



## FINANCE, LICENSE & REGULATION COMMITTEE

**WEDNESDAY, JANUARY 2, 2019 – 6:00 PM**

### CITY HALL, CONFERENCE ROOM 2A

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

#### AGENDA

1. Call to Order by Chairperson Howell
2. Roll Call
3. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes
4. Approve the Regular Finance, License and Regulation Committee Meeting minutes of December 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 regarding a Temporary Class “B”/ “Class B” Retailer’s License Application filed by Lake Geneva Jaycees for the Venetian Festival Beer Garden located at Flat Iron Parking Lot to be used August 13, 2019 through August 19, 2019
  - c. Discussion/Recommendation regarding event Permit Application filed by the Lake Geneva Jaycees for the event of Venetian Festival to be held at Flat Iron Park, Library Park, and Seminary Park; Event (Including setup and clean up) to be held August 12, 2019 through August 19, 2019 (*Applicant is requesting waiver of fees*)
  - d. Discussion/Recommendation regarding a Fireworks Display Permit Application filed by the Lake Geneva Jaycees for a Firework Display to be provided by J & M Displays on August 18, 2019
6. Discussion/Recommendation regarding two-year extension of current contract with EMS Medical Billing Associates, LLC to provide Emergency Medical Billing and Collection Services for the period of December 31, 2018 through December 31, 2020
7. Discussion/Recommendation regarding Commercial Buoy and Boat Slip Agreement for 2019- 2021
  - a. Gage Marine
  - b. Lake Geneva Boat Line, Inc.
  - c. Marina Bay Boat Rental
8. **Presentation of Accounts**
  - a. Purchase Orders (none)
  - b. Prepaid Bills in the amount of \$256,360.26
  - c. Regular Bills in the amount of \$74,575.79

## 9. 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 12/28/2018

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

**FINANCE, LICENSE & REGULATION COMMITTEE**  
**TUESDAY, DECEMBER 18, 2018 – 6:00 PM**  
**CITY HALL, CONFERENCE ROOM 2A**

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

The December 18, 2018 meeting of the Finance, License, and Regulation Committee was called to order at 6:00 p.m. by Chairperson Howell.

**Roll Call**

Clerk Kropf called the roll and noted that Howell, Skates, Halverson, and Hedlund were present with Proksa being absent and excused.

**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**

Andrew Fritz, 327 Wrigley Dr; Spoke in favor of contracting with AirBnB for Tourist Rooming House verification and room tax collection.

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

Motion by Skates to approve, second by Halverson. No discussion. Motion carried 4-0.

**Licenses & Permits**

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

Motion by Skates to approve, second by Hedlund. No discussion. Motion carried 4-0.

**Discussion/Recommendation regarding a Temporary Class “B”/ “Class B” Retailer’s License Application filed by VISIT Lake Geneva for the event of Winterfest Magical Evening to be held on Thursday, January 31, 2019 from 6:30 p.m. to 8:30 p.m. at the Riviera Ballroom, located at 812 Wrigley Drive, Lake Geneva, WI**

Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 4-0.

**Discussion/Recommendation regarding a “Class B” Fermented Malt Beverage License Application and “Class C” Wine License Application filed by DCRB Incorporated d/b/a Avant Cycle Cafe, Agent, Andrew Gruber located at 234 Broad St, Lake Geneva, WI**

Motion by Skates to approve, second by Hedlund. No discussion. Motion carried 4-0.

**Discussion/Recommendation regarding **Resolution 18-R76** authorizing employee’s salary and wage increases for the year 2019 and **Resolution 18-R78** authorizing Finance Office full time front Counter Clerk staff & Building and Zoning Office Administrative Assistant wage grade increase from Grade 4 to Grade 7**

Motion by Hedlund to approve, second by Halverson. Hedlund questioned about why the resolution will not be uniformly increase the wage grade resolution. Kropf explained that this resolution will not raise the resolution for 2019 wage scales across the board. Skates would like to see this go to the Personnel Committee within the first quarter of 2019. Motion carried 4-0.

**Discussion/Recommendation regarding **Resolution 18-R77** authorizing seasonal workers salary and wage increases for the year of 2019**

Motion by Skates to approve, second by Hedlund. Hedlund questioned why we would use 2019 contingency without really knowing the impact. Director of Public Works Earle noted that he wouldn’t need to use contingency, but Skates asked for confirmation of that before Council. Motion carried 4-0.

Discussion/Recommendation regarding awarding Fall Tree Planting Bid Contract to Dan Larsen Landscaping, INC in an amount not to exceed \$10,000

Motion by Howell to approve, second by Skates. Clerk Kropf noted that the original bid was \$23,000 but that amount being approved was only \$10,000 as that is what was budgeted for. Hedlund would like to review what qualifies the City as a Tree City. Motion carried 4-0.

Discussion/Recommendation regarding awarding Assessment Services Contract to Accurate Assessors for 2019-2021  
Motion by Skates to approve, second by Hedlund. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding payment request #4 to Sonrise Construction, INC for the Disc Golf Bridge Course Pedestrian Bridge Replacement Project in an amount not to exceed \$3,600

Motion by Halverson to approve, second by Hedlund. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding Tourism Commission recommendation to pursue a proposal from Air BnB to collect room tax.

Motion by Halverson to approve, second by Hedlund. Hedlund noted that the Tourism Commission is worried that all of the room tax dollars are not be collected. Hedlund noted that he was concerned with the lack of accountability on the part of AirBnB and thinks that something more with the Tourist Rooming House ordinance, but doesn't feel that this is the right move. Mayor Hartz noted that VISIT Lake Geneva projected approximately forty houses for room tourist rooming, but that only five or so are paying for the licensing through the City. He noted that it would be hard to determine what houses are in the City limits as AirBnB doesn't identify the municipality. Hedlund questioned if the City would need to sign a contract with AirBnB and HomeAway. Halverson noted that he would have more faith in AirBnB reporting these properties versus individual property owners. No action taken.

Discussion/Recommendation regarding final payment to Willkomm Excavating & Grading, INC for Main Street Reconstruction Project in an amount not to exceed \$19,313.37 less a 5% (\$965.67) retainage= \$18,347.70

Motion by Howell to approve, no second. Hedlund noted that the Utility Commission will be discussing this at a later date and would like to wait until they have had the chance to vet the request.

Motion by Skates to refer to the Common Council, second by Halverson. Motion carried 4-0.

Discussion/Recommendation regarding purchase of Forklift to be paid from the 2018 Equipment Replacement Fund (Public Works Director is recommending the purchase of the 2008 Nissan Lift)

Motion by Hedlund to approve, second by Halverson. Finance Director Hall noted that there is \$17,000 allocating in the budget. Motion carried 4-0.

Discussion/Recommendation regarding payment request to Mared Mechanical for City Hall Building Automation Control System Upgrade in an amount not to exceed \$37,766.00

Motion by Skates to approve, second by Hedlund. No discussion. Motion carried 4-0.

Discussion regarding Civic Systems Capital Assets module replacing Civic Systems Business Licensing module

Finance Director Hall noted that the auditors had suggested the use of a capital assets program and the City Clerk had identified that she did not want to use business licensing module. Civic stated that they don't normally transfer software, but since there weren't any additional costs they would be willing to do it. No action taken.

Discussion regarding SISCO runout of claims agreement signed for 3 months of 2019

Finance Director Hall explained that there was an agreement signed by herself and the Mayor that would allow the runout of claims to paid for the first 3 months of the year. No action taken.

Discussion regarding remaining TID #4 payments held in escrow due to other districts

Hall stated that there was approximately \$79,000 of funds in an escrow account that need to be dispersed. She explained that the escrow money needs to be paid back to the various taxing jurisdictions per state statute. This money to be paid to the City will need to be appropriated at the next meeting. No action taken.

Discussion regarding November Treasurer's Report and Budget vs. Actual report

Hall outlined the 2018 budget through November. She noted that she did move the funds from the sale of property on Edwards Blvd to the Capital Projects fund. No action taken.

### **Presentation of Accounts**

#### Purchase Orders

None

#### Prepaid Bills in the amount of \$33,742.85

Motion by Hedlund to approve, second by Skates. No discussion. Motion carried 4-0.

#### Regular Bills in the amount of \$79,976.27

Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 4-0.

### **Adjournment**

Motion by Skates to adjourn, second by Heldund. Motion carried 4-0. The meeting adjourned at 6:48 p.m.

**Original License:**

Antonette Esarco

Kenneth Jones

Scott Koeppen

Angela Ford

**Renewal Operator:**

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

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

FEE \$ 10.00

Application Date: 12-12-18

Town  Village  City of Lake Geneva

County of Walworth

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

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

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

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

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

Bona fide Club  Church  Lodge/Society

Chamber of Commerce or similar Civic or Trade Organization

Veteran's Organization  Fair Association

(a) Name Lake Geneva Jaycees

(b) Address \_\_\_\_\_

Town  Village  City

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

(d) If corporation, give date of incorporation \_\_\_\_\_

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

(f) Names and addresses of all officers:

President Ryan Lasch

Vice President Chris Zeyorra

Secretary Jake Lasch

Treasurer Luke Spiegelhoff

(g) Name and address of manager or person in charge of affair: Ryan Stelzer  
Lake Geneva, WI 53147

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

(a) Street number 100 Block of Center St

(b) Lot Flat Iron Parking Lot Block \_\_\_\_\_

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

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

### 3. Name of Event

(a) List name of the event Venetian Festival

(b) Dates of event August 13-19, 2019

### DECLARATION

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

Officer Ryan Lasch 12-12-18  
(Signature/date)

Lake Geneva Jaycees  
(Name of Organization)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Date Filed with Clerk 12/12/18

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

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

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

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

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

Applicant Organization: Lake Geneva Jaycees

Name of Event: Venetian Festival

Date of Event: August 13-19, 2019

Time of Event: August 13, 6am (Beginning) August 19, 11:59pm (Ending)

Event Contact Person: Ryan Stelzer

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**Will a Licensed Operator be serving or supervising the service of alcohol?  
\*This includes Temporary Operator's who have completed the  
Responsible Beverage Servers class.**

