



FINANCE, LICENSE & REGULATION COMMITTEE- **AMENDED**

TUESDAY, OCTOBER 2, 2018 – 6:00 PM

CITY HALL, CONFERENCE ROOM 2A

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

Amended to add agenda item # 15

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 September 18, 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 of an Event Permit Application filed by Club Scoot Jockeys/Vespa Club of America/Midwest Action Cycle for the event of Amerivespa to be held on June 19, 2019 through June 23, 2019 at Flat Iron Park, Brunk Pavilion, and Wrigley Drive (*Approved by the Board of Park Commissioners on August 22, 2018 and tabled by the Finance, Licensing, and Regulation Committee on September 4, 2018*)
 - c. Discussion/Recommendation of a Parking Stall Reservation Application filed by Lana Kropf, City Clerk, for the event of the November 6, 2018 Fall General Election (*Applicant is requesting waiver of all fees*)
6. Discussion/Recommendation regarding the City of Lake Geneva Property, Liability and Worker's Compensation Insurance Renewal for 2019
7. Discussion/Recommendation regarding replacement of Oak Hill Cemetery Office furnace
8. Discussion/Recommendation to approve a payment to Vast Data Concepts, LLC d/b/a WebCemeteries.com in the amount of \$3,397.04 for data entry work completed for digitalization of records for Oak Hill Cemetery (*Cemetery Board approved on September 19, 2018*)
9. Discussion/Recommendation regarding **Resolution 18-R64** a resolution establishing elected officials' salaries for 2019
10. Discussion/Recommendation regarding the Capital Improvement Fund deficit
11. Discussion/Recommendation regarding Financing options for Riviera Restoration/Renovation Project
12. Discussion/Review of Assessment Services Proposals

13. Discussion/Recommendation regarding Tourism Commission Event Coordinator Employment Contract
14. Discussion/Recommendation regarding **Resolution 18-R65** a Resolution to consider Inclusion Under the Wisconsin Public Employers' Group Health Insurance Program *(A non-binding resolution indicating the City's intent to further review this potential health benefit option)*
15. Discussion/Recommendation regarding a Trial Service Agreement with Total Parking Solutions, INC for the trial testing of a new parking kiosk
16. **Presentation of Accounts**
 - a. Purchase Orders (none)
 - b. Prepaid Bills in the amount of \$36,901.61
 - c. Regular Bills in the amount of \$160,237.32

17. Adjournment

Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the City Clerk's office in advance so the appropriate accommodations can be made.

Posted 9/28/2018 4:00 pm

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

FINANCE, LICENSE & REGULATION COMMITTEE MINUTES
TUESDAY, SEPTEMBER 18, 2018 – 5:30 PM
CITY HALL, POLICE TRAINING ROOM

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

Chairperson Howell called the meeting to order at 5:30 p.m.

Roll Call:

Clerk Kropf called the roll and noted that all five members of the Finance Committee were present. Others in attendance included: Interim City Administrator Berne, Finance Director Hall and City Clerk Kropf.

Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes

None.

Approve the Regular Finance, License and Regulation Committee Meeting minutes of September 4, 2018, as prepared and distributed

Motion by Skates to approve, second by Proksa. No discussion. Motion carried 5-0.

Licenses & Permits

2018-2019 Original & Renewal Operator License applications filed by various applicants as listed in packet

Motion by Skates to approve, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation of a Temporary Class “B”/ “Class B” Retailer’s License Application filed by the Club Scoot Jockeys of Midwest Action Cycle for the event of Skootoberfest to take place on October 6, 2018 from 10:00 a.m. to 7:00 p.m. in Cobb Park

Motion by Proksa to approve, second by Skates. Hedlund inquired if the group was legally qualified for this type of license. Clerk Kropf added that since the group is a bonafide club, they are eligible for this type of license. Motion carried 5-0.

Discussion/Recommendation to approve Pay Request #4 to Sonrise Construction in the amount of \$4,000 for work completed on the White River Disc Golf Pedestrian Bridge Replacement Project

Motion by Skates to approve, second by Hedlund. Committee discussion encompassed what the extra payment was for as this particular project’s scope has been amended numerous times. The Committee asked that Public Works Director Earle attend the Council meeting to explain further. Motion carried 5-0.

Discussion/Recommendation to approve invoice #1773 to Ellena Engineering Consultants, LLC in the amount of \$750 for additional construction management engineering services for work completed on the White River Disc Golf Pedestrian Bridge Replacement Project

Motion by Hedlund to approve, second by Proksa. Skates indicated that this engineering work for the bridge had been approved by the Public Works Committee and now we are just paying the bill. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 18-R62** a resolution establishing a policy for Capital Projects

Motion by Hedlund to approve, second by Proksa. Interim City Administrator Berner explained that his resolution would outline what would be considered a Capital Project within the City’s budget. He noted that currently, there are several projects and items included in this fund that do not belong. This policy would only allow items/projects to be included if they are \$5,000 or more. Motion carried 5-0.

Discussion/Recommendation regarding the Capital Improvement Fund deficit

Finance Director Hall addressed the committee regarding the City's deficit to the Capital Improvement Fund. She noted that it was previously approved to borrow for various City projects. However given the General Fund has a healthy surplus, she inquired if the money should be borrowed or taken from the General Fund. Hall added that the total amount of the deficit was approximately \$500,000. Halverson expressed that this should be discussed further and would like to carry it over to the next meeting.

Motion by Skates to continue until the next Finance, Licensing, and Regulation Committee meeting, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding a Riviera Concourse Shop Lease (Space D) transfer from Vivian Smith to Sol Kaniuk

Interim City Administrator Berner noted that this request had come to him. He identified that Vivian Smith had sold her business to Sol Kaniuk, which also included the transfer of the Riviera space from her to him. Berner added that he had conferred with Attorney Draper and that the City needs to approve the transfer per the terms of the lease. He also added that this matter would only need to go to Finance and the Council; That Piers and Harbors did not need to be included.

Motion by Skates to approve, second by Proksa. Motion carried 5-0.

Presentation of Accounts

Purchase Orders

None

Prepaid Bills in the amount of \$26,427.43

Motion by Skates to approve, second by Halverson. No discussion. Motion carried 5-0.

Regular Bills in the amount of \$75,798.04

Motion by Proksa to approve, second by Hedlund. No discussion. Motion carried 5-0.

Adjournment

Motion by Hedlund to adjourn, second by Proksa. Motion carried 5-0. The Finance, Licensing, and Regulation Committee adjourned at 5:51 p.m.

MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE FINANCE, LICENSING, AND REGULATION COMMITTEE

Original License:

Alma Delia Castaneda

Brett Champan

Steven Labahn

Michelle Ulanski

Erik Echevarria

Renewal Operator:

Stacy Hudson

Hi Lana,

I spoke to Tom & Neil regarding the Wrigley Closure for the Amerivspa Event in June 2019.

Wrigley Drive Closure

The configuration that the organization is requesting is to **close Wrigley Drive from bridge (Visitor Centre) to Boat Launch** (Broad Street to Center Street).

This is doable as it is the same configuration as Venetian Festival.

Parking stalls:

There are 9 parking stalls that should be paid for: #75-83 at \$20 per day.

One stall should be left for the boat launch attendant; but this can be discussed.

Please see attached map.

Tom let me know if this is correct.

Let's get together and confirm so that we can answer any questions at FLR.

Thanks, Sylvia



**Scooter
Festival**

**Scooter
Festival**

NOTE: ALTHOUGH THE IS ASSUMED TO BE AS SHOWN ON THE EAST RIGHT-OF-WAY LINE OF ALL DESCRIPTIONS FOR PARCEL 444, THE LEGAL DESCRIPTION FOR THE CONDOMINIUM COULD CONFLICT WITH THIS

0 50 100ft

HARBOR COVE
CONDOMINIUM

ZOP 00387

CITY OF LAKE GENEVA EVENT PERMIT APPLICATION



Please fill in all blanks completely, as incomplete applications will be rejected.
Applications must be submitted **AT LEAST 10 WEEKS** prior to the proposed event date(s).

Section I - What type of Permit(s) will your event require?

- Parade Permit.** Required for any parade on public property.
 - Map or description of the requested route to be traveled.
- Public Assembly Permit.** Required for any public gathering on public property. No fee required.
- Street Use Permit.** Required for any event using a public street. Per Sec. 62-243 of the municipal code, this application must include the following attachments:
 - Certificate of Comprehensive General Liability Insurance with the City, its employees and agents as additional insured with coverage for contractual liability with minimum limits of \$500,000 per occurrence for bodily injury and property damage limits of \$250,000 per occurrence.
 - Petition signed by more than half of the residential dwelling units and/or commercial units residing along that portion of the street designated for the proposed use or whose property is denied access by virtue of the granting of the permit.
- Parking Stall Bag Request.** Required for reserving the use of any City parking stall in conjunction of with an event.
- Park Reservation Permit.** Required for reserving the use of a park facility or shelter.
 - Brunk Pavilion.** Requires rental of Flat Iron Park. Additional rental fees apply.
- Beach Reservation Permit.** Required for reserving the use of the beach.

Section II - Applicant Information

1. Applicant Name: J. SHERM LINOSEY Date of Application: 8/9/18
2. Organization Name: CLUB SCOOT JOCKEYS & VESPA CLUB OF AMERICA & MIDWEST ACTION CYCLE
3. Organization Type: For Profit Non-Profit (501(c)____) Tax ID: _____
4. Mailing Address: _____
5. City, State Zip: _____
6. Phone: _____ E-mail: _____
7. Applicant's Drivers License #: _____ State license issued: WI
8. Are you applying as a resident of the City of Lake Geneva? Yes No
If yes, proof of residency must be attached.

Section III - Event Information

1. Title of Event: AMERIVESPA 2019
2. Date(s) of Event: JUNE 19th - 23RD, 2019 *1/3 Brunk Pavilion*
3. Location(s) of Event: DOWNTOWN LAKE GENEVA - Flat Iron Park 1/3 Wingley Dr
4. Hours: 19th 12:00pm 23RD 3:00pm
Start Time End Time

5. Event Chair/Contact Person: SHERM LINOSEY Phone: _____

6. Day of Event Contact Name: SHERM LINOSEY Phone: _____

7. Is the event open to the public? Yes No

8. Will you charge an admission fee? Yes No

9. Estimated Attendance Number: 800 - 1000

10. Basis for Estimate: PREVIOUS YEARS

11. Will you be setting up a tent? Yes No NOT SURE YET

If yes, list the location, size, Rental Company, and proof of completion of locates.

12. Will there be any animals? Yes No

If yes, what type and how many: _____

13. Detailed description of proposed event with map of exact location of the event and/or route.

AMERIVESPA SCOOTER RALLY IS THE VESPA CLUB OF AMERICA'S NATIONAL EVENT HELD EACH YEAR IN A DIFFERENT CITY. WE WOULD LIKE TO HAVE THE MAIN LOCATION OF THE EVENT TO BE AT FLAT IRON PARK AND WRIGLEY DR. WE HOSTED THIS EVENT IN 2012 AND THE VCOA WOULD LIKE TO COME BACK AND HAVE IT THE SAME WAY AS BEFORE. ALL ATTENDEES WILL BE ON MOTORSCOOTERS SO THE CLOSING OF WRIGLEY DRIVE FOR FRIDAY THE 21ST AND SATURDAY THE 22ND WILL BE REQUESTED AGAIN. THAT SEEMED TO BE THE SAFEST WAY OF CONTAINING A CROWD THIS SIZE, THE PARK WILL HAVE A VINTAGE SCOOTER DISPLAY AND VENDORS. THE PAVILION WILL HAVE LIVE MUSIC.

14. Description of plan for handling refuse collection and after-event clean-up:

WE HAVE A STAFF VOLUNTEERS AND OVER 100 CLUB MEMBERS WILLING TO HELP KEEP EVERYTHING CLEAN AND RUN SMOOTHLY.

15. Description of plan for providing event security (if applicable):

SEE ABOVE

16. Will there be fireworks or pyrotechnics at your event? Yes No

If yes, please attach a fireworks display permit or application.

17. Will your event include the sale of beer and/or wine? Yes No NOT SURE YET

If yes, please attach a completed Temporary Alcohol License & Temporary Operator License Application.

18. Will you or any other vendors be selling food or merchandise? Yes No NOT SURE YET

If yes, please attach list of proposed vendors, including business name and type of food/merchandise sold.

Section IV - Street Use

Check if this section does not apply.

1. Description of the portion(s) of road(s) to be used:

Road closures must include rental of barricades.

WRIGLEY DRIVE BETWEEN BROAD & CENTER ST.

2. Will any parking stalls be used or blocked during the event? Yes No

Date(s) of use: _____

Total Number of Stalls Request: _____

Stall Number(s) and Location: _____

Additional Information:

3. Description of signage to be used during event:

If requesting City banner poles, please include a Street Banner Display Application.

WOULD LIKE TO DISPLAY STREET BANNERS LIKE WE DID IN 2012

Anticipated Services

Please indicate below any additional services you are requesting for your event. Estimated Fees or Deposits for these services may be required prior to issuance of permit(s).

Electricity Explain: FOR VENDORS AND BAND

Water Explain: _____

Traffic Control Explain: _____

Police Services Explain: ESCORTING LARGER GROUPS OF RIDERS OUT OF TOWN

Fire/EMS Services Explain: _____

Other Explain: _____

Section V- Fees

Application and Permit Fees		Unit Fee			Applicable Fee
Parade Permit					
Application Fee		\$25.00			_____
Street Use Permit					
Application Fee		\$25.00			_____ ²⁵
Permit Fee - Events lasting 2 days or less		\$40.00			_____ ⁴⁰
Permit Fee - Events lasting more than 2 days		\$100.00			_____
Parking Stall Bag Request					
Administrative Fee		\$10.00			_____
Parking Stall Usage/Blockage Fee - Per Stall, Per Day			# of Stalls	# of Days	
March 1 - November 14	\$20.00	x	_____	x _____	= _____
November 15 - February 29	\$10.00	x	_____	x _____	= _____
Park Reservation Permit					
Application Fee		\$25.00			_____ <u>25.00</u>
Security Deposit					
Non-Profit or Resident					
49 Attendees or Less	\$50.00				_____
50-149 Attendees	\$100.00				_____
150 or more Attendees	Determined by Park Board				_____ <u>()</u>
Non-Resident					
49 Attendees or Less	\$100.00				_____
50-149 Attendees	\$150.00				_____
150 or more Attendees	Determined by Park Board				_____
Park Reservation Fees - Per Location, Per Day					
Non-Profit or Resident			# of Parks	# of Days	
49 Attendees or Less	\$30.00	x	_____	x _____	= _____
50-149 Attendees	\$55.00	x	_____	x _____	= _____
150 or more Attendees	\$105.00	x	<u>1</u>	x <u>3</u>	= <u>315.00</u>
Non-Resident					
49 Attendees or Less	\$75.00	x	_____	x _____	= _____
50-149 Attendees	\$125.00	x	_____	x _____	= _____
150 or more Attendees	\$225.00	x	_____	x _____	= _____
Brunk Pavilion Rental Permit					
<i>Must also include rental of Flat Iron Park to rent Pavilion</i>					
Non-Profit or Resident	\$250.00	x		# of Days <u>2</u>	= <u>500.00</u>
Non-Resident	\$500.00	x		_____	= _____
Additional Park Amenities					
Equipment (with delivery)	Rental Fee		# Requested	Sec. Dep.	Applicable Fee
Benches	\$5.00 each	x	_____ +	\$50.00 =	_____
Picnic Tables,	\$15.00 each	x	_____ +	\$50.00 =	_____
Barricades	\$5.00 each	x	_____ +	\$50.00 =	_____
Trash Receptacles	\$8.00 each	x	_____ +	\$50.00 =	_____
Dumpster Delivery	\$50.00 each	x	_____ +	\$0 =	_____
Dumpster Pick-up	\$50.00 plus additional landfill		_____		_____
Fencing - Snow	\$30.00 per 50 feet		_____		_____
<i>Requests for equipment are subject to availability.</i>					
Subtotal: \$					<u>905</u>

Application and Permit Fees	Unit Fee	Applicable Fee
Beach Reservation Permit		
<i>Excludes Normal Beach Hours Memorial Day through Labor Day 9am-5pm</i>		
<i>Opening/Cleaning of Beach Bathrooms will be invoiced at an Hourly Rate</i>		
Application Fee	\$25.00	_____
Security Deposit		_____
Non-Profit or Resident		
49 Attendees or Less	\$50.00	_____
50-149 Attendees	\$100.00	_____
150 or more Attendees	<i>Determined by Piers, Harbors & Lakefront</i>	_____
Non-Resident		
49 Attendees or Less	\$100.00	_____
50-149 Attendees	\$150.00	_____
150 or more Attendees	<i>Determined by Piers, Harbors & Lakefront</i>	_____
Beach Reservation Fees - Per Day		
Non-Profit or Resident		
49 Attendees or Less	\$30.00	x _____ = _____
50-149 Attendees	\$55.00	x _____ = _____
150 or more Attendees	\$105.00	x _____ = _____
Non-Resident		
49 Attendees or Less	\$75.00	x _____ = _____
50-149 Attendees	\$125.00	x _____ = _____
150 or more Attendees	\$225.00	x _____ = _____
		Subtotal: \$ _____
		+ Subtotal from Page 4: \$ <u>905-</u>

Total PAID with Application: \$ 905-

Accepted by cash, credit card or checks (payable to the City of Lake Geneva)

~~XXXXXXXX~~

Section VI - Signature of Applicant

"The information provided in this application is true and correct to the best of my knowledge and belief. I understand that cancellation of any event, for any reason, shall result in the forfeiture of permit fees. I understand that application fees are not refunded in the event the application is not approved. I understand that in addition to the schedule of fees, if any additional City services are requested or determined to be impacted, an additional fee will be charged for those services. I agree to comply with all applicable state, federal and municipal regulations and ordinances."

APPLICANT SIGNATURE:



DATE: 8/9/18

For Office Use Only

Date Filed with Clerk: 7/27/18 Payment with Application: \$ _____ Receipt: _____

Additional Fees Collected: \$ _____ Receipt # _____

Departmental review (all that apply):

Police Chief: Approved Denied Signed: [Signature]

Additional services needed: _____

Additional fees or deposit: _____

Fire Chief: Approved Denied Signed: _____

Additional services needed: _____

Additional fees or deposit: _____

Street Dept.: Approved Denied Signed: [Signature]

Additional services needed: _____

Additional fees or deposit: _____

Parking Dept.: Approved Denied Signed: _____

Additional services needed: _____

Additional fees or deposit: _____

Piers, Harbors & Lakefront: Approved Denied Signed: _____

Additional services needed: _____

Additional fees or deposit: _____

Committee/Council review (all that apply):

Park Board: Meeting Date(s): _____ Approved Denied

Reasons/Conditions: _____

Finance, License & Regulation: Meeting Date(s): _____ Approved Denied

Reasons/Conditions: _____

Council: Meeting Date(s): _____ Approved Denied

Reasons/Conditions: _____

Clerk's Office Completion:

Total Add'l fee/deposit to be collected: \$ _____ Receipt # _____

Permit(s) issued: Parade/PA Street Use Park Permit

Date of issue: _____ Deposit Returned: \$ _____ Deposit withheld: \$ _____

Reason withheld: _____

CITY OF LAKE GENEVA

626 Geneva Street
Lake Geneva, WI 53147
(262) 248-3673
www.cityoflakegeneva.com



September 12, 2018

City of Lake Geneva Mayor & Common Council

Dear Dear Mayor and Alderpersons,

Attached is a completed application for a Parking Stall Bag Request. As you all know, the November General Election is rapidly approaching and due to our community's political involvement, we are expecting a high voter turnout. To help aid in polling place accessibility, we are asking that the parking stalls on Geneva Street (stall #'s 352-363 & 434-438) be blocked off for voting purposes only. The Clerk's office will provide laminated signs indicating that the stalls are for election day voting only.

We understand that this normally comes with a cost, but we are asking that the Common Council waive all fees so that we may be able to provide adequate and accessible parking for the electors of the City of Lake Geneva.

Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Lana C Kropf".

Lana C Kropf
City Clerk
City of Lake Geneva

CITY OF LAKE GENEVA EVENT PERMIT APPLICATION



Please fill in all blanks completely, as incomplete applications will be rejected.
Applications must be submitted **AT LEAST 10 WEEKS** prior to the proposed event date(s).

Section I - What type of Permit(s) will your event require?

- Parade Permit.** Required for any parade on public property.
 - Map or description of the requested route to be traveled.
- Public Assembly Permit.** Required for any public gathering on public property. No fee required.
- Street Use Permit.** Required for any event using a public street. Per Sec. 62-243 of the municipal code, this application must include the following attachments:
 - Certificate of Comprehensive General Liability Insurance with the City, its employees and agents as additional insured with coverage for contractual liability with minimum limits of \$500,000 per occurrence for bodily injury and property damage limits of \$250,000 per occurrence.
 - Petition signed by more than half of the residential dwelling units and/or commercial units residing along that portion of the street designated for the proposed use or whose property is denied access by virtue of the granting of the permit.
- Parking Stall Bag Request.** Required for reserving the use of any City parking stall in conjunction of with an event.
- Park Reservation Permit.** Required for reserving the use of a park facility or shelter.
 - Brunk Pavilion.** Requires rental of Flat Iron Park. Additional rental fees apply.
- Beach Reservation Permit.** Required for reserving the use of the beach.

Section II - Applicant Information

1. Applicant Name: Lana Kropf Date of Application: 9/12/2018
2. Organization Name: City Clerk's Office
3. Organization Type: For Profit Non-Profit (501(c)____) Tax ID: _____
4. Mailing Address: 626 Geneva St
5. City, State, Zip: Lake Geneva, WI 53147
6. Phone: (262) 249-4092 E-mail: cityclerk@cityoflakegeneva.com
7. Applicant's Drivers License #: _____ State license issued: _____
8. Are you applying as a resident of the City of Lake Geneva? Yes No
If yes, proof of residency must be attached.

Section III - Event Information

1. Title of Event: November General Election- 2018
2. Date(s) of Event: Tuesday, November 6, 2018
3. Location(s) of Event: Lake Geneva City Hall
4. Hours: 7:00 a.m. through 8:00 p.m.

5. Event Chair/Contact Person: Lana Kropf Phone: (262) 249-4092

6. Day of Event Contact Name: Lana Kropf Phone: (262) 249-4092

7. Is the event open to the public? Yes No

8. Will you charge an admission fee? Yes No

9. Estimated Attendance Number: 1500 +

10. Basis for Estimate: Past Election Turnout Percentages

11. Will you be setting up a tent? Yes No

If yes, list the location, size, Rental Company, and proof of completion of locates.

12. Will there be any animals? Yes No

If yes, what type and how many: _____

13. Detailed description of proposed event with map of exact location of the event and/or route.
N/A

14. Description of plan for handling refuse collection and after-event clean-up:
N/A

15. Description of plan for providing event security (if applicable):
N/A

16. Will there be fireworks or pyrotechnics at your event? Yes No

If yes, please attach a fireworks display permit or application.

17. Will your event include the sale of beer and/or wine? Yes No

If yes, please attach a completed Temporary Alcohol License & Temporary Operator License Application.

18. Will you or any other vendors be selling food or merchandise? Yes No

If yes, please attach list of proposed vendors, including business name and type of food/merchandise sold.

Section IV - Street Use

Check if this section does not apply.

1. Description of the portion(s) of road(s) to be used:
Road closures must include rental of barricades.

2. Will any parking stalls be used or blocked during the event? Yes No
Date(s) of use: November 6, 2018
Total Number of Stalls Request: 18
Stall Number(s) and Location: on Geneva Street (north & south sides) Stalls #'s 352-363 and stalls #'s 434-438
Additional Information:
We would like to block off the stall listed upon to make voting easier for our electors as this election will be a large one. We feel that it is in the best interest of the electors if they have adequate and accessible parking on election day. We are also requesting the waiver of all fees.

3. Description of signage to be used during event:
If requesting City banner poles, please include a Street Banner Display Application.

Anticipated Services

Please indicate below any additional services you are requesting for your event. Estimated Fees or Deposits for these services may be required prior to issuance of permit(s).

- Electricity Explain: _____
- Water Explain: _____
- Traffic Control Explain: _____
- Police Services Explain: _____
- Fire/EMS Services Explain: _____
- Other Explain: _____

Section V- Fees

Application and Permit Fees		Unit Fee		Applicable Fee	
Parade Permit					
Application Fee		\$25.00			_____
Street Use Permit					
Application Fee		\$25.00			_____
Permit Fee - Events lasting 2 days or less		\$40.00			_____
Permit Fee - Events lasting more than 2 days		\$100.00			_____
Parking Stall Bag Request					
Administrative Fee		\$10.00			10.00
Parking Stall Usage/Blockage Fee - Per Stall, Per Day			# of Stalls	# of Days	
March 1 - November 14	\$20.00	x	18	x 1	= 360.00
November 15 - February 29	\$10.00	x	_____	x _____	= _____
Park Reservation Permit					
Application Fee		\$25.00			_____
Security Deposit					
Non-Profit or Resident					
49 Attendees or Less		\$50.00			_____
50-149 Attendees		\$100.00			_____
150 or more Attendees		<i>Determined by Park Board</i>			_____
Non-Resident					
49 Attendees or Less		\$100.00			_____
50-149 Attendees		\$150.00			_____
150 or more Attendees		<i>Determined by Park Board</i>			_____
Park Reservation Fees - Per Location, Per Day					
Non-Profit or Resident					
49 Attendees or Less	\$30.00	x	_____	x _____	= _____
50-149 Attendees	\$55.00	x	_____	x _____	= _____
150 or more Attendees	\$105.00	x	_____	x _____	= _____
Non-Resident					
49 Attendees or Less	\$75.00	x	_____	x _____	= _____
50-149 Attendees	\$125.00	x	_____	x _____	= _____
150 or more Attendees	\$225.00	x	_____	x _____	= _____
Brunk Pavilion Rental Permit					
<i>Must also include rental of Flat Iron Park to rent Pavilion</i>				# of Days	
Non-Profit or Resident	\$250.00	x	_____	=	_____
Non-Resident	\$500.00	x	_____	=	_____
Additional Park Amenities					
Equipment (with delivery)	Rental Fee		# Requested	Sec. Dep.	Applicable Fee
Benches	\$5.00 each	x	_____ +	\$50.00 =	_____
Picnic Tables	\$15.00 each	x	_____ +	\$50.00 =	_____
Barricades	\$5.00 each	x	_____ +	\$50.00 =	_____
Trash Receptacles	\$8.00 each	x	_____ +	\$50.00 =	_____
Dumpster Delivery	\$50.00 each	x	_____ +	\$0 =	_____
Dumpster Pick-up	\$50.00 plus additional landfill		_____		_____
Fencing - Snow	\$30.00 per 50 feet		_____		_____
<i>Requests for equipment are subject to availability.</i>					Subtotal: \$ 370.00

For Office Use Only

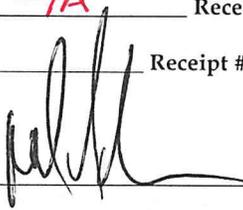
Date Filed with Clerk: 9/13/10 Payment with Application: \$ N/A Receipt: 8

Additional Fees Collected: \$ _____ Receipt # _____

Departmental review (all that apply):

Sent 9/13

Police Chief: Approved Denied

Signed: 

Additional services needed: _____

Additional fees or deposit: _____

Fire Chief: Approved Denied

Signed: _____

Additional services needed: _____

Additional fees or deposit: _____

Street Dept.: Approved Denied

Signed: _____

Additional services needed: _____

Additional fees or deposit: _____

Sent 9/12

Parking Dept.: Approved Denied

Signed: 

Additional services needed: _____

Additional fees or deposit: _____

*- starts bagged report #352-363-430
434-430
Recommended as a community service
out reach for residents*

Piers, Harbors & Lakefront: Approved Denied

Signed: _____

Additional services needed: _____

Additional fees or deposit: _____

Committee/Council review (all that apply):

Park Board: Meeting Date(s): _____ Approved Denied

Reasons/Conditions: _____

Finance, License & Regulation: Meeting Date(s): _____ Approved Denied

Reasons/Conditions: _____

Council: Meeting Date(s): _____ Approved Denied

Reasons/Conditions: _____

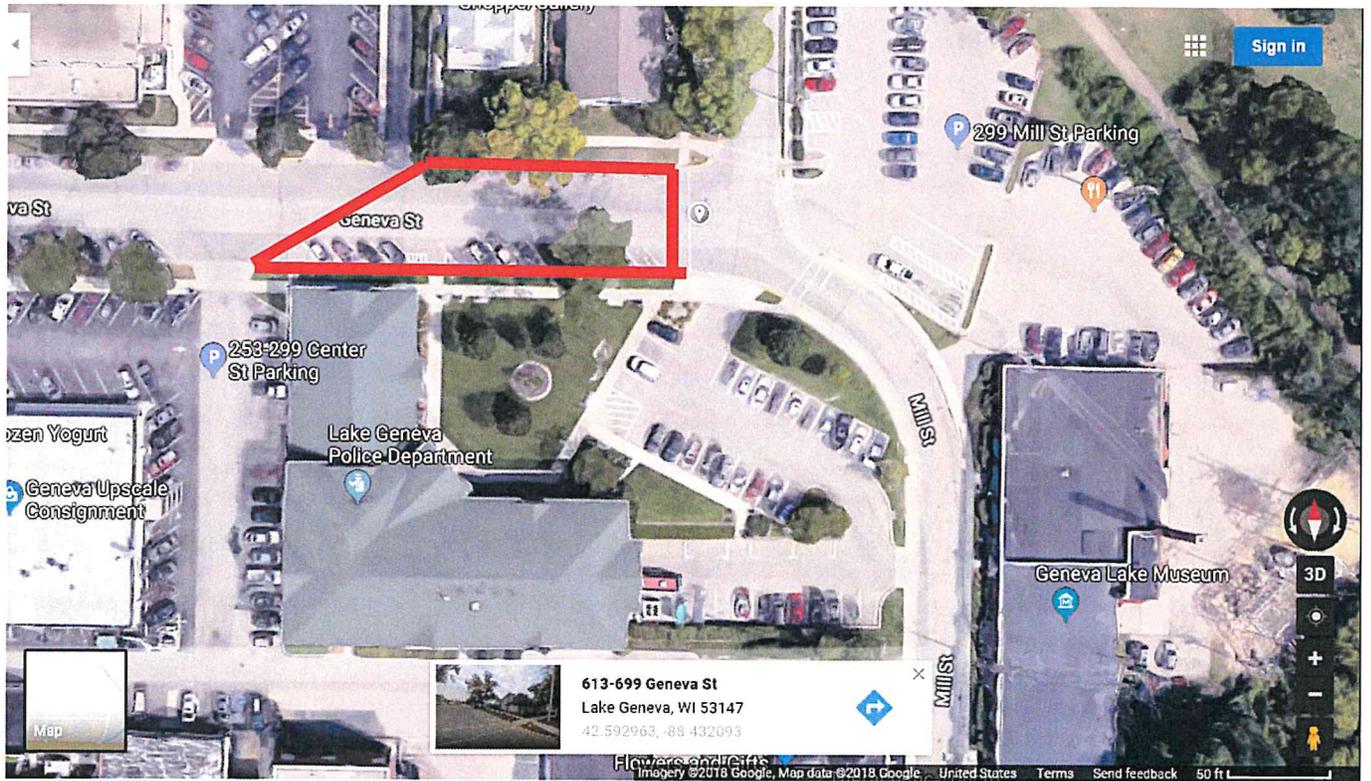
Clerk's Office Completion:

Total Add'l fee/deposit to be collected: \$ _____ Receipt # _____

Permit(s) issued: Parade/PA Street Use Park Permit

Date of issue: _____ Deposit Returned: \$ _____ Deposit withheld: \$ _____

Reason withheld: _____



We are asking that the parking stalls within the red outline, blocked and bagged for the electors to use the day of the November General Election. The stall numbers are # 352-363 & 434-438.

