



City of Lake Geneva, 626 Geneva St, Lake Geneva, Wisconsin- 262.248.3673- www.cityoflakegeneva.com

FINANCE, LICENSING & REGULATION COMMITTEE

TUESDAY, JULY 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, Licensing and Regulation Committee Meeting minutes of June 18, 2019, as prepared and distributed
5. **Licenses & Permits**
 - a. 2019-2020 Original & Renewal Operator License applications filed by various applicants as listed in packet
 - b. Discussion/Recommendation regarding a 2019-2020 Massage Establishment License Renewal Application filed by Jasmine Salon & Spa
 - c. Discussion/Recommendation of Alcohol License Premise Extension Application for Lake Geneva Lanes for July 27, 2019 from 8:00 a.m. to 7:00 p.m. for the event of the Legion Classic Car Show
 - d. Discussion/Recommendation regarding Alcohol License Premise Extension Application for The Bottle Shop to include 609 W Main St & 621 W Main St, Lake Geneva, WI
 - e. Discussion/Recommendation regarding a 2019-2020 Taxi Cab Company License Renewal Application filed by Cruzin' Transportation
6. Discussion/Recommendation regarding possible rental rates changes for the Riviera Ballroom
7. Discussion/Recommendation regarding amendments to City of Lake Geneva current fishing ordinance(s)
8. Discussion/Recommendation regarding Lake Geneva Boat Line Inc request for contract extension
9. Discussion/Recommendation regarding awarding bid for Riviera Seawall and Pier Inspection to Collins Engineering Inc in an amount not to exceed \$9,000

10. Discussion/Recommendation regarding awarding bid for Riviera Asbestos- Containing Materials and Lead Paint Inspection to Intertek/PSI in an amount not to exceed \$4,600
11. Discussion/Recommendation regarding approving and identifying funding source for Hillmoor Feasibility Study
12. Discussion/Recommendation regarding proposed snow removal ordinance amendments
13. Discussion/Recommendation regarding proposed policy implementation relating to Standing Committee agenda item deadlines
14. **Presentation of Accounts**
 - a. Prepaid Bills in the amount of \$20,851.46
 - b. Regular Bills in the amount of \$153,863.53
15. **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.

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

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, JUNE 18, 2019 – 6:00 PM
CITY HALL, CONFERENCE ROOM 2A

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

Chairperson Howell called the meeting to order at 6:00 p.m.

Roll Call

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

Mary Jo Fesenmaier; 1085 S Lakeshore Dr; Would like to see the Comprehensive Plan Feasibility Study expense sent to this body for consideration.

Approve the Regular Finance, Licensing and Regulation Committee Meeting minutes of June 4, 2019, as prepared and distributed

Motion by Proksa to approve the minutes of June 4, 2019, second by Hedlund. No discussion. Motion carried 4-0.

Licenses & Permits

2019-2020 Original & Renewal Operator License applications filed by various applicants as listed in packet

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

Discussion/Recommendation regarding a Temporary Operator License Application filed by Robert McCormick to be used at the St Francis De Sales Fall Festival

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

Discussion/Recommendation regarding awarding the 2019 Street Improvement Project Bid (including Engineer costs) to Payne & Dolan in an amount not to exceed \$750,000

Motion by Halverson to approve, second by Proksa. Finance Director Hall noted that the budget amount for the project was only \$750,000. The bid amount came in higher than the budget amount however the Director of Public Works would review the streets to be repaired and chose the ones in the most disrepair. Motion carried 4-0.

Discussion/Recommendation regarding the purchase and installation of fence for the Department of Public Works from Century Fence in an amount not to exceed \$26,955 to be paid from the Capital Projects fund

Motion by Hedlund to approve, second by Proksa. Hall noted that this is under budget. Motion carried 4-0.

Discussion/Recommendation regarding amending the City of Lake Geneva Fee Schedule to include a Paramedic Intercept Response fee with a flat rate or with a rate agreed upon through a shared revenue

Motion by Howell to suspend the rules to allow Captain Detkowski to speak, second by Hedlund. Motion carried 4-0.

Captain Detkowski stated that the committee has reviewed this before. The flat fee for the paramedic intercept fee of \$400, but that for Medicare or Medicaid patients the municipality that bills/collects the fee based on a shared revenue agreement. He noted that the current amount is \$600, but that tracking of the calls has shown that the department receives approximately \$400. He noted that this does not include the use of a City ambulance, it is simply a paramedic intercept. He added that if this change is made municipalities will utilize this service more however there will not be a disruption to City residents.

Motion by Proksa to approve, second by Howell. Motion carried 4-0.

Discussion regarding May 2019 Treasurer's Report and Budget vs. Actual

Finance Director Hall reviewed the May 2019 Treasurer's Report along with the budget to actual report. No action taken.

Presentation of Accounts

Prepaid Bills in the amount of \$24,355.38

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

Regular Bills in the amount of \$165,305.37

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

Adjournment

Motion by Hedlund to adjourn the meeting, second by Proksa. Motion carried 4-0. The meeting adjourned at 6:23 p.m.

Original License:

Natalie Barry
Heather Woodard
Cassidy Parker
James Steele
Bethany Brown
Rachel Lech
Heather Woodard
Kimberly Ferguson
Kenna Pospisil
Veronica Schlitter

Renewal Operator:

Leonard Jegerski
Sue Spencer
Lindsey Lohry
Peggy Zabler
Gina Nocer
Hannah Schultz
Cherlyn Steadman
Gayle Krahn
Charles Phinisee
Kimberly Kurowski
Cindy Gale
Freda Pryga
Denise Bader
Ashley Principato
Laura Dye
Jane Andreas
Jay McNulty
Shelby Fry
Kirsten Lawless
David Agnew Hofmann
Douglas Smith
Candice Jasper
Kaitlyn Tromer
Tristan Levy
Steven Spans
Nancy Cherney



CITY OF LAKE GENEVA MASSAGE ESTABLISHMENT APPLICATION

\$50.00 ANNUAL LICENSE FEE

EXPIRES JUNE 30TH EACH YEAR

Is Application: Original or Renewal

Application must be accompanied by the following documents:

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

BUSINESS INFORMATION

Trade Name: Jasmine Salon & Spa

Corporate Name (if applicable): Aveda Jasmine Salon & Spa Group LLC

Business Address (Physical): 251 Cook St

Mailing Address (if different): _____

City, State, Zip: Lake Geneva WI 53147

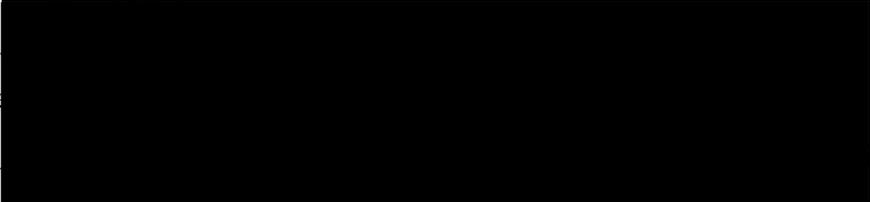
Phone: 262 249 9800 Email: brittany@jasminesalon.com

Please explain the nature of services to be provided: massage

BUSINESS OWNER (APPLICANT) INFORMATION

Please include information for all business owners

Full Name: Brittany Harris

Address: 

City, State: _____

Phone: _____ Driver's License Attached

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

N/A

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

NO YES If yes, please explain: _____

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

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

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

APPLICANT SIGNATURE: *Brittany J* Date: 06-14-19

For Office Use Only

Date Filed:	<u>June 14, 2019</u>	Receipt #:	<u>17000084 (pdsl1019)</u>	Amt Paid:	<u>\$50-</u>
Forwarded to Police Dept:	<u>June 14, 2019</u> Background Completed:				
Police Chief Recommendation:	<u><i>[Signature]</i></u>		<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	
Fingerprinting required for new establishments - Fingerprinted by LGPD: <input type="checkbox"/>					
Forwarded to Building Dept:	<u>N/A</u> Inspector approval required for new establishments				
Building Inspector Recommendation:	_____		<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
FLR/Council Approval Dates:	_____		License #:	_____	
Verified:	Stark <input type="checkbox"/>	MSI <input type="checkbox"/>	Notes/Conditions: _____		
Copies to:	Building & Zoning	Police Chief	Fire Chief		



CITY OF LAKE GENEVA

ALCOHOL LICENSE PREMISES EXTENSION APPLICATION

PLEASE FILL IN ALL BLANKS COMPLETELY, AS INCOMPLETE APPLICATIONS WILL BE REJECTED.

Please Check:

- | | |
|---|--|
| <input type="checkbox"/> Request for premises extension to sidewalk café | <input checked="" type="checkbox"/> Request for temporary (special event) premises extension |
| <input type="checkbox"/> Request for premises extension to permanent outdoor area | <input type="checkbox"/> Other request for premises extension |

Application Checklist:

- Applicant must currently hold a valid alcohol license
- Applicant obtained a Temporary Use Permit or Conditional Use Permit from the Building and Zoning Department (for special events and permanent outdoor areas)
- Scaled diagram which accurately depicts the location of the premises extension. Such drawing shall include the access points, fencing (if applicable) and the location of where alcohol will be stored and/or served.
- Application Fee of \$25.00 to amend an already approved licensed premises. This fee is charged to defray the cost of review and re-issuance of the license. This fee does NOT apply to premises extensions requested at the time of annual renewal of the license.

APPLICANT INFORMATION

Applicant Name: Frank Ruske Jr

Establishment Name: Lake Geneva Lakes

Address: 192 E. Main

Alcohol License No.: _____ Phone: [REDACTED]

Describe area of premises extension:

Parking Lot

SPECIAL EVENT INFORMATION (For Temporary Premises Extension Only)

Event Title: Legion Car Show

Date and Time of Event: July 27, 2019

Have you obtained a Temporary Use Permit (or Conditional Use Permit) from the Building and Zoning Department? Yes No

Event Description:

CAR SHOW



SIGNATURE OF APPLICANT

6/17/19

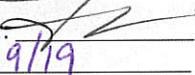
DATE

For Office Use Only

Date Filed with Clerk: 6/17/19

Total Amount: \$ 25.00 Receipt No.: 12.000888

Date Forwarded to Police Chief: 6/19/19
Police Chief Signature:  Approved Denied

Date Forwarded to Zoning Administrator: 6/19/19 (for non-sidewalk café applications)
Zoning Administrator Signature:  Approved Denied

