00	\$ 240.00
SPV.0060.01	Water Valve & Valve Box 8-Inch	EACH	2	\$2,800.00	\$ 5,600.00
SPV.0060.02	Hydrant Assemblies	EACH	1	\$5,000.00	\$ 5,000.00
SPV.0060.03	Tracer Wire Access Box	EACH	1	\$325.00	\$ 325.00
SPV.0060.04	1" Curb stop/box with extension rod and tracer box	EACH	6	\$650.00	\$ 3,900.00
SPV.0060.05	1" Corp Stop	EACH	6	\$300.00	\$ 1,800.00
SPV.0090.01	C-900 Water Main 8-Inch	LF	480	\$130.00	\$ 62,400.00
SPV.0090.02	1" Water Service, HDPE	LF	310	\$75.00	\$ 23,250.00
SPV.0090.03	Hydrant Lead 6-Inch (Granular Backfill)	LF	5	\$115.00	\$ 575.00
SPV.0105.01	Traffic Control	LS	1	\$5,000.00	\$ 5,000.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Mulching (627.0200), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140)	SY	430	\$12.00	\$ 5,160.00
	20% Construction Contingency				\$23,628.00
	18.6% Engineering				\$21,974.04
				<b>Water Main</b>	<b>\$163,742.04</b>

Item Number	Sanitary Sewer Construction Cemetery and CTH H (15 Benefitted Properties)	Item Unit	Quantity	Bid Price	Total Price
204.0120	Removing Asphaltic Surface	SY	80	\$22.50	\$ 1,800.00
305.0120	Base Aggregate Dense 1 1/4-Inch	CY	30	\$32.00	\$ 960.00
460.1101	HMA Pavement 4 MT 28-58 S, Item also includes tack coat (455.0605).	TON	20	\$325.00	\$ 6,500.00
628.1504	Silt Fence	LF	510	\$2.00	\$ 1,020.00
628.2004	Erosion Mat Urban Class I, Type B	SY	1050	\$5.00	\$ 5,250.00
628.7015	Inlet Protection Type C	EACH	6	\$50.00	\$ 300.00
690.0150	Sawing Asphalt	LF	360	\$3.00	\$ 1,080.00
SPV.0060.01	Sanitary Sewer Manhole Frame & Cover	EACH	8	\$500.00	\$ 4,000.00
SPV.0090.01	Sanitary Sewer 8-Inch PVC (Granular Backfill)	LF	120	\$130.00	\$ 15,600.00
SPV.0090.01	Sanitary Sewer 8-Inch PVC (Spoil Backfill)	LF	1060	\$100.00	\$ 106,000.00
SPV.0090.02	Sanitary Sewer Service	LF	285	\$95.00	\$ 27,075.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Mulching (627.0200), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140).	SY	1050	\$8.00	\$ 8,400.00
SPV.0105.01	Traffic Control	LS	1	\$25,000.00	\$ 25,000.00
SPV.200.01	Sanitary Sewer Manhole 48-Inch	VF	120	\$350.00	\$ 42,000.00
	20% Construction Contingency				\$48,997.00
	18.6% Engineering				\$45,567.21
				<b>Sewer TOTAL</b>	<b>\$339,549.21</b>

# Cemetery Rd - Current Customer Services



### Legend

- Street Names
- Private Roads
- Addresses @ 5000
- Hydrants
- Valves
  - Fitting: Cross
  - Fitting: Tee
  - Butterfly Valve/Gate Valve
  - Hydrant Valve
  - Main Valve
  - Plug
  - Valve Manhole
- Curb Stops
- Water Features
  - Air Release
  - Booster Station
  - Drinking Fountain
  - Meter Box
  - Meter Pit
  - Reducer
  - Water Tower
  - Well
- Water Main Breaks
  - 2015 (3)
  - 2010 - 2014 (28)
  - 2005 - 2009 (26)
  - 2000 - 2004 (34)
  - 1994 - 1999 (18)
- Water Mains
  - Main
  - Hydrant Lead
  - Service
  - Abandoned
  - Other
- Manhole
- Force Main Valve
- Clean Out Valve
- Air Release Valve
- Lift Station
- Treatment Facility
- Basement Backups
- Illegal Connections
- Gravity Main
- Force Main
- Abandoned Gravity Main
- Abandoned Force Main
- Seepage Inlet
- Tax Parcels (Air Photo)
- Monitoring Wells

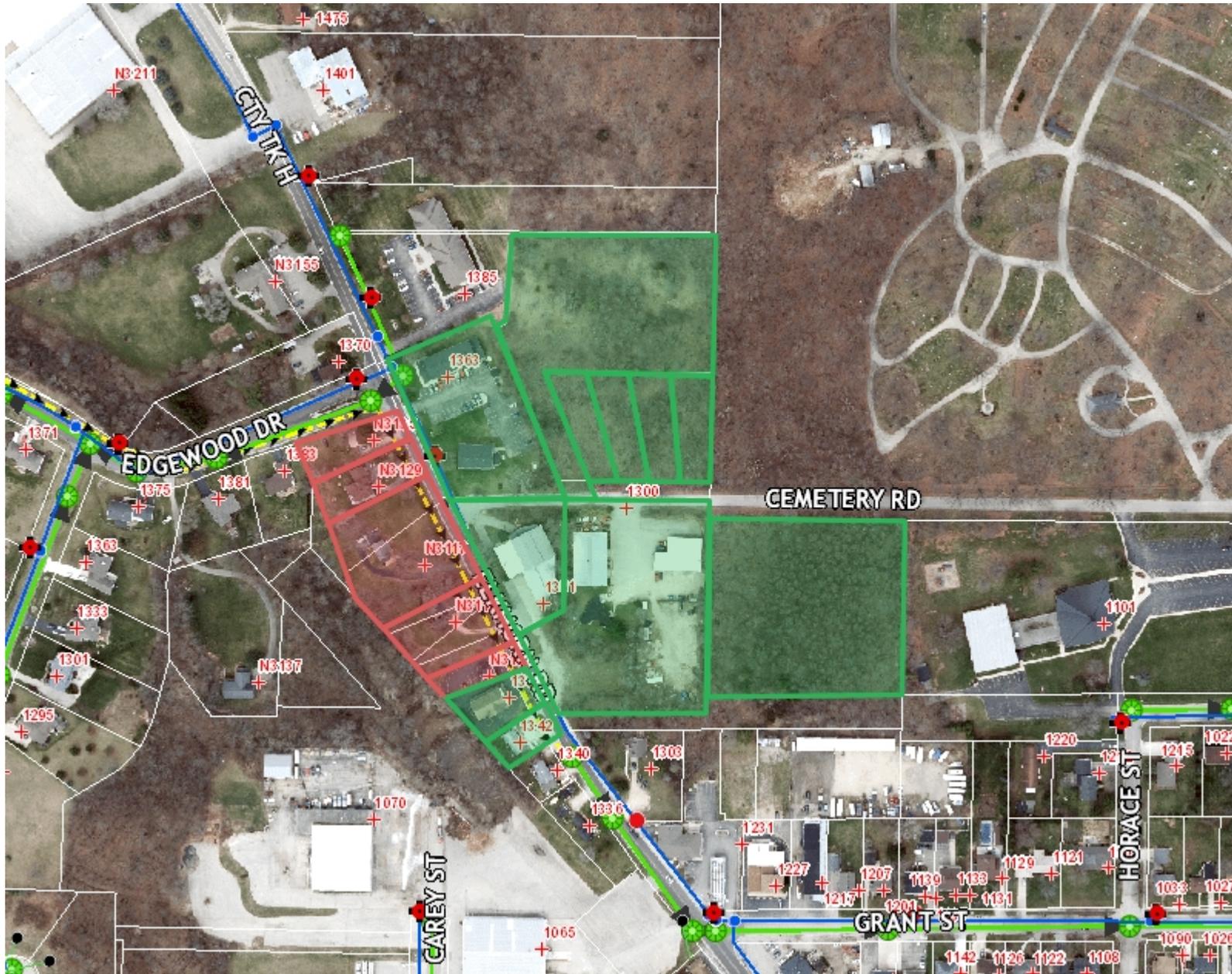
### Notes

BLUE DOT - WATER CUSTOMER  
GREEN DOT - SEWER CUSTOMER

THIS MAP IS NOT TO BE USED FOR NAVIGATION



# Cemetery Rd - Current Municipality



## Legend

- Street Names
- Private Roads
- Addresses @ 5000
- Hydrants
- Valves
  - Fitting: Cross
  - Fitting: Tee
  - Butterfly Valve/Gate Valve
  - Hydrant Valve
  - Main Valve
  - Plug
  - Valve Manhole
- Curb Stops
- Water Features
  - Air Release
  - Booster Station
  - Drinking Fountain
  - Meter Box
  - Meter Pit
  - Reducer
  - Water Tower
  - Well
- Water Main Breaks
  - 2015 (3)
  - 2010 - 2014 (28)
  - 2005 - 2009 (26)
  - 2000 - 2004 (34)
  - 1994 - 1999 (18)
- Water Mains
  - Main
  - Hydrant Lead
  - Service
  - Abandoned
  - Other
- Manhole
- Force Main Valve
- Clean Out Valve
- Air Release Valve
- Lift Station
- Treatment Facility
- Basement Backups
- Illegal Connections
- Gravity Main
- Force Main
- Abandoned Gravity Main
- Abandoned Force Main
- Seepage Inlet
- Tax Parcels (Air Photo)
- Monitoring Wells