Thank you.

R&R Insurance Services, Inc.

Paul Lessila, CPA

N80W14824 Appleton Ave ♦ Menomonee Falls, WI 53051

262.502.3823 ♦ 262.442.2559

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www.myknowledgebroker.com



INSURANCE
SERVICES, INC.

Insurance Solutions

Presented To:

*City of Lake
Geneva*



Policy Term: October 1, 2018 to October 1, 2019

City of Lake Geneva Proposal

Contents



SECTION 1 PROPOSAL

- A. Coverage/Limits Summary
- B. Cost Comparison

SECTION 2 COVERAGE SUMMARY

- A. Coverage Enhancements

SECTION 3 LOCAL REPRESENTATION

- A. Local Plan Representatives

SECTION 4 PROGRAM PARTICIPATION

- A. Current LWMMI Plan Participants

This proposal is intended to be only a summary of coverages and services. For specific details on coverage terms and conditions, please refer to the insurance coverage documents or talk to an authorized LWMMI Agent .

Section 1

Program

Proposal



Coverage/Limits Summary

Coverage Provided by League of Wisconsin Municipalities Mutual Insurance	Limit of Liability
General Liability (No Terrorism, Mold or Fungi Exclusions)	\$5,000,000
Law Enforcement Liability	\$5,000,000
Premises Medical Payments	\$10,000
Public Officials Liability	\$5,000,000
Sewer & Water Systems Backup Extended Coverage	\$100,000 Per Occurrence \$300,000 Aggregate
Automobile Liability	\$5,000,000
Automobile: Comprehensive deductible	Various (See auto schedule)
Collision deductible	Various (See auto schedule)
Automobile Medical Payments	\$10,000
Uninsured/Underinsured Motorist	Statutory
Damage to Premises Rented to You	\$250,000
Workers Compensation Part A Benefits (Including "Terrorism")	Statutory
Part B Employers Liability	\$2,000,000

The LWMMI Program offers a single limit of liability, combining General Liability, Law Enforcement, Public Officials Liability, and Auto Liability in one policy:

- No Aggregates
- No Claims Made Triggers
- No Deductibles

Section 1

Program

Proposal *Continued*



Coverage/Limits Summary

Coverage	Limit	Deductible	(company name)
Property Buildings, Personal Property & Property in the open Contractors Equipment Monies & Securities Pier & Wharf Equipment Breakdown	<i>See Attached Spread sheet</i>		MPIC
Comprehensive Crime Coverage			
Employee Theft – Per Loss <i>(Includes Faithful Performance; Deletes Bonded Employee Exclusion)</i>	\$250,000	\$2,500	Hanover Insurance
Forgery or Alteration	\$2,000	\$500	
Money and Securities	\$100,000	\$1,000	MPIC
Computer Fraud	\$250,000	\$2,500	
Funds Transfer Fraud	\$250,000	\$2,500	

*See attached
crime coverage
options*

Section 1

Program

Proposal Continued



Workers Compensation

Employers Liability

Each Accident	100,000
Disease – Policy Limit	500,000
Disease – Each Employee	100,000

Rating Information

Class Code	Classifications	Estimated Remuneration	Rate	Estimated Premium
7520	Waterworks Operations	\$487,100	\$4.18	\$20,361
7709	Fire Department Volunteer	\$9,144		\$5,427
7720	Police Officers & Drivers	\$1,599,200	\$3.02	\$48,296
8810	Clerical Office	\$1,606,300	\$0.20	\$3,213
9412	Municipal Operations	\$1,167,400	\$4.26	\$49,731

Factors & Premiums

Coverage	Rate	Premium
Classifications Total		\$ 127,028
Experience Modification	1.28	\$ 35,568
Premium Discount	8.5%	\$-13,886
Expense Constant		\$ 220
Terrorism		\$ 0 (no charge)
Total Estimated Annual Premium		\$ 148,930

NOTES:

Experience Mod: 1.30 in 2017

Other:

Semi-Annual Payment plan

Insured Name: City of Lake Geneva

Paul Lessila/ Karlie Davis

Effective: 10/1/2018-10/1/2019

Premium Comparison

Company Year	Prior Year <u>LWMMI</u> 2017		Current Year <u>LWMMI</u> 2018		Difference	
Coverages						
General Liability	\$32,304.00		\$33,338.00		\$1,034.00	3.2%
Police Prof Liability	\$17,733.00	\$771	\$21,266.00	\$795	\$3,533.00	3.1%
Public Officials Liability	\$16,955.00		\$17,498.00		\$543.00	3.2%
No Fault Sewer	\$13,692.00		\$13,692.00		\$0.00	0.0%
Workers Compensation	\$153,329.00		\$148,930.00		-\$4,399.00	-2.9%
Auto Liability	\$19,361.00	\$251	\$20,759.00	\$259	\$1,398.00	3.2%
APD	\$23,619.00	\$307	\$24,360.00	\$305	\$741.00	-0.7%
Package Total	\$276,993.00		\$279,843.00		\$2,850.00	1.0%

	Exposure changes		
	<u>2017</u>	<u>2018</u>	<u>Difference</u>
Package Changes			
Number of Vehicle	77	80	3
Total Vehicle Values	\$5,206,181	\$5,378,181	172,000
Police count	23	26.75	3.75

Property Comparison for The City of Lake Geneva

	Prior Year	MPIC with Pier & Wharf not endorsed				MPIC with Limited Pier & Wharf @ \$250,000 Limit Per Occurrence				MPIC with Pier & Wharf Replacement To Full Limits				
	2017	2018				2018				2018				
	Deductible =====>	\$ 1,000	\$ 1,000	\$ 2,500	\$ 5,000	\$ 10,000	\$ 1,000	\$ 2,500	\$ 5,000	\$ 10,000	\$ 1,000	\$ 2,500	\$ 5,000	\$ 10,000
Building, BPP, PITO														
Premium	\$ 42,490	\$ 61,145	\$ 48,143	\$ 42,942	\$ 37,249	\$ 61,145	\$ 48,143	\$ 42,942	\$ 37,249	\$ 61,145	\$ 48,143	\$ 42,942	\$ 37,249	
Coverage Limit	\$52,911,982	\$70,281,495	\$70,281,495	\$70,281,495	\$70,281,495	\$70,281,495	\$70,281,495	\$70,281,495	\$70,281,495	\$70,281,495	\$70,281,495	\$70,281,495	\$70,281,495	
Rate	\$0.080	\$0.087	\$0.069	\$0.061	\$0.053	\$0.087	\$0.069	\$0.061	\$0.053	\$0.087	\$0.069	\$0.061	\$0.053	
Deductible	\$ 1,000	\$ 1,000	\$ 2,500	\$ 5,000	\$ 10,000	\$ 1,000	\$ 2,500	\$ 5,000	\$ 10,000	\$ 1,000	\$ 2,500	\$ 5,000	\$ 10,000	
Contractor's Equipment														
Premium	\$ 2,898	\$ 3,839	\$ 3,645	\$ 3,645	\$ 3,645	\$ 3,839	\$ 3,645	\$ 3,645	\$ 3,645	\$ 3,839	\$ 3,645	\$ 3,645	\$ 3,645	
Coverage Limit	\$ 1,509,212	\$ 1,999,658	\$ 1,999,658	\$ 1,999,658	\$ 1,999,658	\$ 1,999,658	\$ 1,999,658	\$ 1,999,658	\$ 1,999,658	\$ 1,999,658	\$ 1,999,658	\$ 1,999,658	\$ 1,999,658	
Rate	\$0.192	\$0.192	\$0.182	\$0.182	\$0.182	\$0.192	\$0.182	\$0.182	\$0.182	\$0.192	\$0.182	\$0.182	\$0.182	
Deductible	\$ 1,000	\$ 1,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 1,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 1,000	\$ 2,500	\$ 2,500	\$ 2,500	
Pier & Wharf														
Premium	\$ 413	\$ -	\$ -	\$ -	\$ -	\$ 11,127	\$ 11,127	\$ 11,127	\$ 11,127	\$ 19,473	\$ 19,473	\$ 19,473	\$ 19,473	
Coverage Limit	\$ 751,332	\$ 2,781,800	\$ 2,781,800	\$ 2,781,800	\$ 2,781,800	\$ 2,781,800	\$ 2,781,800	\$ 2,781,800	\$ 2,781,800	\$ 2,781,800	\$ 2,781,800	\$ 2,781,800	\$ 2,781,800	
Rate	\$ 0.05	\$ -	\$ -	\$ -	\$ -	\$ 0.40	\$ 0.40	\$ 0.40	\$ 0.40	\$ 0.70	\$ 0.70	\$ 0.70	\$ 0.70	
Deductible	\$ 1,000	\$ 1,000	\$ 5,000	\$ 5,000	\$ 10,000	\$1000 / 10%	\$1000 / 10%	\$1000 / 10%	\$1000 / 10%	\$1000 / 10%	\$1000 / 10%	\$1000 / 10%	\$1000 / 10%	
Equipment Breakdown														
Premium	\$ 2,116	\$ 4,920	\$ 3,795	\$ 3,795	\$ 3,795	\$ 4,920	\$ 4,217	\$ 3,795	\$ 3,795	\$ 4,920	\$ 4,217	\$ 3,725	\$ 3,795	
Coverage Limit	\$52,911,982	\$70,281,495	\$70,281,495	\$70,281,495	\$70,281,495	\$70,281,495	\$70,281,495	\$70,281,495	\$70,281,495	\$70,281,495	\$70,281,495	\$70,281,495	\$70,281,495	
Rate	\$0.004	\$0.007	\$0.006	\$0.005	\$0.005	\$0.007	\$0.006	\$0.005	\$0.005	\$0.007	\$0.006	\$0.005	\$0.005	
Deductible	\$ 1,000	\$ 1,000	\$ 2,500	\$ 5,000	\$ 10,000	\$ 1,000	\$ 2,500	\$ 5,000	\$ 10,000	\$ 1,000	\$ 2,500	\$ 5,000	\$ 10,000	
Property with EB Total	\$ 47,917	\$ 69,904	\$ 55,583	\$ 50,382	\$ 44,689	\$ 81,031	\$ 67,132	\$ 61,509	\$ 55,816	\$ 89,377	\$ 75,478	\$ 69,785	\$ 64,162	
<i>Difference</i>		\$ 21,987	\$ 7,666	\$ 2,465	\$ (3,228)	\$ 33,114	\$ 19,215	\$ 13,592	\$ 7,899	\$ 41,460	\$ 27,561	\$ 21,868	\$ 16,245	

Additional Considerations

Removal of coverage for wastewater treatment underground concrete - Reduce Coverage by \$7,302,400 - Premium savings is at \$5,039, \$4,454, and \$3,870 for deductibles at \$2,500, \$5,000, and \$10,000 respectively

Pier and Wharf - Option to decrease premium with a 20% deductible to \$6,954 (\$250,000 limit), or Full Limit at \$11,127

Crime Coverage
Hanover Insurance

OPTION 1- Per Expiring	Limit	Deductible
Employee Theft - Per Loss	\$250,000	\$2,500
Forgery or Alteration	\$2,000	\$500
Computer Fraud	\$250,000	\$2,500
Money & Securities (MPIC)	\$100,000	\$1,000
Funds Transfer Fraud	\$250,000	\$2,500

Total Annual premium \$1,530

OPTION 2 - Recommended	Limit	Deductible
Employee Theft - Per Loss	\$250,000	\$2,500
Forgery or Alteration	\$2,000	\$500
Inside the premises - Theft of Money & Securities	\$100,000	\$1,000
Outside the premises	\$100,000	\$1,000
Computer Fraud	\$250,000	\$2,500
Funds Transfer Fraud	\$250,000	\$2,500
New False Pretenses Coverage	\$75,000	\$5,000

Total Annual premium \$1,496

Quotes subject to:

Favorable Answered False Pretense Questions, if OPTION 2 is bound.

Section 2

Program

Overview



Municipal Mutual Insurance Partnership

The League of Wisconsin Municipalities (LWM) was formed to work for the common good of cities and villages. Established in 1898, it is the third oldest association of municipal governments in the country. In 1984, the LWM Insurance Plan was implemented to provide a practical insurance alternative for municipalities. During 2002, the Plan evolved into a municipal mutual company, allowing the program to free itself of commercial carrier constraints. Today the League's Executive Director and six municipal representatives are responsible for oversight of the program.

The most important aspect of the League of Wisconsin Municipalities Mutual Insurance (LWMMI) is the quality of the overall coverage. Claims, loss control, and agent services are provided by hand selected service providers who are the best in the industry.

The LWMMI Program provides significant advantages to participating members including:

- Specialized coverages not normally available to individual cities and villages
- Competitive pricing
- Services from regional agents
- Rates based on your experience
- Group purchasing power
- Specialized services in municipal loss prevention, claims, and policy service

Section 2

Program

Overview

Continued



LWMMI Mission

To offer long-term, stable, cost-effective insurance solutions and risk management services for members of the League of Wisconsin Municipalities.

Participation in the LWMMI means you are joining a program developed by municipal leaders like yourself to meet unique needs of all municipalities.

Your Benefits with the League Insurance Program

- **Coverage**
 - Tailored for municipal operations
 - Controlled by your peers – the LWMMI Directors
 - Aggressive defense of claims
- **Service**
 - Decisions made and problems resolved by Plan Directors
 - Service tailored to members' unique needs
- **Price**
 - Share in the dividends when declared by the Directors
 - Based on your experience
 - No excessive premiums to build dividends



Section 2

Program

Overview *Continued*



Group Dividend Plan

An outstanding feature of the Mutual Plan is the opportunity to earn a return of premiums based upon loss experience. Each municipality may be able to reduce its insurance cost because of excellent results in Workers Compensation, Automobile, General Liability, Law Enforcement Liability, and Public Officials insurance coverage.

The experience of the members as a whole is reviewed for dividend consideration.

Based on a rolling five year history, a members dividend will be determined by their share of premiums and losses.

Since 1984 the League of Wisconsin Municipalities Mutual Insurance has:

- Paid out over \$71 million in dividend payments through the Insurance Trust
- Since 2006 LWMMI has paid over \$16 million in Dividends

Section 3

Coverage

Summary



League of Wisconsin Municipalities Mutual Insurance Coverage Enhancements

LWMMI is pleased to offer major coverage enhancements many commercial issuers exclude, including:

- A single policy combining General Liability, Law Enforcement, Public Officials Errors & Liability, and Auto Liability, reducing the chance for gaps between policies
- No “Aggregate Limits.” The “Per Occurrence” policy limit applies to all liability claims
- All coverage is on an “Occurrence” basis, including Public Officials and Employee Benefits Liability
- Prior Act coverage provided for former “Claims-Made” Policies
- Defense costs in addition to the policy limit for all liability coverage, including Law Enforcement Liability
- Police and public official claims will not be settled without your approval
- Limited defense cost reimbursement for alleged criminal acts
- Non-Monetary Claims Coverage up to \$50,000 Per Wrongful Act; subject to a \$250,000 Aggregate Limit
- Sudden and Accidental Above Ground Pollution – \$250,000
- Back and Future Wages and Benefits Covered
- Automobile and Premise Medical No Fault Payments
- \$2,000,000 Added to Limits for Workers Compensation Part B - Employers Liability of the League’s Policy
- Expanded Contractual Liability for Mutual Aid Agreements
- Optional No-Fault Sewer Back-Ups (subject to underwriting acceptability) – \$100,000 per occurrence, \$300,000 annual aggregate.
- Tax Assessment Disputes – up to \$50,000 for Defense

Section 3

Coverage

Summary

Continued



BASIC COVERAGE

GENERAL LIABILITY

- Bodily Injury and Property Damage
- Completed Operations and Products Liability
- Liability resulting from Mutual Aid Agreements
- Property Damage Liability
- Premises Medical Payments
- Liquor Liability
- Fire Legal Liability
- Watercraft Liability
- Ambulance and EMT Malpractice
- Special Events
- Care, Custody, and Control (\$250,000 sub-limit)
- Employee Benefits Liability
- Cemetery Operations Coverage
- Cyber Liability

GENERAL LIABILITY (CONTINUED)

- Pollution for above-ground sudden/accidental losses (250,000 sub-limit)
- Optional No-fault sewer back-up available subject to underwriting \$100,000 occurrence/\$300,000 aggregate limit
- \$2,000,000 Added to Limits for Workers Compensation Part B - Employers Liability of the League's Policy

PERSONAL INJURY & ADVERTISING

- Mental Anguish and Stress
- Libel, Slander, Defamation of Character; Violation of an Individual's Right of Privacy
- Broadcaster's Liability
- Advertising Infringement
- Internet /E-Mail Liability

Section 3

Coverage

Summary *Continued*



LAW ENFORCEMENT LIABILITY

- Wrongful Acts
- Discrimination
- Violation of Civil Rights
- Violation of Property Rights
- False Arrest, Detention or Imprisonment, or Malicious Prosecution
- Wrongful Entry or Eviction or other Invasion of the Right of Private Occupancy
- Assault or Battery
- Improper Service of Suit
- Holding Cell Operations
- Mutual Aid Obligations

PUBLIC OFFICIAL ERRORS & OMISSIONS

- Wrongful Acts
- Discrimination
- Limited defense of tax collection/assessment claims
- Limited defense of non-monetary claims
- Zoning and Land Use Litigation
- Violation of State and Federal Civil Rights
- Employment Practices
- Occurrence Form coverage
- Prior acts for former claims made coverage is provided

AUTOMOBILE

Coverage is provided while operating motor vehicles, trailers, or semi-trailers designed for travel on public roads.

- Automobile Liability
- Protection for use of personal automobile for municipal business
- Uninsured or Underinsured Motorist for municipally owned vehicle
- Non-owned and Hired Auto
- Physical Damage deductible reimbursement or coverage for employees, volunteers, elected and appointed officials (\$500 per occurrence)

WORKERS COMPENSATION AND INSURANCE CARRIER'S LIABILITY

Statutory Wisconsin Workers Compensation coverage, including automatic all states endorsement.

Section 4

Member

Services



Benefits of Participation

COVERAGES

- ✓ The League of Wisconsin Municipalities Mutual Insurance provides an extremely broad form of insurance for League Members

CLAIMS (WORKERS COMPENSATION)

- ✓ Use of a Wisconsin-based workers compensation claims administrator
- ✓ A single contact point for policyholders to reach claims adjusters, who are available in the state to meet with you individually
- ✓ 24-hour written confirmation of claims and contact with injured employee, with direct access to claims supervisors

CLAIMS LIABILITY

- ✓ Liability claims handled by Statewide Services, a municipal claim specialist handling over 4,500 claims per year.
- ✓ Regional attorneys selected on the basis of their municipal experience
- ✓ Aggressive defense of unwarranted claims
- ✓ Loss runs on line

LOSS CONTROL

- ✓ Focus on League Members with adverse loss history
- ✓ Focus on the statewide exposures of sewer back-ups, motor vehicle operations, and sidewalk liability
- ✓ Free resource documents and assessment tools
- ✓ Regional training and education sessions including:
 - Hiring and Employment Practices
 - Confined Spaces
 - Barricading
 - Blood borne Pathogens
 - Back Injury Prevention
- ✓ Safety Committee Services

DIVIDENDS

- ✓ All LWMMI coverages are subject to dividend declarations by the Board of Directors

Section 4

Member

Services *Continued*



Member Loss Control Services

THE RANGE OF AVAILABLE SERVICES INCLUDE:

- On-site inspections and consultation
- Contract review
- Policy and procedures review
- Telephone consultation
- Training and education programs
- Written resource materials, advisory bulletins, sample policies and procedures
- Training videos

PROFESSIONAL STAFF & EXTENSIVE EXPERTISE IN THE FOLLOWING:

- Municipal liability
- Health and safety
- Industrial hygiene
- Ergonomics
- Motor vehicle operations
- Law enforcement
- Employment practices

Section 5

Local Plan Representatives



Paul Lessila

Account Executive

Phone: 262.502.3823

Cell: 262.442.2559

Fax: 262.953.1340

Paul.lessila@rrins.com

www.myknowledgebroker.com

The power of teamwork to achieve your goals.

As a coach, player and businessman, Paul understands what it takes to overcome the constant pressure from the opposition and how to manage through conflict. It takes perseverance and a team effort. That perseverance comes through in Paul's commitment to providing the best property and casualty coverage options for his clients. Teamwork with clients, carriers and internal resources make Paul a natural choice for your property casualty needs.

- » CFO, Controller, VP Operations and Treasurer Experience
- » Certified Public Accountant
- » Public and Private Accounting
- » Leadership Roles Responsible for Financial Operations
- » Manufacturing, Healthcare and Retail Industry Specialty
- » Small Business Owner

Education

- » Bachelor of Arts in Accounting - UW Milwaukee, Wisconsin

Involvement

- » American Institute of CPAs
- » Arthur Andersen Alumni Association
- » Wisconsin Institute of Certified Public Accountants - WICPA
- » American Institute of Certified Public Accountants
- » Arthritis Foundation - Board of Directors and Finance Committee member
- » Menomonee Falls Soccer Club

Section 5

Local Plan Representatives



Karlie Davis, CISR

Customer Service Agent

Commercial Lines

Phone: 262.953.7113

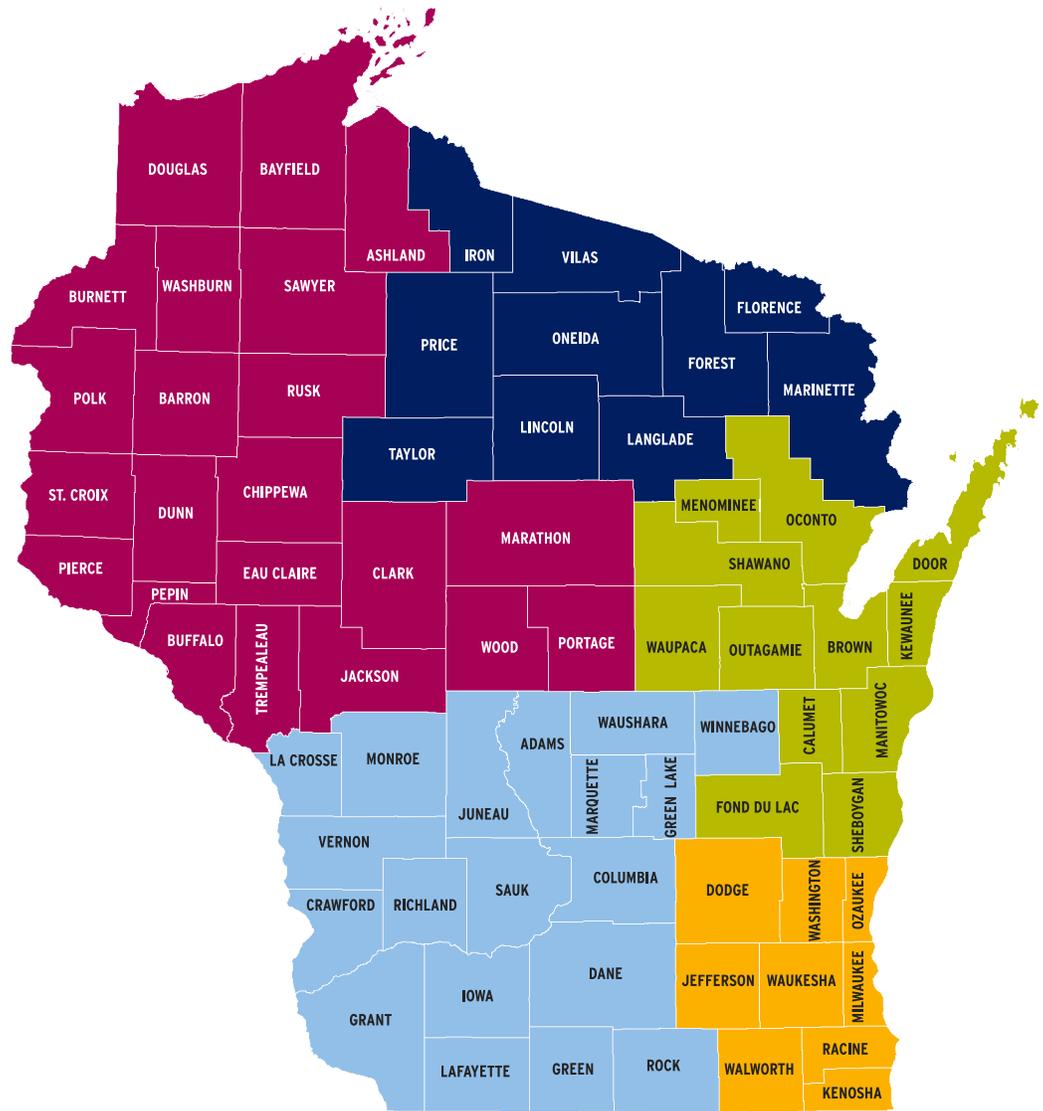
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Karlie.Davis@rrins.com

www.myknowledgebroker.com

- » Over 14 years of experience in sales, service and customer-centered responsibilities in the independent agency arena.
- » With R&R Insurance Services since 2005
- » Day to day servicing of all aspects of clients' needs including, but not limited to reviewing contracts, issuing certificates, reviewing policies and assisting in claims
- » Interface with customers to explain coverages, make changes to policies, negotiate terms
- » Prepare applications, binders
- » Review policies for accuracy
- » Interface with insurance companies to provide information and negotiate terms and conditions for our customers

Our LWMMI Professionals are *Protecting the Communities We Live In*



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www.LWMMI.org

A Mutual Company Owned by
Member Cities and Villages.

Baer Insurance Services, LLC

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f: 715-362-5572
bill@businsgroup.com

McClone Agency, Inc.