Date of FLR/Council Approval: 7/2 + 7/8

Copies Provided to: Police Chief

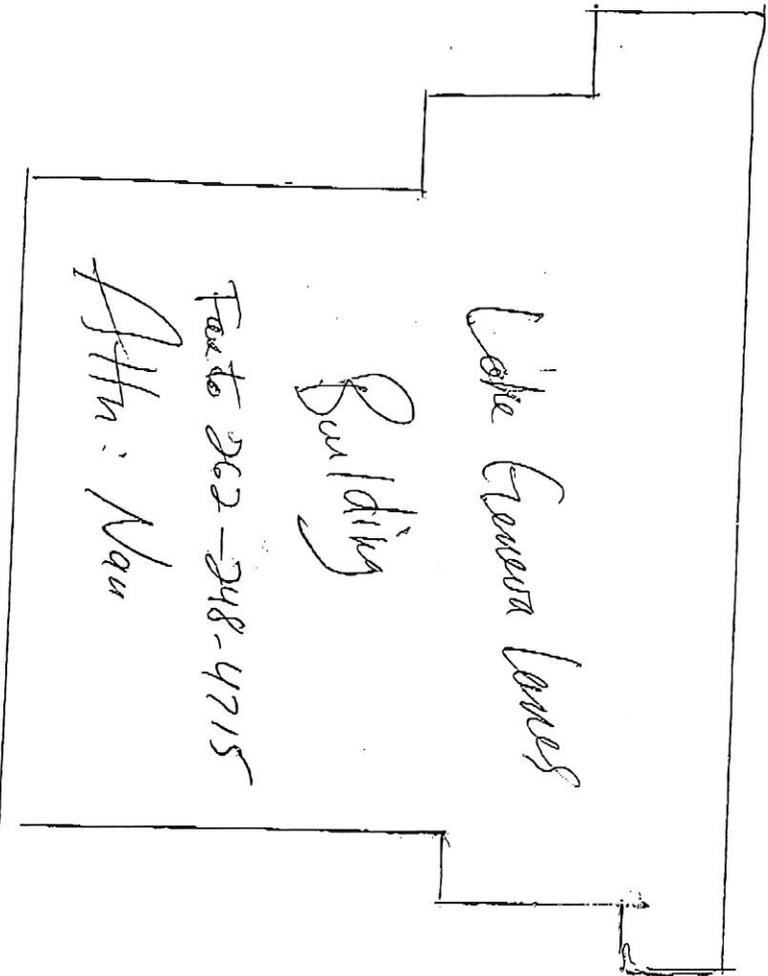
North

Highway 50

Entrance

Side

Exit



Promise
 Expansion
 to extend
 Parking
 to parking
 lot for
 Building
 Surrounding
 to north
 of
 Highway 50
 borders

The Bottle Shop Expansion Plans

609 W. Main

Main area will be used as a special event space for wine events and renting to groups for private events.

The Theatre will remain a theatre and will be rented to groups for presentations, comedy night at The Bottle Shop, music performances and other entertainment events.

Anytime this space is rented out, there will be a staff member of The Bottle Shop supervising the event.

621 W. Main

This area will be used for storage of wine, supplies, gift basket making station and storage of patio furniture in the winter as well as other behind the scenes needs that may arise.



CITY OF LAKE GENEVA

ALCOHOL LICENSE PREMISES EXTENSION APPLICATION

PLEASE FILL IN ALL BLANKS COMPLETELY, AS INCOMPLETE APPLICATIONS WILL BE REJECTED.

Please Check:

- | | |
|---|---|
| <input type="checkbox"/> Request for premises extension to sidewalk café | <input type="checkbox"/> Request for temporary (special event) premises extension |
| <input type="checkbox"/> Request for premises extension to permanent outdoor area | <input checked="" type="checkbox"/> Other request for premises extension |

Application Checklist:

- Applicant must currently hold a valid alcohol license
- Applicant obtained a Temporary Use Permit or Conditional Use Permit from the Building and Zoning Department (for special events and permanent outdoor areas)
- Scaled diagram which accurately depicts the location of the premises extension. Such drawing shall include the access points, fencing (if applicable) and the location of where alcohol will be stored and/or served.
- Application Fee of \$25.00 to amend an already approved licensed premises. This fee is charged to defray the cost of review and re-issuance of the license. This fee does NOT apply to premises extensions requested at the time of annual renewal of the license.

APPLICANT INFORMATION

Applicant Name: Elizabeth Tumas
Establishment Name: The Bottle Shop
Address: 617 W. Main St. Lake Geneva, WI 53147
Alcohol License No.: _____ Phone: 262-348-9463

Describe area of premises extension:

I would add the attached properties to my shop
621 + 609 W. Main St. to be used
as special event + storage space.

SPECIAL EVENT INFORMATION (For Temporary Premises Extension Only)

Event Title: _____

Date and Time of Event: _____

Have you obtained a Temporary Use Permit (or Conditional Use Permit) from the Building and Zoning Department? Yes No

Event Description:

Elizabeth Fumas 5-29-19
SIGNATURE OF APPLICANT DATE

For Office Use Only

Date Filed with Clerk: June 7, 2019
Total Amount: \$ 25 Receipt No.: 10004528

Date Forwarded to Police Chief: June 7, 2019
Police Chief Signature: _____ Approved Denied

Date Forwarded to Zoning Administrator: _____ (for non-sidewalk café applications)
Zoning Administrator Signature: _____ Approved Denied

Date of FLR/Council Approval: _____

Copies Provided to: Police Chief

Patio/courtyard

door open only for deliveries

UNIT "IA"
803 SF.

Retail Shop

Work Room

UNIT "IB"
760 SF.

Wine Lounge

office

FURN
FURN

Main Entrance to The Bottle Shop

Wine Lounge

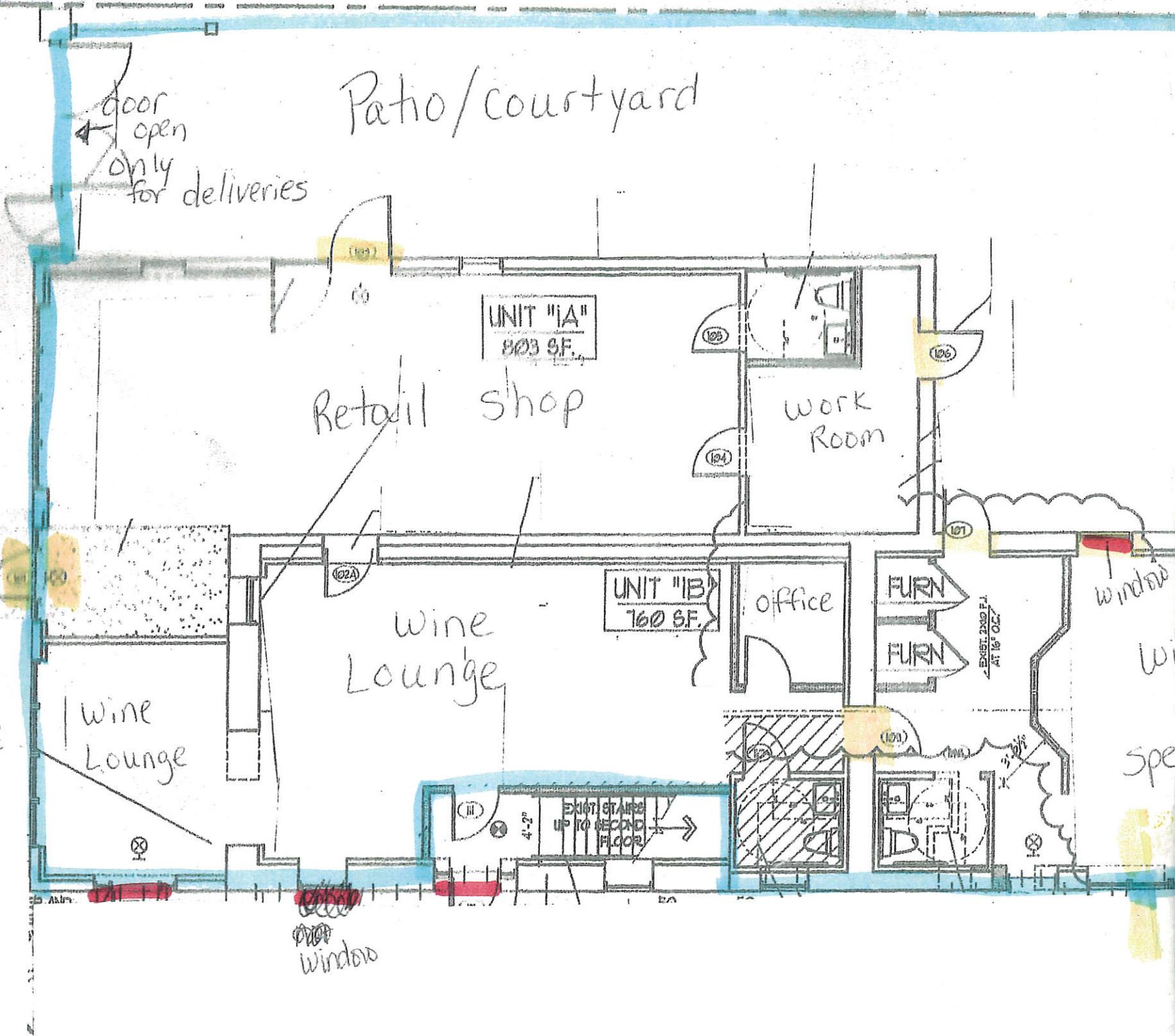
EXIST STAIRS UP TO SECOND FLOOR

Window

Window

Wi

Spe



FIRE ESCAPE GENERAL REQUIREMENTS:

FIRE ESCAPE TO BE DECEASED AND CONSTRUCTED PER USC. STATE CODE (COTT 5120)

MIN. PLATFORM WIDTH: 40"
MIN. STAIRWAY WIDTH: 40"
STAIRS MAX. RISE: 6" FT AS REQUESTED BY OWNER
STAIRS MIN. TREAD: 9" (10" AS REQUESTED BY OWNER)
RAILINGS HEIGHT MIN. 42"

10/
COURTYARD

Patio/
Courtyard

Supplies
+
wine
Storage

2
ounge
al
event
Space

FIRE ESCAPE
FROM THIRD
FLOOR

FLOOR EL.
100'-0"

UNIT "1C"
911 SF.

Storage

theatre

open

EXISTING RAMP
UP 1'-0"

(not in use)
FREIGHT
ELEV.