## Notes

GREEN BOXED - CITY PARCEL  
RED BOXED - TOWN PARCEL

0.1 0 0.07 0.1 Miles



**Public Service Commission of Wisconsin**

**Lake Geneva Utility Commission**

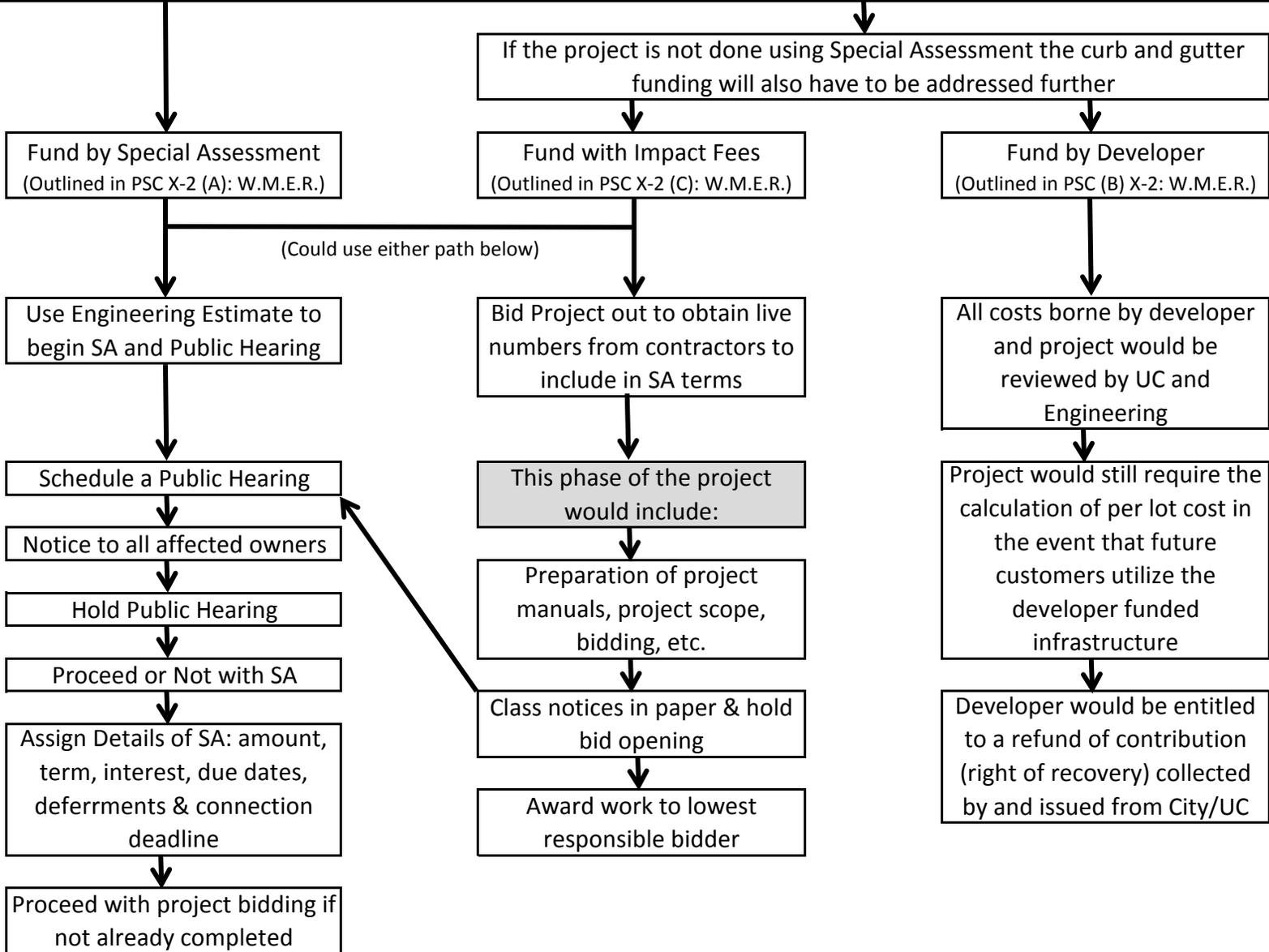
**Water Main Extension Rule**

Water mains will be extended for new customers on the following basis:

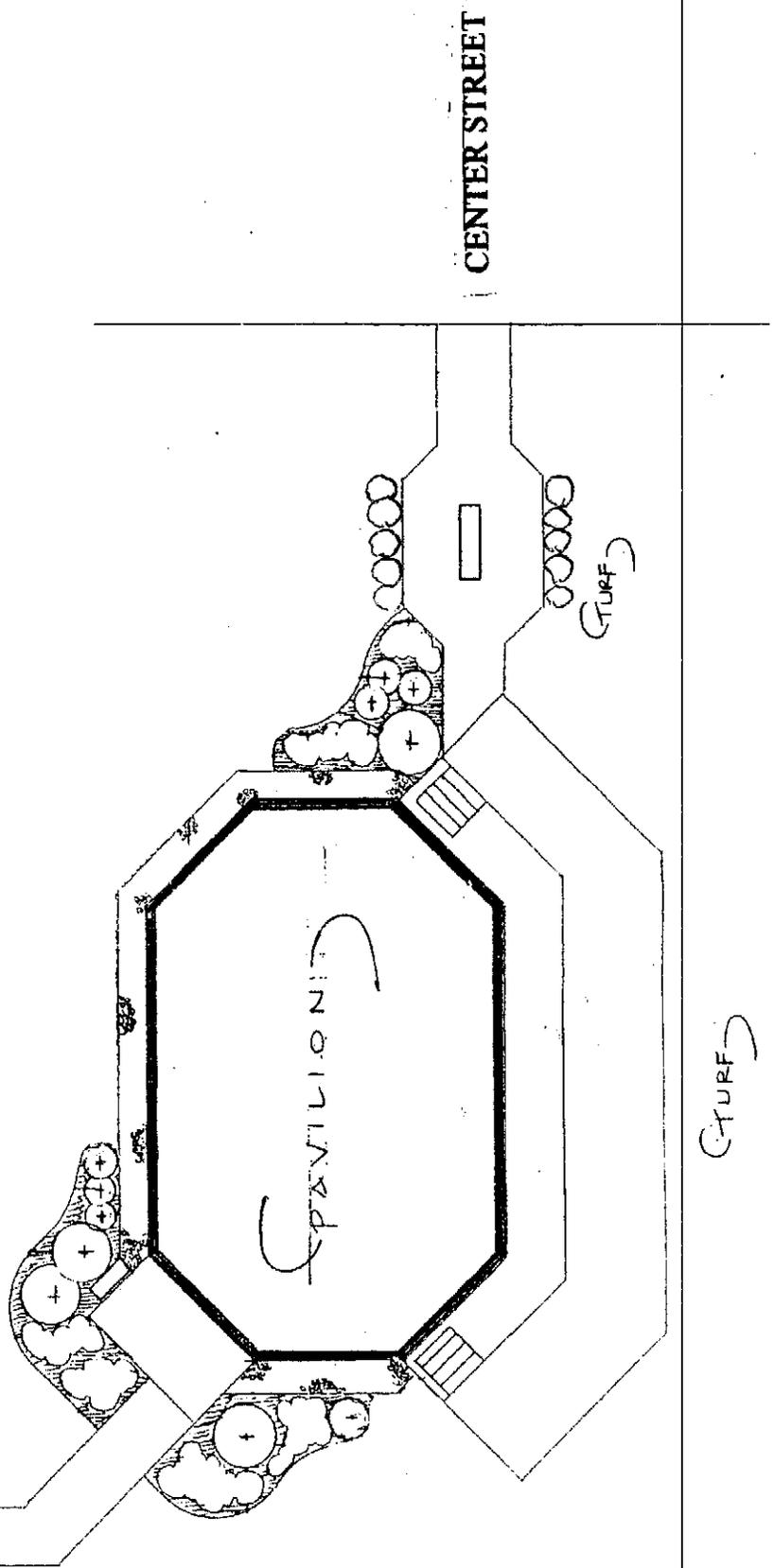
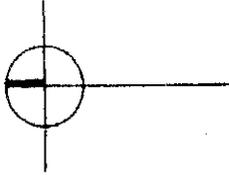
- A. Where the cost of the extension is to immediately be collected through assessment by the municipality against the abutting property, the procedure set forth under Wis. Stat. § 66.0703 will apply, and no additional customer contribution to the utility will be required.
- B. Where the municipality is unwilling or unable to make a special assessment, the extension will be made on a customer-financed basis as follows:
  - 1. The applicant(s) will advance as a contribution in aid of construction the total amount equivalent to that which would have been assessed for all property under paragraph A.
  - 2. Part of the contribution required in paragraph B.1. will be refundable. When additional customers are connected to the extended main within 10 years of the date of completion, contributions in aid of construction will be collected equal to the amount which would have been assessed under paragraph A. for the abutting property being served. This amount will be refunded to the original contributor(s). In no case will the contributions received from additional customers exceed the proportionate amount which would have been required under paragraph A., nor will it exceed the total assessable cost of the original extension.
- C. When a customer connects to a transmission main or connecting loop installed at utility expense within 10 years of the date of completion, there will be a contribution required of an amount equivalent to that which would have been assessed under paragraph A.

# Cemetery Road - Water and Sewer - General Project Progression Options

Install Water and Sewer (Refer to Water Main Extension Rule - Schedule No. X-2)



LAKE GENEVA PAVILION  
FLAT IRON PARK  
LAKE GENEVA WI 53147





# Breezy Hill Nursery

Landscape Irrigation Maintenance Nursery Garden Center

City of Lake Geneva  
626 Geneva Street  
Lake Geneva, WI 53147

Phone: 262.648.6644  
Phone: 262.248.2377  
Email: nwaswo@cityoflakegeneva.com

## LANDSCAPE ENHANCEMENT PROPOSAL 2019

Breezy Hill Nursery proposes the following work with the described specifications.

Initial for  
Acceptance

### Item 1 – Lake Geneva Pavillion – Flat Iron Park

- A general Spring Clean up will be performed in April
- A Fall Clean up will be performed in November
- Bed edged 2 times per season
- Fertilizer applied 1 time per season in all beds
- Pre-emergent herbicide applied to the beds 1 time per season
- Furnish and install shredded hardwood mulch to maintain a 2"-3" layer
- All beds shall be weeded to present a weed free appearance
- All shrubs and evergreens will be pruned 2 times per season
- A post-emergent herbicide will be applied to keep weeds limited in the beds
- Perennials will be dead headed as needed
- All perennials will be cut down before winter if they have no winter appeal
- Breezy Hill Nursery will remove and dispose of all generated debris

**\$ 2,200.00** \_\_\_\_\_

**Changes - Any changes to the service must be requested in writing and have an accompanying change order. All of the prices quoted are based on cash or check payments. Credit card payments are subject to a 3% transaction fee.**

**Payment – A 30% down payment of the total estimated project cost is due upon approval of the contract. Final payment is within 10 days of the completion of the project. Payment terms are available upon request.**

Owner's Initial: \_\_\_\_\_

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

*"more than just a nursery"*



# Breezy Hill Nursery

Landscape Irrigation Maintenance Nursery Garden Center

## TERMS and CONDITIONS

### Payment

All Landscape Enhancement Contracts will be billed upon completion of each line item of work requested.  
All turf program only contracts will be billed after each, individual, application has been completed.  
All invoices not paid after 30 days will be considered past due.