Sherri Rusch-Regenwether
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P. O. Box 1320
Sheboygan, WI 53082

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f: 920-458-1363
sherri.regenwether@mcclone.com

Spectrum Insurance Group, LLC

Darrel Zaleski
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Eau Claire, WI 54701

p: 877-858-9874
f: 715-858-9866
darrel.zaleski@spectruminsgroup.com

LWMMI

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Madison, WI 53719

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f: 608.833.8088
dennis@lwmmi.org



League of Wisconsin Municipalities Mutual Insurance

Plan Participants

Abbotsford, City of
Adell, Village of
Albany, Village of
Algoma, City of
Algoma Utilities
Commission
Allouez, Village of
Almena, Village of
Amherst, Village of
Aniwa, Village of
Arcadia, City of
Arena, Village of
Arlington, Village of
Arpin, Village of
Ashwaubenon, Village of
Athens, Village of
Auburndale, Village of
Avoca, Village of
Bagley, Village of
Barneveld, Village of
Barron Housing Authority
Bay City, Village of
Bayfield, City of
Bayside, Village of
Beaver Dam, City of
Belleville, Village of
Bellevue, Village of
Belmont, Village of
Benton, Village of
Big Bend, Village of
Birchwood, Village of
Birchwood Four
Corners EMD
Biron, Village of
Black Creek, Village of
Black Earth, Village of
Black River Falls, City of
Blanchardville, Village of
Blenker Sherry Sanitary
District
Blue Mounds, Village of
Blue River, Village of
Bonduel, Village of
Boscobel, City of
Boyceville, Village of
Boyceville Community
Ambulance District
Boyceville Community
Fire District
Boyd, Village of
Brillion, City of
Brooklyn, Village of
Bruce, Village of
Butler, Village of
Butternut, Village of
Cadott, Village of
Calumet Sanitary District
#1, Town Of
Cambria, Village of
Cambridge, Village of
Cambridge Oakland
Wastewater
Camp Douglas, Village of
Campbellsport, Village of
Cazenovia, Village of
Cecil, Village of
Chenequa, Village of
Chetek Housing Authority
Chilton, City of
Chippewa Falls, City of
Clear Lake, Village of
Cleveland, Village of
Clinton, Village of
Clintonville, City of
Clintonville Area
Ambulance
Cobb, Village of
Cochrane, Village of
Colby, City of
Colby – Abbotsford Police
Department
Colfax, Village of
Coloma, Village of
Combined Locks, Village of
Community Library
Coon Valley, Village of
Cornell, City of
Cottage Grove, Village of
Crandon, City of
Cross Plains, Village of
Cross Plains Area EMS
Cumberland, City of
Cumberland Fire District
Cumberland Municipal Utility
Curtiss, Village of
Dane, Village of
Dane Iowa Sanitary District
Darien, Village of
Deer Grove EMS
Deer Park, Village of
Deerfield, Village of
Delafield, City of
**Delafield – Hartland Water
Pollution Control Commission**
Dodgeville, City of
Door County Tourism
Zone Commission
Dorchester, Village of
Dousman, Village of
Downing, Village of
Doylestown, Village of
Dresser, Village of
Eagle, Village of
Eagle River, City of
Eau Claire Housing Authority,
City of
Edgerton, City of
Egg Harbor, Village of
Eland, Village of
Eleva, Village of
Elk Mound, Village of
Elkhart Lake, Village of
Ellsworth, Village of

Elm Grove, Village of
Elmwood Park, Village of
Embarrass, Village of
Endeavor, Village of
Ephraim, Village of
Everest Metropolitan Police
Department
Fairchild, Village of
Fairchild Fire Protection
District
Fairwater, Village of
Fall Creek, Village of
Ferryville, Village of
Fond du Lac, City of
Fontana on Geneva Lake,
Village of
Fontana – Walworth Water
Pollution Control
Commission
Footville, Village of
Fountain City, City of
Fox Lake, City of
Fox Lake Community
Fire Association
Fox Point, Village of
Fox West Regional Sewerage
Commission
Francis Creek, Village of
Frank L. Weyenberg Library,
Mequon – Thiensville
Franklin, City of
Frederic, Village of
Fremont, Village of
Friesland, Village of
Garners Creek Storm
Water Utility
Geneva Lake Law
Enforcement
Gillett, City of
Gilman, Village of
Glenbeulah, Village of
Goose Lake Watershed
District
Granton, Village of
Grantsburg, Village of
Gratiot, Village of

Greater Bayfield
Wastewater Treatment
Green Lake, City of
Green Lake Sanitary
District
Greenfield, City of
Gresham, Village of
Hales Corners, Village of
Hammond, Village of
Harrison, Village of
Hartland, Village of
Haugen, Village of
Hawkins, Village of
Hayward, City of
Hewitt, Village of
Highland, Village of
Hilbert, Village of
Hixton, Village of
Hobart, Village of
Hollandale, Village of
Holmen, Village of
Hortonville, Village of
Howards Grove,
Village of
Howards Grove
Volunteer Fire
Department
Hurley, City of
Hustisford, Village of
Hustler, Village of
Independence, City of
Ingram, Village of
Iola, Village of
Iron Ridge, Village of
Jefferson, City of
Jefferson Housing
Authority, City of
Johnson Creek,
Village of
Junction City, Village of
Kaukauna, City of
Kaukauna Utilities
Kegonsa Sanitary
District #2
Kekoskee, Village of
Kennan, Village of
Kewaskum, Village of

Kewaunee, City of
Kiel, City of
Kingston, Village of
Kohler, Village of
Kronenwetter, Village of
La Farge, Village of
La Valle, Village of
Lac La Belle, Village of
Ladysmith, City of
Lake Country Fire and Rescue
Department
Lake Delton, Village of
Lake Geneva, City of
Lake Hallie, Village of
Lake Mills, City of
Lake Nebagamon,
Village of
Lake Pewaukee Sanitary
District
Landfill Venture Group
League of Wisconsin
Municipalities
League of Wisconsin
Municipalities Mutual
Insurance
Linden, Village of
Little Chute, Village of
Little Elkhart Lake
Rehabilitation District
Livingston, Village of
Lodi, City of
Loganville, Village of
Lohrville, Village of
Lomira, Village of
Lone Rock, Village of
Luck, Village of
Luxemburg, Village of
Lyndon Station,
Village of
Lynxville, Village of
Madison Metropolitan
Sewerage District
Maiden Rock, Village of
Manawa, City of
Maribel, Village of
Marion, City of
Marquette, Village of

Marquette Communities
Joint Municipal Court
Marquette Fire District
Marshall, Village of
Marshfield, City of
Marshfield Utilities Electric
and Water Department
Mazomanie, Village of
McFarland, Village of
Medford, City of
Mellen, City of
Merrill, City of
Merrillan, Village of
Merrimac, Village of
Merton, Village of
Merton Community Fire
Department
Milltown, Village of
Milwaukee Area Domestic
Animal Control
Milwaukee Housing
Authority, City of
Mineral Point, City of
Mishicot, Village of
Montello, City of
Montello Joint Fire District
Montfort, Village of
Monticello, Village of
Mosinee, City of
Mosinee Fire District
Mount Calvary, Village of
Mount Horeb, Village of
Mukwonago, Village of
Municipal Court for
Western Waukesha
County
Muscoda, Village of
Muskego, City of
Nashotah, Village of
Necedah, Village of
Neillsville, City of
Nelsonville, Village of
Neosho, Village of
Neshkoro, Village of
New Holstein, City of
New Lisbon, City of
New Richmond, City of

Newburg, Village of
Niagara, City of
North Bay, Village of
North Fond du Lac,
Village of
North Freedom,
Village of
North Hudson,
Village of
North Prairie, Village of
North Shore Fire
Department
North Shore Water
Commission
Northern Waupaca
County Joint
Municipal Court
Norwalk, Village of
Oconomowoc, City of
Oconomowoc Lake,
Village of
Oconto, City of
Oconto Falls, City of
Oconto Falls Water and
Light Commission,
City of
Oregon, Village of
Orfordville, Village of
Orihula Sanitary District
Oshkosh, City of
Osseo, City of
Owen, City of
Oxford, Village of
Pabst Farms Joint
Stormwater Utility
District
Paddock Lake,
Village of
Palmyra, Village of
Pardeeville, Village of
Park Falls, City of
Park Ridge, Village of
Peppermill Lake
Management District
Pewaukee, City of
Pewaukee, Village of
Phillips, City of

Pikes Bay Sanitary District
Plain, Village of
Pleasant Prairie,
Village of
Pleasant Springs Sanitary
District
Polk County Housing Authority
Port Edwards, Village of
Portage, City of
Poynette, Village of
Prairie du Sac, Village of
Prairie Farm, Village of
Prairie Village Water Trust
Prentice, Village of
Prescott, City of
Princeton, City of
Randolph, Village of
Random Lake, Village of
Readstown, Village of
Redevelopment Authority of the
City of Milwaukee
Redevelopment Authority of the
City of Oshkosh
Redgranite, Village of
Reedsville, Village of
Reeseville, Village of
Rewey, Village of
Rib Lake, Village of
Rib Mountain Sanitary District
Rice Lake, City of
Rice Lake – Lake Protection &
Rehabilitation
Rice Lake Housing Authority
Richfield, Village of
Ridgeland, Village of
Ridgeway, Village of
Rio, Village of
Roberts, Village of
Rochester, Village of
Rock – Koshkonong Lake
District
Rock Springs, Village of
Rockdale, Village of
Rockland, Village of
Rosendale, Village of
Rothschild, Village of
Rudolph, Village of

Sauk City, Village of
Sauk Prairie Community
Recreation
Sauk Prairie Court
Commission
Sauk Prairie Police
Commission
Sauk Prairie Sewerage
Commission
Scandinavia, Village of
Shawano, City of
Sheboygan Water Utility
Shell Lake, City of
Shell Lake Housing
Authority, City of
Shorewood, Village of
Shorewood Hills, Village of
Siren, Village of
Sister Bay, Village of
Soldiers Grove, Village of
Solon Springs Development
Commission
Somerset, Village of
South Area Fire and
Emergency Response
District
South Wayne, Village of
Spencer, Village of
Spencer Area Fire and
Ambulance Commission
Spring Green, Village of
St. Cloud, Village of
St. Croix Falls, City of
Stevens Point Airport,
City of
Stevens Point Housing
Authority
Stevens Point Water and
Sewer
Sturgeon Bay, City of
Sturgeon Bay Utilities
Sturtevant, Village of
Suamico, Village of
Sullivan, Village of
Summit, Village of
Suring, Village of

**Sussex, Village of and
Pauline Haass Public
Library**
Tennyson, Village of
Theresa, Village of
Thiensville, Village of
Thorp, City of
Tomahawk, City of
Trempealeau, Village of
Turtle Lake, Village of
Twin Lakes, Village of
Unity, Village of
Upper St. Croix Lake
Sanitary District
Valders, Village of
Vanguard Electric
Commission
Vesper, Village of
Viola, Village of
Waldo, Village of
Wales, Village of
Walworth, Village of
Washburn, City of
Waterford, Village of
Waterloo, City of
Watertown, City of
**Watertown Housing
Authority**
Waukesha, City of
Waukesha Water Utility
Waunakee, Village of
Waupaca, City of
Wausaukee, Village of
Wautoma, City of
Wauzeka, Village of
Webster, Village of
West Bend, City of
West Central Wisconsin
Bio Solids
**West Milwaukee,
Village of**
West Salem, Village of
**Western Lakes Fire
District**
Westfield, Village of
Weston, Village of
Weyauwega, City of

Wheeler, Village of
Whitehall, City of
Whitelaw, Village of
Wind Point, Village of
Windsor, Village of
Winneconne, Village of
Wisconsin Dells – Lake Delton
Sewerage Commission
Wisconsin Rapids, City of
Wisconsin Rapids Water Works
and Lighting Commission
Withee, Village of
Wolf River Sanitary District
Wrightstown, Village of
Wyocena, Village of

LWMMI - Auto Physical Damage Application

Municipality: Lake Geneva, City of

Effective Date: October 1, 2018

Expiration Date: October 1, 2019

Both Comprehensive and Collision coverages will be provided based on the coverage type selected below, either Replacement Cost (RC) or Actual Cash Value (ACV)

Signature for the Municipality - only required for new business

Date

Vehicle Schedule (attach additional schedules if needed and enter the total on the last line)

Year	Make	Model	Vehicle Type	VIN#	Dept. (optional) FD - NO LIAB	Zip Code (Garaged at Night)	Parked Inside (i) or Outside (o)	Is Garage Location in a Flood Zone?	Deductible	(1) Original Cost New	Coverage Type (Replacement Cost or Actual Cash Value)
1	1917	Republic	Fire Truck	ANTIQUE	38498N		I	No	\$500.00	\$14,000.00	Stated Value
2	1980	Ford	Van	PICKUP	E37GHHD2644	PD	I	No	\$1,000.00	\$30,000.00	Replacement Cost
3	1988	Undisclosed	Vehicle	PASSENGER	1GCCG35KXJ7146839		O	No	\$1,000.00	\$5,000.00	Replacement Cost
4	1989	Chevrolet	Truck	PICKUP	1GCJP32K7K3329702	UTL	I	No	\$1,000.00	\$25,000.00	Replacement Cost
5	1989	Chevrolet	Truck	PICKUP	1GBJ7D1G3KV110425	UTL	I	No	\$1,000.00	\$42,000.00	Replacement Cost
6	1990	GMC	Truck	PICKUP	1GDCG6D1P9LV504498	ST	I	No	\$1,000.00	\$16,000.00	Replacement Cost
7	1990	International	Truck	DMP-TRUCK	1HTSDTVR2LH256199	ST	I	No	\$2,500.00	\$4,000.00	Replacement Cost
8	1992	Undisclosed	Vehicle	PASSENGER	1HGEG8547NL031622	LIAB ONLY	O	No	\$500.00	\$0.00	None - No APD, Liability
9	1993	Ford	F350	POLICE	1FDKF38M9PNA09529	PD	O	No	\$1,000.00	\$10,000.00	Replacement Cost
10	1993	International	Dump	DMP-TRUCK	1HTGBPCR7PH502742	ST	I	No	\$2,500.00	\$40,795.00	Replacement Cost
11	1995	Chevrolet	K3500 Truck	PICKUP	1GBJK34NXSE200125	ST	I	No	\$1,000.00	\$27,512.00	Replacement Cost
12	1996	Chevrolet	Truck	PICKUP	1GCEC14W9TZ116329	UTL/ST	I	No	\$1,000.00	\$11,967.00	Replacement Cost
13	1996	Pierce	Fire Truck	FIRE-OTHER	4P1CT02G8TA000204		O	No	\$2,500.00	\$262,076.00	Replacement Cost
14	1996	Chevrolet	K1500 Pickup	PICKUP	1GCEC14W2TZ130706	ST	I	No	\$1,000.00	\$18,331.00	Replacement Cost
15	1996	International	Dump	DMP-TRUCK	1HTSDAAR0TH353444	ST	I	No	\$2,500.00	\$65,497.00	Replacement Cost
16	1996	IHC	Truck	DMP-TRUCK	1HTGBAAR1TH221921	ST	I	No	\$2,500.00	\$63,143.00	Replacement Cost
17	1996	Chevrolet	Van	PICKUP	1GCEG15W6T1041784	ST	I	No	\$1,000.00	\$20,000.00	Replacement Cost
18	1997	IHC	Truck w Plow	DMP-TRUCK	1HTSDAAR9VH460477	ST	I	No	\$2,500.00	\$67,000.00	Replacement Cost
19	1997	Ford	Ambulance	RESCUE	1FDLE402VHA01746	FD	O	No	\$2,500.00	\$80,000.00	Replacement Cost
20	1998	Undisclosed	Accord	POLICE	1HGCG165XWA038308	PD	O	No	\$1,000.00	\$3,000.00	Replacement Cost
21	1999	International	4900 Truck	DMP-TRUCK	1HTSHADT9XH614684	ST	I	No	\$2,500.00	\$138,000.00	Replacement Cost
22	1999	International	Garbage Truck	GRBG-TRUCK	1HTSHADRXXH656592	ST	I	No	\$2,500.00	\$46,900.00	Replacement Cost
23	1999	Ford	Ranger	PASSENGER	1FTZR11V6XPA71492	ST	I	No	\$1,000.00	\$10,000.00	Replacement Cost
24	1999	Chevrolet	Silverado	PICKUP	1GCEC14W4XE253885	ST	I	No	\$1,000.00	\$18,441.00	Replacement Cost
25	2000	International	4900 Truck	DMP-TRUCK	1HTSDAAR2YH213046	ST	I	No	\$2,500.00	\$75,000.00	Replacement Cost
26	2001	Ford	350	FIRE-OTHER	1FTSF31L41EC74744	FD	I	No	\$2,500.00	\$24,259.00	Replacement Cost
27	2001	Pierce	Fire Truck	FIRE-OTHER	4P1CT02521A001432		O	No	\$2,500.00	\$372,692.00	Replacement Cost
28	2002	Global Electric	GEM Car	PASSENGER	5ASAJ27432F022561	PD	I	No	\$1,000.00	\$5,000.00	Replacement Cost
29	2002	Ford	Excursion	POLICE	1FMNU40S92EC08530	PD	I	No	\$1,000.00	\$50,000.00	Replacement Cost
30	2003	Suzuki	Motorcycle	POLICE	JS1SK43A032100147	PD	I	No	\$1,000.00	\$5,000.00	Replacement Cost

Total from additional schedules (if needed): \$3,827,568.00

Policy Totals: \$5,378,181.00

(1) Original Cost New (OCN) is the retail cost the original purchaser paid for the vehicle. This includes the value before any credit for a trade-in.

LWMMI - Auto Physical Damage Vehicle Schedule Continued

	Year	Make	Model	Vehicle Type	VIN#	Dept. (optional)	Zip Code (Garaged at Night)	Parked Inside (i) or Outside (o)	Is Garage Location in a Flood Zone?	Deductible	(1) Original Cost New	Coverage Type (Replacement Cost or Actual Cash Value)
31	2003	Harley Davidson	Motorcycle	POLICE	1HD1FHW183Y731832	PD	53147	I	No	\$1,000.00	\$25,000.00	Replacement Cost
32	2003	Suzuki	Motorcycle	POLICE	JS1SK43A932101975	PD	53147	I	No	\$1,000.00	\$5,000.00	Replacement Cost
33	2003	Chevrolet	Silverado	PICKUP	1GCEK14X237113817	ST	53147	I	No	\$1,000.00	\$20,630.00	Replacement Cost
34	2004	International	5 YRD Truck	DMP-TRUCK	1HT1WDADR441016007	ST	53147	I	No	\$2,500.00	\$70,000.00	Replacement Cost
35	2004	Chevrolet	Impala	FIRE-OTHER	2G1WF52K049329337	FD	53147	O	No	\$1,000.00	\$19,000.00	Replacement Cost
36	2005	Ford	F250	PICKUP	1F1NF21505EC28486	UTL	53147	I	No	\$1,000.00	\$30,000.00	Replacement Cost
37	2005	Ford	E450 Ambulance	RESCUE	1FDXE45P55HB24282	FD	53147	O	No	\$1,000.00	\$250,000.00	Replacement Cost
38	2006	Western Star	Chassis & Cab Truck	DMP-TRUCK	5KKHALCV46PV23884	UTL	53147	O	No	\$2,500.00	\$99,000.00	Replacement Cost
39	2007	Pierce	Rescue Pumper	FIRE-OTHER	4PTCLO1H77A007824	FD	53147	O	No	\$2,500.00	\$478,461.00	Replacement Cost
40	2007	International	4300 Truck	DMP-TRUCK	1HT1MMAARX7H433977	ST	53147	I	No	\$2,500.00	\$65,000.00	Replacement Cost
41	2007	Chevrolet	Silverado	PICKUP	1GBJK34U57E103803	CEM	53147	I	No	\$1,000.00	\$25,000.00	Replacement Cost
42	2007	Chevrolet	Trailblazer	PICKUP	1GNE173M172125256	UTL	53147	O	No	\$1,000.00	\$18,000.00	Replacement Cost
43	2008	Carry On	Trailer	TRAILER	4YMOL12138M004405	PD	53147	O	No	\$500.00	\$0.00	None - No APD, Liability
44	2008	Ford	350	PICKUP	1F1WF31R48FF59067	FD	53147	O	No	\$1,000.00	\$32,000.00	Replacement Cost
45	2008	Ford	Explorer	POLICE	1FMEU73B88UJ07235	PD	53147	O	No	\$1,000.00	\$29,345.00	Replacement Cost
46	2009	Ford	Medtech Ambulance	RESCUE	1FDXE45P29DA72820	FD	53147	I	No	\$2,500.00	\$145,000.00	Replacement Cost
47	2009	Ford	F550 Truck	PICKUP	1FDAF57Y79FA62065	ST	53147	O	No	\$1,000.00	\$40,000.00	Replacement Cost
48	2009	Ford	F550 S-Diy Truck	PICKUP	1FDAF57Y59FA62064	ST	53147	O	No	\$1,000.00	\$40,000.00	Replacement Cost
49	2009	Ford	Econoline Cargo Van	PICKUP	1FTNE14W9XD69845	UTL	53147	O	No	\$1,000.00	\$28,000.00	Replacement Cost
50	2009	Ford	Explorer	POLICE	1FMEU73E19UA21418	PD	53147	O	No	\$1,000.00	\$33,000.00	Replacement Cost
51	2009	Ford	Ranger	PICKUP	1F1ZR45E99PA35780	PK	53147	O	No	\$1,000.00	\$20,042.00	Replacement Cost
52	2009	Ford	Explorer	FIRE-OTHER	1FMEU73E59UA18098	FD	53147	O	No	\$2,500.00	\$33,000.00	Replacement Cost
53	2010	Chevrolet	Silverado	PICKUP	1GCPKPEA6AZ142028	UTL	53147	O	No	\$1,000.00	\$20,744.00	Replacement Cost
54	2011	Ford	Crown Victoria	FIRE-OTHER	2FABP7BV1BX159464	FD	53147	I	No	\$1,000.00	\$22,336.00	Replacement Cost
55	2011	Pierce	Ladder	FIRE-OTHER	4PTCA01H0BA011521	FD	53147	I	No	\$2,500.00	\$864,708.00	Replacement Cost
56	2011	Chevrolet	Silverado	PICKUP	1GC3K2CG7BZ384653	UTL	53147	I	No	\$1,000.00	\$31,450.00	Replacement Cost
57	2011	Ford	Crown Victoria	FIRE-OTHER	2FABP7BVXBX159463	FD	53147	I	No	\$1,000.00	\$22,336.00	Replacement Cost
58	2011	Ford	F550 Bucket Truck	PICKUP	1FDUF5GT9BER33404	ST	53147	O	No	\$1,000.00	\$39,000.00	Replacement Cost
59	2012	Freightliner	M280V	DMP-TRUCK	1FVAC3BS2CHRU4447	ST	53147	I	No	\$2,500.00	\$128,489.00	Replacement Cost
60	2013	Chevrolet	Silverado	PICKUP	1GCNCPEX9DZ259552	UTL	53147	I	No	\$1,000.00	\$18,133.00	Replacement Cost
61	2013	Ford	F550	PICKUP	1FDUF5HT0DEA75975	ST	53147	I	No	\$1,000.00	\$63,392.00	Replacement Cost
62	2013	Ford	Taurus	POLICE	1FAHP2M82DG198223	PD	53147	I	No	\$500.00	\$27,000.00	Replacement Cost
63	2013	Ford	Taurus	POLICE	1FAHP2M80DG198222	PD	53147	I	No	\$500.00	\$27,000.00	Replacement Cost
64	2013	Ford	Taurus	PASSENGER	1FAHP2M89DG113443	CITY HALL	53147	I	No	\$500.00	\$35,000.00	Replacement Cost
65	2013	Dodge	Ram 3500	PICKUP	3C7WRTC16DG554946	CEM	53147	I	No	\$1,000.00	\$49,357.00	Replacement Cost
66	2014	Ford	F150	PICKUP	1F1FW1E18FER11062	Street	53147	I	No	\$1,000.00	\$24,000.00	Replacement Cost
67	2014	Ford	F350	PICKUP	1F1RF3B65FEA28936	ST	53147	I	No	\$1,000.00	\$33,615.00	Replacement Cost
68	2014	Chevrolet	Silverado	PICKUP	1GCKNPEH3E7183100	WW	53147	I	No	\$1,000.00	\$26,728.00	Replacement Cost
69	2014	Ford	F150	POLICE	1F1FW1E13FER11063	PD	53147	I	No	\$1,000.00	\$33,000.00	Replacement Cost
70	2015	Ford	Police Interceptor	POLICE	1FAHP2MK2EG203967	PD	53147	O	No	\$1,000.00	\$24,789.00	Replacement Cost
71	2015	Ford	Explorer	POLICE	1FM5K8AR7FGB61341	ST	53147	I	No	\$1,000.00	\$44,000.00	Replacement Cost
72	2015	Ford	Expedition Transit	POLICE	1FMDU1G1XEEF22429	Police	53147	I	No	\$1,000.00	\$44,000.00	Replacement Cost
73	2015	Ford	Connect XL	PICKUP	NMOLS7EX3E1195288	UTL	53147	O	No	\$1,000.00	\$24,979.00	Replacement Cost
74	2016	Chevrolet	3500 Truck	PICKUP	1GB3KYCG3GZ32744	ST	53147	O	No	\$1,000.00	\$58,900.00	Replacement Cost
75	2016	Ford	Explorer	RESCUE	1FM5K8AR6GGC08330	FD	53147	O	No	\$1,000.00	\$65,000.00	Replacement Cost

Totals for this page: \$3,233,434.00

LWMMI - Auto Physical Damage Vehicle Schedule Continued

	Year	Make	Model	Vehicle Type	VIN#	Dept. (optional)	Zip Code (Garaged at Night)	Parked Inside (i) or Outside (o)	Is Garage Location in a Flood Zone?	Deductible	(1) Original Cost New	Coverage Type (Replacement Cost or Actual Cash Value)
76	2016	Ford	Explorer	POLICE	1FM5K8ARX GGC08329	PD	53147	O	No	\$1,000.00	\$45,000.00	Replacement Cost
77	2017	International	7400	DMP- TRUCK	3HAWDSTR XHL504098		53147	O	No	\$2,500.00	\$157,067.00	Replacement Cost
78	2017	Ford	Explorer	POLICE	1FM5K8AR4 HGC25970	PD	53147	O	No	\$1,000.00	\$45,000.00	Replacement Cost
79	2017	International	7400	DMP- TRUCK	3HAWDSTR 1HL504099		53147	O	No	\$2,500.00	\$157,067.00	Replacement Cost
80	2018	Ford	Explorer	POLICE	1FM5K8BHJ GA73042	PD	53147	I	No	\$1,000.00	\$70,000.00	Replacement Cost
81	2018	Ford	Explorer	POLICE	1FM5K8AR5 JGA21023	PD	53147	O	No	\$1,000.00	\$50,000.00	Replacement Cost
82	2018	Ford	Explorer	POLICE	1FM5K8AR7 JGA21024	PD	53147	O	No	\$1,000.00	\$70,000.00	Replacement Cost
Totals for this page:											<u>\$594,134.00</u>	

Vast Data Concepts, LLC

PO Box 14

Virginville, PA 19564

Date	Invoice #
2/5/2018	4382

Bill To
City of Lake Geneva Attn: Blaine Oborn 626 Geneva Street Lake Geneva, WI 53147

Due Date
3/7/2018

P.O. No.	Terms
	Net 30

Quantity	Description	Rate	Amount
1	Data Entry Project (Final 20% of Project Total) ***Please Make All Checks Payable To: Vast Data Concepts, LLC***	3,397.04	3,397.04

Please make all checks payable to "Vast Data Concepts, LLC" and include your invoice number.
Vast Data Concepts, LLC is d/b/a/ webCemeteries.com.

Total \$3,397.04

Resolution 18-R64

The Common Council of the City of Lake Geneva hereby establishes the following salaries for its Elected Officials, in accordance with Wis Stat 66.0505(2), as approved in the 2019 Budget, to be effective May 1, 2019:

Position	2018 Annual Rate	Proposed 2019 Rate	Change
Mayor	\$6,858.02	\$6,858.02	0%
Aldersperson	\$4,000.10	\$4,000.10	0%

Adopted this 8th day of October, 2018.

Thomas Hartz, Mayor

ATTEST:

Lana Kropf, City Clerk

Account Number	Account Title	2018-18 Period Actual	2018-18 Current year Actual	Current year Budget	Variance Current year	% of Budget
CAPITAL PROJECTS						
CAPITAL PROJECTS						
CAPITAL PROJECTS						
43-00-00-48110	INTEREST EARNED	.00	189.78	.00	189.78-	.00
43-00-00-49000	PROCEEDS FROM BORROWING	.00	500,000.00	1,273,042.00	773,042.00	39.28
Total CAPITAL PROJECTS:		.00	500,189.78	1,273,042.00	772,852.22	39.29
CAPITAL PROJECTS						
43-00-00-52160	ISSUANCE COSTS	.00	.00	.00	.00	.00
Total CAPITAL PROJECTS:		.00	.00	.00	.00	.00
Total CAPITAL PROJECTS:		.00	500,189.78	1,273,042.00	772,852.22	39.29
CITY HALL CAPITAL PROJECTS						
CITY HALL CAPITAL PROJECTS						
43-16-10-17010	CITY HALL CAPITAL PROJECTS	.00	9,349.70	5,000.00	4,349.70-	186.99
Total CITY HALL CAPITAL PROJECTS:		.00	9,349.70	5,000.00	4,349.70-	186.99
Total CITY HALL CAPITAL PROJECTS:		.00	9,349.70	5,000.00	4,349.70-	186.99
PD CAPITAL PROJECTS						
PD CAPITAL PROJECTS						
43-21-00-17010	PD CAPITAL PROJECTS	.00	13,029.43	22,759.00	9,729.57	57.25
Total PD CAPITAL PROJECTS:		.00	13,029.43	22,759.00	9,729.57	57.25
Total PD CAPITAL PROJECTS:		.00	13,029.43	22,759.00	9,729.57	57.25
FIRE DEPT CAPITAL PROJECTS						
FIRE DEPT CAPITAL PROJECTS						
43-22-00-17010	FD CAPITAL PROJECTS	.00	.00	.00	.00	.00
Total FIRE DEPT CAPITAL PROJECTS:		.00	.00	.00	.00	.00
Total FIRE DEPT CAPITAL PROJECTS:		.00	.00	.00	.00	.00
STREET IMPROVEMENT PROGRAM						
STREET IMPROVEMENT PROGRAM						
43-32-10-17010	2017 STREET IMP PROGRAM	.00	700,127.00	1,066,339.00	366,212.00	65.66
Total STREET IMPROVEMENT PROGRAM:		.00	700,127.00	1,066,339.00	366,212.00	65.66
Total STREET IMPROVEMENT PROGRAM:		.00	700,127.00	1,066,339.00	366,212.00	65.66
PARKS CAPITAL PROJECTS						
PARKS CAPITAL PROJECTS						
43-52-00-53000	PARKS CAPITAL PROJECT	.00	171,386.92	178,944.00	7,557.08	95.78
Total PARKS CAPITAL PROJECTS:		.00	171,386.92	178,944.00	7,557.08	95.78
Total PARKS CAPITAL PROJECTS:		.00	171,386.92	178,944.00	7,557.08	95.78
CAPITAL PROJECTS Revenue Total:		.00	500,189.78	1,273,042.00	772,852.22	39.29

Account Number	Account Title	2018-18 Period Actual	2018-18 Current year Actual	Current year Budget	Variance Current year	% of Budget
	CAPITAL PROJECTS Expenditure Total:	.00	893,893.05	1,273,042.00	379,148.95	70.22
	Net Total CAPITAL PROJECTS:	.00	393,703.27-	.00	393,703.27	.00
	Net Grand Totals:	.00	393,703.27-	.00	393,703.27	.00

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 1st of the previous year.
3. Assess or will review and assess new construction as of January 1st 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. Doorage 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 30th 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 existing 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 omission 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

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.



Agreement for Full-Value Maintenance Services

Prepared for:

City of Lake Geneva

By

Accurate Appraisal, LLC.

AGREEMENT FOR FULL VALUE MAINTENANCE

Section I

This agreement made this _____ day of _____, 2014 by and between the City of Lake Geneva, Walworth County, State of Wisconsin, party of the first part, hereinafter referred to as "Client",

AND

ACCURATE APPRAISAL LLC., PO BOX 415, MENASHA, WI 54952, party of the second part, hereinafter referred to as "Accurate".

SCOPE OF SERVICES

Accurate shall provide the Client with assessing services by Wisconsin Department of Revenue Certified Personnel for the 2015-2018 assessment years which includes the following:

1. Accurate shall update and maintain 100% real property assessment records for the Client. Said service shall include all assessing services so as to comply with all applicable Wisconsin statutes, codes, rules, and/or regulations, including the assessment of all new construction, remodeling, additions and changes relating to improvements removed for any reason such as fire, demolition, etc. through building permits. Accurate shall reapportion value brought about through property splits. This service shall also include all property values be kept in market value compliance in accordance with the Wisconsin Department of Revenue's yearly equalized values.
2. Accurate shall prepare and mail personal property blotters from a list supplied by the Client of the accounts to be assessed. Accurate will analyze returned personal property blotters from the merchants in order to establish the proper assessment.
3. Accurate shall, without additional expense to the Client, be required to attend Open Book and all Board of Review meetings and shall be responsible for defending all assessments. The Open Book meeting shall be conducted as needed. The meetings shall be scheduled by Accurate with the Clerk. The Open Book meetings shall be completed no later than the agreement date specified in Section III of this agreement.