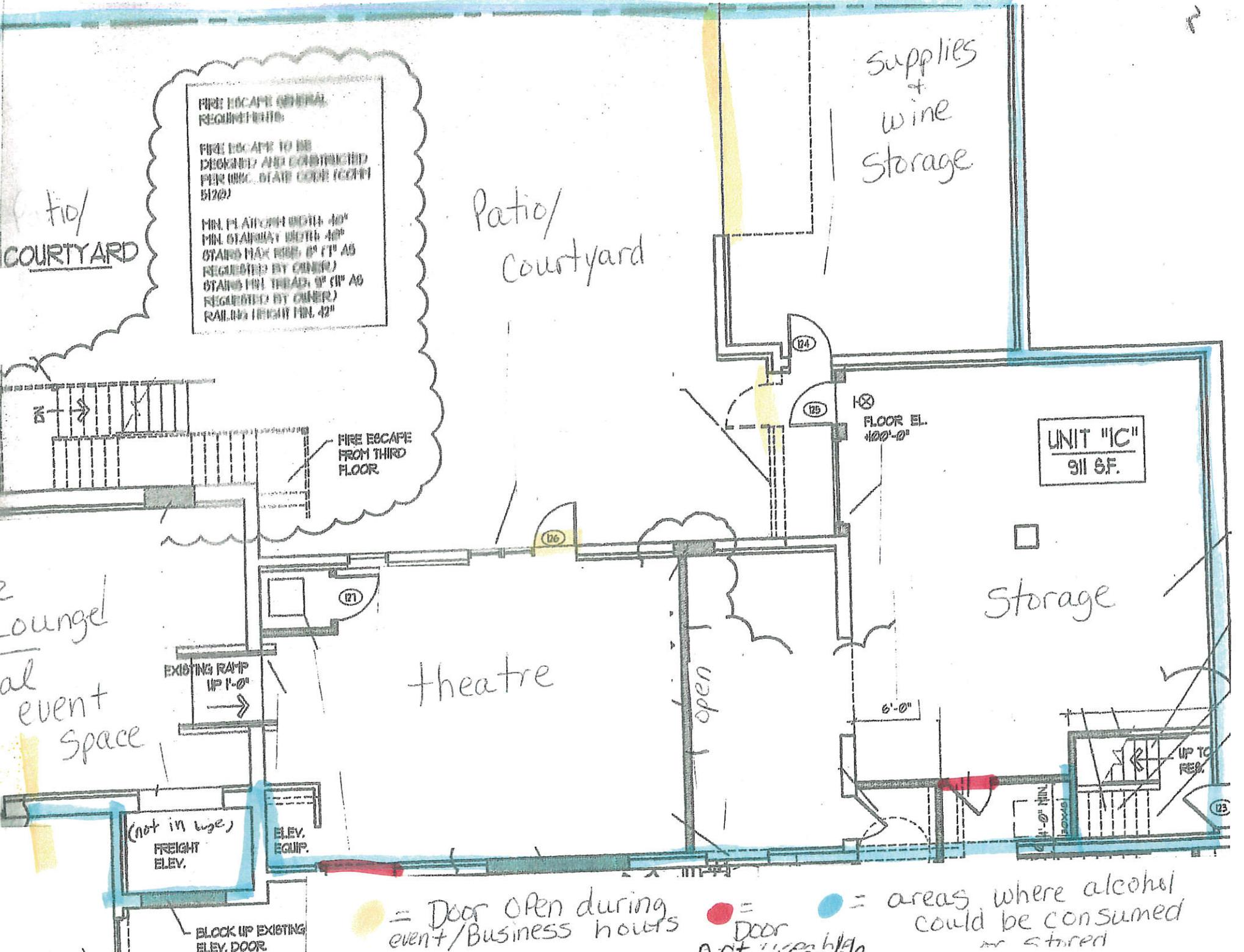
ELEV.
EQUIP.

BLOCK UP EXISTING
ELEV. DOOR

● = Door Open during
event/Business hours

● = Door
not useable

● = areas where alcohol
could be consumed
or stored





CITY OF LAKE GENEVA

TAXI COMPANY LICENSE APPLICATION

Please Check:

Original Application

Renewal of Current License

Fees of \$50.00 for first car and \$25.00 per each additional car are due upon application

Annual License Expires June 30th each year

Please fill in all blanks completely, as incomplete applications will be rejected.

NOTE: Application must be accompanied by the following documents:

- Copy of policy of liability insurance covering all vehicles, insuring the licensee against loss from liability to the amount of \$300,000 for the injury or death of one or more persons and in the amount of \$100,000 for damage to property of others for any one accident due to negligent operation of vehicle.
- Copy of certificate of inspection signed by a reputable automobile mechanic or public garage owner certifying that the vehicle sought to be licensed is mechanically sound and in a thoroughly safe condition for the transportation of passengers and in clean, fit and good appearance.
- Taxi/Trolley Driver License Application(s) for any drivers who are not currently licensed with the City of Lake Geneva.

ANY APPLICATION SUBMITTED WITHOUT THE REQUIRED DOCUMENTATION SHALL BE CONSIDERED INCOMPLETE AND REJECTED.

BUSINESS INFORMATION

Business Name: CRUZIN Transportation

Bus. Address (Physical): 32200 45th ST #58

Mailing Address (if different): _____

City, State, Zip: Burlington, WI 53105

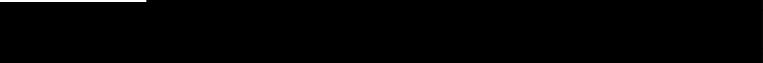
Bus. Phone: [REDACTED]

E-Mail: [REDACTED]

Name of Liability Carrier: State farm

Policy Number: 216 7601-E07-49C / 3206643-B77
SCION SIENNA

BUSINESS OWNER/AGENT INFORMATION

Owner/Agent Name: CYNDY HANSEN C.
Owner/Agent Address: 
City, State, Zip: 
Phone: 

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Have you been previously licensed to operate a taxicab company? YES NO
If Yes, please state where: Wisconsin; Burlington
2. Have you ever had a license revoked? YES NO
If Yes, please explain: 1980's unpaid ticket

TAXI VEHICLE INFORMATION

Total Number of Vehicles to be operated: 2

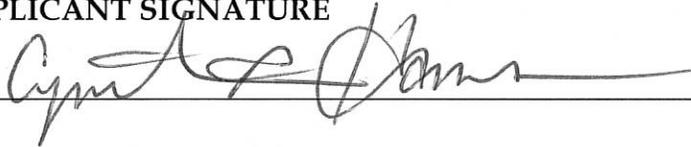
Vehicle #1		
<u>Scion</u>	<u>XB</u>	<u>2005</u>
Make	Model	Year
<u>5</u>		
Capacity	License Plate No.	
<u>JTLKT324Z50201301</u>		
VIN	Certificate of Title No.	

Vehicle #2		
<u>Toyota</u>	<u>SIENNA</u>	<u>2000</u>
Make	Model	Year
<u>7</u>	<u>802-MTU</u>	
Capacity	License Plate No.	
<u>4T37F13C2YU 318694</u>		
VIN	Certificate of Title No.	

Vehicle #3		
Make	Model	Year
Capacity	License Plate No.	
VIN	Certificate of Title No.	

Vehicle #4		
Make	Model	Year
Capacity	License Plate No.	
VIN	Certificate of Title No.	

APPLICANT SIGNATURE

 DATE: 5-20-2019

For Office Use Only

Date Filed: <u>May 8, 2019</u>	Police Chief
Receipt No: <u>10003524</u>	Recommendation: _____
Total Amount: <u>\$50 cash</u>	Approved _____ Denied _____
Forwarded to Police Chief: _____	
Forwarded to City Attorney: _____	City Attorney Approval of Liability Insurance: _____
Verified: Stark <input type="checkbox"/> MSI <input type="checkbox"/>	
Notes: _____	
FLR Approval: _____	License Date: _____
Council Approval: _____	License Number: _____

VEHICLE SAFETY INSPECTION

Instructions: The licensee shall provide this form to the garage, dealership or auto repair shop to be completed by the inspector upon completion of the vehicle inspection. The licensee shall submit the completed form to the City Clerk.

CYNTHIA HANSEN

Vehicle Owner/Agent Name

Vehicle – Year	Make	Model	Color	Odometer Reading	License Plate Number
Name – Inspecting Company or Agency <i>Wisco Automotive</i>			Name – Inspector		Telephone Number <i>262-767-9393</i>
Address <i>496 S. Pine St.</i>			City <i>BURLINGTON</i>	State <i>WI</i>	Zip Code <i>53105</i>

VEHICLE INSPECTION CHECKLIST

Item	Pass	Repair / Replace	Item	Pass	Repair / Replace
BRAKES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SAFETY FEATURES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1. Failure indicator light	<input type="checkbox"/>	<input type="checkbox"/>	17. Turn signals operational	<input type="checkbox"/>	<input type="checkbox"/>
2. System integrity	<input type="checkbox"/>	<input type="checkbox"/>	18. Head lights	<input type="checkbox"/>	<input type="checkbox"/>
3. Pedal reserve	<input type="checkbox"/>	<input type="checkbox"/>	19. Tail lights	<input type="checkbox"/>	<input type="checkbox"/>
4. Disc / drum condition	<input type="checkbox"/>	<input type="checkbox"/>	20. Brake lights	<input type="checkbox"/>	<input type="checkbox"/>
5. Hoses and assembly	<input type="checkbox"/>	<input type="checkbox"/>	21. Horn	<input type="checkbox"/>	<input type="checkbox"/>
SUSPENSION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	22. Windows / Windshield (cracks / chips)	<input type="checkbox"/>	<input type="checkbox"/>
6. Shock absorbers / struts	<input type="checkbox"/>	<input type="checkbox"/>	23. Front seat safety belts condition	<input type="checkbox"/>	<input type="checkbox"/>
7. Springs	<input type="checkbox"/>	<input type="checkbox"/>	24. Back seat safety belts condition	<input type="checkbox"/>	<input type="checkbox"/>
8. Shackles	<input type="checkbox"/>	<input type="checkbox"/>	25. Door locks operational	<input type="checkbox"/>	<input type="checkbox"/>
9. Modifications	<input type="checkbox"/>	<input type="checkbox"/>	WIPERS / WIPER BLADES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STEERING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	26. Wipers operational	<input type="checkbox"/>	<input type="checkbox"/>
10. Lash	<input type="checkbox"/>	<input type="checkbox"/>	27. Blades contact	<input type="checkbox"/>	<input type="checkbox"/>
11. Free turning	<input type="checkbox"/>	<input type="checkbox"/>	28. Blades condition	<input type="checkbox"/>	<input type="checkbox"/>
12. Linkage play	<input type="checkbox"/>	<input type="checkbox"/>	TIRES – FRONT <i>new</i>	Lft	Rt
13. Power system	<input type="checkbox"/>	<input type="checkbox"/>	29. Tread depth	<input type="checkbox"/>	<input type="checkbox"/>
EXHAUST SYSTEM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30. Matching	<input type="checkbox"/>	<input type="checkbox"/>
14. Leaks	<input type="checkbox"/>	<input type="checkbox"/>	31. Condition	<input type="checkbox"/>	<input type="checkbox"/>
15. Legal muffler	<input type="checkbox"/>	<input type="checkbox"/>	TIRES – REAR <i>new</i>	Lft	Rt
16. Tailpipe	<input type="checkbox"/>	<input type="checkbox"/>	32. Tread depth	<input type="checkbox"/>	<input type="checkbox"/>
			33. Matching	<input type="checkbox"/>	<input type="checkbox"/>
			34. Condition	<input type="checkbox"/>	<input type="checkbox"/>

Brief Comments – Refer to Item Number

Both vehicles Pass inspection

SIGNATURE – Inspector

[Handwritten Signature]

Date – Inspection

5-28-2019

Riviera Ballroom Proposed Event Changes

- 1) Preferred Caterer Commission/Referral Fee: Change from 15% to 10%, and actively collect with monthly invoices.
- 2) Preferred Caterer Non-use Fee: Change from 20% of the catering bill (charged to the client) to a flat fee of \$750 (charged to the client).
- 3) Wedding Package Rental Rate Restructure (Proposed changes apply to weddings ONLY)

CURRENT STRUCTURE:

Lake Geneva Residents:

Friday, Saturday, Sunday: \$2,500

Monday-Thursday: \$500

**Year-round*

Non-Residents:

Friday, Saturday, Sunday: \$3,000

Monday-Thursday: \$500

Rental fee includes 8 hours of event time, tables & chairs.