### Guarantee / Fuel Surcharge

All work is to be completed in a professional workmanlike manner according to standard industry practices.  
Breezy Hill Nursery will not be held responsible for incidental damage to buried electric dog fence, phone, TV or internet cable. All work and prices are guaranteed for term of contract. Any significant fuel price increase may require a fuel surcharge at which time, customer will be notified in writing. This proposal is valid for thirty days. Any concerns after such will be addressed appropriately. No changes will be made to this proposal except upon becomes a binding contract between the parties.

### Credit Card Acceptance

Credit Card transactions are accepted for payment, provided payment is made within the terms of this contract. The maximum amount charged to a credit card without incurring additional service fees is \$5,000.00. Any amount charged to credit cards over \$5,000.00 or outside the terms of this contract will be subject to a 3% service fee.

### Conditions and Liens

Any billing discrepancies are to be addressed in writing to Breezy Hill Nursery within 7 days of said bill. Any unpaid amount from date due is subject to a 1.5% finance charge per month (18% APR). Any guarantees become void if invoice is not paid within 30 days from due date. Should legal action be required for the collection of payments due and owing under this contract, customer shall assume all court costs, disbursements and actual attorney's fees reasonably incurred by Breezy Hill Nursery in connection with the collection of such amounts. In addition, the owner shall be liable for all during post-judgment collection actions taken by Contractor. Should it become necessary to file suit or enforce payment, customer agrees that such suit may be brought in the County of Kenosha, State of Wisconsin.  
Therefore, customer is notified of contractor's lien rights as follows: As required by applicable Construction Lien Law, Contractor hereby notifies Owner that persons or companies furnishing labor or materials for the construction on Owner's land may have lien rights on Owner's land and buildings if they are not paid for such labor and materials. Those entitled to lien rights in addition to the Contractor are those who contract directly with the Owner or those who give the Owner legal and proper written notice 7 days after they first furnish labor or material for the construction. Accordingly, Owner probably will receive notices from those who furnish labor or materials for construction and landscaping services, rendered, and should give a copy of each such notice received to the mortgage lender, if and, to see that all potential lien claims are paid. The customer has the right to terminate this contract 60 days after a written notice has been received by Breezy Hill Nursery. Customer will be responsible to pay for all services performed by Breezy Hill Nursery until the date of termination, at the rates specified above.

\_\_\_\_\_  
Owner Signature or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Michael R. Patton, CLT  
Maintenance Manager  
Breezy Hill Nursery

6/12/18  
\_\_\_\_\_  
Date

*"more than just a nursery"*

## AGREEMENT FOR ENGINEERING SERVICES

THIS AGREEMENT is entered into between the **City of Lake Geneva** (Client) and **Traffic Analysis & Design, Inc.** (Engineer), based upon Client's intention to conduct a Traffic Signal Retiming Optimization Analysis for the STH 50 intersections with Cook Street, Broad Street and Center Street signal systems along with a four-way stop warrant analysis at the Geneva Street intersection with Broad Street in the City of Lake Geneva, Wisconsin (the Project) and Client's requirement for certain engineering services in connection with the Project (the Services) which Engineer is prepared to provide.

1. Engineer shall provide the Services described in Attachment A, "Scope of Services", according to Attachment A, "Schedule".
2. Client shall pay Engineer in accordance with Attachment A, "Compensation". Invoices for additional work shall be due and payable upon receipt. Invoice amounts not paid within 30 days after receipt shall accrue interest at the rate of 1.5% per month (or the maximum rate permitted by law, if less), with payments applied first to accrued interest and then to unpaid principal.
3. The same degree of care, skill, and diligence shall be exercised in the performance of the Services as is ordinarily possessed and exercised by a member of the same profession, currently practicing, under similar circumstances. No other warranty, express or implied, is included in this Agreement or in any drawing, specification, report, opinion, or other instrument of service, in any form or media, produced in connection with the Services.
4. Engineer shall not be liable to Client for any consequential damages resulting in any way from the performance of the Services. To the fullest extent permitted by law, Engineer's liability under this Agreement shall not exceed Engineer's total compensation actually received under this Agreement.
5. Engineer and Client waive all rights against each other for damages covered by property insurance during and after the completion of the Services.
6. Notwithstanding anything to the contrary in any Attachments hereto, Engineer has no responsibility for (a) construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the Project; or (b) the failure of any contractor, subcontractor, vendor, or other Project participant, not under contract to Engineer, to fulfill contractual responsibilities to Client or to comply with federal, state, or local laws, regulations, and codes.

7. Engineer does not guarantee that proposals, bids, or actual Project costs will not vary from Engineer's cost estimates or that actual schedules will not vary from Engineer's projected schedules.

8. This Agreement may be terminated upon written notice at Client's convenience or by either party in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. Engineer shall terminate performance of Services on a schedule acceptable to Client, and Client shall pay Engineer for all Services performed and reasonable termination expenses. Paragraphs 4 and 5 shall survive any termination or completion of this Agreement.

9. All documents prepared by Engineer pursuant to this Agreement are instruments of service in respect to the Project. Any use except for the specific purpose intended by this Agreement will be at the user's sole risk and without liability or legal exposure to Engineer. Engineer shall retain its ownership in its data bases, computer software, and other proprietary property. Intellectual property developed, utilized, or modified in the performance of the Services shall remain the property of Engineer.

10. The Services provided for in this Agreement are for the sole use and benefit of Client and Engineer. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than Client and Engineer.

11. Any notice required by this Agreement shall be made in writing to the address specified below:

**Client:** City of Lake Geneva  
361 W. Main Street  
P.O. Box 187  
Lake Geneva, WI 53147

**Attn:** Mr. Greg Governatori, PE  
City Engineer

**Engineer:** Traffic Analysis & Design, Inc.  
N36 W7505 Buchanan Street  
Cedarburg, WI 53012

**Attn:** Mr. John Bieberitz

IN WITNESS WHEREOF, Client and Engineer have executed this Agreement, effective as of June 6, 2018.

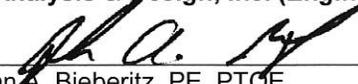
**City of Lake Geneva (Client)**

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

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

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

**Traffic Analysis & Design, Inc. (Engineer)**

By:  \_\_\_\_\_  
John A. Bieberitz, PE, PTOE

Date: 6/6/18

# ATTACHMENT A

## SCOPE OF SERVICES

Engineer shall provide the Services described below. As indicated, Tasks 1-5 include activities involved with preparation of a Traffic Signal Retiming Optimization Analysis to enhance traffic operations along STH 50 at its intersections with Cook Street, Broad Street and Center Street in the City of Lake Geneva, Wisconsin. Work to be performed by the Engineer under this Services Agreement shall consist of traffic counting, signal optimization, traffic simulation modeling/analysis, comparison to existing conditions, evaluation of pretimed pedestrian phases versus actuated (push button) pedestrian phases, and preparation of timing plans for field implementation.

### **Traffic Signal System Analysis Process**

Engineer shall prepare a comprehensive Traffic Signal Retiming Optimization Analysis in accordance with current traffic engineering practices/ standards. Work conducted under this Services Agreement shall follow transportation and traffic engineering guidelines, principles and procedures as defined by the ITE Traffic Engineering Handbook, WisDOT Traffic Signal Design Manual, Traffic Guidelines Manual and FHWA Manual of Uniform Traffic Control Devices, including its Wisconsin MUTCD supplement. The following three (3) intersections are included in this scope of services.

1. W. Main Street (STH 50) with Cook Street
2. W. Main Street (STH 50) with Broad Street
3. W. Main Street (STH 50) with Center Street

### ***Task 1 – Evaluation of Previous Traffic Report and Current Operations***

Engineer will conduct a comprehensive review of the previous traffic report and signal timing plans contained in that report. Engineer will review the recommendations in the traffic report. Engineer will conduct a field visit to determine if the signal timing plans in the report were input into the traffic signal controllers or if other timing plans are currently in use. Engineer will prepare a technical memorandum outlining the review comments of the previous traffic report and the existing traffic signal timing operations.

### ***Task 2 – Traffic Data Collection for New Signal Timing Plans***

To evaluate signal conditions for pre-timed versus actuated for various hours of the day, hourly traffic/pedestrian data is needed at each of the study intersections. Therefore Engineer will collect traffic turning movement counts at the three (3) study area intersections which will be used for the traffic signal retiming optimization. To determine the hours to use for the traffic analysis and for which hours to operate the intersections pretimed, Engineer will conduct 16-hour traffic turning movement counts at the W. Main Street intersections with Cook Street, Broad Street and Center Street. These counts will represent peak summer traffic conditions.

All traffic turning movement counts will be conducted via WisDOT standards, which includes counting all passenger cars, trucks, buses, pedestrians and bicyclists for each movement passing through the study intersections in 15-minute increments.

Intersection features shall be obtained during the traffic counting period. Lane designations, turn bay lengths, queuing observations, safety issues and distances to nearby access points/driveways will be documented at each intersection.

Engineer will download the data and analyze the data to determine the weekday AM, mid-day and PM peak hours (commuter rush hours) as well as the traffic variations for the other hours of the day. The traffic count data from 6 AM to 10 AM will be analyzed to determine fluctuations in traffic flow and to determine the optimum hours of coordination, pretimed and actuated signal operation.

The City shall provide the Engineer with the existing traffic signal timing plans for the three (3) study area intersections as well as the previous traffic signal timing report.