4. Accurate shall enter real estate and personal property assessments in the current assessment roll so that it may be submitted to the Board of Review.
5. Accurate shall retain the right to employ additional certified personnel at Accurate's expense as deemed necessary to complete the assessment roll in a timely manner. Responsibility for the content and accuracy of the assessment roll regardless of the use of other personnel shall, however, rest with Accurate.
6. The Client's responsibilities will be to supply Accurate with adequate office space in or near the Client's Hall. Items to be mailed such as, but not limited to, assessor's final report and personal property blotters will be the responsibility of Accurate.
7. The Client will hold harmless Accurate from third claims and liabilities due to the assessment of property except claims or liabilities, which result from the intentional or negligent acts or omissions of Accurate, its employees, agents and representatives, shall be the responsibility of Accurate.
8. This agreement between the Client and Accurate shall be for the aforementioned assessment year beginning January 1st, 2015 and ending December 31st, 2018. It is expected the work will commence with the mailing of personal property blotters and be completed after the final adjournment of the Board of Review and any necessary follow up questions and/or work because of appeals of Board of Review decisions.
9. Accurate shall submit monthly invoices based upon a percentage complete. The Client reserves the right to retain a 10% holdback pending final completion of all terms and conditions of the contract.
10. Accurate shall provide advice and opinion for assessment matters and will defend values through the appeal process beyond the Open Book and Board of Review.
11. Accurate shall complete its Open Book hearings under this agreement no later than the agreement date, specified in Section III of this agreement, except for delays caused by the Client, county or state. Accurate may request a thirty-day extension to the contract upon written agreement with the Client.
12. Accurate shall maintain full insurance coverage to protect and hold harmless the Client. Limits of liability shall be not be less than the amounts listed below in this contract:

INSURANCE COVERAGE

General Liability

General Aggregate	\$ 4,000,000
Each Occurrence	\$ 2,000,000
Personal & Adv Injury	\$ 2,000,000
Products-Comp/Op Agg	\$ 4,000,000
Fire Damage	\$ 300,000
Medical Expense	\$ 10,000

13. Accurate shall consider the cost approach, market approach, and income approach in the valuation of all land and improvements where applicable.
14. Accurate shall use Computer Assisted Mass Appraisal software to accurately provide the Client with records of the maintenance and revaluation. For both residential and commercial valuation, Global Valuation Systems or the C.A.M.A software developed by Accurate will be utilized following market data, Volume II of the Assessor manual and Marshall & Swift cost tables. The yearly maintenance fee associated with the use of either program will be at no additional cost to the Client. The data will be available to the public on accurateassessor.com; building data and appointment scheduling will also be available at no additional expense to the Client.
15. Photographs of all improved parcels will be taken digitally at no additional expense to the Client.
16. All expenses incurred by Accurate during the contract such as postage, phone calls, etc., will be at no additional expense to the Client.
17. Accurate will promote understanding of the assessment process with taxpayers and the Client. The Client and Accurate shall work to maintain good public relations throughout the assessment program.
18. Accurate will not employ as a director, officer, employee, agent, contractor, or subcontractor, directly or indirectly in any capacity, any elected or appointed official of the Village or any member of his/her immediate family.
19. All work will be performed by personnel certified by the State of Wisconsin, Department of Revenue. Accurate will provide and update the Village with a listing of personnel assigned to the Project. All project personnel assigned shall be approved by the Village. During the Period of Agreement, and for a period of six (6) months following the project completion date, the Village will not solicit for employment or hire any company employee without the express written consent of Accurate.

Section II

Parcel Totals:

Residential Total = 3,891

Residential Improved = 3,377

Commercial Total = 580

Commercial Improved = 493

Agricultural = 305

Other Total = 1

Other Improved = 1

Section III

Agreement for Full Value Maintenance

Provided by Accurate Appraisal, LLC.

For

City of Lake Geneva, Walworth County for the assessment years 2015-2018

Dated this 5th day of FEBRUARY 2015.

Agreement completion date of July 31st, each year for full value

Fee for services rendered:

Accurate shall be paid the sum of:

2015-2018 ASSESSMENT SERVICES - \$40,000 PER YEAR



Jim Danielson
Member
Accurate Appraisal LLC

2-5-15

Date



Authorized Client Signature
Mayor City of Lake Geneva

1/26/15

Date



Agreement for Assessment Services

Prepared for:

City of Lake Geneva

By

Accurate Appraisal, LLC



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Accurate Appraisal, LLC

Owners: Lee De Groot & Jim Danielson

Mailing Address: PO Box 415
Menasha, WI 54952-0415

E-Mail Address: leed@accurateassessor.com
jimd@accurateassessor.com

Telephone: 920-749-8098
Fax numbers: 920-749-8099

I, Lee De Groot, and I, Jim Danielson have the authority to commit our firm to the terms proposed.

Business Philosophy

In an effort to deliver a high level of service to our clients, Accurate has created an operational philosophy that ensures that our clients are the focus of everything we do. We inform municipalities and educate property owners by delivering the most reliable and accurate property tax assessment process, so that all constituents feel like they have been treated fairly and equitably. Our process values your assessments.

Basic Qualifications and Experience

- a) We are a statewide assessing firm that is the statutory assessor for 98 municipalities (list and contact information attached). We started our business in the fall of 2000 and now we have 28 full-time employees at Accurate Appraisal LLC – 1 State Certified Level 3, 7 of which are Level 2, 11 are Level 1 and 4 have the Technician certification. We will have specific contacts for your account to allow for seamless transition.
- b) The Account Manager for the City of Lake Geneva is Addie Ebert, supported by her team.
- c) Resume for Addie Ebert, Assessor 3, is enclosed.

Our Proposed Rates



- a) Our rate is an all-inclusive annual flat rate

AGREEMENT FOR SERVICES

Section I

This agreement made this _____ day of _____ 2018 by and between the City of Lake Geneva, Walworth County, Wisconsin, hereinafter referred to as “Client”,

AND

ACCURATE APPRAISAL, LLC, PO BOX 415, MENASHA, WI 54952, hereinafter referred to as “Accurate”.

SCOPE OF SERVICES

Accurate shall provide the Client with a Blended contract for assessment services by Wisconsin Department of Revenue Certified Personnel for the years of 2019 - 2021 assessment years, which includes the following:

1. Accurate shall update and maintain 100% real property assessment records for the Client. Said service shall include all assessing services so as to comply with all applicable Wisconsin statutes, codes, rules, and/or regulations, including the assessment of all new construction, remodeling, additions and changes relating to improvements removed for any reason such as fire, demolition, etc. through building permits. Accurate shall reapportion value brought about through property splits.
2. Accurate shall prepare and mail personal property blotters from a list supplied by the Client of the accounts to be assessed. Accurate will analyze returned personal property blotters from the merchants in order to establish the proper assessment.
3. Accurate shall, without additional expense to the Client, attend Open Book and all Board of Review meetings and shall be responsible for defending all assessments through the litigation process. The Open Book meetings shall be conducted as needed. The meetings shall be scheduled by Accurate with the Clerk. The Open Book meetings shall be completed each year no later than the Board of Review Completion date specified in Section III of this agreement.
4. Accurate shall enter real estate and personal property assessments in the current assessment roll so that it may be submitted to the Board of Review.



5. Accurate shall retain the right to employ additional certified personnel at Accurate's expense as deemed necessary to complete the assessment roll in a timely manner. Responsibility for the content and accuracy of the assessment roll regardless of the use of other personnel shall, however, rest with Accurate.
6. The Client's responsibilities will be to supply Accurate with adequate office space in City Hall. Items to be mailed such as, but not limited to, assessor's final report and personal property blotters will be the responsibility of Accurate.
7. The Client will hold harmless Accurate from third party claims and liabilities due to the assessment of property except claims or liabilities, which result from the intentional or negligent acts or omissions of Accurate, its employees, agents and representatives, shall be the responsibility of Accurate.
8. This agreement between the Client and Accurate shall be for the assessment years beginning January 1st, 2019 and ending December 31st, 2021. It is expected the work will commence with the mailing of personal property blotters and be completed after the final adjournment of the Board of Review and any necessary follow up questions and/or work, including appeals of Board of Review decisions along with all required ongoing assessment maintenance services through the agreement end date.
9. Each year, Accurate shall submit equal installments/invoices based upon a percentage of work completed in accordance with the Invoice Agreement provided in Section III. The Client reserves the right to retain a 10% holdback pending completion of all terms and conditions of the contract.
10. Accurate shall provide advice and opinion for assessment matters and will defend values through the appeal process beyond the Open Book and Board of Review for the annual fee listed in this contract, including attending, and testifying at mediations, depositions, and court hearings.
11. Accurate shall complete its Open Book hearings under this agreement no later than the Board of Review Completion date, specified in Section III of this agreement, except for unforeseen delays beyond the control of the Client or Accurate. Accurate may request a thirty-day extension to the contract upon written agreement with the Client.
12. Accurate shall maintain full insurance coverage to protect and hold harmless the Client. Limits of liability shall not be less than the amounts listed below in this contract:



INSURANCE COVERAGE

General Liability

General Aggregate	\$ 4,000,000
Each Occurrence	\$ 2,000,000
Personal & Adv Injury	\$ 2,000,000
Products-Comp/Op Agg	\$ 4,000,000
Fire Damage	\$ 300,000
Medical Expense	\$ 10,000

13. Accurate shall consider the cost approach, market approach, and income approach in the valuation of all land and improvements where applicable.
14. Accurate shall use Computer Assisted Mass Appraisal (CAMA) software to accurately provide the Client with records of the maintenance and revaluation. For both residential and commercial valuation, Accurate owned CAMA system will be utilized following market data, Volume II of the Assessor manual and Marshall & Swift cost tables. The yearly maintenance fee associated with the use of the CAMA system will be at no additional expense to the Client. The data will be available to the public on accurateassessor.com; building data and appointment scheduling at no additional expense to the Client. Client shall be the owner of all data collected under this agreement and stored in the CAMA. Should this agreement be terminated or allowed to expire, Accurate shall then supply all assessment data to the Client in a format acceptable to the Client at no additional cost and without delay.
15. Photographs of all improved parcels will be taken digitally at no additional expense to the Client.
16. All expenses incurred by Accurate during the contract such as postage, phone calls, etc., will be at no additional expense to the Client.
17. Accurate will promote understanding of the assessment process with taxpayers and the Client. The Client and Accurate shall work to maintain good public relations throughout the assessment program.
18. All assessment files and records created and data collected by Accurate shall remain the property of the Client. Records shall not be removed from Client premises without the permission of the Client.



19. Client or Accurate may terminate this Agreement by delivering written notice to the other party by providing a 60-day written notice. Notice to the Client shall be provided to the City Clerk, City of Lake Geneva, 626 Geneva St, Lake Geneva, Wisconsin 53147. Notice to Accurate shall be provided to Lee De Groot.

Termination will not relieve any part of any obligation incurred or deprive any part of benefits accrued prior to the termination date. Within 15 days of the date of termination, Accurate shall provide any documents or information related to the services provided under this agreement to Client.

20. If there are services outside the scope of this contract, the hourly rate for those additional services would be \$75 per hour.
21. Tax Exempt Properties – We have vast experience with a wide variety of tax exempt properties throughout our 98 municipalities. Some unique examples include figuring out the exempt acreage limitation for Saint Norbert College in the City of DePere and the exempt versus assessable nature to the hospital campus in the City of Portage.
22. We believe the accuracy of our work speaks in servicing 98 municipalities throughout the state of Wisconsin. We have a 95% retention rate which displays our accuracy and effectiveness. We believe in communication and education as the foundation of a successful assessment program – this foundation has been a proven success since 2000.
23. Conflict Resolution – Accurate prides itself in the omnipresent foundation of effective communication and education to solve a wide array of conflicts. Our profession is unique in the fact that the majority of constituents that contact us do so with a negative perception. Our job is to not only assign assessed values but more importantly to educate and communicate what happened and why it happened. At the end of the process, our main goal is to have all taxpayers feel as though they have been treated fairly and equitably and to believe they are paying their fair share of property taxes. We have been successful with conflicts from large to small – from assessing 18 different Walgreens to small mobile homes – our foundation remains constant. We treat all taxpayers the same – fairly and equitably.



Section II

Parcel Totals: City of Lake Geneva
For Reference Only (Subject to Change)

Parcel Type	Count
Commercial Total	511
Commercial Improved	417
Residential Total	3834
Residential Improved	3420
Agricultural	206
Other	1
Other Improved	1
Total Parcels	4552
Total Improved Parcels	3838
Assessment Ratio	98.04



Section III

Agreement for Assessment Services

Provided by Accurate Appraisal, LLC

For

City of Lake Geneva, Walworth County for the assessment years 2019 – 2021

Dated this _____ day of ____ 2018.

Fee for services rendered:

Accurate shall be paid the sum of:

**Full Value Program
For \$123,000 3 Year Total**

Revaluation Services to be completed by August 31st of each year

Jim Danielson, Member
Accurate Appraisal, LLC

Date

Authorized Client Signatures:

Date

Date



Dollar Cost Breakdown

	Option A Blend Market Reval / Maintenance	Option B Full Value Program
Year 1 – 2019	\$33,000	\$41,000
Year 2 – 2020	\$33,000	\$41,000
Year 3 – 2021	\$33,000	\$41,000
Internet Access to data	Included	Included
Photographs of Improved Parcels	Included	Included
Expenses for Mailings, Certified Letters, Final Reports, and Blotters	Included	Included
Open Books and Board of Review	Included	Included
Term of Contract	3 Years	3 Years
Contract Total Cost	\$99,000	\$123,000

Recommend Full Value Program

Invoice Agreement

The table below outlines the invoicing of the contract throughout the contract year. Accurate Appraisal, LLC agrees to invoice monthly for the Client. In addition, per the contract agreement 10% of the contract will be retained by the Client until all work is completed. This 10% retention will be applied to the first invoice received.



Accurate Appraisal's Contact Information for Residents

1. Telephone Numbers

- 920-749-8098
- 800-770-3927

2. Fax Number

- 920-749-8099

3. E-Mail Address

- info@accurateassessor.com

4. Mailing Address

- PO Box 415, Menasha, WI 54952
- 1428 Midway Rd., Menasha, WI 54952

5. Website

- www.accurateassessor.com



Addie Ebert

Account Manager

Accurate Appraisal LLC, Appleton, WI.

Assessor 3 (June 2012 – Present)

Personal Property Director (August 2006-October 2015)

- Largest Current Projects: City of Beaver Dam, City of Portage, City of Lake Geneva, City of Stoughton, City of Glendale, City of Brodhead, City of Brillion, City of Chilton, City of Jefferson, City of Elkhorn, City of Monona, City of Edgerton, City of Mosinee, City of Milton, City of Lodi, City of De Pere, City of Lancaster, City of Prescott, Village of Saukville, Village of Fontana, Village of Brown Deer, Village of Bayside, Village of Hartland, Village of Kimberly, Village of Belgium, Village of Mount Horeb, Village of Cambridge, Village of Sullivan, Village of Pardeeville, Village of Cambria, Village of Oregon, Village of Blue Mounds, Village of Cleveland, Village of Combined Locks, Village of Friesland, Village of Poynette, Village of Walworth, City of Manitowoc
- Company is Statutory Assessor for 98 municipalities statewide.
- Commercial valuing
- Residential valuing.
- Personal Property valuing
- Open Book and Board of Review Sessions.
- Experienced in GVS, Prolorem, BSA and PC Market Drive software.

Education

University of Wisconsin –Oshkosh,
Communications with an emphasis in Business

Assessor Certification

State of Wisconsin Certified Level 3 Assessor #W158428CA.



Accurate Appraisal Client Listing

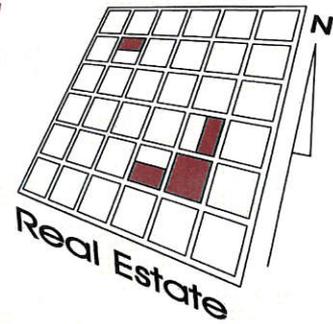
<u>MUNICIPALITY</u>	<u>TYPE</u>	<u>JOB TYPE</u>	<u>COUNTY</u>	<u>ACQUIRED</u>	<u>CONTACT</u>	<u>PHONE #</u>
Manitowoc	City	MAINTENANCE	Manitowoc	2017	Nic Sparacio	920-686-6931
De Pere	City	MARKET REVALUATION	Brown	2005	Dave Hongisto	920-339-4053
Seymour	City	MARKET REVALUATION	Outagamie	2006	Susan Garsow	920-833-2209
Brillion	City	MAINTENANCE	Calumet	2002	Lori Gosz	920-756-2250
Chilton	City	MAINTENANCE	Calumet	2002	Helen Schmidlkofer	920-849-2451
Lodi	City	MAINTENANCE	Columbia	2005	Kathy Clark	608-592-3247
Portage	City	FULL VALUE MAINTENANCE	Columbia	2001	Marie Moe	608-742-2176
Prairie du Chien	City	MAINTENANCE	Crawford	2012	Barb Elvert	608-326-6406
Monona	City	FULL VALUE MAINTENANCE	Dane	2005	Joan Andrusz	608-222-2525
Stoughton	City	FULL VALUE MAINTENANCE	Dane	2002	Lana Kropf	608-646-0423
Edgerton	City	FULL VALUE MAINTENANCE	Dane/Rock	2007	Cindy Hegglund	608-884-3341
Beaver Dam	City	FULL VALUE MAINTENANCE	Dodge	2001	John Somers	920-887-4600
Lancaster	City	MAINTENANCE	Grant	2009	Dave Kurihara	608-723-4246
Platteville	City	MAINTENANCE	Grant	2012	Jan Martin	608-348-1821
Brodhead	City	MAINTENANCE	Green/Rock	2009	Teresa Withee	608-897-4018
Jefferson	City	FULL VALUE MAINTENANCE	Jefferson	2006	Tanya Stewart	920-674-7700
Whitewater	City	FULL VALUE MAINTENANCE	Jefferson/Walworth	2008	Michele Smith	262-473-0500
Cudahy	City	FULL VALUE MAINTENANCE	Milwaukee	2015	Dennis Broderick	414-769-2204
Glendale	City	MARKET REVALUTION	Milwaukee	2009	John Fuchs	414-257-1800
Prescott	City	FULL REVALUATION	Pierce	2009	Jayne Brand	715-262-5544
Burlington	City	FULL VALUE MAINTENANCE	Racine / Walworth	2012	Diahnn Halbach	262-342-1171
Milton	City	FULL VALUE MAINTENANCE	Rock	2004	Elena Hilby	608-868-6900
Elkhorn	City	FULL VALUE MAINTENANCE	Walworth	2001	Sam Tapson	262-723-2219
Lake Geneva	City	FULL VALUE MAINTENANCE	Walworth	2005	Dennis Jordan	262-248-3673
Hartford	City	FULL VALUE MAINTENANCE	Washington	2011	Lori Hetzel	262-673-8201
Angelica	Town	MAINTENANCE	Shawano	2008	Janet Powers	920-822-5554
Green Valley	Town	MAINTENANCE	Shawano	2006	Janalee Jenerou	715-745-2699
Wescott	Town	MAINTENANCE	Shawano	2009	Angela Vreeke	715-526-9755
Bovina	Town	MAINTENANCE	Outagamie	2011	Chuck Pluger	920-986-3224
Buchanan	Town	MAINTENANCE	Outagamie	2009	Joel Gregozeski	920-734-8599
Dale	Town	MAINTENANCE	Outagamie	2007	Jennifer DeZeeuw	920-779-4609
Harrison	Town	MAINTENANCE	Calumet	2007	Travis Parish	920-989-1062
Caledonia	Town	MAINTENANCE	Columbia	2009	Stephanie Brensike	608-742-4801
Courtland	Town	MAINTENANCE	Columbia	2007	Kate Raley	920-992-6585
Dekorra	Town	MAINTENANCE	Columbia	2009	Vicki Auck	608-635-2014
Lodi	Town	MAINTENANCE	Columbia	2009	April Goeske	608-592-4868
Randolph	Town	MAINTENANCE	Columbia	2006	Rod Kok	920-348-5597
Albion	Town	MAINTENANCE	Dane	2009	Julie Hanewall	608-884-8974
Berry	Town	MAINTENANCE	Dane	2003	Brenda Kahl	608-767-4152
Blooming Grove	Town	MAINTENANCE	Dane	2003	Mike Wolf	608-223-1104
Blue Mounds	Town	MAINTENANCE	Dane	2011	Helen Kahl	608-437-8722
Burke	Town	MAINTENANCE	Dane	2013	Brenda Ayers	608-825-8420
Cross Plains	Town	MAINTENANCE	Dane	2008	Ann Herger	608-798-0189
Deerfield	Town	MAINTENANCE	Dane	2007	Kim Grob	608-764-2608
Madison	Town	FULL VALUE MAINTENANCE	Dane	2008	Renee Schwass	608-210-7260
Perry	Town	MAINTENANCE	Dane	2006	Mary Price	608-832-6877
Pleasant Springs	Town	FULL VALUE MAINTENANCE	Dane	2002	Cassandra Suettinger	608-873-3063
Primrose	Town	MAINTENANCE	Dane	2012	Ruth Hansen	608-832-8056
Fox Lake	Town	MAINTENANCE	Dodge	2006	Mason Zantow	920-928-3573
Eldorado	Town	MARKET REVALUATION	Fond Du Lac	2010	Lori Linger	920-872-5071
Upham	Town	MAINTENANCE	Langlade	2002	Leah Antoniewicz	715-275-4229
Marathon	Town	MAINTENANCE	Marathon	2001	Kelley Blume	715-443-3082
Menominee	Town	MAINTENANCE	Menominee	2009	Ruth Waupoose	715-799-3311
Pine Lake	Town	MAINTENANCE	Oncida	2006	Cindy Skinner	715-362-6071
Beloit	Town	MAINTENANCE	Rock	2004	Karry Devault	608-364-2980
Fulton	Town	MAINTENANCE	Rock	2006	Connie Zimmerman	608-868-4103
Rock	Town	MAINTENANCE	Rock	2009	Deb Bennett	608-362-0598



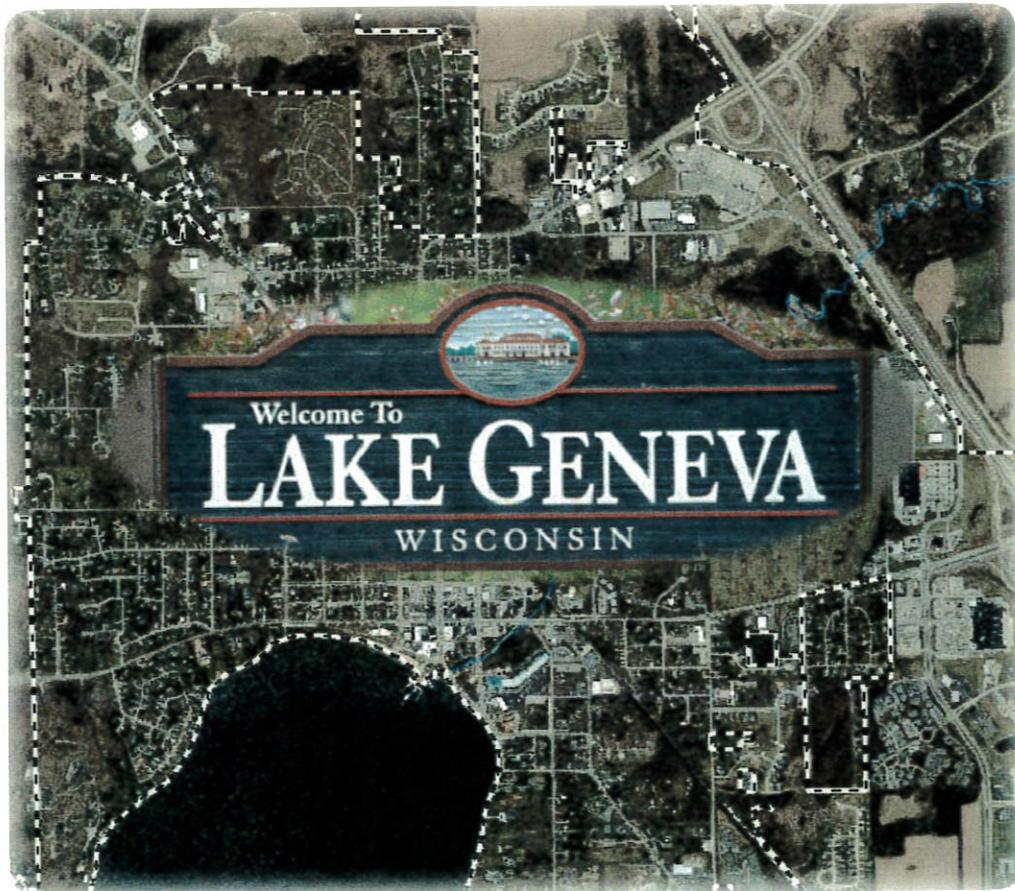
Union	Town	MAINTENANCE	Rock	2005	Bridgit Larsen	608-882-5323
Sheboygan Falls	Town	MAINTENANCE	Sheboygan	2009	Jenny Meyer	920-467-1922
Darien	Town	MAINTENANCE	Walworth	2009	Marilyn Larson	262-882-3393
Delavan	Town	MARKET REVALUATION	Walworth	2012	John Olson	262-728-3471
Geneva	Town	MAINTENANCE	Walworth	2009	Debra Kirch	262-248-8497
Richmond	Town	MAINTENANCE	Walworth	2006	Barb Ceas	608-883-2017
Spring Prairie	Town	FULL REVALUATION	Walworth	2009	Debbie Collins	262-642-7477
Sugar Creek	Town	MAINTENANCE	Walworth	2002	Diane Boyd	262-742-3383
Dayton	Town	MAINTENANCE	Waupaca	2015	Judy Suhs	715-258-0930
Rose	Town	MAINTENANCE	Waushara	2005	Lois Kolka	920-622-3765
Fox Crossing	Village	FULL REVALUATION	Winnebago	2015	Karen Backman	920-720-7149
Combined Locks	Village	MARKET REVALUATION	Outagamie	2006	Racquel Giese	920-788-7740
Kimberly	Village	MAINTENANCE	Outagamie	2008	Adam Hammatt	920-788-7500
Harrison	Village	MAINTENANCE	Calumet	2013	Travis Parish	920-989-1062
Cambria	Village	FULL REVALUATION	Columbia	2002	Lois Frank	920-348-5443
Friesland	Village	MAINTENANCE	Columbia	2006	Marcia Dykstra	920-348-5156
Pardeeville	Village	MAINTENANCE	Columbia	2002	Brandon Bledsoe	608-429-3121
Poynette	Village	MAINTENANCE	Columbia	2006	Sue Kilen	608-635-2122
Blue Mounds	Village	MAINTENANCE	Dane	2009	Mary Jo Michek	608-437-5197
McFarland	Village	FULL VALUE MAINTENANCE	Dane	2009	Tracey Berman	608-838-3153
Mount Horeb	Village	MAINTENANCE	Dane	2007	Cheryl Sutter	608-437-6884
Oregon	Village	FULL VALUE MAINTENANCE	Dane	2004	Peggy Haag	608-835-3118
Cambridge	Village	MAINTENANCE	Dane/Jefferson	2001	Lisa Moen	608-423-3712
Iron Ridge	Village	MAINTENANCE	Dodge	2010	Arlette Lindert	920-387-3975
Sullivan	Village	MAINTENANCE	Jefferson	2002	Heather Rupnow	262-593-2388
Twin Lakes	Village	MARKET REVALUATION	Kenosha	2014	Jennifer Frederick	262-877-2858
Cleveland	Village	MAINTENANCE	Manitowoc	2006	Stacy Grunwald	920-693-8181
Brown Deer	Village	MAINTENANCE	Milwaukee	2016	Jill Kenda-Lubetski	414-371-3050
Shorewood	Village	FULL VALUE MAINTENANCE	Milwaukee	2014	Chris Swartz	414-847-2701
Bayside	Village	FULL VALUE MAINTENANCE	Milwaukee/Ozaukee	2006	Lynn Galyardt	414-351-8812
Saukville	Village	MARKET REVALUATION	Ozaukee	2006	Dawn Wagner	262-284-9423
Footville	Village	MAINTENANCE	Rock	2016	Jennifer Becker	608-876-6116
Prairie du Sac	Village	MAINTENANCE	Sauk	2016	Niki Conway	608-643-2421
West Baraboo	Village	MAINTENANCE	Sauk	2015	Kathy Goerks	608-356-2516
Fontana	Village	MAINTENANCE	Walworth	2005	Dennis Martin	262-275-6136
Walworth	Village	MAINTENANCE	Walworth	2007	Donna Schut	262-275-2127
Hartland	Village	MAINTENANCE	Waukesha	2007	Connie Casper	262-367-2714

Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva



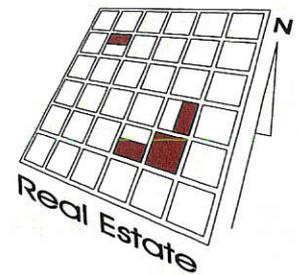
CITY OF LAKE GENEVA Walworth County



Proposal for Annual
Assessment Services
2019 – 2021

Associated Appraisal Consultants, Inc.

Appleton ■ Hurley ■ Lake Geneva



July 27, 2018

Lana Kropf
City Clerk
City of Lake Geneva, WI

Dear Ms Kropf:

I am pleased to provide the City of Lake Geneva with a proposal for assessment services with our firm. I would like to take this opportunity to share with you some background about Associated Appraisal Consultants, Inc.

Associated Appraisal Consultants, Inc. has been in the mass appraisal business since 1959. Our primary focus is municipal assessment through annual maintenance and revaluation programs. We currently serve many municipalities with a diverse variety of property types, ranging from the mansions of Lake Geneva to the unique properties of Wisconsin Dells as well as Lake Superior communities and everything in between.

Unparalleled service is our strength. While our assessors are in the field, our administrative staff is in the office, Monday through Friday, to assist our clients, property owners, and businesses.

We provide an optional service to our clients to have their municipal assessment records posted on our website. The website offers easy-to-use search criteria and shows land and improvement data, including digital photos of all properties within the municipality. Please visit our website at www.apraz.com and click on "Property Search".

Our image also sets us apart from other assessment firms. When fieldwork begins, your residents can readily identify the Associated Appraisal Consultants team by our fleet of red trucks clearly displaying our company name and logo. In addition, field appraisers wear company clothing and carry photo ID tags and letters of introduction from the Municipality.