Yes       No

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

*For Office Use Only*

Date Filed: <u>12/12/18</u>		Receipt No: <u>10.002281</u>	
Total Amount: <u>10.00</u>			
Forwarded to Police Chief: <u>[Signature] 12/13/18</u>			
Recommendation: <u>[Signature]</u>		Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/>
Verification that not more than 2 temporary wine licenses have been issued to this applicant within the last 12 months: _____			
FLR Approval: _____		License Issued: _____	
Council Approval: _____		License Number: _____	
MAILTO: _____		License Expires: _____	
Organization			

# 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: Ryan Stelzer Date of Application: 12-12-18
2. Organization Name: Lake Geneva Jaycees
3. Organization Type:  For Profit  Non-Profit (501(c) 4) Tax ID: 39-1230293
4. Mailing Address: \_\_\_\_\_
5. City, State Zip: \_\_\_\_\_
6. Phone: \_\_\_\_\_ E-mail: ryan.stelzer@yahoo.com
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: Venetian Festival
2. Date(s) of Event: August 14-18, 2019. Permit August 12-19 to allow for set-up/clean-up
3. Location(s) of Event: Flat Iron, Library, and Seminary Park
4. Hours: 6am August 12, 2019 11:59pm August 19, 2019

5. Event Chair/Contact Person: Ryan Stelzer Phone: \_\_\_\_\_

6. Day of Event Contact Name: same Phone: \_\_\_\_\_

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

8. Will you charge an admission fee?  Yes  No

9. Estimated Attendance Number: 20,000

10. Basis for Estimate: Prior years

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

*If yes, list the location, size, Rental Company, and proof of completion of locates.*  
Two tents in Flat Iron Park parking lot. 40x80 and 20x30. One 15x15 tent in Flat Iron Park provided for one of the non-profit food booths by rental company. The rental company is expected to be Step It Up Rental.

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.  
Refer to Attached Sheet

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

15. Description of plan for providing event security (if applicable):  
Refer to Attached Sheet

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.*  
Refer to Attached Sheet

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:  
Refer to Attached Sheet

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

**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: Flat Iron and Seminary for 12-19. Library 17-18
- Water            Explain: Meter by Street Dept for Carnival and hydrant by Brunk Pavillion
- Traffic Control    Explain: Sunday by boat launch for ski show
- Police Services    Explain: General Patrol, bagging meters, barricades, clearing beach on Sunday
- Fire/EMS Services Explain: Fireworks loading/unloading
- Other              Explain: Street Dept-delivery of concrete blocks, close Wrigley

**Section V- Fees**

Application and Permit Fees		Unit Fee			Applicable Fee
<b>Parade Permit</b>					
Application Fee		\$25.00			_____
<b>Street Use Permit</b>					
Application Fee		\$25.00			25 _____
Permit Fee - Events lasting 2 days or less		\$40.00			_____
Permit Fee - Events lasting more than 2 days		\$100.00			_____
<b>Parking Stall Bag Request</b>					
Administrative Fee		\$10.00			10 _____
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 _____	= _____
<b>Park Reservation Permit</b>					
Application Fee		\$25.00			25 _____
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	# of Parks _____	x # of Days _____	= _____
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 _____	= _____
<b>Brunk Pavilion Rental Permit</b>					
<i>Must also include rental of Flat Iron Park to rent Pavilion</i>					
Non-Profit or Resident	\$250.00			# of Days _____	x _____ = _____
Non-Resident	\$500.00			_____	x _____ = _____
<b>Additional Park Amenities</b>					
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>					<b>Subtotal: \$</b> 60 _____

Application and Permit Fees	Unit Fee		Applicable Fee
<b>Beach Reservation Permit</b>			
<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		<u>25</u>
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 &amp; Lakefront</i>		_____
Non-Resident			
49 Attendees or Less	\$100.00		_____
50-149 Attendees	\$150.00		_____
150 or more Attendees	<i>Determined by Piers, Harbors &amp; Lakefront</i>		_____
Beach Reservation Fees - Per Day			
Non-Profit or Resident		# of Days	
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: \$ <u>25</u>
			+ Subtotal from Page 4: \$ <u>60</u>

**Total PAID with Application: \$ 85**

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

**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: 12-12-18

For Office Use Only

10.002281

Date Filed with Clerk: 12/12/18 Payment with Application: \$ \$85.00 Receipt: 10.003278

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: \_\_\_\_\_

Park Board Members and Lake Geneva City Council:

### **Event Information**

13. The Lake Geneva Jaycees respectively request the use of Flat Iron, Seminary and Library Park for the 2019 Venetian Festival. Flat Iron and Seminary Parks are needed August 12<sup>th</sup> – August 19<sup>th</sup> with the festival running the 14<sup>th</sup> – 18<sup>th</sup>. Library Park would be needed August 17<sup>th</sup> and 18<sup>th</sup>. Activities in the parks will be consistent with previous years. Flat Iron Park will include a carnival, food booths sponsored by local civic organizations, main stage area, and beer garden. Seminary Park will include kiddie and youth rides/games. Library Park will be used on Saturday and Sunday for the annual Arts and Craft Fair, as well as the Jaycee Brat Stand. On Sunday night of the festival, a waterski show will take place along the beach followed by a lighted boat parade and a fireworks display.

14. The refuse collection for the event is handled jointly by the Jaycees and the carnival company through the use of garbage cans throughout the carnival area, food booth, and beer garden. There will be two dumpsters on the grounds during the festival, which the Jaycees provide through Johns Disposal. A smaller dumpster in the chamber of commerce parking lot that is emptied during the festival, and a large dumpster located on Center Street that is emptied at the conclusion of the festival. Clean up of the event is handled by the Jaycees and includes garbage pick-up, raking the parks, and hosing down the parking lots to ensure the parks remain in great condition.

15. Event security is provided by the Jaycees, Lake Geneva Police, and Walworth County Sheriff's Dept. The Jaycees provide security for the beer garden area. This includes off-duty police officers on Friday and Saturday night hired by the Jaycees. The LGPD and Walworth County provide general patrol around the festival grounds. To provide additional safety for attendees, a portable tower camera is used in the carnival area for surveillance. In addition, the LGPD provides the Jaycees with handheld radios monitored by dispatch so that the Jaycees crew chief and head of security for each night can quickly communicate with Police or Fire/EMS if assistance is needed on the grounds.

18. As part of the festival, there will be food sold on the grounds. The Jaycees have a brat stand on Saturday and Sunday in Library Park. In Flat Iron park, food will be sold by the carnival company (Mr. Ed's Magical Midway), as well as by local non-profit groups. Although the non-profit groups can vary slightly from year to year, the groups who sold last year and will be offered the first opportunity back are as follows:

- YMCA (Sold Meatball Sandwiches)
- American Legion (Sold Beef Teriyaki)
- Lions Club (Sold Corn and Brats)
- Lakeland Animal Shelter (Sold Burgers)
- Bayside Athletics (Sold Bavarian Pretzels)

### **Street Use**

1. The Jaycees request the following street use: The closure of Wrigley Dr. from Center St. north to the Geneva Towers from Tuesday, August 13 through Monday, August 19.

2. The Jaycees request the use of the parking stalls in the Flat Iron park parking lot, as well as the parking stalls on Center St from the Alley South to Wrigley Dr. during the Festival (Including Set-up and Clean-up). Additionally, we request the use of three parking spaces on either side of the East Walkway of Library Park on Saturday and Sunday. Also, to facilitate safe unloading for the craft fair, we request the use of all the parking stalls in front of Library Park from 6am – 10am on Saturday. All stalls with the exception of the six by the East Walkway will be re-opened by 10am. The stalls being used are consistent with past years and are outlined within the action plan used by the Jaycees and the city to facilitate the smooth operation of the festival. This can be provided at council's request.

3. As part of the festival, there will be signage used throughout the parks including signs for pricing, sponsors, bands, parking and general information signs. All of the signage is consistent with past years and no signage is being used outside of the festival grounds (such as banner poles).

### **Fees**

The City of Lake Geneva has generously waived fees above the application/admin fees in the past and we respectfully make that request again. The money raised at this event is used to facilitate projects and donations that benefit the City of Lake Geneva, its citizens, and many area non-profit groups. Any fees incurred would reduce dollar for dollar money available to support our community. The Lake Geneva Jaycees, in the last 5 years, have provided over 150 separate donations to more than 50 organizations to help improve our community including providing hundreds of pounds of food to the Lake Geneva Food Pantry and WC Food Pantry, providing clothes and toys to more than 140 children during Christmas, and contributing to organizations such as Kisses From Keegan, Side by Side, Lot of Love, Lake Geneva Museum, and Lake Geneva Dream Team among many other projects. In addition to providing monetary donations, the Jaycees contribute thousands of hours of time back to the community through various events such as Sandbox fill, the annual Easter Egg Hunt, and helping stage the annual Lake Geneva Christmas Parade. We appreciate your consideration for the waiver of fees to help us continue to support the projects and organizations that make our community a great place to live.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ryan Stelzer', with a long, sweeping horizontal stroke extending to the right.

Ryan Stelzer  
Lake Geneva Jaycees  
Venetian Festival Chairman

City Clerk's Office  
626 Geneva Street  
Lake Geneva, WI 53147  
(262) 248-3673  
www.cityoflakegeneva.com

# CITY OF LAKE GENEVA

## FIREWORKS APPLICATION



### \$50.00 Fee

Application to possess and use class B(1.3), C(1.4) fireworks in accordance and compliance with Local, State, and NFPA Codes and Requirements

Applicant: Ryan Stelzer Phone: 262-215-9112

Group / Agency sponsoring fireworks display (An individual cannot be issued a permit):  
Lake Geneva Jaycees

Address of group/agency sponsoring fireworks display (NO P.O. Box):  
\_\_\_\_\_  
City State Zip

Name of Fireworks Company performing display: J+M Displays

Address of Fireworks Company performing display (NO P.O. Box):  
\_\_\_\_\_ Ave Yarmouth IA 52660  
Street Address City State Zip

Date/Time of authorized possession and use: 8-18-19 at dark

### SPECIFIC LOCAL REQUIREMENTS

1. Application fee - \$50 per event
2. An itemized list of (label name) and quantity of class B(1.3), C(1.4) fireworks attached with application
3. Proof of liability coverage (copy of policy attached with application)
4. Fireworks must be displayed not less than required by NFPA Standards and must be away from spectators, vehicles and other exposures with a minimum of 300 feet for 1.3 G shows
5. All displays will be aimed away from spectators
6. A test shot will be fired into the air at least 1 hour before scheduled display
7. Fireworks that have been wet at any time prior to the display will NOT be used

NOTE: Permit required Class C fireworks cannot be sold to minors or persons restricted from possession of dangerous weapons due to a criminal conviction record. Certain types of class B or C fireworks shoot multiple projectiles at speeds of 1300 feet per second.