### ***Task 3 – Signal Timing and Phasing Plans, Evaluation and Implementation***

Engineer will review and balance traffic volumes to facilitate the input needs of the Synchro/SimTraffic software package. The Engineer shall obtain from the Client existing traffic signal plans and timing sheet data and utilize data inputs from the existing timing plans to develop the base model of the existing signal systems. The base model will be analyzed for the weekday AM, Midday and PM peak hours for the three signalized intersections. This will be used as a basis of comparison between operations with pretimed pedestrian phases and actuated (push button) pedestrian phases.

Engineer will optimize the traffic signal timing for the three study area intersections for the weekday AM, midday, PM, and off-peak hours based on the traffic turning movement counts for the peak summer season. The intersection cycle length will be optimized to increase the efficiency of the through traffic movements on W. Main Street. At the W. Main Street intersection with Broad Street, the intersection will be optimized to favor the highest volume traffic movements. This intersection will be used as a control point for the W. Main Street corridor. The traffic signal phasing splits/green times at the other intersections will be optimized to provide LOS C or better for all traffic movements on the side street and to allow adequate timing for pedestrian movements. Any excess green time will be allocated to the W. Main Street through traffic movements. The Synchro/SimTraffic software package will be used for the traffic signal retiming optimization analysis.

Engineer will compare the Measures of Effectiveness (MOE's) of the optimized traffic signal systems to the existing signal timing system to determine the operational benefit of the signal timing changes. A table will be developed illustrating the benefits of the traffic signal timing improvements. The table will also show the impacts of having the intersections operate in pretimed to accommodate pedestrian phases, actuated/coordinated and free-mode.

Engineer shall prepare a progression analysis summary with cycle length, maximum greens, offset data and graphics. Time space diagrams and supporting graphics will also be provided.

After the City decides which timing plans to implement, Engineer will prepare traffic signal timing tables and supplemental data which will be submitted to either TAPCO or the City for development of the signal timing sheets and uploading into the signal controllers. Engineer will coordinate with TAPCO and/or the City for the implementation of the timing plans. Engineer will meet with TAPCO and/or the City on-site for one weekday to fine-tune/adjust the final signal timings for optimum traffic flow.

#### ***Task 4 – Stop Sign Warrant Analysis – Geneva Street with Broad Street***

To determine if a four-way stop-sign controlled intersection is warranted at the Geneva Street intersection with Broad Street with construction detours being completed, current summer hourly traffic/pedestrian data is needed. Therefore, Engineer will collect a traffic turning movement count at the Geneva Street intersection with Broad Street on a typical summer weekday from 6 AM to 10 PM.

The traffic turning movement count will be conducted via WisDOT standards, which includes counting all passenger cars, trucks, buses, pedestrians and bicyclists for each movement passing through the intersection in 15-minute increments. Intersection features shall be obtained during the traffic counting period. Lane designations, turn bay lengths, queuing observations, safety issues and distances to nearby access points/ driveways will be documented.

Engineer will download the data and analyze the data to determine the weekday AM, mid-day and PM peak hours (commuter rush hours) as well as the traffic variations for the other hours of the day. The traffic count data from 6 AM to 10 PM will be analyzed to determine fluctuations in traffic flow. Engineer will use the traffic count data and compare it to the traffic volume thresholds in the Manual of Uniform Traffic Control Devices to determine if four-way stop control is warranted at this intersection. If four-way stop sign control is not warranted, Engineer will determine the optimum traffic control device for this intersection (2-way stop, signals, etc.).

Engineer will prepare a technical memorandum documenting the data collection, analysis, findings and recommendations of the stop sign warrant analysis at the Geneva Street intersection with Broad Street.

#### ***Task 5 – Report***

The Engineer shall prepare a draft and final report summarizing the traffic analysis with text, tables, exhibits and an appendix (with the Synchro analysis and final timing plans) to document the findings and recommendations of the traffic analysis. An electronic “pdf” file of the draft report (text and exhibits only – no appendix) and final report (with appendix) will be provided to the Client for review and use.

#### ***Task 6 – Meetings & Field Implementation***

If attendance at any meetings are requested by the Engineer, it will be considered additional work requiring a contract amendment.

### **SUBCONSULTANT SERVICES**

If the City staff does not have availability to upload and implement the new timing plans, it is recommended that the Client hire Traffic and Parking Control Corporation (TAPCO) to prepare the controller signal timing sheets, upload revised signal timing plans into signal controllers and adjust offsets/timing in the field with the Engineer. TAPCO typically does this work on a time/materials basis.

### **SCHEDULE**

Engineer shall conduct Task 1 within two weeks of receiving a signed agreement. The traffic turning movement counts in Task 2 will be conducted within two weeks of receiving

authorization. Engineer will conduct the traffic analysis, recommendations and submit a draft report to the Client within three weeks of compiling the traffic count data and with receiving the existing traffic signal timing data.

Engineer shall conduct Task 4 within two weeks of receiving a signed agreement.

If the Client requests and accelerated schedule, every effort will be made to meet the Client's needs.

## COMPENSATION

For the services described in Tasks 1 through 6, Client shall pay Engineer a lump sum fee of Twenty-Three Thousand Four Hundred Seventy-Two Dollars (\$23,472.00). This lump sum fee consists of the following tasks:

Task 1 – Evaluation of Previous Traffic Report and Current Operations: \$2,853.00

Task 2 – Traffic Data Collection for New Signal Timing Plans: \$7,243.00

Task 3 – Signal Timing and Phasing Plans, Evaluation and Implementation: \$7,425.00

Task 4 - Stop Sign Warrant Analysis – Geneva Street with Broad Street: \$3,618.00

Task 5 – Report: \$2,333.00

Task 6 – Meetings & Field Implementation: \$0.00. If needed, to be billed based on time and materials.

All services not cited in Attachment A, Scope of Services, will be conducted as additional services.

### ***Authorization for Task 1: \$2,853.00***

**Kapur and Associates (Client)**

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

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

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

### ***Authorization for Task 4: \$3,618.00***

**Kapur and Associates (Client)**

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

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

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

### ***Authorization for Tasks 2, 3, and 5: \$17,001.00***

**Kapur and Associates (Client)**

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

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

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

## CITY OF LAKE GENEVA

### REQUEST FOR PROPOSALS TO PROVIDE ASSESSMENT SERVICES

**June 26, 2018**

The City of Lake Geneva invites proposals to provide annual assessment services for the period of January 1, 2019 to December 31, 2021. The proposal should also include services to conduct revaluation during the three year period.

#### **City Information:**

The City of Lake Geneva (hereafter, referred to as “City”) is located in Walworth County with a 2010 census population of 7,651.

The 2017 assessment included the following parcels:

- |                                      |       |
|--------------------------------------|-------|
| • Residential                        | 3,834 |
| • Residential Improved               | 3,420 |
| • Commercial Total                   | 511   |
| • Commercial Improved                | 417   |
| • Agricultural                       | 206   |
| • Other Total                        | 1     |
| • Other improved                     | 1     |
| • Total Parcels                      | 4,552 |
| • Total Improved Parcels             | 3,838 |
| • 2017 Assessment Ratio              | .9804 |
| • There is currently no TIF District |       |

#### **Obligations of the City:**

The City will perform limited services to assist the assessor including:

- Answer general correspondence concerning assessment related inquiries that City staff is capable of answering. Provide information as to how to contact the Assessor by mail, fax, e-mail or telephone. Provide updates of assessor data on the City web site.
- Provide copies of all building permits and commercial plans, previous assessment rolls and records as requested at no cost.

- Publish public notices at appropriate times during the assessment and revaluation process.
- Provide adequate office space for assessment personnel for office hours.
- Provide the name, address of the owner and the block and lot number, size or other identifying description of each parcel to be appraised.
- Maintain current City map including lot sizes, parcel numbers and addresses.
- Provide access to the office open during normal City Hall hours: 8:30 a.m. to 5:00 p.m.

**Scope of Work – Assessment Services:**

1. Assessor will perform all of the work required to properly and professionally assess the real and personal property of the City in accordance with applicable Wisconsin State Statutes.
2. Assessor will review and assess all properties that were under partial construction as of January 1<sup>st</sup> of the previous year.
3. Assess or will review and assess new construction as of January 1<sup>st</sup> of the current year.
4. Assessor will mail out state approved forms to all holders of personal property in the City, audit the returned forms and place the new values in the easement roll. Doomage assessments will be made on any personal property account that has not sent in a return.
5. Assessor will account for all buildings moved, destroyed or demolished.
6. Assessor will create new property record cards for all parcels created from parcel splits and new plats. All property record cards shall be updated as needed.
7. Assessor will correct legal descriptions as needed.
8. Assessor will record assessment data, prepare appointment mailers, stuff envelopes and mail notices and schedule and reschedule appointments as necessary.
9. Assessor will mail the notices of changed/increased assessments.
10. Assessor will be responsible for completing the real estate and personal property assessment rolls.
11. Assessor will stay informed about zoning changes, conditional use permits, and other municipal decisions that impact value. Assessor will also stay informed about court decisions, Department of Revenue advisories and other governmental decisions that impact value.
12. All data and programs will become the property of the municipality.
13. All office supplies, postage and other supplies necessary to perform the duties of the contract shall be borne by the Assessor.
14. Assessor will conduct Open Book sessions in accordance with Wisconsin State Statutes. Property owners will be given sufficient notice of changes in assessment and will be provided the opportunity to meet with the Assessor to discuss changes. The assessment roll will be available for public inspection prior to the Open Book session.
15. The Board of review will be conducted prior to June 30<sup>th</sup> except for the year of the Revaluation, or as approved by the City Administrator.

16. Assessor will attend the Board of Review meetings and testify under oath while defending the Assessor's valuation and work products. In the event of an appeal to the courts, it is agreed that the Assessor will be available to furnish expert testimony in defense of any of the assessed values.
17. Assessor will be responsible for providing the Wisconsin Department of revenue with final reports and TIF report per DOR regulations.
18. Assessor will provide a local or toll-free number for City officials and residents to contact Assessor during regular business hours, Monday through Friday, and shall return calls within twenty-four (24) hours, 90% of the time.
19. Assessor will supply to the City a complete set of computer property assessment records that are compatible with the City's computer equipment and software. (Computer records should be updated within thirty (30) days of the final adjournment of the Board of review.
20. Assessor will attend staff training sessions on Customer Service standards.
21. Assessor will be available by phone to provide information to City staff as needed and return phone calls within twenty-four (24) hours, 90% of the time.
22. Assessor will also perform all other duties incidental to the normal duties of Assessor.