PROPOSED NEW STRUCTURE:

Lake Geneva Residents:

Saturday: \$3,000

Friday & Sunday: \$2,500 (non-holiday)

Monday-Thursday: \$950

**May through November 15*

Non-Residents:

Saturday: \$3,900

Friday & Sunday: \$3,400

Monday-Thursday: \$1,250

Military Discount:

15% discount applied if Bride or Groom is active or honorably discharged (Proof required).

Seasonal Discount

20% Discount applied to the Resident and Non-Resident rental rates for bookings after November 15th through April 30th.

Rental fee includes 8 hours of event time, tables, chairs and the couple's color of choice of floor length linens & napkins.



Elm Park

Lake Geneva
Public Library

Riviera Building

Leatherlips
Watersports Jet

Lake Geneva
Visitors Center

Flat Iron Park

Boat Rentals



May 22, 2019

RE: RFP for Underwater Diving and Surveying of the Riviera Seawall and Pier

Mr. Dave Nord; ICMA-CM
City Administrator
City of Lake Geneva, Wisconsin
626 Geneva St.
Lake Geneva, WI 53147

Dear Mr. Nord,

Collins Engineers, Inc. (Collins) is a pioneer in the field of underwater engineering, and in particular, the use of Professional Engineer-Divers for inspection work. Collins has been performing underwater facility evaluations since 1979, including work with the US Navy, the US Coast Guard, and numerous other public and private sector clients. As locally based experts in the field, Collins' Engineer-Divers are in a unique position to immediately assess the condition of the Riviera Seawall and Pier.

Please find Collins' proposal to inspect, document, and report on the condition of the Riviera Seawall and Pier in Lake Geneva, WI attached with this letter. The contents of the attached proposal letter spell out the Scope of Services we would provide, Past Projects with References, Qualifications for our staff, and our Professional Fees.

We acknowledge that Addendum 1 to the Request for Proposal has been posted and have incorporated its information into our proposal.

Again, I appreciate your time and consideration. Please let me know if you have any particular concerns or would like to discuss further. I can be reached at 414.236.1644 or via email at rforsyth@collinsengr.com.

Respectfully Submitted,

COLLINS ENGINEERS, INC.

A handwritten signature in black ink, appearing to read "Roy Forsyth".

Roy A Forsyth, P.E.
Project Manager

I. SCOPE OF SERVICES TO BE PERFORMED:

Tasks and deliverables include the following:

1. Mobilization of crew and equipment to and from the Riviera Building
2. Coordination with the Harbor Master, City Officials, and other assigned staff
3. Diving services including crew and equipment for shallow water inspection
4. Documentation, observations, and report of findings of seawall condition
5. Penetration probe testing and report of the pier support structure

Safety Precautions and Coordination

In accordance with OSHA regulations and job site facility rules, the following safety precautions will be conducted prior to work commencement:

- a. Collins' employees will coordinate with on-site staff to obtain proper security clearances.
- b. All personnel working on this project will be familiar with the Collins' Dive Safety Plan and a copy will be kept on site. All divers and backup divers will be certified by the Association of Diving Contractors International (ADCI).
- c. A project specific work plan will be developed which includes project requirements as well as all emergency notification phone numbers.
- d. Collins' personnel will conduct an on-site safety meeting to discuss diving operations and site specific dangers.
- e. Local Coast Guard and Police units will be notified of the inspection, and diving procedures will be broadcast in the local notice to mariners report.
- f. A marine radio will be maintained and monitored on channel 16 during the inspection to ensure that divers do not interfere with the normal operation of shipping vessels. In addition, a dive flag will be displayed at all times while workers are in the water.

Proximity to the Site

Collins' staff for this project are located in our Milwaukee, WI office and are near Lake Geneva. This allows us to mobilize quickly and efficiently to the site.

Diving Services

Collins will conduct our inspection work in accordance with the ASCE Underwater Investigations Standard Practice Manual. For the Seawall, our inspection work will include a visual (level I) inspection of 100% of the steel sheeting surface area below water as well as a tactile (level II marine growth cleaning) inspection of approximately 10% of the surface area in accordance with ASCE recommendations. This will include one cleaning on each of the West, East, and South Seawalls. Ultrasonic thickness measurements of the remaining steel section will be obtained at each area of marine growth cleaning. Vertical concrete faces will

be sounded at regular intervals to determine if the material is sound and if delaminations are present. Collis will document areas of defects along with approximate location and limits.

For the Pier support structure, penetration probe testing and sounding will be performed to determine the adequacy of the wood piling. This will include the driven piles for Piers 1, 2, and 3 along with the horizontal timber frames that support the boardwalks. Areas of excessive penetration and softness will be documented. The penetration probe testing is typically performed with a flat head screwdriver to locate and measure the depth of rotted wood. It does not provide information on the capacity of the piling although follow-up calculations based on the remaining sound material can be performed. Wood decay is typically found either at the mudline or within the splash zone where the material alternates between wet and dry conditions.

Report

The deliverables for this project will include the following:

- a. a letter report of findings and deficiencies,
- b. photographs of noteworthy deficiencies, and
- c. a list of any suggested repair recommendations.

II. PAST PROJECTS

The following are some example projects that highlight Collins’ experience with conducting waterfront and underwater inspection services. References for each project are included and we encourage the City to contact them regarding our past work.

MILWAUKEE POST OFFICE SEAWALL INSPECTION									
<i>Milwaukee, WI</i>									
Collins was selected to provide above and below water inspection of 1,600-ft of steel sheet pile dock wall. The inspection will consist of a visual and tactile examination of the wall specifically noting deformities, bulges, holes, penetrations, and unlocked sheeting. Collins will perform ultrasonic thickness gauging at approximately 100-ft intervals. The gaugings will be taken on the web and flange at the channel bottom, mid depth, and near the water surface. Acoustic imaging of the wall will also be provided.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #eee; padding: 2px;">Owner</td> <td>R2 Companies</td> </tr> <tr> <td style="background-color: #eee; padding: 2px;">Contact Information</td> <td>Gary Stoltz 312.300.2382 gstoltz@r2.me</td> </tr> <tr> <td style="background-color: #eee; padding: 2px;">Contract Amount / Number</td> <td>\$15,000 / #60-11689</td> </tr> <tr> <td style="background-color: #eee; padding: 2px;">Schedule</td> <td>2019</td> </tr> </table>	Owner	R2 Companies	Contact Information	Gary Stoltz 312.300.2382 gstoltz@r2.me	Contract Amount / Number	\$15,000 / #60-11689	Schedule	2019
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Schedule	2019								

LAKE GENEVA RIVIERA SEAWALL INSPECTION

Lake Geneva, WI

The project included the above water inspection of approximately 200-ft of seawall along the Lake Geneva Riviera Building. An above-water visual



inspection was conducted by two Engineers-Divers. The condition of the wall below the water level was assessed to the best ability from above the water level. Investigation of the outside of the west seawall was conducted by wading. Investigation of the outside of the east seawall was conducted via inspection while on top of the adjacent dock. The majority of the walls were sounded with a sounding hammer; however, some sections of the walls could not be sounded due to piping/conduit attached to the wall. A general photographic plan view and photographs were submitted. The above water inspection report included repair recommendations and estimated costs.

Owner

City of Lake Geneva

Contact Information

Daniel Winkler
262.248.3673

Contract Amount / Number

\$5,000 / #60-07940

Schedule

2013

DOCKWALL UNDERWATER INSPECTIONS

Milwaukee, WI

The project included the underwater investigation of two dockwall locations to determine the reason for the loss of fill.

The investigation included a visual and tactile inspection of the dry and submerged sections

of the exposed interior face and exterior face of the dock walls. The inspections were centralized around areas where existing sinkholes were previously noted to document the cause of the loss of fill. The inspection team consisted of two Professional Engineer-Divers and one engineer-diver. The team utilized commercial SCUBA diving techniques and equipment to perform the inspection. A letter summarizing the detailed inspection findings of the steel dock wall and timber dock wall was submitted.



Owner

City of Milwaukee

Contact Information

Jonathan Thomas

414.286.0463

jonathan.thomas@

milwaukee.gov

Contract Amount / Number

\$3,400 / #60-08684

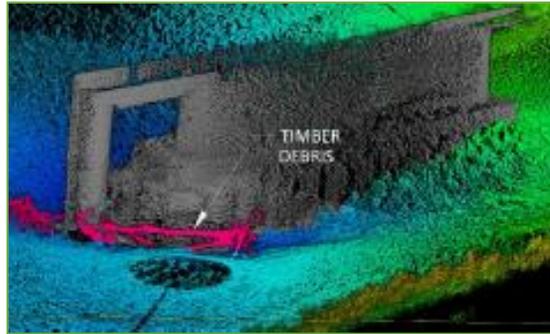
Schedule

2014

UNDERWATER INSPECTIONS 2004-2019

Various, WI

The project included underwater inspections and hydrographic surveys of more than 600 bridges located



throughout the State of Wisconsin since 2004. These inspections were performed under continuously awarded two-year master contract agreements with the Wisconsin DOT and included full hydrographic surveys at each bridge site.

As part of this contract, Collins also performed pre- and post-construction in-depth 3-D acoustic imaging at 5 bridges with known scour and underwater concrete deterioration issues. Results from the imaging were utilized to assist with developing repair designs, aiding in underwater rehabilitation, documenting as-built repair configurations, and calculating construction payment quantities.

Collins initial involvement included conducting detailed underwater surveys of the project sights prior to construction of the scour repairs utilizing multi-beam sonar. Following the successful completion of these projects, Collins prepared and moderated a Scour Repair Workshop for the Wisconsin DOT that was designed to gain insight from all phases of the projects and to learn from the past successes and failures in an effort to improve future undertakings.

Owner

Wisconsin DOT

Contact Information

Matthew Coupar
608.266.5083

matthew.coupar@dot.wi.gov

Contract Amount / Number

\$206,389 / #60-Various

Schedule

2004 – 2019

*Collins was selected for an 8th consecutive 2-year **MASTER CONTRACT** for 2018-2019*

MICHELS DOCKWALL INSPECTION

Milwaukee, WI

The project included an underwater inspection of approximately 1,050-ft of steel sheet pile dock wall located near the intersection of 1st Street and Becher Street along the



Kinnickinnic River in Milwaukee, WI. The underwater inspection consisted of a visual and tactile examination of the accessible surfaces of the dock wall. A "D" meter was utilized to determine the thickness of the steel sheeting at approximately 100-ft increments. Collins developed an inspection report that included observations, notable defects, thickness measurements of the sheeting, and photographic documentation of the wall. Collins provided recommendations relating to repairs required to restore the original wall function.

Owner

Michels Corporation

Contact Information

Andrew Schmitt

920.539.4149

aschmitt@michels.us

Contract Amount / Number

\$5,300 / #60-10984

Schedule

2018

III. QUALIFICATIONS

Resumes of Collins' proposed staff, including ADCI certifications, are attached.