### RELEASE OF LIABILITY

I, Lake Geneva Jaycees, am aware of the dangers of fireworks and  
(Please Print Name)

am willing to assume full responsibility for any personal or property damage due to the display of fireworks. The applicant/group/agency agrees to indemnify and hold the City of Lake Geneva harmless from any claims or liability, including attorney fees and other defense costs, which may arise from the use, storage, transportation or possession of fireworks.

\_\_\_\_\_  
APPLICANT SIGNATURE DATE: 12-12-18

### For Office Use Only

Amount Paid and Receipt Number \$ 25.00 Date Received 12/12/18  
Check Number 4044 GLLEA Approval (if applicable) \_\_\_\_\_  
Police Chief Approval \_\_\_\_\_ Fire Chief Approval \_\_\_\_\_  
Entered into RMS \_\_\_\_\_ Fire Engine Standby Required  Yes  No  
Date Sent to Council \_\_\_\_\_ Permit Issued by \_\_\_\_\_  
Mayor Signature \_\_\_\_\_ Date Issued \_\_\_\_\_

# ADDENDUM B

BY AND BETWEEN

CITY OF LAKE GENEVA  
A Wisconsin Municipality

And

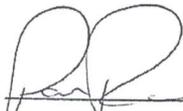
EMS MEDICAL BILLING ASSOCIATES, LLC  
A Wisconsin Limited Liability Company

## Extension of EMS Billing Agreement

The current billing agreement between the City of Lake Geneva, herein after referred to as the "**CLIENT**," and EMS Medical Billing Associates, LLC, herein after referred to as the "**SERVICE PROVIDER**," expires on 12/31/2018. Per Article IV of the Agreement, the **CLIENT** and **SERVICE PROVIDER** agree to extend the current billing agreement, through 12/31/2020.

Once officially executed by both parties, the current EMS billing agreement between the **CLIENT** and **SERVICE PROVIDER** will be extended through 12/31/2020, with no change to any terms of the original contract whatsoever.

\_\_\_\_\_  
CLIENT



\_\_\_\_\_  
SERVICE PROVIDER

\_\_\_\_\_  
DATE

11/27/2018

\_\_\_\_\_  
DATE

**AGREEMENT FOR PROFESSIONAL SERVICES  
EMERGENCY MEDICAL SERVICE USER FEE BILLING SERVICES**

**By And Between**

**CITY OF LAKE GENEVA  
A Wisconsin Municipality**

**And**

**EMS MEDICAL BILLING ASSOCIATES, LLC  
9401 WEST BROWN DEER ROAD, SUITE 101  
MILWAUKEE, WI 53224  
A Wisconsin Limited Liability Company**

**THIS AGREEMENT IS MADE** and entered into by and between the **CITY OF LAKE GENEVA**, with offices located at 626 Geneva Street, Lake Geneva, WI., 53147, hereinafter referred to as the **“CLIENT”**, and **EMS MEDICAL BILLING ASSOCIATES, LLC**, a Wisconsin Limited Liability Company, with offices located at 9401 W. Brown Deer Road, Suite 101, Milwaukee, Wisconsin 53224, hereinafter referred to as the **“SERVICE PROVIDER”**

**WHEREAS, CLIENT** desires to engage **SERVICE PROVIDER** to furnish professional and technical services with respect to Emergency Medical Service User Fee Billing Services, hereinafter referred to as the **“PROJECT”**, and **SERVICE PROVIDER** has signified its willingness to furnish professional and technical services to **CLIENT**.

**WITNESSETH:**

**NOW, THEREFORE**, in consideration of the mutual promises, Agreements, understandings and undertakings hereinafter set forth, and good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

## ARTICLE I

- 1.1 PERFORMANCE STANDARDS.** In performing **PROJECT** services, **SERVICE PROVIDER** will meet all legal requirements for billing and collections services imposed by the State of Wisconsin.
- 1.2 SCHEDULE OF PROJECT SERVICES.** **SERVICE PROVIDER** shall commence performing **PROJECT** services on the date indicated here: \_\_\_\_\_.
- 1.3 RETENTION.** All records and documents related to the services provided under this Agreement are the property of the **CLIENT**, but shall be retained by the **SERVICE PROVIDER** on behalf of the **CLIENT** for a period of seven (7) years after the Agreement expires or is terminated. These records and documents shall be made available to **CLIENT** at anytime during this Agreement, or after the expiration or termination of this Agreement, upon written request of **CLIENT**. Prior to the destruction of any records or documents, **SERVICE PROVIDER** must notify **CLIENT** in writing of the proposed destruction, in a manner that reasonably allows **CLIENT** to make a timely request for return of the records and/or documents to the **CLIENT**.
- 1.4 CONFIDENTIALITY.** No reports, information, and/or data given to or prepared or assembled by **SERVICE PROVIDER** under this Agreement shall be made available to any individual or organization by **SERVICE PROVIDER** without the written approval of **CLIENT**. Notwithstanding the above, **SERVICE PROVIDER** may release records to third party, upon having proper consents and following State laws, rules and regulations.
- 1.5 ERRORS, OMISSIONS OR DEFICIENCIES.** **SERVICE PROVIDER** shall, without additional compensation, revise any materials prepared under this Agreement if it is determined that the **SERVICE PROVIDER** is responsible for any errors, omissions, or deficiencies. ***In total satisfaction of all such errors, omissions or deficiencies and in lieu of any and all other remedies, SERVICE PROVIDER shall refund to CLIENT, upon finalization of any audit which shows a billing error, the SERVICE PROVIDER'S percentage fee times the refunded amount.***
- 1.6 EXCLUSIVITY.** **CLIENT** agrees that during the term of this agreement and any extensions thereof, the **CLIENT** will not enter into any other agreements which might provide for any competition with the services provided by the **SERVICE PROVIDER**. This Article does not apply to agreements between the **CLIENT** and licensed collection agencies for the specific purpose of delinquent debt collections services, including the Wisconsin Tax Refund Intercept Program.

## ARTICLE II

**2.1 SERVICES TO BE PROVIDED BY CLIENT.** In the event that any information, data, surveys, reports, photographs, records and maps are existing and available and are useful for carrying out the work on **PROJECT**, **CLIENT** shall promptly furnish copies of these materials, provided these materials are owned by and in the possession of the **CLIENT**, in either hard copy or digital format, to be determined by the **CLIENT**, to **SERVICE PROVIDER** for use during the contract period. **CLIENT** designates the Fire Chief or his or her designee to Act as its representative with respect to the work to be performed under this Agreement, and such person shall have authority to transmit instructions, receive information, interpret and define **CLIENT'S** policies and provide decisions in a timely manner pertinent to the work covered by this Agreement until **SERVICE PROVIDER** has been advised in writing by **CLIENT** that such authority has been revoked.

**2.2 INCIDENT INFORMATION.** **CLIENT** will submit to **SERVICE PROVIDER** an electronic run report or, if not capable by US Postal Service, fax or other electronic media, a paper "run sheet" which provides the following information:

- 2.2.1 Run or Incident Number
- 2.2.2 Date and time of incident and/or transport
- 2.2.3 Transport to and from locations
- 2.2.4 Medical information and patient care specifics, including narrative
- 2.2.5 A hospital FIN sheet, or the equivalent detailing the following:
  - 2.2.5.1 Patient Name and phone number
  - 2.2.5.2 Patient Address, including apartment or lot number
  - 2.2.5.3 Patient Date of Birth
  - 2.2.5.4 Patient full and complete medical insurance information
  - 2.2.5.5 Patient Social Security Number, if available
- 2.2.6 Patient consent signature. *If the patient is mentally or physically unable to sign, EMTs must document why the patient was unable to sign, and obtain a signature from an authorized third party as mandated under Centers for Medicare and Medicaid Services (CMS) rules.*

In the event of a malfunction of the electronic patient care export, **CLIENT** agrees to provide said data to **SERVICE PROVIDER** via U.S. Postal service, fax or other electronic media.

**2.3 PAYMENT INFORMATION.** **CLIENT** agrees that payment information received in **CLIENT'S** office will be forwarded to **SERVICE PROVIDER** within three (3) business days via fax, electronic mail or other electronic means.

**2.4 CLIENT RATES AND FEES.** **CLIENT** will provide **SERVICE PROVIDER** with Emergency Medical Service rate and fee information within ten (10) days after the effective date of this Agreement or within Ten (10) days of the effective date of any subsequent

change. **SERVICE PROVIDER** agrees to implement **CLIENT'S** billing rates within five (5) business days of written notification to the **SERVICE PROVIDER**.

**ARTICLE III**

**3.1 COMPENSATION RATE.** **SERVICE PROVIDER** agrees to provide the services described in Article I in accordance with the following fee schedule which covers all other items of whatever nature needed in connection with **PROJECT** services: **Seven and six tenths (7.60%)** percent of payments posted to **CLIENT'S** records monthly for Emergency Medical Services provided by **CLIENT** beginning the effective date of this contract.

**3.1.1 COMPENSATION FOR COLLECTION SERVICES.** **CLIENT** may contract with external collection agencies, recommended by **SERVICE PROVIDER**, for the purpose of pursuing collections on delinquent accounts. The **CLIENT** agrees to compensate **SERVICE PROVIDER** the amount of Twenty-two and six tenths **(22.6%)** percent of net payments collected by the external collection agency(s). It is understood that this fee is not in addition to the 7.6% due to the **SERVICE PROVIDER** but is inclusive of **SERVICE PROVIDER'S** 7.6% fee.

If **CLIENT** chooses to contract with an external collection agency or agencies not recommended by **SERVICE PROVIDER**, the **CLIENT** agrees to compensate the **SERVICE PROVIDER 7.6%** of net payments received by the **CLIENT** or the **CLIENT'S** external collections agency(s) (which is in addition to fees paid by the **CLIENT** to the **CLIENT'S** external collection agency) on all accounts forwarded to the **CLIENT** or **CLIENT'S** external collection agency(s) by the **SERVICE PROVIDER**. It is agreed that it is the responsibility of the **CLIENT** or the **CLIENT'S** external collection agency(s) to provide payment information each month to the **SERVICE PROVIDER** for all payments received from collections activity.