#### **Scope of Work – Revaluation Services:**

The Revaluation, if determined necessary by the City Council, is to be completed at a mutually agreed upon time during the three year period. The Assessor, having familiarized himself/herself with the local conditions affecting the cost of the work to be done, and the Standard Specifications for the Revaluation of all Real and Personal Property in the State of Wisconsin pursuant to Chapter 70, Wisconsin State Statutes, will perform everything required to be performed, and to complete in a professional manner, all the work required to be completed, to revalue all Real and Personal Property within the City in accordance with all the applicable Wisconsin State Statutes.

1. For the valuation of residential properties, the Assessor will use a Computer Assisted Appraisal System.
2. For the valuation of commercial properties, the Assessor will use a Computer Assisted Appraisal System.
3. For the valuation of personal property, the Assessor will follow the procedures outlined in Volume 1 of the Wisconsin Property Assessment Manual.
4. The Assessor will complete all revaluation work in a timely and professional manner in compliance with Wisconsin State Statutes and with Volume 1 of the Wisconsin Property Assessment Manual. The Assessor will complete a Market Update in line with current sales for all properties in the City.
5. The Assessor will reconcile existing property record card data with data maintained in the assessor's mass appraisal software program.

6. The Assessor will review all recent property sales, perform an outside inspection to verify property attributes, and take digital color photographs of all current sales.
7. The Assessor will perform sales analysis to determine value trends and help to build a valuation model specifically for the City.
8. The Assessor will apply new valuation model to exiting property record information to arrive at a new assessed value for all property in the City.
9. The Assessor will individually review each property to insure a fair and equitable assessment.
10. The Assessor will mail new notices of assessment along with a letter explanation to all property owners.
11. Prior to the Open Book hearing period, a time for public inspection of the proposed roll will be allowed. The Open Book period should be scheduled to comply with appropriate Statutes and ensure notice to affected properties.
12. The Assessor will hold a sufficient number of “Open Book” meetings with taxpayers allowing enough time for those taxpayers wishing to ask questions or provide evidence supporting a different value.
13. The Board of Review for the revaluation period will be scheduled at the mutual convenience of the Assessor, Board of Review and the City Clerk.
14. The Assessor will attend “Board of Review to provide testimony supporting the assessment.
15. The Assessor will defend assessed values should a taxpayer challenge their assessment after the Board of Review at no additional cost to the City.

**General Quotation Requirements:**

1. Proposals must include no more than twenty (20) pages, 8 ½ inches by 11 inches.
2. All quotations must identify the firm name, address and specific assessment services experience in Wisconsin. The proposals should also include the names, educational background and municipal assessment experience of the person or persons to be assigned as the City’s point of contact for the work to be performed.
3. **Assessor should provide complete information regarding the below items:**
  - a. Define an inspection and describe your procedures for administering inspections.
  - b. Describe your approaches used in developing commercial valuations.
  - c. Specifically, describe your methods for “discovering” personal property accounts.
  - d. Describe the criteria you employ in determining which permits you inspect.

- e. Detail your procedures relative to those properties that are improved but unfinished as of the assessment date.
  - f. Describe the process you utilize to update annual assessments outside of the revaluation years.
  - g. When reviewing building permits, when do you feel it is necessary to conduct a physical inspection of the property in order to determine an updated value for the property which was issued a building permit?
  - h. In your estimation, what should be the percentage of assessment disputes considered by the Board of Review in a revaluation year?
  - i. During a revaluation year, what percentage of your firm's disputes is reduced prior to Board of Review?
  - j. What is your overall philosophy of being a municipal assessor?
  - k. How would you define good customer service?
  - l. Given the current economic problems, please describe your opinion on the need for a revaluation over the next three years for the City of Lake Geneva. What would be your recommendation if you were to be the City's assessor?
4. Assessor is to provide a list of municipal references for which the Assessor has provided assessment services and revaluation services. An explanation of how the Assessor would deliver the services requested and inclusion of a timetable for delivery and completion of the revaluation shall also be submitted.
  5. A detailed resume of the person or persons to be assigned as the City's primary contact for work to be performed should be submitted.
  6. All work shall be accomplished in accordance with the provisions of the State of Wisconsin and in full compliance with the rules and regulations promulgated by the Wisconsin Department of revenue.
  7. The proposals should also identify any and all contractual requirements that the bidder has.
  8. All personnel providing assessment service shall be currently certified in compliance with Wisconsin State Statutes and Administrative Rules of the Department of Revenue for the type of properties in the City of Lake Geneva.
  9. Bidders are advised to carefully inspect the community, the entire records and facilities of the City of Lake Geneva and examine the above referenced specifications for the proposed work and judge for themselves the circumstances affecting the cost of the work or the time requirement for its completion. Failure to do so will not relieve the successful bidder of the obligation to furnish and perform the work, to carry out the provisions of the contract and to complete the contemplated work for consideration set forth in this RFP.
  10. The successful bidder is not permitted to assign, subcontract or transfer the work of providing assessment services, without the prior written approval of the City.

11. Assessor shall maintain insurance coverage to protect against claims, demands, actions and causes of action, arising from any act or emission of the Assessor, his/her agents and employees in the execution of the work. Certificates of insurance by a company authorized to transact business in the State of Wisconsin shall be supplied to the municipality. The City of Lake Geneva shall be named as an additional insured. Limits of liability shall not be less than:

Workers Compensation	Statutory
Bodily Injury	
Per Person	\$1,000,000
Per Occurrence	\$1,000,000
Property Damage – Each Occurrence	\$ 500,000
Comprehensive Auto Liability Including Non-ownership Coverage	
Per Person	\$1,000,000
Per Occurrence	\$1,000,000
Property Damage Each Occurrence	\$ 500,000

12. The proposals will be reviewed and awarded to the Assessor whose quote is the most responsive to the solicitation and is the most advantageous to the City of Lake Geneva, considering experience, knowledge, demonstration of a high level of accuracy in assessment work for municipal clients, high level of customer service to property owners as well as municipal clients and other factors. The conditions enumerated in this request for proposal will form the basis for the agreement which the City will enter into. The final agreement will be modified upon selection and will be subject to review and approval by the City Council.
13. Submit any additional information that is pertinent to the RFP.

**Inquiries:**

Inquiries about this RFP should be directed to:

Blaine D. Oborn, City Administrator  
 City of Lake Geneva  
 626 Geneva Street  
 Lake Geneva, WI 53147

Phone: 262-249-4098      Fax: 262-248-4715  
 E-mail: [cityadmin@cityoflakegeneva.com](mailto:cityadmin@cityoflakegeneva.com)

**Submission Instructions:**

The City reserves the right to request additional written or oral information to supplement all written statements of qualifications or proposals. Interviews and presentations to a review committee and/or City Council are anticipated and will be on an invitation basis.

Submit the original and (10) copies of the proposal to Blaine D. Oborn, City Administrator, City of Lake Geneva, 626 Geneva Street, Lake Geneva, WI 53147 no later than 4:00 PM on Monday July 30, 2018.

**Right to Reject:**

The City of Lake Geneva reserves the right to reject any and all proposals and statements of qualifications and accepts no responsibility for the cost of proposal preparation.

**City of Lake Geneva  
Finance, License, & Regulation Committee  
June 19, 2018**

**Prepaid Checks  
6/2/18 - 6/15/18**

**Total:  
\$1,920.68**

**Checks over \$5,000:**

\$	-
\$	-
\$	-
\$	-
\$	-

Report Criteria:

Report type: Summary  
 Check.Type = {<>} "Adjustment"  
 Check.Check number = {>} 67000

Check Issue Date	Check Number	Vendor Number	Payee	Amount
06/13/2018	67807	2046	ALLIANT ENERGY	96.69
06/13/2018	67808	3354	BRENT SPOTZ	8.49
06/13/2018	67809	241	REGISTRATION FEE TRUST	1.00
06/13/2018	67810	5095	REGISTRATION FEE TRUST	2.00
06/13/2018	67811	5207	SARAH KEISTER ARMSTRONG & ASSOCIATES	1,812.50
Grand Totals:				1,920.68

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
11-00-00-21100	.00	10.49-	10.49-
11-21-00-53310	8.49	.00	8.49
11-21-00-53800	2.00	.00	2.00
42-00-00-21100	.00	1.00-	1.00-
42-34-50-53990	1.00	.00	1.00
48-00-00-21100	.00	96.69-	96.69-
48-00-00-52220	96.69	.00	96.69
99-00-00-21100	.00	1,812.50-	1,812.50-
99-00-00-52160	1,812.50	.00	1,812.50
Grand Totals:	1,920.68	1,920.68-	.00

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**City of Lake Geneva**  
**Finance, License, & Regulation Committee**  
**June 19, 2018**

**Accounts Payable**

	<u>Fund #</u>	
1. General Fund	11	\$ 95,096.10
2. Debt Service	20	\$ -
3. TID #4	34	\$ -
4. Lakefront	40	\$ 6,101.22
5. Capital Projects	43,52	\$ 193,023.42
6. Parking	42	\$ 6,025.33
7. Cemetery	48	\$ 271.09
8. Equipment Replacement	50	\$ -
9. Library Fund	99	\$ -
10. Impact Fees	45	\$ 15,642.00
11. Tourism Commission	47	\$ -
<b>Total All Funds</b>		<b><u><u>\$316,159.16</u></u></b>