Associated Appraisal Consultants, Inc. uses cutting-edge computer aided appraisal software to create modern computerized assessment records. Our records include digital photographs, computerized sketches of buildings, a map indicating location of property, sales data, permitting information and all owner correspondence. We are a fully computerized and networked organization.

This is our business. We are proud of the reputation we have in the industry, from both our clients and state equalization officials. We put our best foot forward with every opportunity.

Please consider working with us. We welcome with great enthusiasm the prospect of working for you!

Respectfully,

A handwritten signature in black ink, appearing to read "Mark Brown".

Mark Brown
President

Our Mission....

*To provide our municipal clients
the highest standard of assessing services.*

*We do so by following sound assessing
methodology, developing municipal equity
without bias and providing a professional,
courteous staff.*

Company Overview

- Associated Appraisal has been in the mass appraisal business since 1959. Our primary focus is municipal assessment through maintenance and revaluation programs. Our client base is divided between providing services directly to municipalities by acting as the statutory assessor or supporting the local municipal assessor.
- With over 59 years of experience, Associated Appraisal has provided consulting/assessment services throughout Wisconsin. We have had the opportunity to reassess/revalue municipalities that have increased or decreased in value. With the diversity of our client base ranging from the shores of Lake Geneva to the backwoods of northern Wisconsin, we are aware of the many complexities of assessment practices. This diversity and experience is what gives Associated Appraisal the leading edge.
- Associated Appraisal Consultants, Inc. serves over 250 municipalities throughout the State of Wisconsin containing a total inventory of approximately 700,000 real estate parcels.
- Associated Appraisal maintains a professional image in the field, at the Open Book, and Board of Review hearings. For identification in the field, our staff members carry letters of introduction, wear Associated Appraisal company ID tags and apparel, and drive red company trucks clearly identified as Associated Appraisal fleet vehicles.
- When you call our office, Monday through Friday, you will be greeted by a friendly voice ready to direct your inquiry to an appropriate team member who will be willingly to assist you. Our website offers access to municipal assessment records twenty-four (24) hours per day.
- Each municipal client has a primary point of contact, the project technician, providing a consistent relationship with The Associated Appraisal team. Our corporate office is in Appleton with satellite offices in Lake Geneva (Southern) and Hurley (Northern).
- Associated Appraisal Consultants, Inc., takes great satisfaction in our company's history with the capacity to perform all the necessary administrative and technical functions that municipalities come to expect.
- Assessment documentation is what sets Associated Appraisal above the rest. For property owners demanding answers to assessment methodology, we document all aspects of a maintenance or revaluation project. The property record includes land data, improvement data, sales data, improvement pictures, appropriate appraisal reports, property maps and any other documentation needed to defend values. A master Maintenance/Revaluation Report Book is also prepared that is frequently used by the Board of Review to aid in understanding the methodology. Included are complete reports for assessment levels, sales information and pictures of sale properties, all database data for valuation tables, a detailed sales analysis as well as other reports needed to support values.
- Associated Appraisal Consultants, Inc. adheres to the Wisconsin Property Assessment Manual and the timelines that were developed by the Wisconsin Department of Revenue.
- With our level of experience, our goals are very clear. We are in the assessment business, full time, providing our clients with professional and reliable service. Our client base over the years has provided us with many diverse appraisal opportunities giving us the experience to confidently accept any job and meet all expectations of our clients.

Assessor should provide complete information regarding the below items:

A. Define an inspection and describe your procedures for administering inspections.

Inspections involve updating/reviewing the property records for any physical changes made to a property that causes a change in market value. Associated Appraisal will physically visit each property and at a minimum perform an exterior inspection. Interior inspections occur when the property does not match the property record card, previous documentation or as the assessor deems necessary. If a property owner was not available at the time of visit we would leave a door hanger with instructions on how to schedule an inspection.

The following inspection cycle is completed by Associated Appraisal annually:

*Conduct **on-site** inspections for the following:*

- New construction*
- Significant remodeling (requiring a permit), or other major building condition changes*
- Demolition or damaged due to fire etc.*
- Annexed properties*
- Combining or splitting of parcels*
- Change in exemption status*
- Improved properties under construction over a period of years shall be re-inspected.*
- Sales properties*
- Legal description changes as necessary*
- Zoning changes shall be reviewed and inspected as necessary to ensure a fair assessment.*
- Requests for review by property owners*

B. Describe your approaches used in developing commercial valuations.

Commercial valuations are completed using the three approaches to value: sales comparison approach, cost approach and income approach.

- **Sales Comparison Approach.** Associated will collect, compile and analyze all available sales data for the Municipality to become familiar with the prevailing market conditions and activity. A detailed analysis of sales data will be prepared, including a picture book of recent commercial sales. Vacant land sales will also be compiled and analyzed. In valuing property by the sales comparison approach, subject properties will be appraised through a detailed comparison to similar properties that have recently sold, making careful consideration of similarities and differences between the subject and comparable sale properties.*
- **Cost Approach.** The cost approach to value will be considered for all taxable improved property. Replacement costs for commercial improvements will be calculated using Marshall & Swift valuation service (now Core Logic). All accrued depreciation, including physical deterioration, functional obsolescence, and economic obsolescence will be accurately documented and deducted from current replacement costs.*
- **Income Approach.** Consideration of the income approach to value will be made when the income or potential income generated by the real estate is deemed likely to affect the property's resale value. Data to be analyzed will include economic rents, typical vacancy rates and typical operation expense ratios. In the valuation of property by the income approach, adequate records will be prepared, showing a reconstruction of income and expenses, as well as all calculations used to arrive at market value, including formulas and capitalization rates as appropriate to the type of property being appraised.*

C. Specifically, describe your methods for “discovering” personal property accounts.

Discovering personal property accounts requires a multi-technique approach.

- *Personal property is a self-reporting system so there is a certain level of dependence on new businesses to report.*
- *Municipalities often keep track of any new businesses through occupancy permits or other similar documents such as permits for buildouts etc.*
- *Associated field staff actively look for new businesses as they perform appraisals.*
- *Associated depends on reports generated by the leasing companies. These reports provide data on what companies are leasing. Many new companies show up on the leasing reports.*
- *Assistance from the City as a crosscheck of new businesses, closures and changes in valuation are helpful in the discovery of omissions and additions.*
- *Our CAMA system has an audit report, notifying us of any real estate parcels not having a personal property account. Using that report we would verify on-site or by other means if a new account should be added for that location.*

D. Describe the criteria you employ in determining which permits you inspect.

See provided list under question A and further detailed in the provided Agreement for Maintenance Assessment Services, page 1.

E. Detail your procedures relative to those properties that are improved but unfinished as of the assessment date.

Partial assessments are placed on the assessment roll based on the percentage of completion as of the effective date of assessment being January 1st. Each year we will revisit any partial construction projects and update the property record card and valuation as needed until completion. For example, as of January 1, the property is 40% completed. The property will be visited the following year and assessed for the full value if it is completed.

F. Describe the process you utilize to update annual assessments outside of the revaluation years.

The maintenance assessment cycle is the minimum annual requirement of assessors to maintain the assessment roll from year to year. Assessments from the previous year are updated to reflect changes that effect market value, then are adjusted to the current level of assessment as needed. See provided list under question A and further detailed in the provided Agreement for Maintenance Assessment Services, page 1.

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?

See provided list under question A and further detailed in the provided Agreement for Maintenance Assessment Services, page 1.

H. In your estimation, what should be the percentage of assessment disputes considered by the Board of Review in a revaluation year?

The attendance at Board of Review really would depend on how long it has been between revaluation years and what appreciation or depreciation in market values has occurred over that timeframe. We typically expect about 1% of the improved parcel count appealing at BOR.

I. During a revaluation year, what percentage of your firm's disputes is reduced prior to Board of Review?

Most disputes are handled prior to BOR via the Open Book process and informal meetings with property owners. We provide detailed documentation to property owners during the open book review period to ensure transparency in our valuations and appraisal methods used. Additionally, we take the time to listen and educate property owners on the assessment process and answer any questions they have which significantly reduces assessment appeals.

J. What is your overall philosophy of being a municipal assessor?

Our overall philosophy of being a municipal assessor is best summed up in our mission statement: To provide our municipal clients the highest standard of assessing services. We do so by following sound assessing methodology, developing municipal equity without bias and providing a professional, courteous staff.

K. How would you define good customer service?

Good customer service is the job of each person who represents Associated Appraisal Consultants, Inc. Each time someone calls our office during 8 am and 4 pm, a friendly voice answers ready to assist. We have 24-hour internet access for those who cannot contact us during normal business hours. We provide a project manager and project technician to each municipality to ensure a good working relationship is established with one point of contact. Finally, our field staff comes into the field with photo identification, letters of introduction on municipal letterhead and in full company issued clothing. Their vehicles are clearly marked with our information, their coats, shirts and hats have our logo on them; all ensuring we are easily identifiable.

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?

The job of the municipal assessor is to ensure property taxes are evenly distributed among its residents. If inequalities exist and one person is assessed higher than someone else in a property that is relatively equal in home and lot size, that person is paying more than their fair share of the tax burden. It is our job to then recommend a revaluation to bring each property in line with market value and re-establish equity between similar properties.

On the following page we have prepared a brief sales analysis showing the assessment performance of the City's residential class over the past five years. Based on the metrics displayed in that report compared to expected ratio standards by the Wisconsin Department of Revenue and International Association of Assessing Officers, it is clear the City's assessments are no longer equitable and that uniformity has gradually eroded.

The recent 2017 sales analysis column shows that property assessments are approximately 9% under their sales prices (median of 91.01%). High valued properties are consistently undervalued as compared to lower valued properties (PRD 1.05). However, the most alarming ratio statistics in this study are the COD and COC being 21.95 and 50.2. What those two statistics infer is that only 50.02% of the time assessment ratios have been within 21.95% of the median ratio. This indicates poor assessment performance and a need for a revaluation.



Residential Class	2013	2014	2015	2016	2017
Total Sales Transactions	114	112	161	134	221
Total Assessed Value	\$21,901,000	\$19,640,500	\$40,491,300	\$29,431,000	\$56,171,700
Total Sales Value	\$22,611,734	\$22,194,365	\$46,645,780	\$31,475,258	\$64,922,640
Aggregate Ratio	96.86	88.49	86.81	93.51	86.52
Mean Ratio	103.76	96.47	98.20	94.44	90.93
Median Ratio	96.39	92.97	96.00	95.76	91.01
Price Related Differential	1.07	1.09	1.13	1.01	1.05
Coefficient of Dispersion	22.67	18.44	17.52	13.58	21.95
Coefficient of Concentration (within 15% of the median)	61.4	61.6	55.9	68.7	50.2

A major objective of assessment/sales ratio studies is to determine the degree of assessment uniformity. This measure of assessment performance is gauged by looking at the level of assessment and the degree to which individual assessments differ from that level. The above ratio studies only include transactions of valid or arm's-length sales in accordance with the Wisconsin Property Assessment Manual. Sales data and statistics correspond to the calendar year of the sale as recorded via the Real Estate Transfer Return provided to the Assessors office. A series of ratios by itself does not tell much about assessment performance. A basic understanding of statistics is needed to successfully interpret the above ratios.

Definition of Statistical Terms

Aggregate ratio—As applied to real estate, the ratio of the total assessed value to the total selling price. Advantage is that it takes dollar values into account. Disadvantage is that it is sensitive to extreme ratios.

Mean ratio—A measure of central tendency equal to the sum of the values divided by the number. Also referred to as **arithmetic average** or **arithmetic mean**. Advantage is that it is easily calculated and understood. Disadvantage is that it is sensitive to extreme ratios.

Median ratio—A measure of central tendency equal to that point in a distribution above which 50% of the values fall and below which 50% of the values fall. The 50th percentile is the 2nd quartile. The median is the ratio in the middle. Advantage is that it is not sensitive to extreme ratios.

Price-related differential—As applied to real estate, an analytical measure of the vertical uniformity of values in a given distribution calculated by dividing the mean ratio by the aggregate ratio; a ratio of more than one being generally indicative of the relative undervaluation of high priced properties as compared to the less valuable properties, whereas a ratio of less than 1 would indicate the converse relationship. Price-related differentials above 1.03 tend to indicate assessment regressivity; price-related differentials below .98 tend to indicate assessment progressivity.

Coefficient of dispersion—As applied to an assessment-to-sale ratio distribution, is the average distance in percentage terms that individual ratios lie from the median ratio. A reasonable dispersion is 10% - 15%; good is under 10%. Big is bad.

Coefficient of Concentration—A single statistic expressed in percentage terms which tells how many ratios are within +/- 15% of the median ratio.

Compensation Proposal Summary for the City of Lake Geneva

Services Performed For:

City of Lake Geneva
 Lana Kropf
 City Clerk
 626 Geneva Street
 Lake Geneva, WI 53147

**Associated Appraisal
 Consultants, Inc.**
 Appleton ■ Hurley ■ Lake Geneva



Fee Schedule

The figures below are based on 3 years of professional services. Optional add-on assessment services would be in addition to the price of annual Maintenance.

Contract Proposal	2019 Assessment Year	2020 Assessment Year	2021 Assessment Year
MAINTENANCE	\$40,000	\$40,000	\$40,000
INTERIM MARKET UPDATE	-	+ \$60,000	Optional Add-on Assessment Service

Out-of-Pocket Expenses / Invoice Procedures

MAINTENANCE: The compensation due the Assessor shall be paid in monthly installments throughout the 2019, 2020 and 2021 Maintenance assessment years.

REVALUATION: Payment shall be made on a monthly basis for services and expenses incurred during a Revaluation year. Monthly invoices shall reflect the percentage of work completed, less 5 percent retained by the Municipality until completion of the revaluation and final adjournment of the Board of Review. This monthly payment schedule would apply to the Interim Market Update assessment year.

- The Municipality shall not be billed for postage, mileage or supplies unless otherwise specified by contract.

OPTIONAL WEBSITE POSTING: The Municipality shall have the option to post their assessment data on our website for no additional charge.

Assessment Services Additional Information

The quoted price(s) for Maintenance and Revaluation services provided by Associated Appraisal Consultants, Inc. includes the following provisions unless otherwise specified by contract:

- Assessor will continue to incorporate the use of City staff to perform the tasks as outlined in the RFP.
- Meet or exceed all specific scope of work assessment services as outlined in the RFP.
- All-inclusive assessment service agreements, the Municipality shall not be billed for postage, mileage, or supplies.
- Associated Appraisal Consultants, Inc. shall use the Market Drive CAMA software for real estate, mobile homes and personal property valuation.
 - CAMA software will satisfy all requirements specified in the RFP under Computer Assisted Appraisal System. It is the most widely used assessment and revaluation software in the state of Wisconsin. A full list of features and specs is available upon request.
- All electronic assessment records shall be completed to include all building attribute data, including a digital copy of the primary sketch, and photos of all structures.
- All electronic assessment records shall be updated and maintained to include sales data, building permits, owner correspondence, and recent building permit data.
- Associated Appraisal Consultants, Inc. shall maintain insurance coverage to protect against claims, demands, actions and causes of action arising from any act, error or omission of the assessor, their agents and employees in the execution of work. The assessor shall be responsible for any and all of their agents and employees while performing acts under the terms of the contract. The City of Lake Geneva shall be listed as an additional insured, and a certificate of insurance will be provided to the City.

The above provisions shall assist the City in maintaining a complete and accessible database of electronic assessment records in a format that is both familiar to the City staff and useful to multiple departments within the City.

Associated Appraisal Consultants, Inc.
2018 Clients Over \$700,000 in Equalized Value

Firm Qualifications

Municipality	Annual Service	Parcels	Population	Equalized Value
Village of Germantown	Maintenance	8,429	19,749	\$2,577,479,900
City of Neenah	Maintenance	9,642	25,871	\$2,095,284,800
Town of Linn	Maintenance	3,183	2,391	\$1,738,894,300
Village of Waunakee	Maintenance	5,247	12,901	\$1,717,335,100
Village of Richfield	Full Value Maint.	5,872	11,458	\$1,641,680,900
Village of Lake Delton	Maintenance	4,175	2,974	\$1,484,758,700
City of Watertown	Maintenance	2,808	23,864	\$1,394,071,000
Village of Sussex	Full Value Maint.	3,387	10,743	\$1,324,729,900
Village of Fox Point	Maintenance	2,664	6,701	\$1,129,369,900
City of Menasha	Maintenance	5,259	17,633	\$1,117,040,500
Village of Deforest	Full Value Maint.	4,212	8,936	\$1,059,843,200
Village of Pewaukee	Maintenance	2,945	8,138	\$975,923,700
City of Port Washington	Maintenance	4,621	11,642	\$974,672,000
City of River Falls	Maintenance	4,659	15,180	\$965,444,900
Town of Liberty Grove	Full Value Maint.	4,627	1,776	\$914,796,900
City of Fort Atkinson	Maintenance	4,600	12,355	\$903,920,400
Town of Mukwonago	Maintenance	3,381	8,020	\$894,793,900
City of Sturgeon Bay	Maintenance	4,619	9,202	\$859,880,300
Village of Mukwonago	Maintenance	3,138	7,629	\$839,258,300
Town of Westport	Maintenance	2,906	4,415	\$812,925,400
Village of Little Chute	Maintenance	3,907	10,778	\$771,569,100
Village of Somers	Maintenance	3,173	9,597	\$770,605,900
Town of East Troy	Maintenance	2,578	4,282	\$764,578,400
Town of Sheboygan	Maintenance	4,022	7,435	\$756,257,700
Town of Dunn	Maintenance	2,956	5,152	\$740,280,100
City of Plymouth	Maintenance	3,167	8,458	\$735,830,400
Town of Gibraltar	Maintenance	3,153	1,018	\$730,117,600
Town of Sevastopol	Maintenance	3,574	2,791	\$716,397,100
City of Monroe	Full Value Maint.	4,213	10,768	\$714,080,200
Village of Cottage Grove	Maintenance	2,530	7,172	\$711,556,100
Village of Williams Bay	Maintenance	2,507	2,594	\$707,391,600

*Complete client list available upon request.

Client References

Village of Richfield
Jim Healy
Village Administrator
4128 Hubertus Road
Richfield, WI 53033
262-628-2260 ext. 115

City of Reedsburg
Jacob Crosetto
Clerk/Treasurer
PO Box 490
Reedsburg, WI 53959-0490
608-768-3346

City of Wisconsin Dells
Nancy Holzem
Clerk/Admin Coordinator
PO Box 655
Wisconsin Dells, WI 53965
608-254-2012

City of Port Washington
Mark Grams
City Administrator
100 W. Grand Ave.
PO Box 307
262-284-5585

Village of Kohler
Laurie Lindow
Clerk/Treasurer
319 Highland Drive
Kohler, WI 53044
920-459-3873 ext. 106

City of Watertown
Elissa Meltesen
Clerk/Treasurer
PO Box 477
Watertown, WI 53094
920-262-4009

Village of Waunakee
Julee Helt
Clerk
PO Box 100
Waunakee, WI 53597
608-850-2827

Village of Mukwonago
Steven Braatz
Clerk/Treasurer
440 River Crest Court
Mukwonago, WI 53149
262-363-6420 ext. 2102

City of Neenah
Chris Haese
Dir. of Com. Dev. & Assessments
211 Walnut Street
Neenah, WI 54956
920-886-6125

Village of Johnson Creek
Heather Rupnow
Clerk/Treasurer
PO Box 238
Johnson Creek, WI 53038
920-699-2296

Village of Maple Bluff
Sarah Danz
Clerk/Treasurer
18 Oxford Place
Madison, WI 53074
608-244-3048

City of Menasha
Deborah Galeazzi
Clerk
100 Main Street, Suite 200
Menasha, WI 54952
920-967-3608

Village of Germantown
Kim Rath
Finance Director
N112 W17001 Mequon Road
Germantown, WI 53022
262-250-4700

Village of Lake Delton
Clerk/Treasurer
50 Wisconsin Dells Pkwy South
PO Box 87
Lake Delton, WI 53940-0087
608-254-2558

Linda D. Wait, Clerk/Treasurer
Town of Sevastopol

"The Town of Sevastopol is pleased to provide a letter of reference and recommendation regarding Associated Appraisal Consultants, Inc. of Appleton, Wisconsin.

We are a municipality in Door County, Wisconsin, with approximately 4,400 parcels and assessed valuation of over \$718 million. Assessment classification include residential (with many shoreline parcels), commercial, agricultural, undeveloped, forest and personal property. The Town of Sevastopol has contracted with Associated Appraisal since 1989 to the present to provide professional assessment services, which also include filings with the Wisconsin Department of Revenue, annual assessment reports, attendance at Open Book and Board of Review hearings, and other assistance throughout the year as needed. Over the years, the staff at Associated Appraisal has always been pleasant and accommodating, offering a high level of professional service to Town officers and to our property owners. The assessors are knowledgeable and well informed as to real-estate values and transactions in our community and use of comparable properties.

If you have any questions or require additional information, please feel to contact our office."

Tim Popanda, Village Administrator
Village of Paddock Lake

Associated Appraisal Consultants, Inc. has been a valued provider of assessing services for the Village of Paddock Lake since 1996. We have relied on them for revaluation services and property maintenance to keep the municipality statutorily compliant. The appraisers are readily available for questions from village residents and village board members. They work diligently with property owners to resolve differences before the Board of Review and any cases that may come before the Board of Review are successfully defended. Please do not hesitate to contact us if you have any questions about working with Associated Appraisal Consultants, Inc.

Dale D. Darling, City Clerk/Treasurer
City of Wisconsin Dells

"We have used Associated Appraisal for about the last 14 years for both annual maintenance and 2 revaluations. They have provided the City good service during those years at a fair cost. We refer most calls relating to valuations from our property owners directly to them. They have an 800 number in which the property owners can contact them directly and receive a prompt response to their inquiry. Since the City is in four different counties Associated Appraisal deals with a variety of issues with a lot of commercial property owners. They have a good staff and do a nice job at Open book and Board of Review. Thus, for the City of Wisconsin Dells it has worked out well in having Associated Appraisal as our city Assessor."

Rebecca Houseman LeMire, Administrator/Clerk-Treasurer
Village of Darien

"The Village of Darien contracts with Associated Appraisal Consultants, Inc., to fulfill the statutory duties of the Assessor for the Village. Mr. Mack has demonstrated expertise within his field. He is willing and able to answer any questions that the Board of Review, The Village Board, or I may have regarding his company's services and the statutory obligations for each jurisdiction his represents. Because he represents many different municipalities in Wisconsin, Mr. Mack is able to offer advice and experience that a staff assessor may not have."

Patricia Huberty, City Clerk Treasurer
City of Plymouth

"On behalf of the City of Plymouth, I would like to take the opportunity to send this letter of appreciation and high recommendation regarding the assessing services the City has received since contracting with Associated Appraisal Consultants, Inc. almost one year ago. We are in a very stressful situation with a previous assessor and your employees came on board and very quickly and very professionally got us back on track. Our Board of Review is completed for 2015 with no objections to be heard. Board Members were very impressed with the professionalism. We look forward in continuing this business relationship and would highly recommend Associated Appraisal Consultants, Inc. for assessment services."

Felicia Germain, Village Administrator/Clerk
Village of Somerset

"I would like to take the opportunity to send this letter of appreciation and high recommendation regarding the assessing services the Village has received since contracting with Associated Appraisal Consultants. I appreciated the respectful interactions they have with citizens' concerns. They take the time to offer a thorough explanation. I have enjoyed working with Associated Appraisal Consultants and highly recommend them for Assessment Services."

Marjorie Bielke, Clerk/Treasurer
Town of Calamus

"On behalf of the Town of Calamus, I would like to thank you and the representatives of your firm for the work you have performed for us over the past 12 years. As our assessor we appreciate your professional and courteous manner. You have dealt with concerns of our residents in a fair manner at the open book and your knowledge has proved valuable to us at BOR. We look forward to working with you in the future and would recommend Associated Appraisal Consultants to any municipality."

Larry Volz, Town Chairman
Town of Delton

The Town of Delton is pleased to provide a letter of reference and recommendation for Associated Appraisal Consultants, Inc. of Appleton, Wisconsin. Associated Appraisal has provided Municipal for 1,775 parcels to the Town of Delton since 2008. We have worked with several different staff members through the years and all of them have been very professional and pleasant to work with. We have never had any complaints about any of the staff from our Town residents. The Assessors are up-to-date on real-estate values, transactions in the area and comparable properties. They have always met all statutory and municipal deadlines for reports and hold Open Book and Board of Review in a timely manner. They have always made themselves available when we have questions throughout the year.

Our experience with Associated Appraisal has always been very positive and we highly recommend them for your assessment services.

*Very Truly Yours,
TOWN OF DELTON"*

Michael Hawes, Village Administrator/Clerk-Treasurer
Village of Wind Point

This letter is to confirm our high level of satisfaction with the revaluation process this year with Gerad Gage as project manager. Gerad was very detail-oriented and responsive throughout the project. Our Village Board was impressed with his level of preparedness for Board of Review. We are pleased to have him as a project manager for the Village of Wind Point.

Barb Klumpyan, Town Clerk
Town of Osceola

On behalf of the Town of Osceola, I would like to thank you for the work you have done for our town. We have been very pleased with the service you have provided.

At the open book and board of review, your staff has been courteous and very knowledgeable. When the residents have concerns, your staff has dealt with them in a very professional manner. They have even driven to resident's homes and talked with them so they could explain where the assessment was coming from.

We look forward to working with you each year. We would recommend Associated Appraisal Consultants, Inc. for any municipality that is in need of assessment work. Thank you,"

Mark Brown - President

**Associated Appraisal
Consultants, Inc.**

Appleton ■ Hurley ■ Lake Geneva



Objective

Assessor with vast experience performing reviews, inspections and appraisals of property using independent discretion and judgment within the guidelines set forth by statutory requirements and department policies and procedures. Experienced municipal Assessor, having successfully performed over 100 full-scale municipal revaluations, and successfully served as chief assessor for towns, villages and cities throughout the state of Wisconsin.

Certifications

- Assessor III Certification – WI60828CA
- Assessor II Certification – WI60828CA

Summary of Qualifications

- Fourteen years' experience in appraisal and assessment.
- Considerable ability to communicate complex information tactfully and effectively both orally and in writing with state regulatory agencies, county regulatory agencies, elected officials, municipal staff, and the general public.
- In-depth knowledge of accepted principals, methods and techniques of property appraisal including computerized assessment systems.
- Extensive knowledge of all laws and regulations pertinent to local tax assessments.
- Strong knowledge of real estate property values and land economics.
- Ability to accurately perform mathematical calculations, analyze data, and prepare reports.
- Experience working with a variety of mass appraisal computer systems, including Market Drive, Microsolve, GVS, MCost, Vision, Universe and others.
- Strong project management skills including the ability prioritize projects and to organize, plan and direct the work of staff.
- Ability to read and interpret a wide variety of legal documents.
- Successful experience in defending valuations at Open Book, Board of Review, Department of Revenue appeals and circuit court.

Professional Experience

Associated Appraisal Consultants, Inc., Appleton, Wisconsin

2014 - Present

President

2005 – 2014

Director of Project Management, Certified Assessor Level II & III

- Responsible for the management of the assessment staff to ensure revaluation projects are completed accurately and in a timely manner.
- Advise on the policy and methodology used to determine estimated fair market value and assign its proper classification in accordance with Wisconsin Statutes.
- Advise on the proper methodology to appraise the value of agricultural, commercial, residential, and personal properties.
- Provide quality control and supervision of the final output and ensure that proper documentation and records are maintained.
- Research and keep current on issues and developments that impact the municipalities' assessment function.
- Direct reassessment and appraisal programs on all agricultural, commercial, residential, and personal properties within the municipalities' limits.
- Define and organize the procedure to reevaluate neighborhoods.
- Analyze property sales through the use of regression analysis.

- Analyze valuation data of commercial and residential properties.
- Verify sales and assessment ratio studies.
- Defend assessed values at Board of Review, 70.85 Appeals to the Wisconsin Department of Revenue, and Circuit Court.
- Works as part of the management team to efficiently operate the company.

2004 – 2005

Staff Appraiser

- Appraised all real property for accuracy of records, construction classification and computed appraisal of property.
- Recorded and updated property record cards by measuring and listing improved and vacant parcels.
- Gathered and verified assessment information.

Professional Memberships

- International Association of Assessing Officers – IAAO
- Wisconsin Association of Assessing Officers – WAAO
- State and Local Finance Roundtable Member
- WAAO Assessment Advisory Committee Member

Education

• St. Norbert College, De Pere, Wisconsin	Bachelor of Business Administration, 2004
• IAAO - GIS/CAMA	February 2017
• WPAM VOL II 2017 Updates	November 2017
• Land Classification	December 2016
• Commercial Cost Data Collection	November 2016
• Dark Stores: The Michigan and Indiana Experience	March 2016
• Project Management in Mass Appraisal	December 2015
• Equalization Sales Validation & Economics	March, 2014
• Real Estate Assessments	October, 2012
• Market Drive 2013 Overview & Sales	October, 2012
• Preparing & Filing MAR & TAR & Configuring Cost Models	October, 2012
• Mobile Home Municipal Permit Assessments & Personal	October, 2012
• Property Assessments	
• AAR Report	October, 2012
• Listing & Valuing Commercial Properties	October, 2012
• IAAO – Course 101 – Fundamentals of Real Property Appraisal	March, 2012
• IAAO Course 311 – Residential Modeling Concepts	March, 2012
• IAAO Course 300 - Fundamentals of Mass Appraisal	October, 2011
• IAAO Course 112 - Income Approach to Valuation	August, 2011
• DOR's USPAP Compliance & Reporting Standards for Assessors	June, 2011
• How to Value & Defend Triple Net Lease Properties	March, 2011
• Current Issues in Commercial Real Estate	March, 2011
• Market Analysis and Highest and Best Use	March, 2011
• 2010/2011 National USPAP Update	October, 2010
• USPAP 15 Hour National Course 2010-11	October, 2010
• Discounted Cash Flow & Band of Investment	June, 2010
• Analyzing Commercial Lease Clauses	March, 2010
• Distressed Property Considerations	March, 2010
• Appraising Apartments – 74.37 Appeals	September, 2009
• Instructor - Valuation of Large & Unique Buildings	September, 2009
• Reconstructing Income & Expense	September, 2009
• Preparing for a S. 70.85 Assessment Appeal	April, 2009
• Using the Latest Mapping & GIS Tech. For Appraisal Purposes	April, 2009
• Sales Validation with Foreclosure Issue Focus	March, 2009
• Wisconsin Tax Policy for Assessors	March, 2009
• ABCs of Environmental Contamination	December, 2008
• Board of Review: An Assessment Perspective	March, 2008
• Mega Dairy Farms	September, 2007
• Introduction to Subsidized Housing	September, 2007
• Assessing 101	April, 2005
• Correction of Assessment Errors-Statutory Procedures	April, 2005
• Appraising Convenience Stores	March, 2005

Dean Peters – Director of Project Management

Associated Appraisal Consultants, Inc.
Appleton ■ Hurley ■ Lake Geneva



Objective

A skilled and experienced municipal Assessor, having successfully performed over 100 full-scale municipal revaluations, and successfully served as chief assessor for towns, villages and cities throughout the state of Wisconsin.