**3.1.2 COMPENSATION FOR TAX REFUND INTERCEPT PROGRAM (TRIP):** If **CLIENT** is eligible under Wisconsin law to utilize the TRIP program, **CLIENT** may contract with an external collection agency, recommended by **SERVICE PROVIDER**, for the purpose of pursuing delinquent accounts via the TRIP program. **CLIENT** agrees to compensate **SERVICE PROVIDER** the amount of Twenty-two and six tenths **(22.6%)** percent of net payments collected by the external collection agency(s). It is understood that this fee is not in addition to the 7.6% due to the **SERVICE PROVIDER** but is inclusive of **SERVICE PROVIDER'S** 7.6% fee.

If **CLIENT** chooses to contract with an external collection agency or agencies not recommended by **SERVICE PROVIDER**, **CLIENT** agrees to compensate the **SERVICE PROVIDER 7.6%** of net payments received by the **CLIENT** or the **CLIENT'S** external collections agency(s) on all accounts forwarded to TRIP on the **CLIENT'S** behalf. It is agreed that it is the responsibility of the **CLIENT** or the **CLIENT'S** external collection

agency(s) to provide payment information each month to the **SERVICE PROVIDER** for all payments received from collections activity through the TRIP program.

**3.1.3 ZOLL SOFTWARE SUPPORT:** **CLIENT** agrees to compensate **SERVICE PROVIDER** the amount of Two Hundred (\$200.00) dollars annually for support of the Zoll Rescuenet billing software.

**3.1.4 COMPENSATION FOR IMAGETREND ELITE TRAINING:** **CLIENT** agrees to compensate **SERVICE PROVIDER** the amount of One Hundred and Fifty (\$150) per hour for any training or customization required to transition **CLIENT** to the IMAGETREND ELITE platform, plus fifty dollars (\$50.00) per hour travel expenses.

**3.1.5 CREDIT CARD PAYMENTS:** **CLIENT** agrees to accept payment of ambulance invoices by credit card through **CLIENT'S** credit card merchant account. **CLIENT** agrees to pay all transaction fees associated with payment by credit card, debit card and online payments for the period of the contract, if applicable. **CLIENT** has the right to change merchant accounts at any time, as long as sufficient invoice and payment information is provided to **SERVICE PROVIDER** on each payment, and in a timely basis.

**3.1.6 COMPENSATION FOR VEHICLE RESCUE SERVICES:** **CLIENT** agrees to compensate the **SERVICE PROVIDER** the amount of Sixty (\$60.00) dollars for each vehicle rescue service incident billed by the **SERVICE PROVIDER**. **SERVICE PROVIDER'S** 7.6% fee as detailed in Article 3.1 does not apply.

**3.2 COMPENSATION FOR ADDITIONAL SERVICES.** For authorized extensions of work or additional services provided outside of the scope of services specified in this Agreement, **CLIENT** and **SERVICE PROVIDER** shall agree upon a fee and payment schedule prior to commencement of additional services.

**3.3 MONTHLY INVOICES.** Monthly invoices shall be mailed by **SERVICE PROVIDER** to the **CLIENT, ATTN: Fire Chief and Comptroller.**

**3.4 METHOD OF PAYMENT.** Payment of **SERVICE PROVIDER'S** fees shall be as follows:

**3.4.1** Invoices are due and payable by **CLIENT** to **SERVICE PROVIDER**, no later than twenty-five (25) days from receipt of the invoice.

**3.4.2** Invoices not paid by **CLIENT** within twenty-five (25) days of receipt shall be subject to a one and one-half (1.5%) percent interest charge per month on any balance outstanding more than twenty-five (25) days.

**3.4.3** If **CLIENT** fails to make any payment due within sixty (60) days after receipt of an invoice which is in order, **SERVICE PROVIDER** may, after giving seven (7) days

written notice to **CLIENT**, suspend services under this Agreement until all amounts are paid in full.

#### **ARTICLE IV**

**TERMS OF AGREEMENT.** This Agreement shall be effective upon approval and execution by **SERVICE PROVIDER** and **CLIENT** and shall remain in effect for three (3) years thereafter. This Agreement and all its terms and conditions, without change, may be extended for an additional two (2) year period by Letter of Agreement to that effect executed by both parties at any time during the Agreement term.

#### **ARTICLE V**

**5.1 TERMINATION.** Either party shall have the right to terminate this Agreement for reason of breach of the terms as stated in Addendum A and in this Agreement or the exhibit by giving ninety (90) days advance, written notice to the other party. Termination shall not relieve either of the parties from obligations already incurred. **SERVICE PROVIDER** shall, following such ninety (90) days, continue to forward to **CLIENT** all money received on **CLIENT'S** behalf, subject to receipt of the fee provided for herein.

**5.2 USE OF INCOMPLETE OR UNFINISHED DOCUMENTS.** **SERVICE PROVIDER** shall not be liable for **CLIENT'S** subsequent use of incomplete or unfinished documents provided pursuant to this Article.

**5.3 TRANSFERRING DATA AT CONTRACT TERMINATION.** **SERVICE PROVIDER** will supply to the **CLIENT** an Extensible Markup Language (XML) export of all the **CLIENT'S** data entered into **SERVICE PROVIDER'S** Imagetrend Rescue Bridge, as well as an export of all the **CLIENT'S** data from the **SERVICE PROVIDER'S** Olim imaging program, upon notification of termination of this Agreement at no cost to the **CLIENT**. Other forms of transference that require additional labor of the **SERVICE PROVIDER** will be billed at a fee of One Hundred and Twenty-Five Dollars (\$125.00) per hour.

#### **ARTICLE VI**

**AMENDMENTS.** Should any party desire any modifications to this Agreement, these modifications shall be negotiated between the parties and set in writing. Should the parties fail to agree to such modifications, this Agreement shall remain in full force and effect.

#### **ARTICLE VII**

**INDEPENDENT CONTRACTOR.** **SERVICE PROVIDER** performs services hereunder as an independent contractor. Client is solely interested in the end product of **SERVICE PROVIDER'S** performance under this agreement and does not control any aspect of its means, mode, methods or timing of performance.

## ARTICLE VIII

**8.1 INDEMNITY AND HOLD HARMLESS.** **SERVICE PROVIDER** shall indemnify, and hold harmless **CLIENT**, and its officers and employees from and against any and all claims, damages, losses, judgments, expenses and attorney fees which they may incur, pay or sustain as a result of any negligent act, error, or omission, of **SERVICE PROVIDER** which causes death, personal injury or property damage to any person or party or which violates the right of any person or party protected by law.

Nothing contained within this agreement is intended to be a waiver or estoppels of the contracting municipality or its insurer to rely upon the limitations, defenses, and immunities contained within Wisconsin law, including those contained within Wisconsin Statutes 893.80, 895.52 and 345.05. To the extent that indemnification is available and enforceable, the municipality or its insurer shall not be liable in indemnity or contribution for an amount greater than the limits of liability for municipal claims established by Wisconsin law.

**8.2 ACTS AND OMISSIONS.** Neither **CLIENT** nor **SERVICE PROVIDER** are responsible for any acts or omissions of the other party or the other party's officers and employees.

**8.3 DATA NOT PROVIDED BY SERVICE PROVIDER.** **SERVICE PROVIDER** is not responsible for the accuracy of the data provided by **CLIENT** or data obtained or available from public or government records or sources of the public domain.

**8.4 REPRODUCED DATA FURNISHED BY CLIENT.** **CLIENT** shall obtain from Owner of documents provided by **CLIENT** any and all consents required by law to reproduce data protected by patent, trademark, service mark, copyright or trade secret, and **SERVICE PROVIDER** assumes no responsibility of any failure of **CLIENT** to obtain any required consent.

## ARTICLE IX

**INSURANCE.** **SERVICE PROVIDER** shall procure and maintain, during the term of this Agreement, insurance policies, hereinafter specified. **SERVICE PROVIDER**, if **CLIENT** requests, shall furnish a Certificate of Insurance indicating compliance with the foregoing to the **CLIENT**. The insurance requirement shall not be construed to conflict with the obligations of **SERVICE PROVIDER** in Article XIII – Indemnity and Hold Harmless. **SERVICE PROVIDER** will maintain the insurance required under Article IX of the Agreement for Professional Services, Emergency Medical Services User Fee Billing Service and the **CLIENT** will be named as an additional insured under the general liability policy to insure the indemnities provided in the Agreement.

The following insurance will be in effect and continue in effect during the term of the Agreement in not less than the following amounts:



the Walworth County Circuit Court as the presiding court. All proceedings as outlined above shall take place in Walworth County, Wisconsin. Prior to the commencement of any litigation, the parties agree to mediate any and all issues between the parties.

All costs of any litigation shall be paid by the losing party to the prevailing party including actual attorney fees of the prevailing party.

#### **ARTICLE XIV**

**NO WAIVER.** No failure to exercise, or delay in exercising, any right, power or remedy hereunder on the part of either party shall operate as a waiver thereof, nor shall any single or partial exercise of any other right, power or remedy preclude any other further exercise thereof or the exercise of any other right, power or remedy. No express waiver shall affect any event or default other than the event of default specified in such waiver, and any such waiver, to be effective, must be in writing and shall be operative only for the time and to the extent expressly provided therein. A waiver of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition.

#### **ARTICLE XV**

**TRAINING: SERVICE PROVIDER** will provide the following training at no cost to the **CLIENT**:

- a. One annual refresher training of Field Bridge and billing documentation.

**ADDITIONAL TRAINING: CLIENT** agrees to compensate **SERVICE PROVIDER** the fee of one thousand dollars (\$1,000) per 8-hour day, plus fifty dollars (\$50.00) per hour travel expenses for any training requested beyond the training listed above.

**SOFTWARE TECHNICAL SUPPORT: SERVICE PROVIDER** will fully support the ImageTrend software during the term of this agreement. Any and all other software support requests will be charged at a fee of One Hundred Twenty-Five (\$125.00) dollars per hour. **SERVICE PROVIDER** will determine if remote support or on-site support is required. Should on-site support be necessary, travel expenses of \$50.00 per hour will apply.