**CITY OF LAKE GENEVA  
ACCOUNTS PAYABLE UNPAID ITEMS OVER \$5,000**

**FINANCE, LICENSE, & REGULATION COMMITTEE  
6/19/2018**

**TOTAL UNPAID ACCOUNTS PAYABLE** **\$ 316,159.16**

**ITEMS > \$5,000**

Willkomm Excavation - Main Street Reconstruction Pay Request #1	\$ 192,340.67
Johns Disposal - June Refuse & Recycling Service	\$ 38,954.16
Accurate Appraisal - 2018 Contract Balance	\$ 20,000.00
Humphreys Contracting - 3 Graces Base Repair; Light Post/Main & Wells	\$ 15,750.00
Lake Geneva Utility Commission - Impact Fees	\$ 15,642.00
Springsted Inc - 2018 Arbitrage Calculations	\$ 5,400.00
	\$ -
	\$ -

Balance of Other Items \$ 28,072.33

## Report Criteria:

Detail report.  
Invoices with totals above \$0.00 included.  
Only unpaid invoices included.  
Invoice.Batch = "180625"

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
<b>A+ GRAPHICS &amp; PRINTING</b>				
19164	06/04/2018	OAKHILL MAPS	48-00-00-53100 CEM OFFICE SUPPLIES	20.43
Total A+ GRAPHICS & PRINTING:				20.43
<b>AASEN EMBROIDERY</b>				
12853	06/07/2018	BEACH STAFF T-SHIRTS	40-54-10-53100 BEACH OFFICE SUPPLIES	448.06
12857	06/11/2018	T-SHIRTS,CAPS,SWEATSHIRT	40-52-11-53990 LAUNCH RAMP MISCELLANEOUS	193.95
Total AASEN EMBROIDERY:				642.01
<b>ACCURATE APPRAISAL LLC</b>				
ACCAPP2018-	06/05/2018	2018 CONTRACT BALANCE	11-15-40-52100 ASSESSOR CONTRACTED SERVICES	20,000.00
Total ACCURATE APPRAISAL LLC:				20,000.00
<b>ADVANCE AUTO PARTS</b>				
719381342833	05/14/2018	CREDIT-FILTER	48-00-00-53510 CEM VEHICLE MAINT/REPAIR	5.49
719381345734	05/14/2018	OIL,FILTERS,ENG FLUSH	48-00-00-53510 CEM VEHICLE MAINT/REPAIR	56.65
719381365744	05/16/2018	OIL	48-00-00-53510 CEM VEHICLE MAINT/REPAIR	19.99
Total ADVANCE AUTO PARTS:				71.15
<b>ADVANCED DISPOSAL SERVICES</b>				
A40000009315	05/31/2018	LANDFILL USE-3.56 TN	11-36-00-52960 SOLID WASTE-STREET DEPT	205.19
Total ADVANCED DISPOSAL SERVICES:				205.19
<b>ARROW PEST CONTROL INC</b>				
75920	05/29/2018	BEE TREATMENT	11-51-10-52400 MUSEUM-MAINTENANCE & REPAIRS	75.00
Total ARROW PEST CONTROL INC:				75.00
<b>AURORA MEDICAL GROUP</b>				
205	05/31/2018	EMP CLINIC-MAY	11-10-20-51330 HEALTH AND DENTAL CLAIMS	3,375.00
Total AURORA MEDICAL GROUP:				3,375.00
<b>BADGER HIGH SCHOOL</b>				
REFUND 6/3/1	06/04/2018	REF BARRICADES 6/3	11-00-00-23530 SECURITY DEPOSITS	50.00
Total BADGER HIGH SCHOOL:				50.00
<b>BEVERLY LEONARD</b>				
REIMB-AVIAN	06/05/2018	INSECT TRAPS,PINE STRAW,S	11-70-00-57800 AVIAN COMMITTEE EXPENSES	507.94
Total BEVERLY LEONARD:				507.94
<b>BUMPER TO BUMPER AUTO PARTS</b>				
6620385302	03/19/2018	OIL,FUEL FILTERS	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	47.41
662-388441	05/14/2018	OIL,FILTERS	48-00-00-53510 CEM VEHICLE MAINT/REPAIR	99.73

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
662-389545	05/31/2018	SNOWBLOWER PARTS	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	9.38
662-389746	06/04/2018	SNOWBLOWER OIL	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	14.76
662-389925	06/06/2018	CABLE	11-32-10-53420 MOSQUITO CONTROL	3.69
662-390138	06/11/2018	WIPER BLADES,MIRROR	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	33.45
662-390140	06/11/2018	REAR WIPER BLADES-RET'D	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	8.69
662-390140	06/11/2018	WIPER BLADES	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	6.69
Total BUMPER TO BUMPER AUTO PARTS:				206.42
<b>BURRIS EQUIPMENT CO</b>				
PI87246	06/04/2018	BALL FIELD TIRES	11-52-01-59520 GROUNDS MAINTENANCE SUPPLIES	336.49
Total BURRIS EQUIPMENT CO:				336.49
<b>CARROT-TOP INDUSTRIES INC</b>				
38997800	05/30/2018	FLAG WIRE	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	14.65
Total CARROT-TOP INDUSTRIES INC:				14.65
<b>CDW GOVERNMENT INC</b>				
MVP1109	05/25/2018	ANTI-VIRUS RENEWAL	11-15-10-54500 COMPUTER IT SVC & EQUIPMENT	560.32
Total CDW GOVERNMENT INC:				560.32
<b>CES</b>				
LKG/045505	03/15/2018	MAIN STREET LIGHT REPAIRS	11-34-10-52610 STREET LIGHTS REPAIRS	235.70
LKG/047562	06/05/2018	WRIGLEY/CENTER ST LIGHT	11-10-00-52450 EXPENSES SUBJECT TO INS CLAIM	29.33
LKG/047563	06/05/2018	WELLS/MAIN ST LIGHT	11-10-00-52450 EXPENSES SUBJECT TO INS CLAIM	407.14
LKG/047614	06/06/2018	WRIGLEY/CENTER ST LIGHT	11-10-00-52450 EXPENSES SUBJECT TO INS CLAIM	75.85
Total CES:				748.02
<b>CINTAS CORP</b>				
5010938515	06/01/2018	FIRST AID KIT-1065	11-32-10-53900 FIRST AID AND SAFETY SUPPLIES	47.12
Total CINTAS CORP:				47.12
<b>D&amp;K SERVICES</b>				
20180167	06/05/2018	SEWER RODDING-PD MENS	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	250.00
Total D&K SERVICES:				250.00
<b>DATA EQUIPMENT SERVICES</b>				
955	06/11/2018	MODEM SVC-JUN	42-34-50-52210 TELEPHONE EXPENSE	990.00
955	06/11/2018	MODEM SVC-JUN	40-54-10-53400 LUKE OPERATING EXPENSES	45.00
Total DATA EQUIPMENT SERVICES:				1,035.00
<b>DEL'S SERVICE</b>				
6287	06/01/2018	GAS	11-32-10-53410 VEHICLE-FUEL & OIL	94.12
Total DEL'S SERVICE:				94.12
<b>DOUSMAN TRANSPORT CO</b>				
45-001423	06/04/2018	SHUTTLE-TASTE OF LG 6/2/18	42-34-50-53990 PARKING MISC EXPENSES	543.97

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total DOUSMAN TRANSPORT CO:				543.97
<b>DUNN LUMBER &amp; TRUE VALUE</b>				
723360	05/17/2018	SAFETY CHAINS-RHINO	11-52-00-59510 EQUIP MAINT SUPPL-RECREATION	13.54
723360	05/17/2018	DISCOUNT	11-00-00-48190 DISCOUNTS EARNED	.68-
723457	05/18/2018	TAPE	48-00-00-53400 CEM OPERATING SUPPLIES	20.97
725015	05/31/2018	SCREW EXTRACTOR	42-34-50-52500 KIOSK REPAIRS/SUPPLIES	12.99
725015	05/31/2018	DISCOUNT	11-00-00-48190 DISCOUNTS EARNED	.65-
725087	06/01/2018	WAX,PAD,CLEANING SUPPLIES	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	15.48
725087	06/01/2018	DISCOUNT	11-00-00-48190 DISCOUNTS EARNED	.77-
725098	06/01/2018	HOSE,NOZZLE-LIBRARY BATH	11-52-00-53500 BLDG MAINT SUPPLIES-PARKS	45.28
725098	06/01/2018	DUST PAN,BROOM-WESTEND	11-52-00-53500 BLDG MAINT SUPPLIES-PARKS	16.99
725098	06/01/2018	DISCOUNT	11-00-00-48190 DISCOUNTS EARNED	3.11-
725179	06/01/2018	CANOPY	40-54-10-53100 BEACH OFFICE SUPPLIES	79.99
725179	06/01/2018	DISCOUNT	11-00-00-48190 DISCOUNTS EARNED	4.00-
725218	06/02/2018	NUTS,BOLTS	40-54-10-53100 BEACH OFFICE SUPPLIES	3.75
725218	06/02/2018	DISCOUNT	11-00-00-48190 DISCOUNTS EARNED	.19-
725404	06/04/2018	FLAG ROPE	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	.99
725404	06/04/2018	DISCOUNT	11-00-00-48190 DISCOUNTS EARNED	.05-
725494	06/05/2018	LIGHTBULBS - LIB RESTRM	11-52-00-53500 BLDG MAINT SUPPLIES-PARKS	29.98
725494	06/05/2018	DISCOUNT	11-00-00-48190 DISCOUNTS EARNED	1.50-
725605	06/06/2018	CHAMBER - BROOM & DUSTPA	11-52-00-53520 GROUNDS MAINT SUPPLIES	16.99
725605	06/06/2018	SNOWBLOWER PAINT	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	24.95
725605	06/06/2018	DISCOUNT	11-00-00-48190 DISCOUNTS EARNED	2.10-
725678	06/06/2018	NUTS,BOLTS-BUBBLERS	11-52-00-52270 FOUNTAINS/STATUES-WATER/SEWER	2.60
725678	06/06/2018	DISCOUNT	11-00-00-48190 DISCOUNTS EARNED	.13-
725699	06/06/2018	SANDPAPER, HOSE	11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES	16.98
725699	06/06/2018	DISCOUNT	11-00-00-48190 DISCOUNTS EARNED	.85-
725758	06/07/2018	SHOWER STOOL BOLTS	40-54-10-53520 BEACH MAINTENANCE SUPPLIES	4.50
725758	06/07/2018	DISCOUNT	11-00-00-48190 DISCOUNTS EARNED	.23-
725842	06/07/2018	WALL TAP	40-55-20-52400 LOWER RIVIERA REPAIRS	16.99
725842	06/07/2018	DISCOUNT	11-00-00-48190 DISCOUNTS EARNED	.85-
725850	06/07/2018	BULBS,BUCKET,SAND MIX	11-34-10-52610 STREET LIGHTS REPAIRS	27.27
725850	06/07/2018	DISCOUNT	11-00-00-48190 DISCOUNTS EARNED	.90-
725918	06/08/2018	ZINC CORNERS-RR STALLS	40-54-10-53100 BEACH OFFICE SUPPLIES	15.16
725918	06/08/2018	DISCOUNT	11-00-00-48190 DISCOUNTS EARNED	.76-
725929	06/08/2018	MILORGANITE	11-32-13-54300 TREE & BRUSH OPERATING SUPPLY	9.97
726259	06/11/2018	SUBFLOOR ADHESIVE	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	10.98
726259	06/11/2018	DISCOUNT	11-00-00-48190 DISCOUNTS EARNED	.55-
726333	06/12/2018	NUTS,BOLTS,DRILL BITS,ANCH	40-54-10-53100 BEACH OFFICE SUPPLIES	43.12
726333	06/12/2018	DISCOUNT	11-00-00-48190 DISCOUNTS EARNED	1.66-
726376	06/12/2018	NUTS,BOLTS	40-54-10-53100 BEACH OFFICE SUPPLIES	2.02
726376	06/12/2018	DISCOUNT	11-00-00-48190 DISCOUNTS EARNED	.10-
726400	06/12/2018	DUCT TAPE	40-54-10-53520 BEACH MAINTENANCE SUPPLIES	7.99
726400	06/12/2018	DISCOUNT	11-00-00-48190 DISCOUNTS EARNED	.40-
726413	06/12/2018	FASTENERS,DRILL BITS	40-54-10-53520 BEACH MAINTENANCE SUPPLIES	46.06
726413	06/12/2018	DISCOUNT	11-00-00-48190 DISCOUNTS EARNED	.24-
Total DUNN LUMBER & TRUE VALUE:				465.82
<b>ELKHORN CHEMICAL CO INC</b>				
600301	05/25/2018	FLOOR PADS	40-55-10-52400 UPPER RIVIERA REPAIRS	117.40
600678	06/06/2018	FLOOR FINISHER, SOAP	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	170.00
Total ELKHORN CHEMICAL CO INC:				287.40