Certifications

- Assessor III Certification – WI77308CA
- Assessor II Certification – WI77308CA
- Assessor I Certification – WI77308CA

Summary of Qualifications

- Eighteen years experience in appraisal and assessment.
- In-depth knowledge of professionally accepted appraisal practices for residential, commercial, multi-family and agricultural property.
- Full working knowledge of laws and regulations pertaining to local property tax assessment.
- Strong knowledge of real estate property values and land economics.
- Extensive experience with analysis of trends in market value based on real estate sales.
- Familiarity with variations in building construction costs throughout Wisconsin.
- Extensive experience with appraisal of high-value lakefront property.
- Successful experience in defending valuations at Open Book, Board of Review, Department of Revenue appeals and circuit court.
- Experience working with a variety of mass appraisal computer systems, including Market Drive, Microsolve, GVS, MCost, and others.
- Ability to effectively communicate complex information both orally and in writing with state government, county government, elected officials, municipal staff, the media, and the general public.
- Involved in managing, training and educating of assessment staff.
- Organizational skills to effectively prioritize and manage multiple work projects.

Professional Experience

Associated Appraisal Consultants, Inc., Appleton, Wisconsin

2008 – Present

Director of Project Management, Certified Assessor Level III

- Responsible for the management of assessment staff to ensure that annual assessment work is completed accurately and in a timely manner.
- Implement policies and training in response to changes in property tax law and assessment practices.
- Supervise the creation of computerized assessment databases to ensure accuracy, completeness and compatibility with statistical analysis.
- Give expert advice to other assessors and staff regarding appraisal practices and assessment law.
- Work as part of the management team to efficiently operate the company.

2003 -- 2008

Project Manager

- Perform all statutory duties of the municipal assessor on an annual basis.
- Appraise all types of real estate according to professionally accepted appraisal practices.

2003 – 2008 Project Manager (continued)

- Act as primary contact for municipal client, including answering questions, speaking at council meetings, composing letters, and educating municipal officials about the assessment process.
- Provide training and supervision of assessment staff throughout the assessment process.
- Monitor the Municipality's assessment compliance level with respect to Department of Revenue equalized value.
- Perform annual sales ratio studies for residential commercial and agricultural property.
- Defend assessed values at Board of Review, Department of Revenue appeals and circuit court.
- Manage all stages of municipal revaluation programs and monitor the process for accuracy, professionalism and quality control.

1999 - 2003

Staff Appraiser

- Physically inspect and appraise residential, agricultural and commercial properties.
- Analyze and develop land values based on stratified sales data.
- Appraise residential property using the cost approach and sales comparison approach
- Explain and discuss assessed values with property owners during the Open Book process.

Professional Memberships

- International Association of Assessing Officers (IAAO)
 - Wisconsin Association of Assessing Officers (WAAO)
 - Project Management Institute (PMI)
 - WAAO Education Committee
- June 2012 – Present

Education

- University of Wisconsin, Madison
 - **Instructor** – Project Management in Mass Appraisal (WAAO)
 - **Instructor** – Income Approach in Theory & Practice
 - **Instructor** – Intro to Appraisal Theory & Assessment Law
 - Valuation of Leased Commercial Property
 - Manufacturing Appeals at the Tax Appeals Commission
 - WI Property Assessment Manual Overview
 - IAAO Course 112 – Income Approach to Valuation II
 - IAAO Course 102 – Income Approach to Valuation
 - IAAO 932 Reconstructing Income & Expense Statements
 - **Instructor** - Three Appraisal Reports Conforming to USPAP Standard 6
 - Successful Public Relations for Assessors
 - IAAO Course 311 – Residential Modeling Concepts
 - IAAO Course 101 – Fundamentals of Real Property Appraisal
 - Unique Commercial Buildings
 - IAAO Course 400 – Assessment Administration
 - IAAO Course 300 – Fundamentals of Mass Appraisal
 - USPAP 15 Hour National Course 2010-II
 - **Instructor** - Unique Commercial Buildings
 - Discounted Cash Flow & Band of Investment
 - Downtown Redevelopment in a Tax Incremental District
 - Property Tax Exemptions
 - Assessor Requirements & the Wisconsin Property Assessment
 - Preparing for a S. 70.85 Assessment Appeal
 - Using the Latest Mapping & GIS Tech. for Appraisal Purposes
 - Sales Validation with Foreclosure Issue Focus
 - Wisconsin Tax Policy for Assessors
 - Mega Dairy Farms
 - Appraising Convenience Stores
- Bachelor of Arts, 1999
June, 2016
December, 2015
November, 2015
October, 2015
October, 2015
October, 2015
October, 2015
December, 2014
September, 2013
March, 2013
September, 2012
June, 2012
December, 2012
March, 2012
March, 2012
March, 2012
December, 2011
October, 2011
October, 2010
September, 2010
June, 2010
September, 2009
September, 2009
September, 2009
April, 2009
April, 2009
March, 2009
March, 2009
September, 2007
March, 2005

Mark Verhyen – Mobile Home and Personal Property Administrator

Associated Appraisal Consultants, Inc.
Appleton ■ Hurley ■ Lake Geneva



Objective

A skilled and experienced municipal assessor and assessment technician. Currently in a leadership role within the Personal Property Tax Department at Associated Appraisal Consultants, Inc. Prior work experience includes work in the construction field.

Certifications

- Assessor I Certification - WI98684CA
- Assessment Technician Certification – WI98684CA

Professional Experience

Associated Appraisal Consultants, Inc., Appleton, Wisconsin

2003 – Present

Mobile Home and Personal Property Administrator

- Compile the annual personal property assessment roll.
- Discover and catalog new personal property accounts for local taxable businesses.
- Create, mail, and review the annual personal property returns.
- Determine taxability or exemption of reported personal property.
- Balance the personal property assessment roll with the County Tax Lister to ensure exact correctness of assessments for tax billing.
- Administer mobile home parking permit fees for manufactured home communities.
- Physically inspect, measure and catalog mobile homes for municipal records.
- Appraise mobile homes using valuation schedule with adjustments determined by sales ratio studies.
- Mail, receive and review lottery credit eligibility reports.
- Supervise the personal property assistant and personal property clerk.
- Answer questions and concerns from taxpayers, realtors and municipal officials.

Professional Memberships

- Wisconsin Housing Alliance

Education

- | | |
|--|---------------|
| • Fox Valley Technical College | |
| • Mobile Home Municipal Permit Assessments & Personal Property Assessments | October, 2012 |
| • AAR Report | October, 2012 |
| • Personal Property 201 | October, 2012 |
| • Personal Property Overview | October, 2004 |
| • Dealing with the Taxpayer from Hell (and Other Coping Strategies) | October, 2004 |
| | March, 2005 |

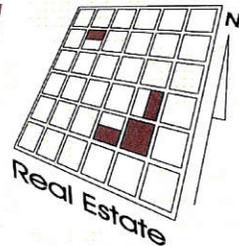
AGREEMENT FOR MAINTENANCE ASSESSMENT SERVICES

Prepared for the
City of Lake Geneva
Walworth County

By

***Associated Appraisal
Consultants, Inc.***

Appleton ■ Hurley ■ Lake Geneva



**1314 W. College Avenue | P.O. Box 2111
Appleton, WI 54912-2111
Phone (920) 749-1995/Fax (920) 731-4158**

Lake Geneva Office
Walworth County
P.O. Box 1114
Lake Geneva, WI 53147-1114

Ironwood, Michigan Office
N10257 Lake Road
Ironwood, MI 4993

Hurley Office
Iron County
P.O. Box 342
Hurley, WI 54534-0342

AGREEMENT FOR MAINTENANCE ASSESSMENT SERVICES

This Agreement is by and between the **City of Lake Geneva, Walworth County, State of Wisconsin**, a municipal corporation (hereafter "Municipality") and ASSOCIATED APPRAISAL CONSULTANTS, INC., with its principal office at 1314 W. College Avenue, Appleton, WI 54914 (hereafter "Assessor") as follows:

I. SCOPE OF SERVICES. All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the *Wisconsin Property Assessment Manual* and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this agreement. This agreement is being provided under the assumption all property records are in a digital format. Digital property records include digital photographs, sketches and property record data compliant with Wisconsin Department of Revenue mandates. In the event the records are not digital, there shall be an additional cost for conversion and or collection of the required property data. Additional scope of services performed by the Assessor are further described in Appendix A that is attached hereto and incorporated herein by reference.

INSPECTIONS. The following inspection cycle is to be completed by the Assessor annually:

- 1) New construction, annexed properties, and properties with a change in exemption status shall be physically inspected, and the property record card prepared or updated as needed.
- 2) Properties affected by building removal, fire, significant remodeling (those requiring a building permit), or other major condition changes shall be physically inspected.
- 3) Improved properties under construction over a period of years shall be re-inspected.
- 4) All sales properties, legal description changes, and zoning changes shall be reviewed and inspected if deemed necessary to ensure a fair assessment.
- 5) Requests for review by property owners, made after the close of the municipal Board of Review, and prior to signing the affidavit for the next assessment roll, shall be physically inspected during the current assessment cycle.
- 6) A classification review shall be conducted annually to determine eligibility for agricultural use value assessment and the assessment of agricultural forestland and undeveloped land.

A. PARCEL IDENTIFICATION. The legal description and size of each land parcel shall be contained in the existing property records. The drawings and measurements of each primary improvement shall be contained in the existing property records. For all new records, the Assessor shall provide digital drawings and digital photographs of each primary improvement. In the event of a discrepancy found in existing records, the Assessor shall investigate and correct the record.

B. PREPARATION OF RECORDS. Appropriate records shall be used in the evaluation and collection of data for residential improvements, commercial improvements, and

agricultural improvements. All information relating to the improvements shall be obtained and shown as provided on the respective forms. The Assessor shall supply to the Municipality a complete set of property records in a computer readable format compatible with the Municipality's computer system and update records within fourteen (14) days of final adjournment of the Board of Review. Records shall be updated prior to open book and again to reflect any changes made at Board of Review.

C. APPROACH TO VALUE. Assessor shall assess all taxable real estate according to market value, as established by professionally acceptable appraisal practices, except where otherwise provided by law. Assessor shall consider the sales comparison approach, the cost approach and the income approach in the valuation of all property.

- 1) **Sales Comparison Approach.** Assessor will collect, compile and analyze all available sales data for the Municipality in order to become familiar with the prevailing market conditions and activity. A detailed analysis of sales data will be prepared, including a picture book of recent residential and agricultural sales. Vacant land sales will also be compiled and analyzed. In valuing property by the sales comparison approach, subject properties will be appraised through a detailed comparison to similar properties that have recently sold, making careful consideration of similarities and differences between the subject and comparable sale properties.
- 2) **Cost Approach.** The cost approach to value will be considered for all taxable improved property. Replacement costs for residential and agricultural improvements will be calculated per Volume II of the *Wisconsin Property Assessment Manual*. Replacement costs for commercial improvements will be calculated using Marshall & Swift valuation service. All accrued depreciation, including physical deterioration, functional obsolescence, and economic obsolescence will be accurately documented and deducted from current replacement costs.
- 3) **Income Approach.** Consideration of the income approach to value will be made when the income or potential income generated by the real estate is deemed likely to affect the property's resale value. Data to be analyzed will include economic rents, typical vacancy rates and typical operation expense ratios. In the valuation of property by the income approach, adequate records will be prepared, showing a reconstruction of income and expenses, as well as all calculations used to arrive at market value, including formulas and capitalization rates as appropriate to the type of property being appraised.

D. OPEN BOOK CONFERENCE. Upon completion of the Assessor's review of assessments and prior to completion of the assessment roll, the Assessor shall hold open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values. The Assessor shall mail a notice of assessment for each taxable parcel of property whose assessed value has changed from the previous year. The notice form used shall be that prescribed by the Department of Revenue, and include the time and place the open book conference(s) will be held. Mailing shall not be less than fifteen days prior to the first day of the conference for the convenience of property owners. The Assessor shall take the phone calls to schedule appointments for the open book conference as needed. The assessor shall be present at the open book conference for a time sufficient to meet with the property owners or their agents

and shall be present at least two hours or as needed. Assessor shall provide the necessary staff to handle the projected attendance.

E. COMPLETION OF ASSESSMENT ROLL AND REPORTS. The Assessor shall be responsible for the proper completion of the assessment roll in accordance with current statutes and the *Wisconsin Property Assessment Manual*. The Assessor shall provide final assessment figures for each property to the Municipality, and the roll shall be totaled to exact balance. Assessor shall prepare and submit all reports required of the Assessor by the Wisconsin Department of Revenue including: Municipal Assessment Report (MAR), the Tax Incremental District Assessment Report (TAR), and The Annual Assessment Report (AAR). Assessor shall follow the Uniform Standards of Professional Appraisal Practice (USPAP) as required by the Wisconsin Property Assessment Manual; postage is at the Assessor's expense.

F. BOARD OF REVIEW ATTENDANCE. Assessor shall attend all hearings of the Municipal Board of Review to explain and defend the assessed value and be prepared to testify under oath regarding the values determined. In the event of appeal to the Wisconsin Department of Revenue or a Circuit Court, Assessor shall be available upon request of Municipality to furnish testimony in defense of the values determined for up to eight employee hours per parcel. Testimony in excess of eight employee hours will require an addendum to this agreement. Assessor shall arrange and provide the Personal Property and Real Estate Assessment Roll for viewing by the public as prescribed in Chapter 5 of the Wisconsin Property Assessment Manual, as amended each year, and adhere to any county or Municipality business requirements as prescribed under Wis. Stat. § 70.09(3)(c). If deemed necessary and mutually agreed upon by both parties, any outside counsel services requested by the Assessor shall be provided and paid for by the Municipality as agreed upon by both parties.

G. PERSONAL PROPERTY ASSESSMENTS. The Assessor shall prepare and distribute annual personal property statements to all businesses; postage is at the Assessor's expense. By May 1st each year the Assessor will review statements and follow up with un-filed or incorrect statements. The Assessor shall determine the appropriate assessment. The Assessor shall exercise particular care so that personal property as a class on the assessment roll bears the same relation to statutory value as real property as a class.

H. PUBLIC REQUESTS. The Assessor shall timely respond to all open records requests received by the Assessor. In so doing, the Assessor shall comply with the confidentiality provisions of the law, including sec. 70.35(3), regarding the personal property return; sec. 70.47(7)(af), regarding income and expense information provided to the assessor and board of review; and sec. 77.265, the real estate transfer return.

I. AVAILABILITY. The Assessor shall maintain telephone service to receive calls from the Municipality or property owners five days a week from 8:00 a.m. to 4:30 p.m. excluding holidays and company paid time off. Internet communication is available twenty-four hours per day. The Assessor shall timely respond to all telephone inquiries within two working days or sooner. The Assessor shall copy the municipal clerk on those issues that have been raised to the clerk or board and subsequently passed on to the Assessor. Assessor shall be available to attend City meetings at the request of the Municipality for up to eight (8) hours annually not including annual assessment required meetings. Any additional meetings the Assessor shall be asked to attend beyond eight (8) hours shall be compensated at the customary rates charged by the Assessor. The Municipality and the Assessor shall discuss the cost prior to attendance.

J. **MUNICIPAL RECORDS.** The Municipality shall allow access and make available to the Assessor municipal records such as, but not limited to, previous assessment rolls and records, sewer and water layouts, permits, tax records, records of special assessments, plats, and any other maps currently in the possession of the Municipality at no cost.

K. **MAPS.** Municipality shall provide at no cost to Assessor any plat maps, zoning maps, cadastral maps, or other maps currently in the possession of the Municipality. If such maps necessary for our work are not in the possession of the Municipality, Assessor shall obtain them from the County surveyor, Register of Deeds, or other sources at the Municipality's expense.

II. GENERAL REQUIREMENTS

A. **OATH OF OFFICE.** As the Assessor is a corporation, the person designated as responsible for the assessment shall take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. The oath shall conform to Section 19.01, Wis. Stats. and be filed with the Municipal Clerk prior to commencing duties. Assessor shall assume the appointed office of City assessor as per Wisconsin Statutes 70.05 (1) for the duration of this contract and shall perform all statutory duties appertaining to such office. As such the Municipality shall hold harmless the Assessor from all claims and liabilities relating to the assessment or taxation of property, including but not limited to claims made under Statutes 74.35, 74.37 and circuit court claims, unless otherwise specified in this agreement.

B. **QUALIFICATIONS AND CONDUCT OF PERSONNEL.** The Assessor shall provide at its own expense any personnel necessary and shall comply with the following:

- 1) All personnel providing services shall be currently certified in compliance with Sec. 70.05 and 73.09, Wis. Stats. and the administrative rules prescribed by the Wisconsin Department of Revenue.
- 2) Assessor's field representatives shall carry photo identification cards.
- 3) All employees, agents, or representatives of the Assessor shall conduct themselves in a safe, sober, and courteous manner while performing services within the Municipality.
- 4) The Assessor shall review any complaint relative to the conduct of the Assessor's employees and take appropriate corrective action. If the Municipality deems the performance of any of Assessor's employees unsatisfactory, the Assessor shall, for good cause, remove such employees from work upon written request by Municipality.

C. **ASSESSOR PROVIDED INSURANCE AND INDEMNITY.** The Assessor agrees as follows:

- 1) The Assessor shall obtain and maintain during the term of this contract full coverage insurance to protect and hold harmless the Municipality which insurance is to include:
 - (a) Workers Compensation State of Wisconsin requirements

(b) General Liability

General Aggregate	\$ 2,000,000
Products/Completed Operations	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Personal & Advertising	\$ 1,000,000
Fire Damage	\$ 100,000
Medical Expense	\$ 10,000

(c) Comprehensive Auto Liability

Combined Single Limit	\$ 1,000,000
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- 2) The Assessor shall provide the Municipality with certificates for all required insurance, with the Municipality as a named insured. All insurance coverage shall contain a 10-day advance notice of cancellation to the Municipality. The Assessor shall timely pay all insurance premiums.
- 3) Liability for bodily injury, disability, and/or death of employees or any person or for damage to property caused in any way, directly or indirectly, by the operations of the Assessor within the Municipality shall be assumed by that Assessor.

D. OWNERSHIP OF RECORD. All records prepared or maintained in connection with assessments in the Municipality shall at all times be and remain the sole property of the Municipality, including (a) all records prepared in connection with assessments in the Municipality including, but not limited to property records, personal property forms, maps, and any other schedules or forms, (b) all records and materials obtained from the municipality and not previously returned to include maps, and Assessor's records, and (c) materials specifically obtained and/or used for performance of assessment work for the Municipality, to include aerial photos, maps, depth factor tables, copies of leases, correspondence with property owners, sales data, copies of real estate transfer returns, and operating statements of income property, and (d) if the record system is computerized, at a minimum, provide that the software be able to create an exportable text file of data.

III. TERM AND TERMINATION

A. TERM. The term of this Contract is for the **2019, 2020 and 2021** assessment year(s). The assessor shall have completed all work under this agreement on or before the fourth Monday in April or 45 days thereafter, excluding appearances beyond the Board of Review. The date of completion may be extended, if necessary, under the terms of this contract and by mutual consent.

B. TERMINATION. Either party may terminate this Contract only with cause, cause being defined as default of the other party of terms of this Contract upon sixty (60) days written notice to the other party. Upon termination by either party, Assessor shall deliver to the Municipality all records and materials in Assessor's possession used or created during this Contract. During the 60-day wind down period, both Assessor and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records.

C. **AUTOMATIC RENEWAL.** This Agreement will automatically renew for successive annual assessment years unless either party, on or before July 1 of the preceding year, notifies the other party by certified mail of their desire to non-renew.

IV. COMPENSATION

- A. The Municipality shall pay the Assessor **Forty Thousand Dollars (\$40,000.00)** for 2019, 2020 and for the 2021 assessment year(s) for maintenance services through December 31, 2021.
- B. The compensation due the Assessor shall be paid in monthly installments throughout the 2019, 2020 and 2021 assessment year(s).
- C. The Municipality shall not be billed for postage, mileage or supplies unless otherwise specified in this agreement and/or addenda.
- D. Additional compensation that may be due to the Assessor as a result of services that are beyond the scope of this agreement will be invoiced in the month subsequent to the month in which the services were provided.
- E. Future Year Adjustments: A cost of living adjustment of not more than three percent (3.0%) will be applied on an annual basis for each year of renewal.
- F. **Optional Website Posting:** The Municipality shall have the option to post their assessment data on our website for no additional charge.
***** Please initial yes or no to post data to the website. *****
Yes _____ No _____

V. SIGNATURES



Mark Brown
President
Associated Appraisal Consultants, Inc.

7/27/2018

Date

Authorized Signature
City of Lake Geneva

Date

**APPENDIX A
ADDITIONAL SCOPE OF SERVICES**

This Appendix A is attached to and incorporated into the agreement for maintenance assessment services made by and between the **City of Lake Geneva, Walworth County, State of Wisconsin**, a municipal corporation (hereafter "Municipality") AND ASSOCIATED APPRAISAL CONSULTANTS, INC., with its principal office at 1314 W. College Avenue, Appleton, WI 54914 (hereafter "Assessor").

In consideration of the promises and agreements hereinafter set forth, and in consideration of the execution of those promises, both parties agree to the following:

OPTIONAL – INTERIM MARKET UPDATE

- I. **SCOPE OF SERVICES.** This optional service shall be provided only upon request by the Municipality. Assessor shall perform an interim market update revaluation for the **2020** or **2021** assessment year of all taxable real estate and personal property during this additional scope of services agreement. Please circle and initial the year the revaluation is to take place.
- II. **DURATION.** Assessor shall complete all work on or before October 30th of the year in which the interim market revaluation service is conducted. If unforeseen circumstances delay the completion of work, an extension will be granted upon mutual agreement.
- III. **COMPENSATION**
This additional scope of services agreement runs simultaneously with the 2019-2021 Agreement for Maintenance Assessment Services. The Municipality shall pay the Assessor an additional **Sixty Thousand Dollars (\$60,000.00)** during the interim market update revaluation assessment year. Total compensation during the interim market update revaluation year shall be **One Hundred Thousand Dollars (\$100,000.00)**.
- A. The compensation due the Assessor shall be made on a monthly basis for services and expenses incurred during a Revaluation year. Monthly invoices shall reflect the percentage of work completed, less 5 percent retained by the Municipality until completion of the revaluation and final adjournment of the Board of Review. This monthly payment schedule would apply to the Interim Market Update assessment year.

SIGNATURES



Mark Brown
President
Associated Appraisal Consultants, Inc.

7/27/2018

Date

Authorized Signature
City of Lake Geneva

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/21/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ADEMINO & ASSOCIATES INC DAVID ADEMINO 1001 TRUMAN P O BOX 99 KIMBERLY, WI 54136-0099 DAVID VAN BOOGARD	CONTACT NAME: DAVID VAN BOOGARD PHONE (A/C, No, Ext): 920-734-3110 FAX (A/C, No): 920-734-6027 E-MAIL ADDRESS: dvanboogard@ademino.com <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border: none;">INSURER(S) AFFORDING COVERAGE</td> <td style="text-align: right; border: none;">NAIC #</td> </tr> <tr> <td style="border: none;">INSURER A : WEST BEND MUTUAL INS</td> <td style="border: none; text-align: right;">15350</td> </tr> <tr> <td style="border: none;">INSURER B : UNDERWRITERS AT LLOYDS, LONDON</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER C :</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER D :</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER E :</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER F :</td> <td style="border: none;"></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : WEST BEND MUTUAL INS	15350	INSURER B : UNDERWRITERS AT LLOYDS, LONDON		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : WEST BEND MUTUAL INS	15350														
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INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															
INSURED ASSOCIATED APPRAISAL CONSULTANTS INC & GP ACQUISITION INC PO BOX 2111 APPLETON, WI 54912															

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			A323069	08/16/2017	08/16/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			A323069	08/16/2017	08/16/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ WAIVED			A323069	10/01/2017	08/16/2018	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y / N <input checked="" type="checkbox"/> N / A	A339201	10/01/2017	08/16/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	ERRORS & OMISSIONS			PGIARK06509-01	08/16/2017	08/16/2018	\$10000DED 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SAMPLE CERTIFICATE

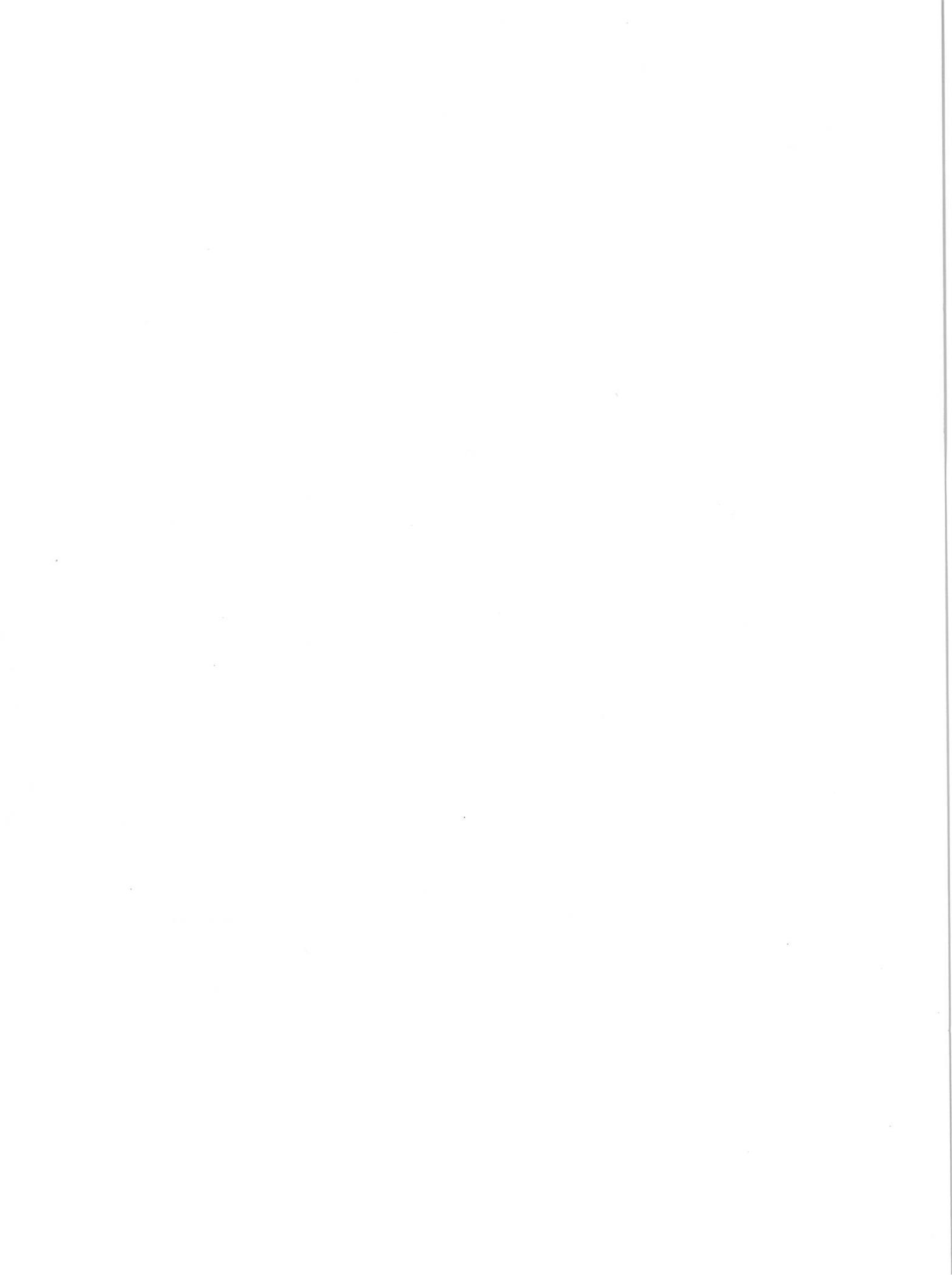
SAMPL-1

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Independent Contractor Agreement

Lake Geneva Cooperative Convention Center Special Events Coordinator

This Agreement ("Agreement") is made and entered into this _____ day of _____, 2018 by and between _____, ("Contractor") and the Lake Geneva Tourism Commission, a Commission of the City of Lake Geneva, a municipal corporation ("LGTC")

WITNESSETH:

WHEREAS, LGTC wishes to retain the services of Contractor to perform technical and administrative services related to special event coordination to increase overnight stays in the City of Lake Geneva, Wisconsin, and

WHEREAS, Contractor wishes to work as an Independent Contractor to work and consult with the LGTC as a special event coordinator with the goal of coordinating group sales to increase overnight stays in the City of Lake Geneva, Wisconsin,

NOW THEREFORE in consideration of the sum of Ten and no/100 (\$10.00) Dollars, the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged hereto, the parties agree as follows:

~~This Independent Contractor Agreement ("Agreement") is made and entered into by and between, _____ ("Contractor") and the Lake Geneva Tourism Commission (LGTC).~~

1. **Term.** LGTC hereby retains Contractor for an initial term commencing October 1, 2018, and ending **September 30, 2019** ~~DATE~~ ("Initial Term"). Upon conclusion of the Initial Term, this Agreement ~~may shall be renewed automatically for additional one-year terms~~ ("Additional Term(s)" ~~by mutual agreement between the parties and collectively with the Initial Term, the "Term"~~).