**HARDWARE SUPPORT: CLIENT** agrees to compensate **SERVICE PROVIDER** the fee of One Hundred Twenty-Five (\$125.00) per hour for any and all hardware support requests. Travel expenses of Fifty dollars (\$50.00) per hour apply for on-site support. **SERVICE PROVIDER** will determine if remote support or on-site support is required.

## **ARTICLE XVI**

**HARDSHIP REQUESTS: SERVICE PROVIDER** agrees to submit all requests for hardship write-offs in writing to **CLIENT** within 10 days of being instructed by the patient. **CLIENT** agrees to provide a written decision to the **SERVICE PROVIDER** within 60 days of receiving the hardship request.

## **ARTICLE XVII**

**NOTICES.** Any notice required or permitted to be given to either party under this Agreement shall be sufficient if hand delivered or in writing, and sent by registered or certified mail, return receipt requested, postage prepaid, to the following addresses of the parties as indicated below.

**17.1 For CLIENT:**

Fire Chief  
730 Marshall Street  
Lake Geneva, WI 53147

With a copy to: (if applicable)  
City Administrator  
626 Geneva Street  
Lake Geneva, WI 53147

**17.2 For SERVICE PROVIDER:**

Paula S. Bliemeister, CFO  
EMS Medical Billing Associates, LLC.  
9401 W. Brown Deer Road, Suite 101  
Milwaukee, WI 53224

## **ARTICLE XVIII**

**NO THIRD PARTY BENEFICIARIES.** This Agreement is intended to be solely between the parties hereto. No part of this Agreement shall be construed to add, confer, supplement, amend, abridge or repeal existing rights, benefits, or privileges of or to any third party or parties, including, but not limited to, employees of either of the parties.

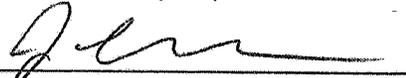
## **ARTICLE XIX**

**CLIENT** and **SERVICE PROVIDER** each certify that they have authority under their respective organizational structure and governing laws to execute this Agreement.

IN WITNESS WHEREOF, the parties hereto have herein executed this Agreement on the dates below given.

**CLIENT:**

**CITY OF LAKE GENEVA**  
A Wisconsin Municipality

BY:   
Name: James Connors  
Title: Mayor  
Date: 12/9/2015

**SERVICE PROVIDER:**

**EMS MEDICAL BILLING ASSOCIATES, LLC**  
A Wisconsin Limited Liability Company

BY:   
Name: Paula S. Bliemeister  
Title: CFO  
Date: 12/18/2015

**ADDENDUM "A"**

**AGREEMENT FOR PROFESSIONAL SERVICES  
EMERGENCY MEDICAL SERVICE USER FEE BILLING SERVICES**

**By And Between**

**CITY OF LAKE GENEVA  
A Wisconsin Municipality**

**And**

**EMS MEDICAL BILLING ASSOCIATES, LLC  
A Wisconsin Limited Liability Company  
SCOPE OF WORK AND RESPONSIBILITIES OF  
SERVICE PROVIDER**

**A. SCOPE OF SERVICES. SERVICE PROVIDER shall:**

1. Bill patients or their insurance provider (including Medicare and/or Medicaid), up to three times (1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> notices), for emergency medical services rendered by the City of Lake Geneva (CLIENT). In the event of partial payment from an insurance company or Medicaid or Medicare, the **SERVICE PROVIDER** shall bill the patient monthly, for up to three (3) months, for the balance due. If no payment is made by the patient within thirty (30) days after the third billing, the bill shall be treated as uncollectible and reported to the **CLIENT** by the **SERVICE PROVIDER**. **SERVICE PROVIDER** will continue to attempt to collect on those accounts.
2. Determine the charges based on:
  - a. Criteria established by **CLIENT**;
  - b. Government (Medicare and Medicaid) rules and regulations; and ,
  - c. Patient and incident information received from **CLIENT**.
3. Print, and as necessary, fold, stuff, and mail bills for emergency medical services provided by **CLIENT**.
4. Respond to patient questions and requests for billing information.
5. Process and mail each bill within ten (10) calendar days after the information is received by the **SERVICE PROVIDER** from **CLIENT**.

6. Maintain a separate record for each incident showing billing attempts, patient contact information and payments as well as other useful information. Records shall be made available at any time to **CLIENT**.
7. **CLIENT** authorizes **SERVICE PROVIDER** to be the payee address and correspondence address. All payments and correspondence will be made out in the **CLIENT'S** name. **SERVICE PROVIDER** will have deposit privileges only to a bank account specified by the **CLIENT**.
8. Submit claims electronically to Medicare, Medicaid and any insurance companies capable of accurately receiving such claims.
9. Provide technical support for the duration of the Agreement. Support shall include, but not limited to, resolving problems related to billing, collection and administrative matters.
10. Provide documentation to support accounts designated as uncompensated care write-offs as determined by policies defined by **CLIENT**.
11. Submit monthly detail transactions reports for the preceding month itemizing incidents billed, collections made, adjustments made to bills and account aging information and such other reports as are customarily available or as are requested by **CLIENT**.
12. Keep **CLIENT** informed of proposed or pending legal issues that may affect billings or the billing process with regard to State and Federal regulations.
13. Accept information transactions from the software program that **CLIENT** uses for Emergency Medical Service reporting and bill accordingly.
14. Furnish upon request and without additional compensation, such explanation as may be necessary to clarify and interpret its report and other actions taken in accordance with the Agreement.
15. **SERVICE PROVIDER** will complete necessary paperwork for **CLIENT'S** Medicare revalidation process. **CLIENT** is responsible for the revalidation fee charged by the Centers for Medicare and Medicaid Services (CMS).

The parties hereto agree as outlined.

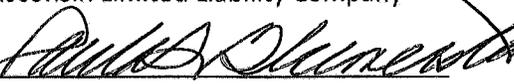
**CLIENT:**

**CITY OF LAKE GENEVA**  
A Wisconsin Municipality

BY:   
Name:  
Title: Mayor City of Lake Geneva  
Date: 12/7/2015

**SERVICE PROVIDER:**

**EMS MEDICAL BILLING ASSOCIATES, LLC**  
A Wisconsin Limited Liability Company

BY:   
Name: Paula S. Bliemeister  
Title: CFO  
Date: 12/18/2015

**City of Lake Geneva  
Finance, License, & Regulation Committee  
January 2, 2019**

**Prepaid Checks  
12/17/18 - 12/31/18**

**Total:  
\$256,360.26**

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

\$	185,877.75	<i>Foster Coach Sales - New Ambulance (75% Down payment)</i>
\$	37,766.00	<i>Mared Mechanical - City Hall HVAC Upgrade</i>
\$	6,721.91	<i>Security Benefit - Fire Dept Contributions</i>

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

Check Issue Date	Check Number	Vendor Number	Payee	Amount
12/19/2018	69322	2046	ALLIANT ENERGY	2,991.20
12/19/2018	69323	2104	AT&T	387.77
12/19/2018	69324	2138	BAKER & TAYLOR	3,552.82
12/19/2018	69325	5271	BURKE, JOANN	105.22
12/19/2018	69326	5346	CURTIS UNIVERSAL AMBULANCE	250.00
12/19/2018	69327	3001	SECURIAN FINANCIAL GROUP	2,078.98
12/19/2018	69328	4918	TIME WARNER CABLE	209.99
Grand Totals:				<u>9,575.98</u>

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
11-00-00-16100	2,078.98	.00	2,078.98
11-00-00-21100	.00	4,673.54-	4,673.54-
11-12-00-52210	20.41	.00	20.41
11-16-10-52210	40.82	.00	40.82
11-21-00-52210	61.25	.00	61.25
11-21-00-52220	58.77	.00	58.77
11-22-00-46240	105.22	.00	105.22
11-22-00-52140	250.00	.00	250.00
11-22-00-52210	250.81	.00	250.81
11-29-00-52220	18.78	.00	18.78
11-32-10-52210	20.41	.00	20.41
11-32-10-52220	413.86	.00	413.86
11-34-10-52220	39.65	.00	39.65
11-34-10-52230	964.71	.00	964.71
11-52-00-52220	349.87	.00	349.87
40-00-00-21100	.00	1,206.79-	1,206.79-
40-54-10-52220	1,145.56	.00	1,145.56
40-55-10-52210	40.82	.00	40.82
40-55-20-52210	20.41	.00	20.41
48-00-00-21100	.00	20.41-	20.41-
48-00-00-52210	20.41	.00	20.41
99-00-00-21100	.00	3,675.24-	3,675.24-
99-00-00-52210	122.42	.00	122.42
99-00-00-54100	1,337.09	.00	1,337.09
99-00-00-54110	1,553.14	.00	1,553.14
99-00-00-54140	662.59	.00	662.59
Grand Totals:	<u>9,575.98</u>	<u>9,575.98-</u>	<u>.00</u>

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

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

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

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

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Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

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

Check Issue Date	Check Number	Vendor Number	Payee	Amount
12/21/2018	69358	2520	FOSTER COACH SALES INC	185,877.75
12/21/2018	69359	3295	SECURITY BENEFIT LIFE INS CO	6,721.91
Grand Totals:				<u>192,599.66</u>

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
11-00-00-21100	.00	6,721.91-	6,721.91-
11-22-00-51360	6,721.91	.00	6,721.91
50-00-00-21100	.00	185,877.75-	185,877.75-
50-22-00-58000	185,877.75	.00	185,877.75
Grand Totals:	<u>192,599.66</u>	<u>192,599.66-</u>	<u>.00</u>

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

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

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

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

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

Check Issue Date	Check Number	Vendor Number	Payee	Amount
12/28/2018	69424	2056	AMAZON	426.28
12/28/2018	69425	2104	AT&T	2,048.19
12/28/2018	69426	2277	CHICAGO TRIBUNE	338.00
12/28/2018	69427	2800	EMILY KORNAK	188.84
12/28/2018	69428	2466	ENVISIONWARE INC	1,337.00
12/28/2018	69429	4814	LAKESHORES LIBRARY SYSTEM	98.37
12/28/2018	69430	2933	MARED MECHANICAL	37,766.00
12/28/2018	69431	3024	MUTUAL OF OMAHA	1,258.52
12/28/2018	69432	5265	PUBLIC ADMINISTRATION ASSOCIATES	4,244.34
12/28/2018	69433	3233	RHYME BUSINESS PRODUCTS	496.82
12/28/2018	69434	3343	SONRISE CONSTRUCTION INC	3,600.00
12/28/2018	69435	4918	TIME WARNER CABLE	276.88
12/28/2018	69436	4975	US CELLULAR	545.42
12/28/2018	69437	5001	VERIZON WIRELESS	959.96
12/28/2018	69438	5091	WI DEPT OF ADMINISTRATION	600.00
Grand Totals:				54,184.62