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
<b>EMILY SOBCZAK</b>				
REFUND 6/2/1	06/07/2018	SOBCZAK-SEC DEP 6/2/18	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
REFUND 6/2/1	06/07/2018	SOBCZAK-SETUP,SEC GRD 6/2/	40-55-10-46740 UPPER RIVIERA REVENUE	277.63-
Total EMILY SOBCZAK:				722.37
<b>FIRST SUPPLY LLC</b>				
1710506-00	05/21/2018	URINAL REPAIR	40-54-10-53520 BEACH MAINTENANCE SUPPLIES	79.24
1710506-01	05/21/2018	URINAL REPAIR	40-54-10-53520 BEACH MAINTENANCE SUPPLIES	269.64
1710506-02	05/21/2018	URINAL REPAIR	40-54-10-53520 BEACH MAINTENANCE SUPPLIES	217.91
1716507-00	06/01/2018	TOILET/SHOWER VALVES	40-54-10-53520 BEACH MAINTENANCE SUPPLIES	526.72
Total FIRST SUPPLY LLC:				1,093.51
<b>FORD OF LAKE GENEVA</b>				
63806	06/12/2018	BRAKE LIGHT,KEYLESS LOCK	42-34-50-53510 VEHICLE/EQUIPMENT MAINT	599.55
Total FORD OF LAKE GENEVA:				599.55
<b>GAIL KUKLA</b>				
REIMB-6/18	06/07/2018	REIMB-BOAT LAUNCH STOP SI	40-52-11-53990 LAUNCH RAMP MISCELLANEOUS	17.79
Total GAIL KUKLA:				17.79
<b>GAPPA SECURITY SOLUTIONS LLC</b>				
15324	06/01/2018	GATE KEYS	40-55-20-53500 BLDG MAINT SUPPLIES-LOWER RIV	28.00
15386	06/06/2018	LOCKSETS-VISITOR CENTER	43-52-00-53000 PARKS CAPITAL PROJECT	273.00
15389	06/06/2018	DEADBOLT-VISITOR CENTER	43-52-00-53000 PARKS CAPITAL PROJECT	93.50
Total GAPPA SECURITY SOLUTIONS LLC:				394.50
<b>GENEVA ONLINE INC</b>				
1065332	06/01/2018	EMAIL SVC-JUN	11-12-00-52210 MUNICIPAL CT TELEPHONE	2.00
Total GENEVA ONLINE INC:				2.00
<b>GIRAFFE ELECTRIC</b>				
S1053	06/04/2018	POWER LINE REPAIRS	11-52-01-53500 BLDG MAINT & REPAIR	675.00
Total GIRAFFE ELECTRIC:				675.00
<b>HE STARK AGENCY INC</b>				
6089PARK-5/1	05/31/2018	COLLECTION FEES-MAY	42-34-50-52160 PROFESSIONAL SERVICES	621.92
Total HE STARK AGENCY INC:				621.92
<b>HOME DEPOT CREDIT SERVICES</b>				
5022339	04/23/2018	FORK LATCH	11-52-01-53500 BLDG MAINT & REPAIR	5.98
Total HOME DEPOT CREDIT SERVICES:				5.98
<b>HUMPHREY'S CONTRACTING</b>				
06-05-18	06/05/2018	3 GRACES LIGHT POST BASE	11-10-00-52450 EXPENSES SUBJECT TO INS CLAIM	7,875.00
6-5-18	06/05/2018	LIGHT POST-MAIN & WELLS	11-10-00-52450 EXPENSES SUBJECT TO INS CLAIM	7,875.00
Total HUMPHREY'S CONTRACTING:				15,750.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
<b>ITU ABSORB TECH INC</b>				
7017247	06/01/2018	MATS	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	79.16
Total ITU ABSORB TECH INC:				79.16
<b>JOHNS DISPOSAL SERVICE INC</b>				
187767	06/04/2018	JUN SVC	11-36-00-52940 SOLID WASTE-RESIDENTIAL	27,635.76
187767	06/04/2018	JUN SVC	11-36-00-52970 SOLID WASTE-RECYCLING	11,318.40
Total JOHNS DISPOSAL SERVICE INC:				38,954.16
<b>JUREWICZ, JUDY</b>				
4350	05/30/2018	TORO - STARTER	11-52-00-52500 EQUIPMENT REPAIR SERVICES	238.44
4359	06/04/2018	RHINO - INNER TUBES	11-52-00-52500 EQUIPMENT REPAIR SERVICES	68.61
Total JUREWICZ, JUDY:				307.05
<b>KENOSHA CIRCUIT COURT</b>				
WARRANT-BR	06/04/2018	WAR-BROWN 17TR3131/17TR3	11-12-00-24280 COURT FINES-OTHER	401.00
Total KENOSHA CIRCUIT COURT:				401.00
<b>LAKE GENEVA BID</b>				
REFUND 6/3/1	06/04/2018	DEP REF TASTE 6/3/18	11-00-00-23530 SECURITY DEPOSITS	200.00
Total LAKE GENEVA BID:				200.00
<b>LAKE GENEVA REGIONAL NEWS</b>				
1257618	05/03/2018	LN-4/9/18 COUNCIL MINUTES	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	181.29
1257619	05/03/2018	LN-4/17/18 COUNCIL MINUTES	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	74.78
1257621	05/03/2018	LN-3/26/18 COUNCIL MINUTES	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	304.48
1257625	05/03/2018	LN-LARKIN ANNEXATION ORD	11-10-00-53150 PUBLICATION FEES REIMBURSABLE	104.30
1257772	05/10/2018	LN-CUP FINLEY 805 CUMBERL	11-10-00-53150 PUBLICATION FEES REIMBURSABLE	42.34
1257773	05/10/2018	LN-CUP DICK 7236 GENEVA	11-10-00-53150 PUBLICATION FEES REIMBURSABLE	42.34
1257774	05/10/2018	LN-CUPGENEVA PLAZA	11-10-00-53150 PUBLICATION FEES REIMBURSABLE	46.93
1257778	05/10/2018	LN-CUP WU 239 COOK	11-10-00-53150 PUBLICATION FEES REIMBURSABLE	42.34
1257780	05/10/2018	LN-PIP 1111 N EDWARDS	11-10-00-53150 PUBLICATION FEES REIMBURSABLE	44.64
1260538	05/31/2018	LN-4/23/18 COUNCIL MINUTES	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	296.78
1260540	05/31/2018	LN-5/7/18 SPECIAL COUNCIL	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	41.42
Total LAKE GENEVA REGIONAL NEWS:				1,221.64
<b>LAKE GENEVA UTILITY</b>				
281 N EDWAR	05/29/2018	281 N EDWARDS BLDG 2	45-00-00-24520 WATER IMPACT FEES	4,732.00
281 N EDWAR	05/29/2018	281 N EDWARDS BLDG 2	45-00-00-24530 SEWER IMPACT FEES	5,222.00
500 S EDWAR	05/17/2018	500 S EDWARDS BLVD UNIT 13	45-00-00-24520 WATER IMPACT FEES	1,690.00
500 S EDWAR	05/17/2018	500 S EDWARDS BLVD UNIT 13	45-00-00-24530 SEWER IMPACT FEES	1,865.00
962 MARIANE	05/03/2018	962 MARIANE TERRACE	45-00-00-24520 WATER IMPACT FEES	1,014.00
962 MARIANE	05/03/2018	962 MARIANE TERRACE	45-00-00-24530 SEWER IMPACT FEES	1,119.00
Total LAKE GENEVA UTILITY:				15,642.00
<b>LAKESIDE INTERNATIONAL LLC</b>				
2171825P	06/11/2018	OIL PAN-TRK #26	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	265.99
Total LAKESIDE INTERNATIONAL LLC:				265.99