IV. PROFESSIONAL FEES:

The above-described services will be provided for lump sum fees as follows:

Seawall Survey	\$ 4,250.00
Pier Survey	\$ 5,250.00

It must also be noted that mobilization costs were allocated evenly between the two fee estimates. If one of the tasks is not performed the fee for the remaining work item will need to be adjusted slightly.

Key Qualifications

Mr. Forsyth is a Civil/Structural Engineer with 18 years of experience performing underwater bridge inspections; routine inspections; climbing and rope access inspections; construction management; and design of bridges, buildings, and waterfront structures. His focus is on bridge inspection and design, including load capacity analyses, load rating, fracture critical inspections, report preparation, and making recommendations. Mr. Forsyth has performed over 2,500 underwater inspections of bridges. His inspection capabilities are supplemented by being an Association of Dive Contractors International (ADCI) certified surface-supplied air dive supervisor, and a Bureau of Canadian Dive Contractors (BCDC) certified diver.

Mr. Forsyth is a certified diver experienced in scuba and surface-supplied air diving for over 18 years and has experience in working in extreme conditions including poor visibility, high current and confined spaces, extreme cold, extreme depths, and extreme elevations. Mr. Forsyth is also a National Highway Institute Certified Instructor and has taught NHI Course 130091 - Underwater Bridge Inspection and NHI Course 130091B - Underwater Bridge Repair.

Project Experience

Marine/Waterfront Inspection

Milwaukee Waterworks, Linnwood Avenue Seawall Inspection, Milwaukee, WI – Project Manager/Team Leader

Project included the above and below water inspection of approximately 2,100 feet of steel sheetpile wall. The inspection also included detailed thickness measurements, structural analysis, and follow up repair design.

Milwaukee Water Works Howard Ave. West Clearwell Underwater Inspection, Milwaukee WI – Project Manager/Diver

Project included the structural inspection services pertaining to the interior of the Howard Avenue West Clearwell including two pipes. The purpose of the inspection and dye testing is to determine the general structural condition of the Clearwell and perform detailed dye testing to identify any noticeable leakage that can be detected.

Milwaukee Water Works Linnwood North Reservoir and Tunnel Underwater Inspection, Milwaukee WI – Project Manager/Diver

Project included the underwater examination of the concrete tunnel (approximately 118-ft) and one wall (approximately 250-ft) of the North Reservoir at the Linnwood Plant. The purpose of the inspection and dye testing was to determine the general structural condition of the concrete and perform detailed dye testing to identify any noticeable leakage.

Alaska DOT Ferry Terminal Inspections, Statewide – Project Engineer/Diver

Project included the underwater inspection at five different facilities located in Whittier, Pelican, Chenega Island, and on Metlakata island. The underwater inspection consisted of Level I, II, and III inspections from the high-water mark down to the channel bottom, the inspection also included cathodic protection measurements using a half cell. The inspection duration was six days long and covered approximately 1,000 miles of transportation that included the use of vehicle, boat, and aircraft logistics.

Education

M.S., Structural Engineering,
University of Wisconsin – Platteville,
2010

B.S., Civil Engineering, University of
Wisconsin – Platteville, 2003

Years of Experience – 18

Professional Engineer

Alaska, Colorado, Connecticut,
Delaware, Indiana, Iowa, Maryland,
Michigan, Minnesota, Montana,
Nebraska, New Mexico, North Dakota,
South Dakota, Texas, Utah, Virginia,
Wisconsin, Wyoming, NCEES

Certifications

- National Society of Professional Surveyors Certified Hydrographer
- AWS Certified Welding Inspector (#07030531)
- ADCI Surface-Supplied Air Diving Supervisor (#37931)
- ADCI Entry Level Tender/Diver (#33894)
- DCBC Restricted Surface Supplied Diver (#20110876)
- PADI Open Water Diver (#9908578599)
- Kirby Morgan Dive Systems - Helmet and Band Mask Operator/User (#I-08305)
- TDI Nitrox Gas Blender (#339537)
- TDI Advanced Nitrox Diver (#339534)
- Certified Bridge Inspection Team Leader: MnDOT (#XB10272), 2016
- Certified Bridge Inspection Team Leader: WisDOT (#9534), 2005
- Certified Routine & Fracture Critical Bridge Inspection Team Leader: Nebraska, 2015
- Nondestructive Testing ASNT Certified – Limited Level II Ultrasonic Testing, 2015
- Nondestructive Testing ASNT Certified – Limited Level II Magnetic Particle, 2015
- OSHA 30-Hour Safety Course, 2017

Pacific Seafood, Puget Sound Atlantic Net Pen Assessments, WA State – Engineer/Diver

Project included the underwater inspection of the submerged components of the floating Atlantic Salmon Fish Net Pens Systems located at Hope Island, Rich Passage, Cypress Island, and Port Angeles in the Puget Sound. The elements inspected included the floating barges and pontoons that support the nets and the various anchor lines (chains, shackles, rode lines, Danforth and Pile anchors) that stabilize the overall systems. After inspection, a detailed inspection report was delivered to the WA DNR including: component existing condition assessments; extensive photographic and video documentation; and renewal/maintenance recommendations.

Washington DNR, Pacific Seafood Net Pen Assessments, WA – Engineer-Diver/Team Leader

Project included the above and below water inspection of salmon farm net pen anchorage systems for the Port Angeles and Anacortes Facilities. The inspections were prompted by the DNR after one of the pen systems failed releasing thousands of Atlantic Salmon into the Puget Sound.

Port of Racine, Racine Harbor Study, Racine, WI – Project Manager/Team Leader

Project included the above and below water inspection of the North Breakwater Outer Leg Timber Crib, North Breakwater Rubblemound Entrance Structure, and the South Breakwater Rubblemound Entrance Structure.

Construction Resource Management, Dockwall Inspection, Various, WI & MI – Project Manager

Project included the underwater inspection of the dockwall at the Construction Resources Management (CRM) facilities in Milwaukee and Green Bay, Wisconsin and Gladstone, Michigan. CRM is a supplier of liquid asphalt to contractors and others for use in constructing asphalt pavements.

WE Energies, Seal Pit Inspection & Repairs, Milwaukee, WI – Project Manager

Project included the inspection of Seal Pit Structure at We Energies Menominee Valley Power Plant. Collins provided repair recommendations after inspection. Addition repair design money may be required depending on the scope of work required.

Crowley Marine Corporation, Underwater Dockwall Inspection, Kotzebue Alaska – Project Manager

Project included underwater inspection and repair recommendations for the Kotz Dock. Repairs were necessary where a section of the steel sheet pile bulkhead was damaged by seasonal ice flows that caused the seams to separate and fines to migrate out creating sinkholes on the shore adjacent to the bulkhead. Provided a desktop study with advice on repair techniques for the bulkhead.

Port of Milwaukee, Liquid Cargo Pier Inspection, Milwaukee, WI – Project Manager/Engineer-Diver

Project included an underwater inspection of the Liquid Cargo Pier and obtained ultrasonic thickness measurements on approximately 10% of the below water members.

Village of Fontana, Pile Inspection and Design of Emergency Repairs, Fontana, WI – Project Manager

Project included an in-depth bridge pile inspection. Detailed ultrasonic thickness meter readings of the steel H-piles supporting the abutments was performed. The extensive corrosion required immediate closure of the bridge until an emergency bracing system could be designed and installed.

Training

- FHWA-NHI Course 130056 – Safety Inspection of In-Service Bridges for Professional Engineers, 2018
- Hypack Certified Hydrographer, 2015
- Hysweep Certified Hydrographer, 2015
- FHWA-NHI Course 420018 - Instructor Development Course, 2015
- FHWA-NHI Course 130078 – Fracture Critical Inspection Techniques for Steel Bridges, 2013
- FHWA-NHI Course 130091B – Underwater Bridge Repair, Rehabilitation and Countermeasures, 2013
- FHWA-NHI Course 130087 – Inspection and Maintenance of Ancillary Highway Structures, 2012
- E-Railsafe, 2013
- FHWA-NHI Course 134078 – TCCC GPS Technology in Construction, 2009
- FHWA-NHI Course 135086 – Stream Stability Factors and Concepts Prerequisite Course, 2009
- FHWA-NHI Course 135087 – Scour at Highway Bridges Concepts and Definitions Prerequisite Course, 2009
- FHWA-NHI Course 130053 – Bridge Inspection Refresher Training (3-Day), 2013
- FHWA-NHI Course 130091 – Underwater Bridge Inspection, 2007
- FHWA-NHI Course 130055 – Safety Inspection of In-Service Bridges (80-Hr.), 2003
- SafeGulf Certified, 2007
- MIC (Microbial Induced Corrosion), 2006
- Concrete Piles: Deterioration & Repair, 2006
- Fall Protection Training, 2011
- Confined Space Entry, 2009
- First-Aid, CPR, Emergency Oxygen

Naval Facilities Engineering Command, Region 2 USNA and NSA Annapolis Waterfront Facility Inspection, Annapolis, MD – Engineer-Diver

Project included the inspection and assessment of the structural, electrical, and mechanical components of the facilities. Strict security requirements were adhered to. Work included: the underwater and above water inspection of structural, electrical and mechanical system components; review of existing facility drawings, previous inspection information, existing facility work orders or maintenance plans, and base facility requirements; engineering analysis of existing conditions; engineering calculations supporting field observations; production or validation of the facility asset inventory; recommendation of appropriate remediation actions; generation of cost estimates of recommended repairs; documentation of assessment findings; production or validation of CAD models; and validation of iNFADS data.

U.S. Coast Guard, District 8 Waterfront Facility Inspections, Various Locations – Engineer-Diver

Project included the routine above and below water inspections at seven USCG waterfront facilities. Inspections consisted of Level I (visual) inspections of all submerged elements within the waterway from the high-water mark to the channel bottom and Level II inspections on 10% of the substructure units, which entailed cleaning bands of marine growth around the piles and along the abutments at the waterline, mid-depth, and the creek bottom. Level III inspections were provided on submerged steel and timber elements. A report with findings, repair recommendations, repair costs estimates, inspection sketches, and photographs were provided at the completion of the inspections. Structures included the sheet pile bulkheads at ANT Colfax; the tramway, mooring dolphins and boat ramp at CST Greenville; the tramway, loading platform and concrete slope protection at CST Memphis; the tramway and steel dolphin at CST Natchez; the concrete pier, mooring dolphins, and floating dock at CST Pine Bluff; the bulkhead, concrete revetment, and recreation pier at CST Sallisaw; and the tramway, timber walkway, mooring dolphin, and auxiliary pier at CST Vicksburg.

City of Baltimore, Inner Harbor Pier Investigation, Baltimore, MD – Project Engineer

Project included acoustic imaging as a result of the collapse of a concrete and steel pier. Blueview technology was used to perform a scan of the pier in its collapsed state.