2. **Engagement of Services.** Contractor will provide LGTC with technical and administrative services related to special event coordination and will consult with LGTC ~~participate~~ in the formulation of the LGTCs goals, objectives, plans, programs, policies and budget. The Contractor will adhere to the following goals in performing services for the LGTC:

- Update LGTC regularly by attending Tourism Commission meetings, and other assigned group, trade show, and conferences as needed.
- Execute all aspects of event and group scheduling sales to include lodging, meeting space, food/beverage, transportation and other services as need and is consistent with the Tourism Commission's annual plan & budget.

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- After obtaining authorization from the LGTC, retain outside services where and when appropriate to assist and support tourism initiatives, marketing, brochures, social media, public relations and website development/maintenance.
- Manages group and trade show planning and member/vendor relations.

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- Due to working in government planning, this person shall be required to follow laws and policies while remaining sensitive to open meeting laws and ethics violations.
- Serve as first point of contact for members and prospects.
- Develop and maintain customer relations management system to include office files, calendar, inventory and supplies which when completed shall be the intellectual property of LGTC
- Develops and maintains group and program related records which shall be the intellectual property of LGTC.

- 2. Contact members and outside resources as needed for groups sales, programs, and sponsorship, and in accordance with the Tourism's rules and regulations.

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3. **Compensation.** LGTC shall pay Contractor \$32,000 per year which shall be paid in monthly installments of based on monthly payments of \$2666.00 on the 1st of each month. In the event contractor starts on a day other than the 1st of the month, that months payment will be prorated. It is anticipated that Contractor will perform services for LGTC for approximately for approximately 20 hours of service per week. The Contractor will invoice the City each month for her services. and will be compensated on a monthly basis.

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4. **Expense Reimbursement.** As an independent contractor, it is assumed that the Contractor will supply the instrumentalities, tools, and place of work for her services, however, in the event extraordinary expenses are incurred by Contractor, the LGTC must preapprove those expenses prior to their expenditure. As approved by LGTC, shall pay or reimburse Contractor for any reasonable expenses incurred by the Contractor in of duties under this Agreement, and in accordance with the policies and budget approved by the Tourism Board. Contractor shall submit appropriate documentation of expenses. Such expenses will be subject to the approval of the Chair or a designee of the Chair.

5. **Independent Contractor Relationship.** It is explicitly understood and agreed that Contractor's relationship with LGTC will be that of an independent contractor, and nothing in this Agreement is intended to, or should be construed to, create a partnership, agency, joint venture, or employment relationship. Contractor will not be entitled to under this Agreement to any of the benefits that LGTC or the City of Lake Geneva may make available to its employees, including but not limited to group health insurance, life insurance, profit-sharing, retirement benefits, paid vacation, holidays or sick leave, or workers' compensation insurance. No part of Contractor's compensation will be subject to withholding by LGTC for the payment of any social security, federal, state or any other employee payroll taxes including unemployment insurance taxes. LGTC will regularly report amounts paid to Contractor by filing a Form 1099-MISC with the Internal Revenue Service, as required by law. Contractor may perform the services required by this Agreement at any place or

location and at such times as Contractor shall deem appropriate keeping in mind the goals outlined above terminate. Contractor agrees to provide all tools and instrumentalities, if any, required to perform the services under this Agreement.

6. ~~**Nondisclosure and Confidentiality.** LGTC and Contractor acknowledge and confirm that Contractor may by virtue of Contractor's relationship with LBTC obtain access to sensitive, confidential, restricted and proprietary information of LGTX and LGTC's clients, including, without limitation, financial records and client's records and files. Contractor agrees that any such confidential information of which Contractor acquires knowledge in the course of Contractor's performance of her services hereunder shall be used solely in connection with such services and shall not be used in any other manner whatsoever. Contractor agrees that they will not, without the prior written consent of LGTC, disclose, divulge or publish to others any such confidential information of which they have acquired knowledge in the course of their services hereunder. Contractor further acknowledges and confirms that such confidential information is the exclusive property of LGTC, and under no circumstances whatsoever shall Contractor have the right to any of such information subsequent to the termination of this agreement. Upon request of the LGTC, Contractor shall deliver to the LGTC any and all such confidential information, including all copies of such information prepared or produced in connection therewith, pertaining to LGTC's business or Contractor's services for LGTC, whether made or compiled by Contractor or furnished to Contractor in connection with such services to LGTC. "CONFIDENTIAL INFORMATION" as used in this Agreement shall mean any and all technical and non-technical information including patent, copyright, trade secret, proprietary information, computer files and client information related to the past, current, future and proposed services of the Lake Geneva Tourism Commission and includes, without limitation, as working in government planning, shall be required to follow laws and policies while keeping information concerning Lake Geneva properties, project plans and analysis, contracts, research, financial information, purchasing, business forecasts, sales and merchandising, and marketing plans and information.~~

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6. ~~**Nondisclosure and Nonuse Obligations.** Contractor agrees to protect the confidentiality of all Confidential information and, except as permitted in this section, Contractor shall neither use nor disclose the Confidential Information. Contractor may use the Confidential Information solely to perform consulting services under this Agreement for the benefit of the Lake Geneva Tourism Commission.~~

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~~**Exclusion from Nondisclosure and Nonuse Obligations.** Contractor's obligations under section ("Nondisclosure and Nonuse Obligations") with respect to any portion of the Confidential Information shall not apply to any such portion that Contractor can demonstrate (a) waste in the public domain at or subsequent to the time such portion was communicated to Contractor by LGTC; (b) was rightfully in Contractor's possession free of any obligation or confidence at or subsequent to the time such portion was communicated to Contractor by LGTC; or (c) was developed by Executive independently of and without reference to any information communicated to the Contractor by LGTC. A disclosure of Confidential Information by Contractor, either (i) in response to a valid order by a court or other governmental body, (ii) otherwise required by law, or (iii) necessary to establish the rights of either party under this Agreement, shall not be considered a breach of this Agreement or a waiver of confidentiality for other purposes, provided, however, that the Contractor shall~~

~~provide prompt written notice thereof to Lake Geneva Tourism Commission to enable Lake Geneva Tourism Commission to see a protective order or otherwise prevent such disclosure.~~

7. **Ownership of Property.** Contractor acknowledges and agrees that all documents produced by Contractor, including but not limited to memoranda, research notes, correspondence, emails, and reports in the course of heris work for LGTC, shall be the property of LGTC, and Contractor shall retain no ownership, interest, or rights therein. Upon termination of this agreement, irrespective of tie time, manner or cause of said termination Contractor will surrender to LGTC all such records, and all other professional, or financial information regarding LGTC's business.
8. **Governing Law.** This Agreement shall be governed in all respects by the laws of the United States of America and by the laws of the State of Wisconsin. Each of the parties irrevocably consents to the exclusive personal jurisdiction of the federal and state courts located in Wisconsin, as applicable, for any matter arising out of or relating to this Agreement, except that in actions seeking to enforce any order or any judgment of such federal or state courts located in Wisconsin, such personal jurisdiction shall be nonexclusive.
9. **Severability.** If any provision of this Agreement is held by a court of law to be illegal, invalid or unenforceable, (a) that provision shall be deemed amended to achieve as nearly as possible the same economic effect as the original provision, and (b) the legality, validity, and enforceability of the remaining provisions of this Agreement shall not be affected or impaired thereby.
10. **Injunctive Relief for Breach.** Contractor agrees that heris obligations under this Agreement are of a unique character that gives them particular value; Contractor's breach of any of such obligations will result in irreparable and continuing damage to LGTC, for which there will be no adequate remedy at law; and, in the event of such breach, LGTC will be entitled to injunctive relief and/or a decree for specific performance, and such other and further relief as may be proper (including monetary damages if appropriate).
11. **Termination of Agreement.** In **December** of each year, LGTC shall assess Contractor's performance related to duties and responsibilities performed under this Agreement. Upon conclusion of the assessment, LGTC and Contractor will determine whether to continue the Agreement for an Additional Term. LGTC may take action to increase the base compensation, bonus or any other elements of compensation for the subsequent year of this Agreement. In addition thereto, LGTC and Contractor shall be entitled to terminate this agreement for cause or without cause after providing 10 days notice.

IN WITNESS WHEREOF, the parties to this Agreement have signed below with the Effective Date as set for in the Agreement.

Contractor

Lake Geneva Tourism Commission

NAME

NAME
TITLE Chairman



Resolution for Inclusion Under the Wisconsin Public Employers' Group Health Insurance Program

Wisconsin Department of Employee Trust Funds
PO Box 7931
Madison WI 53707-7931
1-877-533-5020 (toll free)
Fax 608-267-4549
etf.wi.gov

RESOLVED, by the Common Council of the City of Lake Geneva

that pursuant to the provisions of Wis. Stat. § 40.51 (7) hereby determines to offer the Wisconsin Public Employers (WPE) Group Health Insurance Program to eligible personnel through the program of the State of Wisconsin Group Insurance Board (Board), and agrees to abide by the terms of the program as set forth in the contract between the Board and the participating health insurance providers.

All participants in the WPE Group Health Insurance Program will need to be enrolled in a program option. An employer may elect participation in program options listed below, **with each program option to be offered to different employee classifications (pursuant to collective bargaining). Individual employees cannot choose between program options.**

We choose to participate in the: (check applicable options)

- Traditional HMO-Standard PPO W/ Dental, P02
- Deductible HMO-Standard PPO W/ Dental, P04
- Coinsurance HMO-Standard PPO W/ Dental, P06
- High Deductible Health Plan HMO-Standard HDHP PPO W/ Dental, P07
- Traditional HMO-Standard PPO W/O Dental, P12
- Deductible HMO-Standard PPO W/O Dental, P14
- Coinsurance HMO-Standard PPO W/O Dental, P16
- High Deductible Health Plan HMO-Standard HDHP PPO W/O Dental, P17

The underwriting and enrollment process takes 120 days. Groups are eligible to enroll effective January 1, April 1, July 1, or October 1. **RESOLUTION EFFECTIVE DATE:** (select one date): January 1, 2019

The proper officers are herewith authorized and directed to take all actions and make salary deductions for premiums and submit payments required by the Board to provide such Group Health Insurance.

CERTIFICATION

I hereby certify that the foregoing resolution is a true, correct and complete copy of the resolution duly and regularly passed by the above governing body on the 8 day of October, year 2018 and that said resolution has not been repealed or amended, and is now in full force and effect.

I further certify that we offered insurance to our employees immediately prior to joining this program.

Dated this 8 day of October, year 2018.

I understand that Wis. Stat. § 943.395 provides criminal penalties for knowingly making false or fraudulent statements, and hereby certify that, to the best of my knowledge and belief, the above information is true and correct.

ETF EMPLOYER IDENTIFICATION NUMBER

EMPLOYER REPRESENTATIVE TITLE

MAILING ADDRESS

FEDERAL TAX IDENTIFICATION NUMBER (FEIN/TIN)

COUNTY WHERE EMPLOYER IS LOCATED

NUMBER OF ELIGIBLE EMPLOYEES

EMAIL ADDRESS

Discrimination is Against the Law 45 C.F.R. § 92.8(b)(1) and (d)(1)

The Wisconsin Department of Employee Trust Funds complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability or sex. ETF does not exclude people or treat them differently because of race, color, national origin, age, disability or sex.

ETF provides free aids and services to people with disabilities to communicate effectively with us, such as qualified sign language interpreters and written information in other formats. ETF provides free language services to people whose primary language is not English, such as qualified interpreters and information written in other languages. If you need these services, contact ETF's Compliance Officer, who serves as ETF's Civil Rights Coordinator.

If you believe that ETF has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability or sex, you can file a grievance with: Compliance Officer, Department of Employee Trust Funds, P.O. Box 7931, Madison, WI 53707-7931; 1-877-533-5020; TTY: 711; Fax: 608-267-4549; Email: ETFSMBPrivacyOfficer@etf.wi.gov. If you need help filing a grievance, ETF's Compliance Officer is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at: U.S. Department of Health and Human Services, 200 Independence Avenue, SW, Room 509F, HHH Building, Washington, D.C. 20201; 1-800-368-1019; TDD: 1-800-537-7697. Complaint forms are available at www.hhs.gov/ocr/office/file/index.html.

Spanish: ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-877-533-5020 (TTY: 711).

Hmong: LUS CEEV: Yog tias koj hais lus Hmoob, cov kev pab txog lus, muaj kev pab dawb rau koj. Hu rau 1-877-533-5020 (TTY: 711).

Chinese: 注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-877-533-5020 (TTY: 711)

German: ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer: 1-877-533-5020 (TTY: 711).

Arabic: ملاحظة: إذا كنت تتحدث اللغة العربية، فهناك خدمة مساعدة متاحة بلغتك دون أي مصاريف: اتصل بالرقم 1-877-533-5020 (خدمة الصم والبكم: 711)

Russian: ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 1-877-533-5020 (телетайп: 711).

Korean: 주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 1-877-533-5020 (TTY: 711)번으로 전화해 주십시오.

Vietnamese: CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1-877-533-5020 (TTY: 711).

Pennsylvania Dutch: Wann du [Deutsch (Pennsylvania German / Dutch)] schwetzscht, kannscht du mitaus Koschte ebber gricke, ass dihr helft mit die englisch Schprooch. Ruf selli Nummer uff: Call 1-877-533-5020 (TTY: 711).

Laotian/Lao: ໂປດຊາບ: ຖ້າວ່າທ່ານເວົ້າພາສາລາວ, ການບໍລິການຊ່ວຍເຫຼືອດ້ານພາສາ, ໂດຍບໍ່ເສັຽຄ່າ, ແມ່ນມີພ້ອມໃຫ້ທ່ານ. ໂທສ 1-877-533-5020 (TTY: 711).

French: ATTENTION : Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement. Appelez le 1-877-533-5020 (ATS : 711).

Polish: UWAGA: Jeżeli mówisz po polsku, możesz skorzystać z bezpłatnej pomocy językowej. Zadzwoń pod numer 1-877-533-5020 (TTY: 711).

Hindi: ध्यान दें: यदि आप हिंदी बोलते हैं तो आपके लिए मुफ्त में भाषा सहायता सेवाएं उपलब्ध हैं। 1-877-533-5020 (TTY: 711) पर कॉल करें।

Albanian: KUJDES: Nëse flitni shqip, për ju ka në dispozicion shërbime të asistencës gjuhësore, papagesë. Telefononi në 1-877-533-5020 (TTY: 711).

Tagalog: PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa 1-877-533-5020 (TTY: 711).



**Total Parking Solutions, INC
2721 Curtiss Street
Downers Grove, IL. 60515
TRIAL POLICY**

Trials of Total Parking Solutions, Inc ("TPS") pay station equipment and services may be granted for a maximum of 120 days when organizations agree to the following Trial Policy:

1. The City agrees to use and evaluate Trial Products, two (2) Cale CWT parking terminal, for a maximum trial period of 120 days from date of installation.
2. TPS will provide to the City free of charge all Cale back office (WebOffice) costs and services required during the trial. Cale will not be liable to City for any damages for loss of profits, revenue or any loss of data arising from the use of the equipment and services during the trial period.
3. The City agrees to start the trial period within one week from the equipment arrival at TPS facilities, pending set up and testing of merchant services account for credit card processing.
4. Any extension to the trial period must be agreed to in writing by both parties at least 30 days prior to the expiration of the trial period.
5. The City shall be responsible for the cost and installation of suitable signage to implement a successful pay and display parking program. TPS shall provide sign samples for consideration.
6. The City shall use and operate the Trial Products in accordance with Cale's warranty and standard operating procedures.
7. The City shall not at any time temporarily or otherwise remove the Trial Products from the initial installation site, without TPS's prior written consent.
8. The City shall open an account for credit card processing with a clearing house approved by TPS prior to equipment shipment from TPS. TPS will work with the chosen clearing house to minimize any set up charges for the City. Any credit card service charges will be borne by the City.
9. TPS will provide such training as TPS reasonably considers is required to conduct the trial, at no cost to the City.
10. Excluding the costs associated with the City performing the basic meter maintenance (Level I service) during the trial, the City shall not pay any costs related to the maintenance, servicing and repair of the Trial Products.
11. Although not anticipated, the City is responsible for the cost of permits, licensing, and electricity if applicable.



12. At the end of the trial, the City will return the Trial Products to TPS within ten (10) business days following the end of the trial period in accordance with the following:
- (a) TPS shall be responsible for removal, shipping, freight and handling charges for returning the Trial Products to TPS's facility.
 - (b) The City shall be charged for, and shall be deemed to have purchased, any Trial Products not returned to TPS.
 - (c) The City shall be charged for the replacement and restocking of all Trial Products returned in incomplete form.
13. During the trial, the City agrees that Trial Products shall remain the sole and exclusive property of TPS, unless fully paid for by the City. The City assumes and shall bear the entire risk of loss, theft and damage to or destruction of the Trial Products (partial or otherwise) at all times during the trial period. The City agrees to pay for any damaged or vandalized equipment, such as a vandalized meter.
14. Should the City choose to purchase or rent at any time during the Trial or at the expiration of the Trial Period, and the City keeps the equipment, the City agrees to enter into a sales agreement with TPS for pay stations.

EXECUTED BY, TPS and the City on the dates set forth below.

TPS:

CUSTOMER:

Total Parking Solutions, INC.,

City of Lake Geneva, WI

an Illinois corporation

Mailing Address: _____

By: _____

By: _____

Print Name: Joseph T. Smith

Print Name: _____

Title: Secretary

Title: _____

Date: _____

Date: _____

**City of Lake Geneva
Finance, License, & Regulation Committee
October 2, 2018**

**Prepaid Checks
9/19/18 - 10/1/18**

**Total:
\$36,901.61**

Checks over \$5,000:

\$	9,922.91	<i>Alliant Energy - September bills to date</i>
\$	-	
\$	-	
\$	-	
\$	-	

Report Criteria:

Report type: Summary

[Report].Check Issue Date = 09/19/2018,09/26/2018,09/21/2018,09/28/2018

Check.Type = {<>} "Adjustment"

Check Issue Date	Check Number	Vendor Number	Payee	Amount
09/19/2018	68550	2046	ALLIANT ENERGY	9,922.91
09/19/2018	68551	2093	ARROW PEST CONTROL INC	280.00
09/19/2018	68552	2108	AT&T LONG DISTANCE	200.00
09/19/2018	68553	295	AURORA HEALTH CARE	14.00
09/19/2018	68554	2379	DEMCO	223.60
09/19/2018	68555	2424	DUNN LUMBER & TRUE VALUE	35.50
09/19/2018	68556	2490	FIRST CARE TACTICAL LLC	425.71
09/19/2018	68557	5276	MAD CITY WINDOWS & BATHS	60.00
09/19/2018	68558	2977	MIDWEST TAPE	514.26
09/19/2018	68559	3124	PETTY CASH - POLICE DEPT	87.30
09/19/2018	68560	5265	PUBLIC ADMINISTRATION ASSOCIATES	3,308.03
09/19/2018	68561	3001	SECURIAN FINANCIAL GROUP	2,186.14
09/19/2018	68562	5278	SPRINGHORN, KARL	870.32
09/19/2018	68563	3397	THE SUPPLY CORPORATION	87.21
09/19/2018	68564	5277	VERISMA SYSTEMS INC	108.03
09/19/2018	68565	5001	VERIZON WIRELESS	1,399.36
09/19/2018	68566	5036	WALWORTH COUNTY TREASURER	784.08
09/19/2018	68567	5071	WE ENERGIES	909.47
09/26/2018	68637	2046	ALLIANT ENERGY	56.00
09/26/2018	68638	2104	AT&T	1,864.60
09/26/2018	68639	2138	BAKER & TAYLOR	2,327.77
09/26/2018	68640	5281	CHAPMAN,ERIC & JENNIFER	20.00
09/26/2018	68641	5282	GANSBERG, DIANE	12.00
09/26/2018	68642	5207	SARAH KEISTER ARMSTRONG & ASSOCIATES	3,625.00
09/26/2018	68643	4918	TIME WARNER CABLE	63.29
09/26/2018	68644	4892	TOWN OF BURLINGTON	184.20
09/26/2018	68645	4975	US CELLULAR	537.51
09/26/2018	68646	5036	WALWORTH COUNTY TREASURER	178.67
09/28/2018	68654	3354	BRENT SPOTZ	93.00
09/28/2018	68655	5289	COMFORT SUITES	246.00
09/28/2018	68656	2624	JASON HALL	24.00
09/28/2018	68657	5287	KOSTMAN, REBECCA	52.60
09/28/2018	68658	3024	MUTUAL OF OMAHA	1,235.85
09/28/2018	68659	3159	PNC BANK	4,674.00
09/28/2018	68660	5048	THEON WARD	93.00
09/28/2018	68661	4915	TIETZ, KATIE	93.00
09/28/2018	68662	5288	WOJTAS, TONIA	105.20
Grand Totals:				36,901.61

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
11-00-00-12320	178.67	.00	178.67
11-00-00-21100	.00	22,947.14-	22,947.14-

GL Account	Debit	Credit	Proof
11-00-00-21340	964.53	.00	964.53
11-10-00-51330	143.38	.00	143.38
11-10-00-57410	784.08	.00	784.08
11-10-20-51340	374.09	.00	374.09
11-12-00-24280	184.20	.00	184.20
11-12-00-51340	17.74	.00	17.74
11-12-00-52210	54.87	.00	54.87
11-13-00-51340	34.58	.00	34.58
11-14-20-53310	246.00	.00	246.00
11-14-20-53990	3,308.03	.00	3,308.03
11-14-30-51340	12.39	.00	12.39
11-15-10-51340	59.71	.00	59.71
11-16-10-51340	25.76	.00	25.76
11-16-10-52210	860.72	.00	860.72
11-16-10-52240	232.76	.00	232.76
11-16-10-53500	87.21	.00	87.21
11-21-00-51340	821.28	.00	821.28
11-21-00-52210	1,794.43	.00	1,794.43
11-21-00-52220	23.09	.00	23.09
11-21-00-52900	425.71	.00	425.71
11-21-00-53120	87.30	.00	87.30
11-21-00-53300	851.52	.00	851.52
11-21-00-53310	479.60	.00	479.60
11-21-00-53800	108.03	.00	108.03
11-21-00-54110	14.00	.00	14.00
11-22-00-51330	71.03	.00	71.03
11-22-00-52210	626.19	.00	626.19
11-22-00-52240	104.25	.00	104.25
11-24-00-44300	60.00	.00	60.00
11-24-00-51340	33.65	.00	33.65
11-24-00-52620	11.83	.00	11.83
11-29-00-52220	77.26	.00	77.26
11-32-10-51340	157.86	.00	157.86
11-32-10-52210	251.27	.00	251.27
11-32-10-52220	957.00	.00	957.00
11-32-10-52240	58.87	.00	58.87
11-34-10-52220	203.82	.00	203.82
11-34-10-52230	7,377.35	.00	7,377.35
11-51-10-52240	43.32	.00	43.32
11-52-00-52220	618.65	.00	618.65
11-52-00-59220	100.98	.00	100.98
11-52-01-52240	20.13	.00	20.13
20-00-00-21100	.00	4,674.00-	4,674.00-
20-81-00-56580	4,674.00	.00	4,674.00
40-00-00-21100	.00	785.32-	785.32-
40-54-10-46740	12.00	.00	12.00
40-54-10-52210	11.83	.00	11.83
40-54-10-52220	594.36	.00	594.36
40-55-10-51340	4.51	.00	4.51
40-55-10-52210	57.10	.00	57.10
40-55-10-52240	82.89	.00	82.89
40-55-20-52210	22.63	.00	22.63
42-00-00-21100	.00	255.85-	255.85-

GL Account	Debit	Credit	Proof
42-34-50-46100	20.00	.00	20.00
42-34-50-51340	47.13	.00	47.13
42-34-50-51370	16.81	.00	16.81
42-34-50-52210	171.91	.00	171.91
48-00-00-21100	.00	153.88-	153.88-
48-00-00-51340	38.61	.00	38.61
48-00-00-51370	29.16	.00	29.16
48-00-00-52210	34.46	.00	34.46
48-00-00-52220	26.40	.00	26.40
48-00-00-52240	25.25	.00	25.25
61-00-00-21100	.00	190.29-	190.29-
61-00-00-53110	1.67	.00	1.67
61-00-00-92625	99.09	.00	99.09
61-00-00-92630	89.53	.00	89.53
62-00-00-21100	.00	273.77-	273.77-
62-00-00-23841	68.22	.00	68.22
62-00-00-92100	12.10	.00	12.10
62-00-00-92625	94.83	.00	94.83
62-00-00-92630	98.62	.00	98.62
99-00-00-21100	7.75	7,629.11-	7,621.36-
99-00-00-48190	.30	1.75-	1.45-
99-00-00-51340	62.85	.00	62.85
99-00-00-51370	56.63	.00	56.63
99-00-00-52160	3,625.00	.00	3,625.00
99-00-00-52210	153.75	.00	153.75
99-00-00-52220	342.00	.00	342.00
99-00-00-53600	322.95	6.00-	316.95
99-00-00-54100	1,294.78	.00	1,294.78
99-00-00-54110	1,103.44	.00	1,103.44
99-00-00-54140	443.81	.00	443.81
99-00-00-55120	223.60	.00	223.60
Grand Totals:	36,917.11	36,917.11-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary

[Report].Check Issue Date = 09/19/2018,09/26/2018,09/21/2018,09/28/2018

Check.Type = {<>} "Adjustment"

**City of Lake Geneva
Finance, License, & Regulation Committee
October 2, 2018**

Accounts Payable

	<u>Fund #</u>	
1. General Fund	11	\$ 65,548.08
2. Debt Service	20	\$ -
3. TID #4	34	\$ -
4. Lakefront	40	\$ 4,428.85
5. Capital Projects	43,52	\$ 750.00
6. Parking	42	\$ 14,768.99
7. Cemetery	48,49	\$ 5,374.85
8. Equipment Replacement	50	\$ 46,402.47
9. Library Fund	99	\$ 2,112.69
10. Impact Fees	45	\$ 20,490.00
11. Tourism Commission	47	\$ 361.39
Total All Funds		<u><u>\$160,237.32</u></u>

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

**FINANCE, LICENSE, & REGULATION COMMITTEE
10/2/2018**

TOTAL UNPAID ACCOUNTS PAYABLE **\$ 160,237.32**

ITEMS > \$5,000

Burriss Equipment - Kubota Mower	\$ 25,057.47
Lake Geneva Utility Commission - Impact Fees	\$ 17,775.00
Miller & Associates - Soccer Goals (Vets Park); Bleachers, Shade Structure (Skate Park)	\$ 15,325.00
EMS Medical Billing - Commissions May/June/July/August	\$ 11,812.86
General Communications - Radio Replacement for Ambulance #2	\$ 8,766.64
Elevated Safety - TRT Equipment	\$ 6,873.45
Jerry Willkomm Inc - Gasoline	\$ 5,837.90
Edward Jones - Cemetery Perpetual Care Deposit	\$ 5,300.00

Balance of Other Items \$ 63,489.00

Report Criteria:

Detail report.
Invoices with totals above \$0.00 included.
Only unpaid invoices included.
Invoice.Batch = "181008","P81031","L81031"

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
A+ GRAPHICS & PRINTING				
20224	08/15/2018	"EMERGENCY PARKING" SIGN	11-29-00-53400 EMER MGMT SUPPLIES	60.00
Total A+ GRAPHICS & PRINTING:				60.00
ACKMAN GLASS & MIRROR CO INC				
75503	09/07/2018	CAULK WINDOWS	11-22-00-52410 FIREHOUSE REPAIRS	705.00
Total ACKMAN GLASS & MIRROR CO INC:				705.00
ACL SERVICES LLC				
X670-201808-0	09/01/2018	BLOOD DRAWS	11-21-00-53800 PD SPECIAL INVESTIGATIONS	82.80
Total ACL SERVICES LLC:				82.80
ADVANCED DISPOSAL SERVICES				
A40000009601	08/31/2018	LANDFILL USE-BULK	11-36-00-52960 SOLID WASTE-STREET DEPT	593.06
Total ADVANCED DISPOSAL SERVICES:				593.06
AURORA HEALTH CARE				
1750103	09/09/2018	BLOOD TEST	11-32-10-52050 DRUG AND MEDICAL TESTING	70.00
Total AURORA HEALTH CARE:				70.00
AUTO TECH CENTERS INC				
289641	09/14/2018	TIRES	11-21-00-53610 PD EQUIP MAINT SERV COSTS	1,355.20
Total AUTO TECH CENTERS INC:				1,355.20
BADGER STATE INDUSTRIES				
306-176403	08/31/2018	CAN LINERS	99-00-00-53500 LIBRARY MAINT SUPPLIES	32.72
Total BADGER STATE INDUSTRIES:				32.72
BATZNER PEST CONTROL				
2468465	05/30/2018	PEST CONTROL-MAY	40-55-10-53600 UPPER RIVIERA MAINTENANCE	114.00
Total BATZNER PEST CONTROL:				114.00
BAYCOM INC				
EQUIPINV_016	08/30/2018	COMPUTER-AMB #2	50-22-00-58000 FIRE EQUIPMENT PURCHASES	3,781.00
Total BAYCOM INC:				3,781.00
BEARINGS INC SOUTH				
61909	08/27/2018	BEARINGS-BEACH GROOMER	40-54-10-53520 BEACH MAINTENANCE SUPPLIES	36.78
62035	09/17/2018	OIL SEAL-MOWER	11-52-00-52500 EQUIPMENT REPAIR SERVICES	24.52
Total BEARINGS INC SOUTH:				61.30