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
<b>LASER ELECTRIC SUPPLY</b>				
1461791-00	05/21/2018	LIGHT BULBS	40-55-10-52400 UPPER RIVIERA REPAIRS	51.29
1461791-00	05/21/2018	DISCOUNT	11-00-00-48190 DISCOUNTS EARNED	1.03-
Total LASER ELECTRIC SUPPLY:				50.26
<b>LASER WORKS UNLIMITED LLC</b>				
1405	05/24/2018	NAMEPLATE - KEJOVIC	11-24-00-53100 BLDG INSPECTOR OFFICE SUPPLIES	13.25
Total LASER WORKS UNLIMITED LLC:				13.25
<b>MARLIN PRINTING &amp; GRAPHICS</b>				
496817	05/11/2018	WINDOW ENVELOPES	11-16-10-53100 CITY HALL OFFICE SUPPLIES	118.28
496966	05/18/2018	BUSINESS ENVELOPES	11-16-10-53100 CITY HALL OFFICE SUPPLIES	131.16
Total MARLIN PRINTING & GRAPHICS:				249.44
<b>MICHAEL BOHAN</b>				
REFUND GOV	05/31/2018	REF GOVPAY-UNABLE TO LOC	11-12-00-24280 COURT FINES-OTHER	18.00
Total MICHAEL BOHAN:				18.00
<b>MIDSTATE EQUIPMENT</b>				
V91372	05/31/2018	LAWN MOWER BELT	48-00-00-52500 CEM EQUIP MAINT/REPAIRS	58.81
Total MIDSTATE EQUIPMENT:				58.81
<b>MKCELLULAR INC</b>				
MKCLGIN9333	04/27/2018	CELL PHONE-OBORN	11-14-20-53100 CITY ADMIN OFFICE SUPPLIES	89.98
Total MKCELLULAR INC:				89.98
<b>OCTAVIO TORRES</b>				
REFUND-6/18	06/12/2018	REFUND-BUSINESS LICENSE A	11-00-00-44120 OTHER BUS LIC-CIG,MILK,VID,ETC	25.00
Total OCTAVIO TORRES:				25.00
<b>PARKER WADE</b>				
REF-WADE	06/01/2018	WADE-SEC DEP 5/31/18	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
REF-WADE	06/01/2018	WADE-SETUP,SEC GRD-5/31/18	40-55-10-46740 UPPER RIVIERA REVENUE	287.50-
REF-WADE	06/01/2018	WADE-LEASE 5/31/18	40-55-10-46740 UPPER RIVIERA REVENUE	500.00-
Total PARKER WADE:				212.50
<b>PIGGLY WIGGLY</b>				
OPPER-6/18	06/08/2018	CITATION PYMT N538879 & N53	11-12-00-45100 COURT PENALTIES & FINES	50.00
OPPER-6/18	06/08/2018	CITATION PYMT N538879 & N53	11-12-00-45100 COURT PENALTIES & FINES	75.00
Total PIGGLY WIGGLY:				125.00
<b>RC ELECTRONICS</b>				
644393	05/31/2016	PORTABLE RADIO	42-34-50-53400 OPERATING SUPPLIES-ENFORCEMEN	249.95
644404	06/04/2018	PORTABLE RADIO	42-34-50-53100 OFFICE SUPPLIES	267.45
644414	06/11/2018	BATTERY	42-34-50-53100 OFFICE SUPPLIES	195.50
Total RC ELECTRONICS:				712.90

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
<b>REBECCA L NOVAK</b>				
REF-NOVAK	06/05/2018	REF CIT AI000488-5/AI000489-6	11-12-00-45100 COURT PENALTIES & FINES	48.80
Total REBECCA L NOVAK:				48.80
<b>RHYME BUSINESS PRODUCTS</b>				
AR225378	05/29/2018	M3550IDN-JUNE	11-12-00-53610 EQUIPMENT MAINT SERVICE COSTS	22.00
AR225379	05/29/2018	SHARP-MAY COLOR	11-16-10-55310 CH OFFICE EQUIPMENT CONTRACTS	57.13
AR225379	05/29/2018	SHARP-MAY B&W	11-16-10-55310 CH OFFICE EQUIPMENT CONTRACTS	189.39
Total RHYME BUSINESS PRODUCTS:				268.52
<b>ROTE OIL COMPANY</b>				
1815000608	05/30/2018	474.8 GALS DYED DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	1,210.27
1815000609	05/30/2018	189.4 GALS CLEAR DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	541.50
Total ROTE OIL COMPANY:				1,751.77
<b>SARAH WOOLMAN</b>				
REF SEC DEP	06/11/2018	WOLLMAN-SEC DEP 6/9/18	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
REF SEC DEP	06/11/2018	WOLLMAN-SETUP,SEC GRD-6/	40-55-10-46740 UPPER RIVIERA REVENUE	364.00
Total SARAH WOOLMAN:				636.00
<b>SECURITY EQUIPMENT SUPPLY INC</b>				
D24780	05/03/2018	CAMERA PARTS-WEST END PI	40-52-10-53990 BUOY/STALL MISC. EXPENSES	626.40
Total SECURITY EQUIPMENT SUPPLY INC:				626.40
<b>SPRINGSTED INC</b>				
1720.999-1	06/08/2018	ARBITRAGE CALCULATIONS-20	11-15-10-52120 ACCTG CONSULTANT FEES	3,100.00
1720.999-2	06/08/2018	ARBITRAGE CALCULATIONS-20	11-15-10-52120 ACCTG CONSULTANT FEES	2,300.00
Total SPRINGSTED INC:				5,400.00
<b>STAFFORD ROSENBAUM LLP</b>				
17248	05/30/2018	COMMITTEE OF THE WHOLE-2/	11-13-10-52140 OUTSIDE ATTORNEYS FEES	189.00
Total STAFFORD ROSENBAUM LLP:				189.00
<b>SWWEIA</b>				
1432112	06/05/2018	2018 MEMBERSHIP	11-24-00-53200 MEMBERSHIP DUES & FEES	25.00
Total SWWEIA:				25.00
<b>T2 SYSTEMS CANADA</b>				
INVSTD00000	05/24/2018	IRIS FEES-JUN	42-34-50-54500 SUPPORT CONTRACTS	2,544.00
INVSTD00000	05/24/2018	IRIS FEES-JUN	40-54-10-53400 LUKE OPERATING EXPENSES	119.25
Total T2 SYSTEMS CANADA:				2,663.25
<b>TAMMY EGAN</b>				
REFUND-6/8/1	06/11/2018	EGAN-SEC DEP 6/8/18	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
REFUND-6/8/1	06/11/2018	EGAN-SETUP,SEC GRD-6/8/18	40-55-10-46740 UPPER RIVIERA REVENUE	424.00
Total TAMMY EGAN:				576.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
<b>TAPCO</b>				
I602000	05/21/2018	MAIN ST SIGNAL CONTROLLER	43-32-10-17010 2017 STREET IMP PROGRAM	316.25
Total TAPCO:				316.25
<b>THE SUPPLY CORPORATION</b>				
0068415	06/01/2018	PAPER TOWELS,MOP HANDLE	40-54-10-53990 BEACH MISCELLANEOUS	81.97
0068416	06/01/2018	SHOWER STOOL	40-54-10-53520 BEACH MAINTENANCE SUPPLIES	297.85
68440-IN	06/06/2018	TOWEL DISPENSER	40-55-20-53500 BLDG MAINT SUPPLIES-LOWER RIV	239.30
68441-IN	06/06/2018	MARKING PAINT	11-34-10-53700 MARKING PAINT	94.50
Total THE SUPPLY CORPORATION:				713.62
<b>THELEN MATERIALS LLC</b>				
361116	05/26/2018	INFIELD MIX	11-52-01-59520 GROUNDS MAINTENANCE SUPPLIES	564.06
Total THELEN MATERIALS LLC:				564.06
<b>TIMBERLINE SIGN CO INC</b>				
4500	05/27/2018	BEACH PRICE SIGNS	40-54-10-53100 BEACH OFFICE SUPPLIES	375.00
Total TIMBERLINE SIGN CO INC:				375.00
<b>TOM EARLE</b>				
MILEAGE-JUN	06/01/2018	88 MILES-GOVT 101 CLASS	11-32-10-53300 MILEAGE/TRAVEL	47.96
Total TOM EARLE:				47.96
<b>TOWN OF GENEVA MUNICIPAL COURT</b>				
ROMAN-06/18	06/12/2018	CITATION PYMT D ROMAN-AD9	11-12-00-24280 COURT FINES-OTHER	124.00
Total TOWN OF GENEVA MUNICIPAL COURT:				124.00
<b>TOWN OF LINN CLERK</b>				
CIT #AE57748	06/08/2018	CITATION-AE5774882 JOHNSO	11-12-00-24280 COURT FINES-OTHER	124.00
Total TOWN OF LINN CLERK:				124.00
<b>TRACTOR SUPPLY CREDIT PLAN</b>				
4033-5/18	05/31/2018	GRASS SEED	11-32-13-54300 TREE & BRUSH OPERATING SUPPLY	299.96
Total TRACTOR SUPPLY CREDIT PLAN:				299.96
<b>TRUGREEN PROCESSING CTR</b>				
84044719	05/30/2018	FERTILIZER SVC-MAY	11-52-00-53620 GROUNDS FERTILIZER/WEED CONTR	865.09
Total TRUGREEN PROCESSING CTR:				865.09
<b>WILLKOMM EXCAVATING</b>				
PAY REQUES	05/01/2018	MAIN ST RECONSTRUCTION-P	43-32-10-17010 2017 STREET IMP PROGRAM	192,340.67
Total WILLKOMM EXCAVATING:				192,340.67
<b>ZARNOTH BRUSH WORKS INC</b>				
170427-IN	05/31/2018	SWEEPER GUIDES	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	159.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total ZARNOTH BRUSH WORKS INC:				159.00
Grand Totals:				316,159.16

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

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\_\_\_\_\_

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

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Batch = "180625"