U.S. Coast Guard, Algonac Waterfront Inspections, Algonac, MI – Engineer-Diver

Project included the inspection and assessment of waterfront structures to determine the probable cause of distress and to provide the design of repair options which mitigate the effects of settlement at the site. Both above and below water inspection of the waterfront facilities was conducted which included 1100 LF of steel sheet pile bulkhead with a concrete cap. Thickness measurements, hydrographic surveying, and 3D acoustic imaging were conducted.

WE Energies, Valley Dockwall Inspection, Milwaukee, WI – Project Manager/Engineer-Diver

Project included an underwater inspection of 3,000-ft of dockwall including extensive ultrasonic thickness measurements. The project included Level I inspection of 100% of the surface area and ultrasonic thickness measurements at approximately 100-ft intervals along the wall. The report included inspection findings and recommendations for repair.

Wilmette Harbor Association, Harbor Underwater Facility Inspection, Wilmette, IL – Project Manager/Engineer-Diver

Project included an underwater inspection of the Wilmette Harbor Municipal Boat Harbor and obtained ultrasonic thickness measurements on approximately 10% of the below water members.

Naval Facilities Engineering Service Center, Pier Charlie Demolition Plans, Guantanamo Bay, Cuba – Engineer-Diver

Project included fieldwork on-site at Pier Charlie. Developed demolition plans and specifications for the existing Pier Charlie structure including delivery of 35% plan and specifications followed by delivery of pre-final 100% plans and specifications.

Minnesota DOT, Two Harbors Coal Dock Inspection and Analysis, Two Harbors, MN – Engineer-Diver

Project included an above and underwater inspection and analysis of the coal dock. The inspection included an in-depth inspection to ascertain the condition of the current coal dock. Measurements and timber cores were taken to use for an analysis of the coal dock. Acoustic imaging was used to show the configuration of the coal dock.

Naval Facilities Engineering Service Center, Underwater Inspection of Navy Submarine Silencing Facility, Pearl Harbor, HI – Engineer-Diver

Project included underwater inspection of a newly installed submarine dock and submarine cables.

Naval Facilities Engineering Service Center, Underwater Inspection of TRF Navy Sub-Base, Bangor, WA – Engineer-Diver

Project included the inspection of a marginal wharf, service pier and delta pier facilities both above and below water. The inspection consisted of over 2,000 steel, timber, and concrete piles and over 600 feet of steel sheet piling ranging in depth from 30 feet to 135 feet deep.

Shell Chemical Company LP, Shell Barge Dock Inspection, Geismar, LA – Engineer-Diver

Project included above and below water inspection of steel fuel pier conducted to IMCA and OGP standards.

Naval Facilities Engineering Service Center, Naval Base Guam Underwater Assessment and Hydrographic Survey of Fuel Piers Delta & Echo, Guam, Marianas Islands – Engineer-Diver

Project included above and below water inspection of Piers Delta and Echo. The assessment also included a full hydrographic survey of the surrounding area.

Naval Facilities Engineering Service Center, Camp Courtney Naval Base Underwater Assessment and Hydrographic Survey of Offshore Fuel Moorings, Okinawa, Japan – Engineer-Diver

Project included above and below water inspection of the three-legged and mono buoy moorings at Camp Courtney. The assessment also included a full hydrographic survey of the surrounding area.

Port of Port Arthur, Steel Bulkhead Underwater Inspection and Corrosion Study, Port Arthur, TX – Engineer-Diver

Project included the underwater inspection of 2,000-linear feet of port dockwall that had unusually high levels of corrosion. Project included the use of clear water box for underwater documentation as well as multiple microbial induced corrosion (MIC) samples and tests.

City of Cudahy, Potable Water Intake Inspection, Cudahy, WI – Project Manager/Engineer-Diver

Project included the underwater inspection of the City's potable water intake pipes and support cribs. The intake pipes extend over a mile into Lake Michigan. Project included underwater video and acoustic imaging.

South Florida Water Management District, Underwater Inspections (2008), Statewide, FL – Engineer-Diver

Project included underwater inspections of pump stations and submerged culverts throughout the Florida Everglades.

U.S. Coast Guard, Underwater Facility Inspections (2008), Great Lakes Region, IL & WI – Inspection Team Leader

Project included above and below water inspections of 7 Coastguard waterfront facilities located along Lake Michigan.

U.S. Coast Guard, Underwater Facility Inspections (2008), Midwest Region – Inspection Team Leader

Project included above and below water inspections of 7 Coastguard waterfront facilities located in Missouri, Illinois, Iowa, Kentucky, and Kansas.

Naval Facilities Engineering Service Center, Adak Underwater Assessment, Adak Island, AK – Engineer-Diver

Project included above and below water inspection of Piers 3 and 5. Repair plans were developed and an independent mooring system was designed and installed to facilitate the anticipated future activities.

Port of Manta Underwater Inspection, Manta, Ecuador – Engineer Diver

Project included above and below water inspection of the existing international shipping pier. Repair plans were developed as part of an ongoing facility upgrade initiative.

U.S. Coast Guard, CEU-Cleveland, Underwater Facility Inspections (2007), NC – Engineer-Diver

Project included above and below water inspection of the USCG waterfront facilities at 9 Coastguard stations located throughout the Atlantic coastline of North Carolina.

Inver Geal Management Company, Above and Below Water Inspection of Apartment Complex, Carrick-on-Shannon, Ireland – Engineer-Diver

Project included investigation on on-going soil settlement issues at the site. Project tasks included an above and below water inspection of the adjacent quaywall and surrounding areas. Repair plans were developed based on inspection findings and design document reviews.

WE Energies, Elm Road Power Plant Dockwall Inspection, Oak Creek, WI – Engineer-Diver/Structural Engineer

Project included above and below water structural inspections of two separate sections of dockwall. Extensive D-meter readings were compiled and the findings were used to conduct a structural analysis of the walls as they exist now and as they are expected to exist 40 years from now with an extrapolated corrosion rate and additional coal unloading crane loads.

WE Energies, Port Washington Power Plant Traveling Screen Inspection, Port Washington, WI – Project Engineer

Project included inspection of the traveling screen filtration system in the plant's intake tunnel due to a problem with debris breaching the filtration system and causing problems with plant operational equipment.

City of Milwaukee, Underwater Dockwall Inspection, Milwaukee, WI – Project Engineer-Diver

Project included the underwater inspection of 500-ft of steel dockwall to assess the structural significance of large splits that were forming in the sheeting. Inspection findings concluded that localized failures were caused by severe corrosion due to microbial induced corrosion (MIC).

City of Racine, Underwater Dockwall Inspection, Racine, WI – Engineer-Diver

Project included the underwater inspection and repair design of approximately 1300-ft of steel sheeting.

Port of Cork, Company Underwater Baseline Condition Survey of 24 Port Facilities, Cork, Ireland – Project Engineer-Diver

Project included widespread coverage of microbial induced corrosion and resulting deterioration. Additional project work included the development of reports including repair recommendations and cost estimates. Also developed a Port S.A.M.S. (Structure Assessment Management System) database to help the Port manage repair and rehabilitation efforts on its extensive amount of infrastructure.

- Timber Jetty, Tivoli, Ireland – Project Engineer-Diver for the underwater inspection of a facility containing 50 timber piles.
- South Deep Water Quay, Cork, Ireland - Project Engineer-Diver for the underwater inspection of a facility containing 600-ft of masonry block dockwall.
- Custom House Quay South, Cork, Ireland - Project Engineer-Diver for the underwater inspection of a facility containing

City of Milwaukee, Greenfield Avenue Dockwall Inspection, Milwaukee, WI – Engineer-Diver
Project included underwater inspection of 100 feet of timber and steel dockwall to assess ongoing sinkhole problems. Project also involved development and oversight of underwater repair.

Naval Facilities Engineering Service Center, Underwater Inspection of TRF Navy Sub-Base, Bangor, WA – Project Engineer-Diver

Project included inspection of the marginal wharf and delta pier facilities both above and below water. The inspection consisted of over 2,000 steel, timber, and concrete piles and over 600 feet of steel sheet piling ranging in depth from 30 feet to 135 feet.

Northrop Grumman Newport News, Facility Emergency Waterfront Inspection, Newport News, VA – Engineer-Diver

Project included the emergency inspection of 9,000 feet of waterfront following Hurricane Andrew. Inspections included steel and concrete bulkhead, dry docks, shipways, wharfs, and cathodic protection systems.

Naval Facilities Engineering Service Center, TRF Navy Sub-Base, Bangor, WA – Project Engineer-Diver

Project included inspection of the marginal wharf and delta pier facilities both above and below water. The inspection consisted of over 2,000 steel, timber, and concrete piles and over 600-ft of steel sheet piling ranging in depth from 30-ft to 130-ft . An on-site dive recompression chamber was utilized in accordance with OSHA regulations because depths routinely exceeded 90-ft .

Key Qualifications

Mr. Stern is a Civil Engineer with 4 years of experience in a variety of underwater bridge inspection, ancillary sign structure inspection, UAS inspections, and design/construction projects. Mr. Stern's inspection capabilities are supplemented by being an Association of Dive Contractors International (ADCI) certified surface-supplied air dive supervisor, a Bureau of Canadian Dive Contractors (BCDC) certified diver, and a FAA Part 107 UAS pilot. Mr. Stern's construction inspection experience includes both large and small roadway and bridge construction projects.

Mr. Stern is a certified diver experienced in scuba and surface-supplied air diving and has experience in working in extreme conditions including poor visibility, high current and confined spaces, extreme cold, and extreme depths.

Project Experience

Marine/Waterfront Inspection

NAVFAC, Pearl Harbor Inspection, Honolulu, HI – Engineer-Diver

Project included field investigations, assessment, and documentation of the general condition of the waterfront facilities. Assessment of the facilities includes but is not limited to: underwater and above water inspection of structural, electrical, and mechanical system components; review of the facilities to determine if there are steel pipe piles and if so, to determine weld type; review of existing facility drawings; review and annotation of previous inspection information and maintenance plans; and documentation of assessment findings.

NAVFAC, San Diego Inspection, San Diego, CA – Engineer-Diver

Project included field investigations, assessment, and documentation of the general condition of the waterfront facilities. Assessment of the facilities includes but is not limited to: underwater and above water inspection of structural, electrical, and mechanical system components; review of the facilities to determine if there are steel pipe piles and if so, to determine weld type; review of existing facility drawings; review and annotation of previous inspection information and maintenance plans; and documentation of assessment findings.

Milwaukee Water Works, Howard Avenue West Clearwell Underwater Inspection, Milwaukee WI – Engineer-Diver

Project included the structural inspection services pertaining to the interior of the Howard Avenue West Clearwell including two pipes. The purpose of the inspection and dye testing is to determine the general structural condition of the Clearwell and perform detailed dye testing to identify any noticeable leakage that can be detected.

Milwaukee Water Works, Linnwood North Reservoir and Tunnel Underwater Inspection, Milwaukee WI – Engineer-Diver

Project included the underwater examination of the concrete tunnel (approximately 118-ft) and one wall (approximately 250—ft) of the North Reservoir at the Linnwood Plant. The purpose of the inspection and dye testing was to determine the general structural condition of the concrete and perform detailed dye testing to identify any noticeable leakage.