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
11-00-00-16250	1,258.52	.00	1,258.52
11-00-00-21100	.00	8,812.55-	8,812.55-
11-12-00-52210	67.99	.00	67.99
11-14-20-53990	4,244.34	.00	4,244.34
11-16-10-52210	937.38	.00	937.38
11-21-00-52210	1,763.13	.00	1,763.13
11-22-00-52210	218.48	.00	218.48
11-24-00-52620	12.00	.00	12.00
11-29-00-52210	40.01	.00	40.01
11-32-10-52210	270.70	.00	270.70
40-00-00-21100	.00	126.57-	126.57-
40-54-10-52210	12.00	.00	12.00
40-55-10-52210	80.38	.00	80.38
40-55-20-52210	34.19	.00	34.19
42-00-00-21100	.00	142.89-	142.89-
42-34-50-52210	142.89	.00	142.89
43-00-00-21100	.00	3,600.00-	3,600.00-
43-52-00-53000	3,600.00	.00	3,600.00
48-00-00-21100	.00	46.19-	46.19-
48-00-00-52210	46.19	.00	46.19
50-00-00-21100	.00	37,766.00-	37,766.00-
50-00-00-58000	37,766.00	.00	37,766.00
99-00-00-21100	.00	3,690.42-	3,690.42-
99-00-00-52110	240.36	.00	240.36
99-00-00-52210	205.11	.00	205.11

GL Account	Debit	Credit	Proof
99-00-00-53500	81.53	.00	81.53
99-00-00-53600	188.84	.00	188.84
99-00-00-54100	12.72	.00	12.72
99-00-00-54110	31.99	.00	31.99
99-00-00-54120	338.00	.00	338.00
99-00-00-54140	56.89	.00	56.89
99-00-00-55100	600.00	.00	600.00
99-00-00-55120	1,337.00	.00	1,337.00
99-00-00-55140	101.16	.00	101.16
99-00-00-55320	496.82	.00	496.82
Grand Totals:	54,184.62	54,184.62-	.00

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

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

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

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

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

**City of Lake Geneva**  
**Finance, License, & Regulation Committee**  
**January 2, 2019**

**Accounts Payable**

	<u>Fund #</u>	
1. General Fund	11	\$ 41,491.70
2. Debt Service	20	\$ -
3. TID #4	34	\$ -
4. Lakefront	40	\$ 613.93
5. Capital Projects	43,52	\$ 456.74
6. Parking	42	\$ 1,205.18
7. Cemetery	48,49	\$ 80.00
8. Equipment Replacement	50	\$ 13,345.51
9. Library Fund	99	\$ 1,282.73
10. Impact Fees	45	\$ -
11. Tourism Commission	47	\$ -
12. Use of Building Funds-Library	98	\$ 16,100.00
<b>Total All Funds</b>		<b><u><u>\$74,575.79</u></u></b>

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

**FINANCE, LICENSE, & REGULATION COMMITTEE  
1/2/2019**

**TOTAL UNPAID ACCOUNTS PAYABLE** \$ **74,575.79**

**ITEMS > \$5,000**

Giraffe Electric - Library LED Conversion \$ 16,100.00

Midwest Industries - Rifles \$ 8,120.00

Vandewalle & Associates - December Planning Services \$ 7,986.15

Walworth County Public Works - Salt/Brine \$ 5,020.47

Balance of Other Items \$ 37,349.17

## Report Criteria:

Detail report.  
Invoices with totals above \$0.00 included.  
Only unpaid invoices included.  
Invoice.Batch = "190115","P90131","F90131","L90131"

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
<b>ABT MAILCOM</b>				
32709	12/13/2018	2018 TAX BILL MAILING	11-14-30-53120 POSTAGE-CITY CLERK	1,403.00
Total ABT MAILCOM:				1,403.00
<b>ACL SERVICES LLC</b>				
X670-201811-0	12/01/2018	BLOOD DRAW	11-21-00-53800 PD SPECIAL INVESTIGATIONS	27.60
Total ACL SERVICES LLC:				27.60
<b>ALL OUT TRUCKING LLC</b>				
INV1151	12/10/2018	SNOW REMOVAL-11/27/2018	11-32-12-52200 CONTRACT HAULING SERVICES	704.00
Total ALL OUT TRUCKING LLC:				704.00
<b>ARFMANN MARKETING LLC</b>				
1929	12/03/2018	MCGRUFF BROCHURES	11-21-00-53160 CRIME PREVENTION PROGRAM	2,060.45
Total ARFMANN MARKETING LLC:				2,060.45
<b>ARROW PEST CONTROL INC</b>				
77625	12/14/2018	PEST CONTROL-DEC	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	55.00
Total ARROW PEST CONTROL INC:				55.00
<b>ASPHALT CONTRACTORS INC</b>				
18800	12/11/2018	ASHPALT PATCH-MAIN, EAST	11-32-10-53700 ROAD MAINTENANCE SUPPLIES	2,759.00
Total ASPHALT CONTRACTORS INC:				2,759.00
<b>BADGER STATE INDUSTRIES</b>				
306-177568	12/17/2018	PAPER TOWELS	11-51-10-52400 MUSEUM-MAINTENANCE & REPAIRS	16.61
306-177568	12/17/2018	PAPER TOWELS,TP,CAN LINER	11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES	227.08
Total BADGER STATE INDUSTRIES:				243.69
<b>BEK SPECIALTIES</b>				
17991	11/29/2018	NAME BADGES-2	99-00-00-52110 GENERAL ADMIN EXPENSES	19.00
Total BEK SPECIALTIES:				19.00
<b>BLOOMFIELD MUNICIPAL COURT</b>				
REF-TAPIA	12/14/2018	GOV PAY TAPIA-CITATIONBC72	11-12-00-24280 COURT FINES-OTHER	149.20
Total BLOOMFIELD MUNICIPAL COURT:				149.20
<b>BOTTS WELDING &amp; TRK SERV INC</b>				
641616	12/17/2018	AIR SPRING-TRUCK#30	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	335.02
Total BOTTS WELDING & TRK SERV INC:				335.02