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
BOUND TREE MEDICAL LLC				
82966199	08/28/2018	GLOVES,COLD PACKS,ELECTR	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	252.22
82986809	09/19/2018	GLOVES,TUBES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	156.12
Total BOUND TREE MEDICAL LLC:				408.34
BREEZY HILL NURSERY				
I-217205	09/05/2018	PLANTING MAINT-SEP	42-34-50-52200 PARKING LOT PLANTING/MAINT	4,624.68
I-218050	09/25/2018	POND MAINT-SEP	42-34-50-52200 PARKING LOT PLANTING/MAINT	216.00
Total BREEZY HILL NURSERY:				4,840.68
BUMPER TO BUMPER AUTO PARTS				
662-386755	04/16/2018	POWER PLUG	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	34.27
662-394819	08/29/2018	OIL-MOWER	48-00-00-53510 CEM VEHICLE MAINT/REPAIR	39.90
662-394900	09/07/2018	BACKUP LIGHTS-ENG #1	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	207.08
662-394901	08/30/2018	FUSE,MINI LAMP	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	6.04
662-395616	09/12/2018	MINI LAMP	42-34-50-53100 OFFICE SUPPLIES	18.58
662-395636	09/12/2018	TEAR DROP LIGHT	42-34-50-53100 OFFICE SUPPLIES	56.17
662-395636	09/12/2018	MINI LAMP-RETURNED	42-34-50-53100 OFFICE SUPPLIES	18.58
662-395803	09/15/2018	PLUG-ENG #1	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	2.37
662-395912	09/18/2018	POWER PLUG	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	16.28
662-396427	09/27/2018	BATTERIES-ENG #2	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	513.98
Total BUMPER TO BUMPER AUTO PARTS:				876.09
BURKE, JOANN				
BURKE-8/18	08/22/2018	OVERPMT-JOANN BURKE	11-22-00-46240 FIRE/EMS BILLING REVENUE	105.22
Total BURKE, JOANN:				105.22
BURRIS EQUIPMENT CO				
WI34591	08/29/2018	KUBOTA 3901 MOWER-VETS P	50-32-00-58000 DPW EQUIPMENT PURCHASES	25,057.47
Total BURRIS EQUIPMENT CO:				25,057.47
CDW GOVERNMENT INC				
PGF4177	09/17/2018	RIVIERA WI-FI PROJECT	47-00-00-57210 OTHER TOURISM EXP	182.64
PGL5705	09/18/2018	RIVIERA WI-FI PROJECT	47-00-00-57210 OTHER TOURISM EXP	178.75
Total CDW GOVERNMENT INC:				361.39
CES				
LKG/050374	09/20/2018	STREET LIGHT REPAIR	11-34-10-52610 STREET LIGHTS REPAIRS	54.73
LKG/050375	09/20/2018	HWY 50/EDW BLVD LIGHT	11-10-00-52450 EXPENSES SUBJECT TO INS CLAIM	656.40
Total CES:				711.13
CHRIS RIZZO				
1820-6/2-7/24	07/24/2018	MOWING VIOLATIONS-6/2-7/24	11-32-10-53440 WEED CUTTING	500.00
1826	07/12/2018	MOWING VIOLATIONS-8/24-25	11-32-10-53440 WEED CUTTING	1,300.00
Total CHRIS RIZZO:				1,800.00
CINTAS FIRE PROTECTION				
OF36597406	09/07/2018	FIRE INSPECTION	99-00-00-53600 LIBRARY BLDG MAINT SERVICES	356.29

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total CINTAS FIRE PROTECTION:				356.29
COMPLETE OFFICE OF WISCONSIN				
907037	09/12/2018	FLASH DRIVE,CORR TAPE,FLA	11-21-00-53100 PD OFFICE SUPPLIES	53.67
913276	09/19/2018	CALENDARS,MAILERS	11-21-00-53100 PD OFFICE SUPPLIES	160.93
919159	09/26/2018	TONER-DET PRINTER	11-21-00-53100 PD OFFICE SUPPLIES	183.59
Total COMPLETE OFFICE OF WISCONSIN:				398.19
CUSTOM SERVICES				
29770	09/05/2018	HARLEY MOTORCYCLE REPAI	11-21-00-53610 PD EQUIP MAINT SERV COSTS	196.00
Total CUSTOM SERVICES:				196.00
DATA EQUIPMENT SERVICES				
1012	09/13/2018	MODEM SVC-SEP	42-34-50-52210 TELEPHONE EXPENSE	990.00
1012	09/13/2018	MODEM SVC-SEP	40-54-10-53400 LUKE OPERATING AND CC EXP	45.00
Total DATA EQUIPMENT SERVICES:				1,035.00
DOUSMAN TRANSPORT CO				
45-001467	09/05/2018	SHUTTLE-8/11-8/12	42-34-50-53990 PARKING MISC EXPENSES	1,150.50
45-001467	09/05/2018	SHUTTLE-8/18-8/19	42-34-50-53990 PARKING MISC EXPENSES	2,707.21
Total DOUSMAN TRANSPORT CO:				3,857.71
DUNN LUMBER & TRUE VALUE				
733167	08/11/2018	PAINT, PRIMER	11-21-00-53420 PD SPECIAL EQUIPMENT	12.48
733593	08/15/2018	SHOP LIGHT, EXT CORD,CABL	11-29-00-53400 EMER MGMT SUPPLIES	179.71
735903	09/08/2018	NUTS,BOLTS,HAMMER BIT	11-22-00-53500 BLDG MAINT SUPPLIES-FIREHOUSE	19.71
735903	09/08/2018	DISCOUNT	11-21-00-48190 DISCOUNTS EARNED-PD	.99-
736125	09/11/2018	9V BATTERIES	42-34-50-53100 OFFICE SUPPLIES	5.99
736125	09/11/2018	DISCOUNT	11-00-00-48190 DISCOUNTS EARNED	.30-
736136	09/11/2018	LIGHT BULBS	48-00-00-53500 CEM BLDG MAINT SUPPLIES	34.95
736200	09/12/2018	BEE KILLER	11-52-00-53500 BLDG MAINT SUPPLIES-PARKS	17.99
736200	09/12/2018	DISCOUNT	11-00-00-48190 DISCOUNTS EARNED	.90-
736364	09/13/2018	GAS BLOWER,WAX RING	11-52-01-53500 BLDG MAINT & REPAIR	163.49
736364	09/13/2018	DISCOUNT	11-00-00-48190 DISCOUNTS EARNED	8.17-
736411	09/13/2018	PAINTING SUPPLIES	40-55-20-53500 BLDG MAINT SUPPLIES-LOWER RIV	32.43
736411	09/13/2018	DISCOUNT	11-00-00-48190 DISCOUNTS EARNED	1.62-
736829	09/18/2018	TARPS	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	19.98
736829	09/18/2018	DISCOUNT	11-00-00-48190 DISCOUNTS EARNED	1.00-
736893	09/18/2018	BATTERIES	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	9.98
737165	09/20/2018	FURNACE FILTERS	11-51-10-52400 MUSEUM-MAINTENANCE & REPAIRS	46.93
737407	09/24/2018	PUTTY KNIVES	11-52-01-53400 VETS PARK OPERATING SUPPLIES	9.48
737415	09/24/2018	TRIMMER LINE	11-52-00-53520 GROUNDS MAINT SUPPLIES	12.99
737819	09/26/2018	CONNECTOR, PLUG-ENG #2	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	24.98
K35929	09/08/2018	PUTTY KNIFE,CONCRETE MIX	11-22-00-52410 FIREHOUSE REPAIRS	10.28
K35929	09/08/2018	DISCOUNT	11-21-00-48190 DISCOUNTS EARNED-PD	.51-
Total DUNN LUMBER & TRUE VALUE:				587.88
EDC EDUCATIONAL SERVICES				
DIR3196055	09/13/2018	YOUTH BOOKS	99-00-00-54110 LIBRARY YOUTH MATERIALS	42.97

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total EDC EDUCATIONAL SERVICES:				42.97
EDWARD JONES				
EDWARD JON	09/12/2018	PERPETUAL CARE DEPOSIT-1/	49-00-00-24200 DUE TO INVESTMENT ACCT	5,300.00
Total EDWARD JONES:				5,300.00
ELEVATED SAFETY LLC				
1722	06/21/2018	TRT EQUIP	50-22-00-58000 FIRE EQUIPMENT PURCHASES	6,873.45
Total ELEVATED SAFETY LLC:				6,873.45
ELKHORN CHEMICAL CO INC				
603587	09/12/2018	REPAIRS-HAND DRYERS	11-52-00-53500 BLDG MAINT SUPPLIES-PARKS	40.00
603588	09/12/2018	REPAIRS-HAND DRYERS	11-52-00-53500 BLDG MAINT SUPPLIES-PARKS	40.00
603589	09/12/2018	REPAIRS-HAND DRYERS	11-52-00-53500 BLDG MAINT SUPPLIES-PARKS	40.00
603590	09/12/2018	REPAIRS-HAND DRYERS	11-52-00-53500 BLDG MAINT SUPPLIES-PARKS	40.00
Total ELKHORN CHEMICAL CO INC:				160.00
ELKHORN NAPA AUTO PARTS				
130950	09/20/2018	AIR FILTERS	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	33.26
130974	09/20/2018	OIL,AIR FILTERS	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	17.46
131498	09/25/2018	OIL FILTERS	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	38.01
Total ELKHORN NAPA AUTO PARTS:				88.73
ELLENA ENGINEERING CONSULTANTS				
1773	08/23/2018	ENGINEERING-DISC GOLF	43-32-10-17010 2018/2019 STREET IMP PROGRAM	750.00
Total ELLENA ENGINEERING CONSULTANTS:				750.00
EMERGENCY APPARATUS MAINT				
101941	09/13/2018	REBUILD DRIVE SHAFT-AMB #3	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	1,792.48
Total EMERGENCY APPARATUS MAINT:				1,792.48
EMS MEDICAL BILLING ASSOCIATES				
AUG-2018	09/10/2018	COMMISSIONS-AUG	11-22-00-52140 OUTSIDE BILLING SERVICES	2,610.07
JULY 2018	09/27/2018	COMMISSIONS-JUL	11-22-00-52140 OUTSIDE BILLING SERVICES	3,033.03
JUNE 2018	09/27/2018	COMMISSIONS-JUN	11-22-00-52140 OUTSIDE BILLING SERVICES	3,349.06
MAY 2018	09/27/2018	COMMISSIONS-MAY	11-22-00-52140 OUTSIDE BILLING SERVICES	2,820.70
Total EMS MEDICAL BILLING ASSOCIATES:				11,812.86
FIRE SAFETY EDUCATION				
56908	07/12/2018	JUNIOR FIREFIGHTER BADGES	11-22-00-53990 FIRE MISCELLANEOUS EXP	277.50
Total FIRE SAFETY EDUCATION:				277.50
FIRST CARE TACTICAL LLC				
1189	08/10/2018	TOURNIQUETS	11-29-00-53400 EMER MGMT SUPPLIES	1,039.36
Total FIRST CARE TACTICAL LLC:				1,039.36

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
FIRST SUPPLY LLC				
1766570-00	09/11/2018	TOILET PARTS	40-55-20-53500 BLDG MAINT SUPPLIES-LOWER RIV	193.22
Total FIRST SUPPLY LLC:				193.22
FORD OF LAKE GENEVA				
34870	08/16/2018	OIL CHANGE-#206	11-21-00-53610 PD EQUIP MAINT SERV COSTS	33.23
65020	08/28/2018	OIL CHANGE-#204	11-21-00-53610 PD EQUIP MAINT SERV COSTS	30.09
65042	09/11/2018	FUEL PUMP, TUNE-UP	42-34-50-53510 VEHICLE/EQUIPMENT MAINT	2,069.00
65206	09/13/2018	BRAKES, OIL CHANGE-#205	11-21-00-53610 PD EQUIP MAINT SERV COSTS	546.89
65215	09/13/2018	REPLACE FRONT TURN SIGNA	11-21-00-53610 PD EQUIP MAINT SERV COSTS	29.97
Total FORD OF LAKE GENEVA:				2,709.18
FOSTER COACH SALES INC				
15196	08/29/2018	ROOF VENT #2-AMB 3	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	183.65
15239	09/10/2018	ROOF VENT #1-AMB 3	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	183.65
Total FOSTER COACH SALES INC:				367.30
GAGE MARINE CORP				
156711	08/25/2018	NUMBER,INSTALL #3,#10	40-52-10-52640 BUOYS & BOAT STALLS-REPAIRS	113.42
Total GAGE MARINE CORP:				113.42
GALLS LLC				
10571411	08/20/2018	CROSSING GUARD CLOTHING	11-21-00-51390 PD RESERVES UNIFORM EXPENSE	56.00
10605896	08/23/2018	UNIFORM-GEE	11-21-00-51380 PD UNIFORM ALLOWANCE	74.99
10663919	08/30/2018	NAMEPLATE	11-22-00-51380 FIRE DEPT UNIFORMS	10.80
10717312	09/07/2018	MALTESE CROSSES	11-22-00-51380 FIRE DEPT UNIFORMS	675.00
Total GALLS LLC:				816.79
GEAR WASH LLC				
13258-QB	09/13/2018	TURNOUT GEAR SOAP	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	38.51
Total GEAR WASH LLC:				38.51
GENERAL CODE LLC				
PG000016139	09/07/2018	CODE SUPPLEMENT #18	11-14-30-52180 MUNICIPAL CODIFICATION	435.04
Total GENERAL CODE LLC:				435.04
GENERAL COMMUNICATIONS INC				
259661	09/13/2018	RADIO REPLACEMENT-AMB #2	50-22-00-58000 FIRE EQUIPMENT PURCHASES	8,766.64
Total GENERAL COMMUNICATIONS INC:				8,766.64
GENEVA ONLINE INC				
1069812	09/01/2018	EMAIL SVC-AUG	11-21-00-52210 PD TELEPHONE EXPENSE	39.00
Total GENEVA ONLINE INC:				39.00
GENEVA PAINT STORE				
35928	09/14/2018	PAINT-RAILINGS	11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES	57.99

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total GENEVA PAINT STORE:				57.99
GIRAFFE ELECTRIC II INC				
18-595	09/19/2018	GENEVA/BROAD ST LIGHT REP	11-21-00-52620 PD COMMUNICATION SYS MAINT FEE	250.00
Total GIRAFFE ELECTRIC II INC:				250.00
HARBOR SHORES ON LAKE GENEVA				
HARBOR SHO	09/24/2018	HARBOR SHORES-SEC DEP 7/1	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
HARBOR SHO	09/24/2018	HARBOR SHORES-CANCELLAT	40-55-10-46740 UPPER RIVIERA REVENUE	100.00-
Total HARBOR SHORES ON LAKE GENEVA:				900.00
ITU ABSORB TECH INC				
7090868	09/21/2018	MATS	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	79.16
Total ITU ABSORB TECH INC:				79.16
JAMES IMAGING SYSTEMS INC				
848448	09/17/2018	TOSH ES3555C-SEP	11-21-00-55310 COPY MACHINE & SHREDDING SVC	103.89
848449	09/17/2018	TOSH ES357-SEP	11-21-00-55310 COPY MACHINE & SHREDDING SVC	42.63
Total JAMES IMAGING SYSTEMS INC:				146.52
JANI-KING OF MILWAUKEE				
MIL10180376	10/01/2018	CLEANING-OCT	99-00-00-53600 LIBRARY BLDG MAINT SERVICES	1,083.00
Total JANI-KING OF MILWAUKEE:				1,083.00
JEFFERSON FIRE & SAFETY INC				
251175	08/30/2018	SPANNER	11-22-00-58000 FIRE EQUIPMENT/SUPPLIES	34.75
251683	09/18/2018	FLASHLIGHT-E1	11-22-00-58000 FIRE EQUIPMENT/SUPPLIES	28.00
Total JEFFERSON FIRE & SAFETY INC:				62.75
JERRY WILLKOMM INC				
244040	05/24/2018	1600 GALS GAS	11-32-10-53410 VEHICLE-FUEL & OIL	4,478.40
244616	07/11/2018	500 GALS GAS	11-32-10-53410 VEHICLE-FUEL & OIL	1,359.50
Total JERRY WILLKOMM INC:				5,837.90
JOHNSON CONTROLS				
85177122	09/10/2018	FIRE ALARM REPAIR	11-16-10-52400 CITY HALL BUILDING REPAIRS	1,210.30
Total JOHNSON CONTROLS:				1,210.30
JUDSON UNIVERSITY				
JUDSON UNIV	09/24/2018	JUDSON UNIVERSITY-SEC DEP	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
JUDSON UNIV	09/24/2018	JUDSON UNIVERSITY-LEASE 9/	40-55-10-46740 UPPER RIVIERA REVENUE	400.00-
JUDSON UNIV	09/24/2018	JUDSON UNIVERSITY-SET UP,	40-55-10-46740 UPPER RIVIERA REVENUE	233.00-
Total JUDSON UNIVERSITY:				367.00
KAESTNER AUTO ELECTRIC CO				
319348	09/05/2018	FORKS,SHOVELS	11-32-13-54300 TREE & BRUSH OPERATING SUPPLY	224.95

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total KAESTNER AUTO ELECTRIC CO:				224.95
KENT AUTOMOTIVE				
9305935445	06/29/2018	DRILL BITS	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	372.43
9600075530	09/12/2018	DRILL BITS	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	372.43
Total KENT AUTOMOTIVE:				.00
KOLKAU, CAITLIN				
KOLKAU 9/	09/24/2018	KOLKAU-SEC DEP 9/15/18	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
KOLKAU 9/	09/24/2018	KOLKAU-ELEVATOR REPAIR 9/	40-55-10-46740 UPPER RIVIERA REVENUE	398.49
KOLKAU 9/	09/24/2018	KOLKAU-SET UP, SEC GRD 9/1	40-55-10-46740 UPPER RIVIERA REVENUE	339.25
Total KOLKAU, CAITLIN:				262.26
LAKE GENEVA UTILITY				
107 CAPPELL	08/31/2018	107 CAPPELLA WAY	45-00-00-24530 SEWER IMPACT FEES	1,865.00
107 CAPPELL	08/31/2018	107 CAPPELLA WAY	45-00-00-24520 WATER IMPACT FEES	1,690.00
1153 LASALLE	09/04/2018	1153 LASALLE CT	45-00-00-24520 WATER IMPACT FEES	1,690.00
1153 LASALLE	09/04/2018	1153 LASALLE CT	45-00-00-24530 SEWER IMPACT FEES	1,865.00
202 CAPPELL	08/31/2018	202 CAPPELLA WAY	45-00-00-24530 SEWER IMPACT FEES	1,865.00
202 CAPPELL	08/31/2018	202 CAPPELLA WAY	45-00-00-24520 WATER IMPACT FEES	1,690.00
215 CAPPELL	08/31/2018	215 CAPPELLA WAY	45-00-00-24530 SEWER IMPACT FEES	1,865.00
215 CAPPELL	08/31/2018	215 CAPPELLA WAY	45-00-00-24520 WATER IMPACT FEES	1,690.00
310 S BOULDE	08/24/2018	310 S BOULDER RIDGE DR	45-00-00-24520 WATER IMPACT FEES	1,865.00
310 S BOULDE	08/24/2018	310 S BOULDER RDIGE DR	45-00-00-24530 SEWER IMPACT FEES	1,690.00
Total LAKE GENEVA UTILITY:				17,775.00
LANGE ENTERPRISES INC				
66516	09/04/2018	PARKING SIGNAGE	42-34-50-53400 OPERATING SUPPLIES-ENFORCEMEN	386.38
66654	09/14/2018	"SEASONAL HOURS" SIGNAGE	11-32-10-53500 BLDG MAINT SUPPLIES-STR DEPT	56.33
Total LANGE ENTERPRISES INC:				442.71
LANGUAGE LINE SERVICES				
4390080	08/31/2018	INTERPRETER FEES	11-21-00-51400 PD INTERPRETERS FEES	5.08
Total LANGUAGE LINE SERVICES:				5.08
LARRY'S TOWING & RECOVERY				
29439	09/22/2018	TOWING-HONDA MOTOCYCLE	11-34-10-52900 CAR TOWING	140.00
6433	09/03/2018	TOWING-PD HARLEY	11-34-10-52900 CAR TOWING	80.00
Total LARRY'S TOWING & RECOVERY:				220.00
LASER WORKS UNLIMITED LLC				
1446	09/20/2018	NEW AMBULANCE LABELS	11-22-00-53400 OPERATING SUPPLIES	28.10
Total LASER WORKS UNLIMITED LLC:				28.10
MALEK & ASSOCIATES CONSULTANTS				
5831	09/20/2018	PLAN REVIEW-MAGIC THEATE	11-22-00-57500 SPRINKLER SYSTEMS EXPENSES	235.00
Total MALEK & ASSOCIATES CONSULTANTS:				235.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
MALSCH CONCRETE & MASONRY				
SEP-2018	09/05/2018	REPAIR OUTSIDE STEPS	40-55-10-52400 UPPER RIVIERA REPAIRS	285.00
Total MALSCH CONCRETE & MASONRY:				285.00
MANN, MIKE				
MANN 9/18	09/23/2018	MANN-SEC DEP 9/23/18	11-00-00-23530 SECURITY DEPOSITS	150.00
Total MANN, MIKE:				150.00
MARTIN GROUP				
1239402	09/21/2018	KONICA 20-SEP	11-21-00-55310 COPY MACHINE & SHREDDING SVC	16.30
Total MARTIN GROUP:				16.30
MIDSTATE EQUIPMENT				
V97280	09/20/2018	HOSE, AIR FILTER-MOWER	11-52-00-52500 EQUIPMENT REPAIR SERVICES	307.07
V97286	09/20/2018	AIR FILTER-MOWER	11-52-00-52500 EQUIPMENT REPAIR SERVICES	67.01-
Total MIDSTATE EQUIPMENT:				240.06
MILLENIUM				
18-76587-1	09/13/2018	VAULT-WIRE SPLICE	11-34-10-52600 REPAIRS-TRAFFIC SIGNALS,ETC	209.65
Total MILLENIUM:				209.65
MILLER & ASSOCIATES				
218019	09/07/2018	SOCCER GOALS-VETS PARK	11-52-00-53990 PARKS MISCELLANEOUS EXPENSES	7,235.00
218022	09/07/2018	BLEACHERS-SKATE PARK	45-00-00-59610 PARK IMPACT EXPENDITURES	2,715.00
218036	09/18/2018	SHADE STRUCTURE-SKATE PA	11-52-00-57360 PARK DONATION PURCHASES	5,375.00
Total MILLER & ASSOCIATES:				15,325.00
MILLER MOTOR SALES INC				
95338	09/26/2018	AIR COOLER HOSE-AMB #3	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	415.61
Total MILLER MOTOR SALES INC:				415.61
MT ZION CHRISTIAN CHURCH				
MT ZION-9/18	09/16/2018	MT. ZION-BCH RENTAL 9/16/18	11-00-00-23530 SECURITY DEPOSITS	100.00
Total MT ZION CHRISTIAN CHURCH:				100.00
NEXT DOOR PUB				
2001	09/09/2018	NEXT DOOR PUB-TRAINING-9/9	11-22-00-53990 FIRE MISCELLANEOUS EXP	86.05
Total NEXT DOOR PUB:				86.05
OFFICE DEPOT				
194387404001	08/28/2018	FOLDERS,POST-ITS,INK,PAPER	11-12-00-53100 MUNICIPAL CT OFFICE SUPPLIES	68.75
199557165001	09/07/2018	PEN REFILLS	11-24-00-53100 BLDG INSPECTOR OFFICE SUPPLIES	7.09
199558003001	09/07/2018	LABEL MACH TAPE	11-15-10-53100 ACCTG OFFICE SUPPLIES	12.20
199558003001	09/07/2018	DYMO LABELS	42-34-50-53100 OFFICE SUPPLIES	19.06
Total OFFICE DEPOT:				107.10

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
OTIS ELEVATOR COMPANY				
CMM15653001	09/19/2018	ELEV DAMAGE-KOLKAU REIMB	40-55-10-46740 UPPER RIVIERA REVENUE	398.49
Total OTIS ELEVATOR COMPANY:				398.49
PARATECH AMBULANCE SERVICE				
23856	09/19/2018	CPR CARDS-6	11-22-00-56100 CPR CLASS PAY	42.00
Total PARATECH AMBULANCE SERVICE:				42.00
PERRY, EVANGELINE				
PERRY-9/18	09/10/2018	PERRY-SEC DEP 9/8/18	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
PERRY-9/18	09/10/2018	PERRY-SETUP,SEC GRD 9/8/18	40-55-10-46740 UPPER RIVIERA REVENUE	404.00-
Total PERRY, EVANGELINE:				596.00
PFISTER, RYAN				
PFISTER 9/18	09/24/2018	PFISTER-SEC DEP 9/22/18	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
PFISTER 9/18	09/24/2018	PFISTER-SET UP, SEC GRD 9/2	40-55-10-46740 UPPER RIVIERA REVENUE	364.00-
Total PFISTER, RYAN:				636.00
QUILL CORPORATION				
1073607	09/11/2018	PAPER,FILE POCKETS,GEL PE	11-21-00-53100 PD OFFICE SUPPLIES	293.50
Total QUILL CORPORATION:				293.50
RANDALL, BLAKELEN				
RANDALL-9/18	09/10/2018	RANDALL-BB479190-5,BB47919	11-12-00-45100 COURT PENALTIES & FINES	95.10
Total RANDALL, BLAKELEN:				95.10
REINDERS				
2908336-00	09/11/2018	HOSE	11-32-13-54300 TREE & BRUSH OPERATING SUPPLY	149.00
Total REINDERS:				149.00
RELIANT FIRE APPARATUS INC				
118-19953	08/29/2018	SEATBELT REPAIR-SQ #1	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	139.96
118-19968	08/29/2018	SEATBELT REPAIR-SQ #1	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	524.05
Total RELIANT FIRE APPARATUS INC:				664.01
RHYME BUSINESS PRODUCTS				
23365209	09/18/2018	SHARP-MX-3070N-SEP	99-00-00-55320 LIBRARY EQUIP LEASES & MAINT	526.11
Total RHYME BUSINESS PRODUCTS:				526.11
ROTE OIL COMPANY				
1825600217	09/13/2018	265.9 GALS DYED DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	691.08
1825600218	09/13/2018	279.1 GALS CLEAR DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	811.90
1826300212	09/20/2018	247.7 GALS CLEAR DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	720.56
1826300213	09/20/2018	151 GALS DYED DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	392.44
Total ROTE OIL COMPANY:				2,615.98

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
SALAMANDER TECHNOLOGIES INC				
14260	08/02/2018	ID CARD SUBSCR RENEWAL	11-29-00-54130 PUBLIC EDUCATION	500.00
Total SALAMANDER TECHNOLOGIES INC:				500.00
SHRED-IT				
8125655765	09/22/2018	SHREDDING SVC-SEP	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	16.05
Total SHRED-IT:				16.05
SIGNATURE SIGNS LLC				
5283	09/12/2018	GARBAGE TRK LETTERS "WDN	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	26.00
Total SIGNATURE SIGNS LLC:				26.00
ST. FRANCIS DE SALES				
ST FRANCIS-9	09/17/2018	SFDS BARRICADES-9/18	11-00-00-23530 SECURITY DEPOSITS	50.00
Total ST. FRANCIS DE SALES:				50.00
STATE OF WISCONSIN				
INV 64-246 9/1	09/24/2018	COURT FINES-SEP 2018	11-12-00-24240 COURT FINES-STATE	5,388.49
Total STATE OF WISCONSIN:				5,388.49
STRYKER SALES CORPORATION				
2474560M	08/16/2018	COT BATTERY	50-22-00-58000 FIRE EQUIPMENT PURCHASES	370.07
Total STRYKER SALES CORPORATION:				370.07
T2 SYSTEMS CANADA				
INVSTD00000	08/23/2018	IRIS FEES-SEP	42-34-50-54500 SUPPORT CONTRACTS	2,544.00
INVSTD00000	08/23/2018	IRIS FEES-SEP	40-54-10-53400 LUKE OPERATING AND CC EXP	119.25
Total T2 SYSTEMS CANADA:				2,663.25
TIME WARNER CABLE				
710897601091	09/14/2018	INTERNET SVC-SEP	11-21-00-52210 PD TELEPHONE EXPENSE	213.19
Total TIME WARNER CABLE:				213.19
TIM'S TAP LINE CLEANING INC				
17329	09/20/2018	SANITIZE TAP LINE	40-55-20-53600 RIV MAINTENANCE SERVICE COSTS	30.00
Total TIM'S TAP LINE CLEANING INC:				30.00
TOMMI'S GARDEN BLOOMS				
SEP 2018	09/13/2018	OFFICE FLOWERS	11-14-10-53990 MAYOR MISC EXPENSE	50.00
Total TOMMI'S GARDEN BLOOMS:				50.00
TROMCOM				
23148	09/12/2018	ERP RADIO INSTALL	50-22-00-58000 FIRE EQUIPMENT PURCHASES	1,553.84
Total TROMCOM:				1,553.84

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
UNIQUE MANAGEMENT SERVICES INC				
467907	09/01/2018	COLLECTION FEES-AUG	99-00-00-55100 LIBRARY SIRSI	71.60
Total UNIQUE MANAGEMENT SERVICES INC:				71.60
UNITED LABORATORIES				
INV234827	09/17/2018	WASHROOM CLEANER	11-52-00-53500 BLDG MAINT SUPPLIES-PARKS	220.47
INV234906	09/18/2018	ICE MELT	11-32-12-53400 OPERATING SUPPLIES-SNOW & ICE	1,148.00
Total UNITED LABORATORIES:				1,368.47
VANDEWALLE & ASSOCIATES INC				
201806060	06/19/2018	PLANNING-JUN	11-69-30-52120 OUTSIDE PROFESSIONAL PLANNING	813.75
201806060	06/19/2018	PLANNING-JUN	11-00-00-13910 A/R BILL OUTS	3,450.33
Total VANDEWALLE & ASSOCIATES INC:				4,264.08
VERIZON WIRELESS				
9813821807	09/01/2018	EMER MGMT AIR CARDS-AUG	11-29-00-52210 EMER MGMT TELEPHONE EXP	40.01
Total VERIZON WIRELESS:				40.01
VILLAGE OF GENOA CITY				
1013	09/20/2018	BEACH TESTING-AUG	40-54-10-53620 BEACH MAINTENANCE SERVICE COS	300.00
Total VILLAGE OF GENOA CITY:				300.00
VILLAGE OF WILLIAMS BAY				
DEREMER-AE	09/20/2018	WARRANT-DEREMER-AE34434	11-12-00-24280 COURT FINES-OTHER	10.00
Total VILLAGE OF WILLIAMS BAY:				10.00
WALWORTH COUNTY SHERIFF				
AUGUST 2018	09/06/2018	PRISONER CONFINES-AUG	11-12-00-52900 CARE OF PRISONERS	30.00
Total WALWORTH COUNTY SHERIFF:				30.00
WALWORTH COUNTY TREASURER				
64-246 9/18	09/24/2018	COURT FINES-SEP 2018	11-12-00-24200 COURT FINES-COUNTY	1,605.67
Total WALWORTH COUNTY TREASURER:				1,605.67
ZOLL MEDICAL CORPORATION				
2739765	08/30/2018	AUTOPULSE-RECERT	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	485.00
Total ZOLL MEDICAL CORPORATION:				485.00
Grand Totals:				160,237.32

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
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Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Batch = "181008","P81031","L81031"