Milwaukee Water Works, Potable Water Reservoir Inspection (2017), Milwaukee, WI – Engineer-Diver-UAS Pilot

Project included a visual and tactile inspection of all below and above water surfaces on the interior and the exterior of the Florist Avenue 12 MG Potable Water Reservoir. Project included use of specialized sealed potable water diving equipment, underwater video, sediment and water sampling on the interior of the tank. On the exterior, UAS aerial photography, infrared imagery, and laser point cloud data were obtained to document the general conditions, observed deficiencies, any areas of deflection/settlement from design elevations.

Education

B.S., Civil Engineering
(Environmental), University of
Wisconsin – Platteville, 2014

Years of Experience – 4

Professional Engineer

Wisconsin

Certifications

- AWS Certified Welding Inspector (#18030631)
- ADCI Surface-Supplied Air Diving Supervisor (#58951)
- ADCI Entry Level Tender/Diver (#54874)
- DCBC Restricted Surface Supplied Diver (#20160865)
- PADI Open Water Diver (#14070A6778)
- Kirby Morgan Dive Systems - Helmet and Band Mask Operator/User (#1-13723)
- TDI Advanced Nitrox Diver (#757652)
- FAA Private Pilot (#3376339)
- FAA Part 107 Remote Pilot (3983290)

Training

- Nondestructive Testing ASNT Certified – Limited Level II Ultrasonic Testing, 2016
- Nondestructive Testing ASNT Certified – Limited Level II Magnetic Particle, 2016
- FHWA-NHI Course 130087 – Inspection and Maintenance of Ancillary Highway Structures, 2016
- FHWA-NHI Course 130099A – Bridge Inspection Nondestructive Evaluation Seminar (BINS), 2016
- FHWA-NHI Course 130055 – Safety Inspection of In-Service Bridges (80-Hr.), 2015
- FHWA-NHI Course 130091 - Underwater Bridge Inspection, 2017
- Confined Space Entry, 2015
- First-Aid, CPR, Emergency Oxygen, 2016

Bloomington Water Works, Division St. Potable Water Tank Inspections, Bloomington, IL – Engineer-Diver

Project included a visual and tactile inspection of the exposed surfaces of the interior and exterior portions of the water tanks with attention given to any observed areas of apparent distress or deterioration that may otherwise reduce the service life of the structures. As part of the inspections, there was not be any removal or disturbance of any sediment or other debris from the water tank floors. Noted any presence of sediment on the tank floor and determined or estimated the observed amount. Photographs included underwater photographs as necessary to document general conditions and observed deficiencies.

BP Pipelines Inc., Fuel Terminal Inspection, Bromley, KY – Engineer-Diver

Project included the underwater and above water inspection of waterfront facilities at BP Bromley in Northern Kentucky. Project also included a silting/dredging survey and evaluation.

Milwaukee Waterworks, Linnwood Avenue Seawall Inspection, Milwaukee, WI – Engineer-Diver

Project included the above and below water inspection of approximately 2,100 feet of steel sheetpile wall. The inspection also included detailed thickness measurements, structural analysis, and follow up repair design.

Port of Racine, Racine Harbor Study, Racine, WI – Engineer-Diver

Project included the above and below water inspection of the North Breakwater Outer Leg Timber Crib, North Breakwater Rubblemound Entrance Structure, and the South Breakwater Rubblemound Entrance Structure. Project also included hydrographic survey of Shoal outside the north breakwater (survey transects at 100-ft spacing, extending 200-ft offshore), Main harbor entrance, the shoal inside the north breakwater (south side of the north breakwater), North Harbor including the Yacht Club area; Reef Point Marina basin; Shoal outside the south breakwater (survey transects at 100-foot spacing, extending 200-ft offshore), The Launch Basin, and Root River, from the west side of the North Harbor to the Marquette Street Bridge.

Construction Resource Management, Dockwall Inspection, Various, MI & WI – Engineer-Diver

Project included the underwater inspection of the dockwall at the Construction Resources Management (CRM) facilities in Milwaukee and Green Bay, Wisconsin and Gladstone, Michigan.

Peridot CM, LLC, Pipe Inspection, Milwaukee, WI – Engineer-Diver

Project included the underwater pre- and post-construction inspections of a 110 in. diameter, 350-foot-long submerged drainage pipe, using penetration diving techniques. Surface-supplied air diving equipment was utilized in water depths up to 10-ft. Cold weather conditions existed.

WE Energies, Seal Pit Inspection & Repairs, Milwaukee, WI – Engineer-Diver

Project included the inspection of Seal Pit Structure at We Energies Menominee Valley Power Plant. Collins provided repair recommendations after inspection. Addition repair design money may be required depending on the scope of work required.

Port of Everglades, Steel Bulkhead Underwater Inspection, Fort Lauderdale, FL – Engineer-Diver

Project included the above and below water inspection of 3,000 lineal ft of port dockwall. Project included extensive ultrasonic thickness measurements. The project included Level I inspection of 100% of the surface area and ultrasonic thickness measurements at approximately 100-ft intervals along the wall.

Nebraska DOT, Underwater Bridge Inspections (2018), Statewide, NE – Engineer-Diver

Collins provided statewide underwater bridge inspections for approximately 65 state and local inland bridges and approximately 7 Missouri River bridges. The work also included BrM data entry and completion of UW inspection reports for all bridges inspected. Underwater inspections consisted of Level I inspection work for each bridge, and Level II inspection work for up to 10% of the submerged components.

North Dakota DOT, Underwater Bridge Inspections, Statewide, ND – Engineer-Diver

Project included the underwater inspection and assessment of 23 bridges ranging from 2 spans to 11 spans in size located on various waterways throughout the state that exhibited water depths of up to 40-ft. Findings and dive operations were documented on NDDOT inspection report forms and above and below water photography was utilized to record conditions.

City of Milwaukee, Underwater Bridge Inspections (2018), Milwaukee, WI – Engineer/Diver

Project included the underwater water inspection of 33 bridges. Developed individual reports for each bridge containing CAD drawing, photographs and detailed descriptions of maintenance and rehabilitation recommendations.

Dane County Bridge Inspection, Underwater Bridge Inspections (2018), Madison, WI – Engineer/Diver

Project included a routine bridge inspection, underwater profile, and underwater dive inspection of structure (P-13-0903; CTH B over Badfish Creek). Following the inspection, submitted a report in HSIS.

South Dakota DOT, Large Bridge Underwater Inspections (2017), Statewide, SD – Engineer-Diver

Project included underwater substructure inspections of the eight Missouri River bridges, the Meridian bridge in Yankton, and the railroad bridge at Chamberlain.

Mackinac Bridge Authority, Mackinac Bridge Underwater Inspection (2017), Mackinac, MI – Engineer-Diver

Project included tactile/visual underwater inspection of the bridge piers and adjacent causeway. A detailed examination of the underwater surface of the piers and their footings was made to locate the existence of cracks/spalling and failure of concrete and steel. Inspections were performed in accordance with the requirements of the National Bridges Inspection Standards (NBIS).

La Crosse County Highway Department, Bridge Inspections (2017), La Crosse, WI – Engineer-Diver

Project included ultra sound pin inspections, in-depth fatigue prone detail inspections and underwater dive inspections suitable for WisDOT Bridge Inspection Program for nine bridges.

City of Cedar Rapids, Underwater Bridge Inspection (2017), Cedar Rapids, IA – Engineer-Diver

Project included the post flood inspection of seven Cedar River bridges. A Level I and II underwater inspection was performed using scuba and surface-supplied air diving techniques in water depths up to 30-ft. Hydrographic surveys were also performed.

Nevada Department of Transportation, Emergency Bridge Inspection, Elko, NV – Engineer-Diver

Project included emergency underwater bridge inspections of 20 reinforced concrete bridges due to a recent high water/flow event in Elko, Nevada. A Level I and Level II underwater inspection was performed using scuba and surface-supplied diving techniques, as required. The immediate inspection was to assess scour and the condition of submerged substructure elements affected by the extreme high water/flood event.

City of Green Bay, Underwater Bridge Inspection, Green Bay, WI – Engineer-Diver

Project included the inspection of impacted steel piles on a deck. The Kaye E. Barker vessel struck the CityDeck and the USH 141/Main Street Bridge (B-5-311) Pier 3 fender system.

Nebraska Department of Roads, Underwater Bridge Inspection, Decatur, NE – Engineer-Diver

Project included an underwater inspection of 1 bridge. The bridge was the STH 51 over the Missouri River in Decatur. Cold weather conditions existed.

Minnesota DOT, Underwater Bridge Inspections, Statewide, MN – Engineer-Diver

Project included underwater inspection of approximately 500 bridges throughout the state. Projects included underwater inspection and report preparation of bridges.

Wisconsin DOT, Underwater Bridge Inspections (2016 – Present), Statewide, WI – Engineer-Diver

Project included underwater inspection, hydrographic survey, and report preparation of bridges. Repeat two-year master contracts with Wisconsin DOT accounted for approximately 373 underwater bridge inspections throughout the state.

Wisconsin DOT, Underwater Bridge Inspections (2015), Northeast Region, WI – Engineer-Diver

Project included the routine underwater inspection and hydrographic surveys of 26 bridges located within WisDOT's Northeast Region. Work included a Level I and Level II underwater inspection utilizing scuba equipment in water depths up to 10 feet.

Wisconsin DOT, Underwater Bridge Inspections (2015), Southeast, WI – Engineer-Diver

Project included the initial underwater inspection and hydrographic survey of eight bridges located within WisDOT's Southwest Region. Work included a Level I and Level II underwater inspection utilizing scuba equipment in water depths up to 10-ft.

City of Two Rivers, Two Rivers Railroad Bridge Inspection, Two Rivers, WI – Engineer-Diver

Project included underwater inspection of an abandoned railroad bridge in Two Rivers. The work included diving, hydrographic surveys, and non-destructive testing. Reports were created and entered into the WI HSIS system

Key Qualifications

Mr. Hartzell has more than 25 years of experience in the surveying field and is a Professional Land Surveyor in the State of Wisconsin. He has experience in most all aspects of the surveying profession, from small boundary surveys, construction layout private and public, subdivision and site design, small and large land divisions, to complex ALTA/ASCM land title surveys.

Mr. Hartzell also has experience in field operations for static and mobile LiDAR, UAS topographic surveys, bathymetric surveys, 2-D underwater acoustic imaging, 3-D underwater acoustic scanning and bridge and sign inspection. Mr. Hartzell has extensive experience in the drafting of all these types of projects, from simple drafting exercises, construction and management of large sets of data, and 3-dimensional modeling to standards development and software instruction.

Project Experience

Marine/Waterfront Inspection

Port of Racine, Racine Harbor Study, Racine, WI – Project Surveyor, Hydrographer

Project included the above and below water inspection of the North Breakwater Outer Leg Timber Crib, North Breakwater Rubblemound Entrance Structure, and the South Breakwater Rubblemound Entrance Structure.