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
<b>BOUND TREE MEDICAL LLC</b>				
83029676	11/07/2018	GLOVES, SHARPS CONTAINER,	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	145.27
83043311	11/26/2018	NON INTUBATED ORAL NASAL	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	105.60
83043312	11/26/2018	MEDICATIONS	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	35.74
83043313	11/26/2018	SYRINGES, ELECTRODE PADS	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	149.98
83047598	11/29/2018	BANDAGES, AIRWAY KIT, FILTE	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	191.87
Total BOUND TREE MEDICAL LLC:				628.46
<b>BUMPER TO BUMPER AUTO PARTS</b>				
06620399683	11/27/2018	SHIELD-SWAT VEHICLE	11-21-00-53610 PD EQUIP MAINT SERV COSTS	17.97
662-399331	11/20/2018	BLOWER MOTOR	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	49.39
662-399510	11/23/2018	FUEL CAN	11-22-00-53400 OPERATING SUPPLIES	25.39
662-400818	12/19/2018	LOCKTITE	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	8.42
662-400819	12/20/2018	RAIN CAP-LEAF WAGON EXH	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	11.24
662-400843	12/20/2018	WIRE CONNECTORS, STRAP-#1	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	49.98
Total BUMPER TO BUMPER AUTO PARTS:				162.39
<b>CDW GOVERNMENT INC</b>				
QDT1837	11/28/2018	THERMAL PAPER-SQUADS	11-21-00-53420 PD SPECIAL EQUIPMENT	71.48
Total CDW GOVERNMENT INC:				71.48
<b>CES</b>				
LKG/052596	12/18/2018	EXPANSION JOINT-LIGHT REP	11-34-10-52600 REPAIRS-TRAFFIC SIGNALS, ETC	53.49
Total CES:				53.49
<b>CINTAS CORP</b>				
5012511167	12/17/2018	1ST AID KIT REFILL	11-32-10-53900 FIRST AID AND SAFETY SUPPLIES	67.33
Total CINTAS CORP:				67.33
<b>CINTAS FIRE PROTECTION</b>				
0F36601494	12/13/2018	FIRE EXTINGUISHER INSP-CON	11-32-10-53500 BLDG MAINT SUPPLIES-STR DEPT	909.59
0F36601495	12/13/2018	FIRE EXTINGUISHER INSP	40-55-20-53600 RIV MAINTENANCE SERVICE COSTS	339.33
Total CINTAS FIRE PROTECTION:				1,248.92
<b>CONSERV FS INC</b>				
65065221	11/21/2018	ICE MELT	11-32-12-53400 OPERATING SUPPLIES-SNOW & ICE	655.62
Total CONSERV FS INC:				655.62
<b>CONWAY SHIELD</b>				
0424432-IN	06/08/2018	HELMET SHIELDS (2)	50-22-00-58000 FIRE EQUIPMENT PURCHASES	124.73
Total CONWAY SHIELD:				124.73
<b>DATA EQUIPMENT SERVICES</b>				
1085	12/14/2018	MODEM SVC-DEC	40-54-10-53400 LUKE OPERATING AND CC EXP	45.00
1085	12/14/2018	MODEM SVC-DEC	42-34-50-52210 TELEPHONE EXPENSE	990.00
Total DATA EQUIPMENT SERVICES:				1,035.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
<b>DINGES FIRE COMPANY</b>				
52237	12/03/2018	FIRE BOOTS	50-22-00-58000 FIRE EQUIPMENT PURCHASES	433.92
Total DINGES FIRE COMPANY:				433.92
<b>DUNN LUMBER &amp; TRUE VALUE</b>				
744206	11/29/2018	DOWELS	99-00-00-53500 LIBRARY MAINT SUPPLIES	3.08
744455	11/30/2018	SCREW CABLE TIE	11-22-00-53500 BLDG MAINT SUPPLIES-FIREHOUSE	7.49
744458	11/30/2018	EXTENSION CORD	11-22-00-53500 BLDG MAINT SUPPLIES-FIREHOUSE	51.98
744517	12/01/2018	PARADE SUPPLIES	11-21-00-53990 PD MISCELLANEOUS EXP	39.96
744529	12/02/2018	BATTERIES	99-00-00-53500 LIBRARY MAINT SUPPLIES	9.99
744946	12/06/2018	REPLACEMENT KEYS	99-00-00-53500 LIBRARY MAINT SUPPLIES	3.98
745360	12/11/2018	BATTERIES-THERMOSTATS	99-00-00-53500 LIBRARY MAINT SUPPLIES	14.99
745808	12/14/2018	BALLCOCK SVC PACK-TOILET	11-51-10-52400 MUSEUM-MAINTENANCE & REPAIRS	2.99
745808	12/14/2018	BLEACH, TOILET PART, LED BU	11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES	44.99
745996	12/17/2018	PROPANE TANK FILL-MANHOL	11-32-15-54500 STORM SEWER MAINTENANCE	18.99
745997	12/17/2018	PROPANE TANK FILL-MANHOL	11-32-15-54500 STORM SEWER MAINTENANCE	1.00
746003	12/17/2018	NUTS & BOLTS-TRUCK #30	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	7.26
746046	12/18/2018	STARTER ROPE	11-32-13-54300 TREE & BRUSH OPERATING SUPPLY	15.80
746048	12/18/2018	DRILL BIT SET	11-32-10-53990 ST DEPT MISCELLANEOUS EXP	24.99
746049	12/18/2018	DUPLEX SWITCH	99-00-00-53500 LIBRARY MAINT SUPPLIES	8.99
746105	12/18/2018	PRIMER & PVC CEMENT-REPAI	11-34-10-52610 STREET LIGHTS REPAIRS	11.98
746267	12/19/2018	PROPANE TANK FILL-MANHOL	11-32-15-54500 STORM SEWER MAINTENANCE	19.99
746296	12/20/2018	PAINT,BULBS,BATTERIES	99-00-00-53500 LIBRARY MAINT SUPPLIES	32.95
746571	12/26/2018	NUTS/BOLTS-TRK #55	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	8.36
746630	12/26/2018	BERM LIGHTS	11-34-10-52610 STREET LIGHTS REPAIRS	11.99
746705	12/27/2018	HOLE SAW DRILL BIT	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	14.99
K43039	11/15/2018	WASHER FLUID	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	5.98
Total DUNN LUMBER & TRUE VALUE:				362.72
<b>EAGLE MEDIA INC</b>				
421622-1	12/01/2018	UNIFORM-WISNIEWSKI	11-21-00-51380 PD UNIFORM ALLOWANCE	23.95
Total EAGLE MEDIA INC:				23.95
<b>ELKHORN CHEMICAL CO INC</b>				
606067	12/10/2018	VACUUM MOTOR	40-55-10-53500 BLDG MAINT SUPPLIES-UPPER RIV	229.60
Total ELKHORN CHEMICAL CO INC:				229.60
<b>EMERGENCY APPARATUS MAINT</b>				
103127	12/07/2018	VALVE REPAIR-SQUAD #1	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	1,958.99
103476	12/06/2018	EZ LIGHT REPAIR-ENG #2821	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	347.21
103571	12/06/2018	LIGHT REPAIR-ENG. #2820	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	117.97
Total EMERGENCY APPARATUS MAINT:				2,424.17
<b>FLIGHT FOR LIFE</b>				
2018-110918	11/09/2018	LANDING STROBES (2)	11-22-00-58000 FIRE EQUIPMENT/SUPPLIES	39.40
Total FLIGHT FOR LIFE:				39.40
<b>FORD OF LAKE GENEVA</b>				
65723	10/24/2018	CUT/PROGRAM KEYS	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	185.00
66398	11/30/2018	BATTERY-SQ #200	11-21-00-53610 PD EQUIP MAINT SERV COSTS	159.40
66497	12/07/2018	ENGINE MOUNT REPLC-#205	11-21-00-53610 PD EQUIP MAINT SERV COSTS	266.85

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
66525	12/08/2018	OIL CHANGE-#201	11-21-00-53610 PD EQUIP MAINT SERV COSTS	30.95
66566	12/13/2018	BATTERY-SQ #207	11-21-00-53610 PD EQUIP MAINT SERV COSTS	139.96
66598	12/14/2018	OIL CHANGE-#207	11-21-00-53610 PD EQUIP MAINT SERV COSTS	30.09
66675	12/20/2018	SPARK PLUGS,IGNITION COIL-	11-21-00-53610 PD EQUIP MAINT SERV COSTS	342.30
Total FORD OF LAKE GENEVA:				1,154.55
<b>FOREMOST ELECTRIC LLC</b>				
4147	12/03/2018	EXTERIOR LIGHT REPAIR	11-22-00-52410 FIREHOUSE REPAIRS	125.00
Total FOREMOST ELECTRIC LLC:				125.00
<b>FULL COMPASS SYSTEMS LTD</b>				
INC00787349	11/19/2018	PROJECTOR,AMP,SPEAKER	50-22-00-58000 FIRE EQUIPMENT PURCHASES	824.99
INC00790251	11/23/2018	VISION LECTERN-TRAINING RO	50-22-00-58000 FIRE EQUIPMENT PURCHASES	265.92
INC00794660	11/29/2018	SCREEN-TRAINING ROOM	50-22-00-58000 FIRE EQUIPMENT PURCHASES	760.00
Total FULL COMPASS SYSTEMS LTD:				1,850.91
<b>GALLS LLC</b>				
011262159	11/15/2018	UNIFORM-BAKER	11-22-00-51380 FIRE DEPT UNIFORMS	116.98
011262159	11/15/2018	SOTO-PANTS	11-22-00-51380 FIRE DEPT UNIFORMS	44.99
011262173	11/15/2018	KOLLER-PANTS	11-22-00-51380 FIRE DEPT UNIFORMS	44.99
011262178	11/15/2018	UNIFORM-SPOTZ	11-21-00-51380 PD UNIFORM ALLOWANCE	212.57
011262181	11/15/2018	JINAR-SHIRT	11-22-00-51380 FIRE DEPT UNIFORMS	60.99
011262192	11/15/2018	KOLLER-PANTS	11-22-00-51380 FIRE DEPT UNIFORMS	44.99
011287403	11/19/2018	KOLLER-SHIRT	11-22-00-51380 FIRE DEPT UNIFORMS	49.99
011309798	11/21/2018	UNIFORM-GREETHAM	11-21-00-51380 PD UNIFORM ALLOWANCE	138.12
011453619	12/07/2018	UNIFORM-GEE	11-21-00-51380 PD UNIFORM ALLOWANCE	94.99
011453620	12/07/2018	UNIFORM-GEE	11-21-00-51380 PD UNIFORM ALLOWANCE	14.99
011469066	12/10/2018	UNIFORM-WALSER	11-21-00-51380 PD UNIFORM ALLOWANCE	419.97
Total GALLS LLC:				1,243.57
<b>GATEWAY TECHNICAL COLLEGE</b>				
24172	12/19/2018	KOSTMAN-REIMBURSEMENT	11-21-00-54150 TUITION & BOOKS PER CONTRACT	637.82
Total GATEWAY TECHNICAL COLLEGE:				637.82
<b>GENEVA ONLINE INC</b>				
1074186	12/01/2018	EMAIL SVC-DEC	11-21-00-52210 PD TELEPHONE EXPENSE	39.00
Total GENEVA ONLINE INC:				39.00
<b>GENEVA PAINT STORE</b>				
40351	12/20/2018	PAINT-ADMIN OFFICE	11-21-00-53990 PD MISCELLANEOUS EXP	72.97
Total GENEVA PAINT STORE:				72.97
<b>GIRAFFE ELECTRIC II INC</b>				
18-763	12/13/2018	LED CONVERSION	98-00-00-54170 USE OF BUILDING FUNDS	16,100.00
Total GIRAFFE ELECTRIC II INC:				16,100.00
<b>GRAINGER</b>				
9031337463	12/13/2018	COAT HOOK & BUMPER	11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES	10.02

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total GRAINGER:				10.02
<b>HEIN ELECTRIC SUPPLY CO</b>				
544665-00	12/11/2018	CORDLESS TOOLS	11-32-10-53990 ST DEPT MISCELLANEOUS EXP	429.18
548269-00	12/18/2018	FIXTURE SUPPLIES-1055 SHOP	43-32-10-17010 2018/2019 STREET IMP PROGRAM	269.59
548269-01	12/19/2018	FIXTURE SUPPLIES-1055 SHOP	43-32-10-17010 2018/2019 STREET IMP PROGRAM	187.15
Total HEIN ELECTRIC SUPPLY CO:				885.92
<b>ITU ABSORB TECH INC</b>				
7153607	12/27/2018	MATS	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	98.52
Total ITU ABSORB TECH INC:				98.52
<b>JOHNSON CONTROLS</b>				
85467620	12/14/2018	EXTINGUISHER INSPECT/RECH	11-51-10-52400 MUSEUM-MAINTENANCE & REPAIRS	100.00
Total JOHNSON CONTROLS:				100.00
<b>JON THOMAS CAIN</b>				
REFUND CAIN	12/18/2018	REFUND \$25 PARKING TICKET	11-12-00-45100 COURT PENALTIES & FINES	25.00
Total JON THOMAS CAIN:				25.00
<b>KAESTNER AUTO ELECTRIC CO</b>				
322888	12/14/2018	SAW BLADES, DRIVER SET, CH	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	274.89
322894	12/14/2018	CORONET, LITE FUSE, HOSE C	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	284.64
Total KAESTNER AUTO ELECTRIC CO:				559.53
<b>KAY STANG</b>				
REIMB-12/3/18	12/03/2018	18.4 MI-ELKHORN LIB	99-00-00-53320 STAFF CONTINUING EDUCATION	10.03
Total KAY STANG:				10.03
<b>KIESLER'S POLICE SUPPLY INC</b>				
0876198	11/30/2018	BALLISTIC SHIELD	50-21-00-58000 POLICE EQUIPMENT PURCHASES	1,255.00
Total KIESLER'S POLICE SUPPLY INC:				1,255.00
<b>LAKE GENEVA UTILITY</b>				
13390	12/19/2018	INSTALLATION, USAGE CHARG	11-52-00-52270 FOUNTAINS/STATUES-WATER/SEWER	713.00
Total LAKE GENEVA UTILITY:				713.00
<b>LARK UNIFORM OUTFITTERS INC</b>				
280308	12/10/2018	UNIFORM-WALSER	11-21-00-51380 PD UNIFORM ALLOWANCE	94.84
Total LARK UNIFORM OUTFITTERS INC:				94.84
<b>LARRY'S TOWING &amp; RECOVERY</b>				
6784	12/21/2018	TOWING-CHRYSLER	11-34-10-52900 CAR TOWING	145.00
Total LARRY'S TOWING & RECOVERY:				145.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
<b>LASER ELECTRIC SUPPLY</b>				
1466642-00	12/13/2018	COMPACT BATTERY & BALLAS	11-51-10-52400 MUSEUM-MAINTENANCE & REPAIRS	92.29
1466642-00	12/13/2018	MED LAMPS & COMPACT FLUO	11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES	99.50
Total LASER ELECTRIC SUPPLY:				191.79
<b>LEVEQUE TRUCKING &amp; SERVICES</b>				
1049	12/16/2018	SNOW REMOVAL	11-32-12-52200 CONTRACT HAULING SERVICES	352.00
Total LEVEQUE TRUCKING & SERVICES:				352.00
<b>MARED MECHANICAL</b>				
7195	11/30/2018	HVAC MAINT	11-22-00-52410 FIREHOUSE REPAIRS	833.00
Total MARED MECHANICAL:				833.00
<b>MIDSTATE EQUIPMENT</b>				
U05021	10/26/2018	SCAG MOWER REPAIRS	11-52-00-52500 EQUIPMENT REPAIR SERVICES	7.04
U05021	10/26/2018	JD MOWER REPAIR	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	424.42
U05778	11/20/2018	BOBCAT REPAIRS	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	890.77
Total MIDSTATE EQUIPMENT:				1,322.23
<b>MIDWEST INDUSTRIES</b>				
195592	12/10/2018	RIFLES	50-21-00-58000 POLICE EQUIPMENT PURCHASES	8,120.00
Total MIDWEST INDUSTRIES:				8,120.00
<b>MIDWEST TAPE</b>				
12/3/18-ADULT	12/03/2018	ADULT DVDS	99-00-00-54140 LIBRARY NONPRINT MATERIALS	249.64
12/3/18-YOUT	12/03/2018	YOUTH DVDS	99-00-00-54110 LIBRARY YOUTH MATERIALS	103.59
Total MIDWEST TAPE:				353.23
<b>NAPA-ELKHORN</b>				
139521	12/12/2018	AIR FILTERS	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	28.76
139521	12/12/2018	TIRE VALVE PARTS	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	90.68
139521	12/12/2018	OIL FILTERS	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	80.68
140079	12/18/2018	BELT IDLER PULLEY-TRUCK #5	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	17.95
140807	12/27/2018	BENCH GRINDER	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	149.99
140813	12/27/2018	VEHICLE/TRAILER WIRE	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	162.00
Total NAPA-ELKHORN:				530.06
<b>OFFICE DEPOT</b>				
245790752001	12/18/2018	WALL CALENDAR	42-34-50-53100 OFFICE SUPPLIES	15.18
245790752001	12/18/2018	SHARPIES & PAPER CLIPS	11-15-10-53100 ACCTG OFFICE SUPPLIES	6.66
245791665001	12/13/2018	THERMAL RECEIPT PAPER	11-15-10-53100 ACCTG OFFICE SUPPLIES	42.19
Total OFFICE DEPOT:				64.03
<b>OFFICE PRO INC</b>				
0328825-001	12/20/2018	LOCATER PAINT	11-34-10-53700 MARKING PAINT	198.90
Total OFFICE PRO INC:				198.90

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
<b>OIL EQUIPMENT COMPANY</b>				
0261297-IN	12/10/2018	HOIST INSPECTION-1055 BUILD	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	298.50
Total OIL EQUIPMENT COMPANY:				298.50
<b>PARATECH AMBULANCE SERVICE</b>				
23877	11/21/2018	CPR CARDS-16	11-22-00-56100 CPR CLASS PAY	112.00
23880	11/28/2018	CPR CARDS-14	11-22-00-56100 CPR CLASS PAY	215.00
23886	12/10/2018	CPR CARDS-2	11-22-00-56100 CPR CLASS PAY	14.00
Total PARATECH AMBULANCE SERVICE:				341.00
<b>PATS SERVICES INC</b>				
A-171812	12/20/2018	PORT A POTTY SVC-DEC	48-00-00-52260 CEM WATER/SEWER EXP	80.00
Total PATS SERVICES INC:				80.00
<b>POMP'S TIRE SERVICE INC</b>				
60165677	12/13/2018	LOADER TIRE REPAIR	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	508.00
Total POMP'S TIRE SERVICE INC:				508.00
<b>QUILL CORPORATION</b>				
2786439	11/15/2018	FLASH DRIVES,TAPE,DVDS,FO	11-21-00-53100 PD OFFICE SUPPLIES	121.98
2941761	11/26/2018	CHAIR-EVIDENCE ROOM	11-21-00-53100 PD OFFICE SUPPLIES	145.82
Total QUILL CORPORATION:				267.80
<b>ROTE OIL COMPANY</b>				
1835400409	12/20/2018	302.4 GALS CLEAR DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	713.36
1835400410	12/20/2018	152.7 GALS DYED DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	312.88
Total ROTE OIL COMPANY:				1,026.24
<b>SAFE STEP LLC</b>				
3170	12/20/2018	SIDEWALK GRINDING	11-32-10-52700 SIDEWALK REPAIRS	1,945.81
Total SAFE STEP LLC:				1,945.81
<b>SCHILLER LLC</b>				
15285	11/30/2018	SNOW,SALT SERVICE-NOV	99-00-00-53600 LIBRARY BLDG MAINT SERVICES	170.00
Total SCHILLER LLC:				170.00
<b>SHRED-IT</b>				
8126279207	12/22/2017	SHREDDING SVC-DEC	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	16.05
Total SHRED-IT:				16.05
<b>SOMAR TEK LLC/SOMAR ENTERPRISE</b>				
101230	12/04/2018	UNIFORM-WISNIEWSKI	11-21-00-51380 PD UNIFORM ALLOWANCE	53.98
101239	12/06/2018	RIFLE GEAR	50-21-00-58000 POLICE EQUIPMENT PURCHASES	1,560.95
Total SOMAR TEK LLC/SOMAR ENTERPRISE:				1,614.93
<b>SUPER SHARP</b>				
257913	12/19/2018	SHARPEN BLADES-CHIPPER	11-32-13-54200 TREE & BRUSH-REPAIR	51.20

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total SUPER SHARP:				51.20
<b>TJ'S PLUMBING &amp; WATER SVC</b>				
1360	12/18/2018	RPZ TESTING	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	85.00
1360	12/18/2018	WI SUBMITTAL FEE	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	20.00
Total TJ'S PLUMBING & WATER SVC:				105.00
<b>TRANS UNION LLC</b>				
11819094	11/27/2018	BACKGROUND CHECKS	11-21-00-54110 PD APPLICATION PROCESS	156.30
Total TRANS UNION LLC:				156.30
<b>TVRP</b>				
TVRP1218	12/20/2018	SUSPEND/REFUSE (40 SUSPE	42-34-50-53100 OFFICE SUPPLIES	200.00
Total TVRP:				200.00
<b>UNIQUE MANAGEMENT SERVICES INC</b>				
481131	12/01/2018	COLLECTION FEES-NOV	99-00-00-55100 LIBRARY SIRSI	71.60
Total UNIQUE MANAGEMENT SERVICES INC:				71.60
<b>VANDEWALLE &amp; ASSOCIATES INC</b>				
201812003	12/18/2018	PLANNING SVCS-DEC	11-69-30-52120 OUTSIDE PROFESSIONAL PLANNING	1,999.16
201812003	12/18/2018	PLANNING SVCS-DEC	11-00-00-13910 A/R BILL OUTS	5,986.99
Total VANDEWALLE & ASSOCIATES INC:				7,986.15
<b>VORPAGEL SERVICE INC</b>				
43638	11/27/2018	ROOF FAN REPAIRS	99-00-00-52500 LIBRARY BLDG REPAIR	584.89
Total VORPAGEL SERVICE INC:				584.89
<b>WALWORTH COUNTY PUBLIC WORKS</b>				
1152	12/12/2018	SALT/BRINE-10/28-11/24	11-32-12-53400 OPERATING SUPPLIES-SNOW & ICE	5,020.47
Total WALWORTH COUNTY PUBLIC WORKS:				5,020.47
<b>WALWORTH COUNTY SHERIFF</b>				
DEC 2018	12/11/2018	AMMUNITION	11-21-00-54100 PD TRAINING EXPENSES	939.25
Total WALWORTH COUNTY SHERIFF:				939.25
<b>WALWORTH POLICE DEPT</b>				
WARRANT-LO	12/21/2018	WARRANT #18000087-LOMA	11-12-00-24280 COURT FINES-OTHER	124.00
Total WALWORTH POLICE DEPT:				124.00
<b>WELDERS SUPPLY CO</b>				
10041520	12/13/2018	GLOVES & HEADGEAR FOR HE	11-32-10-53900 FIRST AID AND SAFETY SUPPLIES	38.39
10042103	12/14/2018	ANNUAL TANK RENTAL	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	52.00
Total WELDERS SUPPLY CO:				90.39

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
<b>WI STATE FIRE CHIEFS ASOC</b>				
2019 MEMBER	01/01/2019	2019 CHIEF MEMBERSHIP	11-22-00-53200 MEMBERSHIP DUES & FEES	95.00
Total WI STATE FIRE CHIEFS ASOC:				95.00
<b>ZOLL MEDICAL CORPORATION</b>				
2787883	12/05/2018	AUTOPULSE CASE-AMB #2	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	480.15
Total ZOLL MEDICAL CORPORATION:				480.15
Grand Totals:				74,575.79

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

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

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

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

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Batch = "190115","P90131","F90131","L90131"