Milwaukee Waterworks, Linnwood Ave. Seawall Inspection, Milwaukee, WI – Technician

Project included the above and below water inspection of approximately 2,100-ft of steel sheetpile wall. The inspection also included detailed thickness measurements, structural analysis, and follow up repair design. Responsible for drafting of inspection documents related to field operations.

Michael Baker International, Patuxent River Bulkhead Inspection, Patuxent, MD – Technical Lead-Underwater 3-D Data Acquisition

Project included a field investigation and design plans, technical specifications, and environmental permitting for the demolition and construction of 4,100-ft of bulkhead and an existing seaplane ramp. An above and underwater investigation of the bulkhead and seaplane ramp was performed to gather as-built information in support of design

AECOM, Green Bay Dock Wall Underwater Inspection, Green Bay, WI – Hydrographer

Project included an underwater inspection and hydrographic survey of the adjacent channel bottom of approximately 1,500 linear ft of steel sheet pile dock wall. The dock wall is in Green Bay on the Fox River. The inspection included a visual inspection of 100% of the surface area and ultrasonic thickness measurements at select locations. Responsible for post processing the hydrographic data and drafting the final deliverables.

Port of Milwaukee, Liquid Cargo Pier Inspection, Milwaukee, WI – Technician

Project included design-build rehabilitation of the Port of Milwaukee's Liquid Cargo Pier. Initial inspection was completed by Collins under this contract. Responsible for field inspection of pier, as well as drafting inspection report documents.

Years of Experience – 25

Professional Land Surveyor

Wisconsin

Certifications

- FAA Part 107 Remote Pilot (#4065962)
- AWS Certified Welding Inspector (#17072471)
- PADI Open Water Diver (#0809017112)
- HYPAK Certified Hydrographer, 2014
- ASNT Level II UT Weld Inspector

Training

- FHWA-NHI-130087 Inspection and Maintenance of Ancillary Highway Structures
- Nondestructive Testing ASNT Certified – Level II Ultrasonic Weld Inspection, 2016
- Nondestructive Testing ASNT Certified – Level II Magnetic Particle, 2015
- Nondestructive Testing ASNT Certified – Level II Ultrasonic Testing, 2015
- FHWA-NHI Course 130055 Safety Inspection of In-Service Bridges, 2016
- FHWA-NHI Course 130091 – Underwater Bridge Inspection, 2013
- AutoDesk Civil 3-D
- Blueview 2D Multibeam Imaging Sonar, 3-D Microbathymetry Sensors, 3-D Multibeam Scanning, 2012
- First Aid, Emergency Oxygen, CPR

Michael Baker International, U.S. Coast Guard, Cleveland – Baker, Algonac, Algonac, MI – Technical Lead-Terrestrial/Underwater 3-D Data Acquisition/Engineer Diver

Project included the inspection and assessment of waterfront structures to determine probable cause of distress and to provide design of repair options which mitigate the effects of settlement at the site. Both above and below water inspection of the waterfront facilities was conducted which included 1,100 LF steel sheet pile bulkhead with a concrete cap. Thickness measurement, hydrographic surveying, 3-D acoustic imaging and mobile Lidar scanning were conducted from a Collins boat. A report of findings and repair recommendations were provided. Responsible for dive inspection and photography of dock wall, set up and calibration of 3-D data acquisition equipment (acoustic multibeam & mobile lidar), collection of data, post processing of data, and creation of final deliverables.

Associated Petroleum Terminals (Immingham), South Killinholme Jetty Inspection, Immingham, UK – Technical Lead-Underwater 3-D Data Acquisition

Project included an underwater condition survey of the South Killingholme Jetty, its approach structure, and the 3 mooring dolphins associated with the jetty. The condition of the structures was assessed and recorded and remedial works necessary to maintain the jetty were identified. Responsible for custom fabrication of a mounting system, on a vessel of opportunity, for the multi-beam sonar collection system. Performed on site calibration of equipment and conducted the collection of underwater 3-D data. Post processed data and coordinated the deliverables.

Belfast Harbour, Imaging of Sheet Pile Walls, Northern Ireland, UK – Technical Lead-Underwater 3-D Data Acquisition

Project included underwater imaging of part of a ship repair quay wall and Donegall Quay 4/5. Total length is approximately 440m. Collins utilized BlueView BV 5000 mechanical scanning multi-beam sonar lowered to the channel bottom at approximately 10-m intervals to capture detailed three-dimensional (3-D) survey data. Responsible for set up and calibration of 3-D data acquisition equipment, collection of data, post processing of data, and creation of final deliverables.

Modern Woodmen of America, Rock Island River Bulkhead Inspection, Rock Island, IL – Technical Lead-Underwater 3-D Data Acquisition

Project included underwater inspection and BlueView acoustic imaging of the Modern Woodmen of Americas river bulkhead wall. The wall is located on the Mississippi River. Approximately 1,000 linear ft of steel bulkhead retaining wall was inspected both above and below the water surface. The wall was also surveyed using the BlueView underwater acoustic imaging equipment. Responsible for set up and calibration of 3-D data acquisition equipment, collection of data, post processing of data and creation of final deliverables.

City of Marquette, Ore Dock Underwater Inspection, Marquette, MI – Engineer-Diver

Project included underwater structural/safety and condition analysis of the Lower Harbor Ore Dock. The dock consists of a reinforced concrete superstructure founded on timber cribs and over 6,000 closely spaced timber piles. The inspection included checking all concrete for erosion, wear, abrasion, scaling, spalling, exposure and deterioration, for any exposed reinforcing steel, and all cracking; checking all piling for misalignment and loss of section; checking all timber for evidence of decay and for weathering, sounding timber, probing the channel bottom around dock. Responsible for underwater activities, timber coring, sediment sampling, and field data management.

Irish National Petroleum Corporation, Risk Management of Bantry Jetty, Bantry, Ireland – Technician

Project included a survey of the Whiddy Island Jetty (Bantry Jetty) to evaluate the condition of the jetty and identify all health and safety risks, including structural and environmental risks. A detailed report was provided. Responsible for set up and calibration of 3-D data acquisition equipment, collection of data, post processing of data, Quality Control review of final deliverables

Two Harbors Coal Dock Inspection/Analysis, Two Harbors, MN – Technician

Project included an above and underwater inspection and analysis of the coal dock. The inspection included an in-depth inspection to ascertain the condition of the current coal dock. Measurements and timber cores were taken to use for an analysis of the coal dock. Acoustic imaging was used to show the configuration of the coal dock. Once the field work was complete, the coal dock was analyzed for mooring of different types of vessels. Responsible for field data, drafting standard for report, and drafting report documents.

Marine Solutions, Inc., NAVFAC Region 2 to 14 USNA Annapolis Waterfront Facility Inspection, Annapolis, MD – Technical Lead-Underwater 3-D Data Acquisition

Project included the inspection and assessment of the structural, electrical, and mechanical components of the facilities. Work included: the underwater and above water inspection of structural, electrical and mechanical system components; review of existing facility drawings, previous inspection information, existing facility work orders or maintenance plans, and base facility requirements; engineering analysis of existing conditions; engineering calculations supporting field observations; production or validation of the facility asset inventory; recommendation of appropriate remediation actions; generation of cost estimates of recommended repairs; documentation of assessment findings; production or validation of CAD models; and validation of INFADS data. Responsible for planning and coordinating underwater 3-D data acquisition. Set up and calibration of 3-D data acquisition equipment, collection of data, post processing of data and creation of final deliverables.

NAVFAC, NAVFAC Region 3 to 17, Seal Beach Naval Weapons Station, Seal Beach, CA – Technical Lead- Underwater 3-D Data Acquisition/Diver-Tender

Project included engineering services to perform field investigations, document, and subsequently assess the general physical condition of the structural, electrical, and mechanical components comprising the waterfront facilities at NAVWPNSTA Seal Beach. The facilities inspected were Wharf 311, Lighter Repair Pier 314, small craft berthing 309, small boat launch ramp 307, and seawall and jetties. Performed an above and underwater inspection of the structural systems and components deck beams pile caps piles fendering system mooring hardware and fasteners utilizing visual tactile and nondestructive techniques to identify and quantify deficiencies affecting the facilities capabilities and requiring repair. A visual inspection of the accessible above deck and under deck mechanical and electrical systems and components of each waterfront facility.. Served as line tender for surface supply dive operations.

City of DePere, DePere Water Main Inspection, De Pere, WI – Technician

Project included an underwater inspection of a water pipeline crossing the Fox River. A Level I and II inspection was performed utilizing scuba. Water depth was 30-ft. Responsible for posting process field data from hydrographic survey, draft hydrographic survey, and provided cross sections.

USCG, Miami D7 & D8 Inspections, Various Facilities, FL – Technical Lead-Underwater 3-D Data Acquisition

Project included routine underwater inspections with recommendations and database entry to CEU-Miami for 6 facilities in Florida. Provided inspection services at Sector Jacksonville, Station Ponce De Leon, Station Canaveral, Station Destin, Station Panama City, and Station Pensacola. Responsible for 3-D acoustic scanning of bulkheads in Miami. Posted process scans and draft report documents.

Euclid Underwater Pier Inspection, Euclid, OH – Technician

Project included an underwater inspection of the 100-ft-long pier and outfall pipe. Determined the condition of the pier and outfall pipe, as well as documented the location of the outfall pipe. A letter report was prepared detailing the inspection findings. Responsible for field inspection and documents.

Nebraska DOT, Decatur Underwater Inspection, Decatur, NE – Technician/Hydrographer

Project included an underwater inspection of the bridge over STH 51 and the Missouri River. Responsible for underwater inspection activities, collection of hydrographic survey data, 2-D underwater acoustic imagery and post processing of field data, and generation of project deliverables.

Minnesota DOT, Statewide Underwater Inspection (2016), Various, MN – Technician

Project included underwater inspections and report preparation of bridges throughout the state of Minnesota. Project included approximately 570 bridges – 370 bridges on the local system, and 200 trunk highway and state-aid bridges. Inspections included both visual and tactile for the entire underwater portion of each substructure. Scope of work for bridges previously not inspected included checking concrete for erosion, wear, abrasion, scaling, spalling, exposure, deterioration, exposed reinforcing steel, and all cracking. Exposed structural steel and piling were checked for misalignment, loss of section, and significant metal pitting due to the presence of a population of Beggiatoa microbes. Timber was checked for presence of marine borers, for evidence of fungus decay, and for excessive weathering. Responsible for underwater inspection activities.

Wisconsin DOT, Underwater Inspection WO 11 – LAX Dresbach Initial, LaCrosse, WI – Technician/Hydrographer

Project included the initial underwater bridge inspection and hydrographic survey services for 2 bridges located near LaCrosse, WI. The bridges were numbers B-32-222 and B-32-223 over the Mississippi River. Responsible for underwater inspection activities, collection of hydrographic survey data, post processing of field data, and generation of project deliverables.

Canadian Pacific Railroad, PSP Underwater Bridge Inspection, Various, MN & WI – Technician

Project included the underwater bridge inspection services for 8 bridges in the St. Paul Division (Minnesota) and 4 bridges in the Glenwood Division (Wisconsin). Responsible for underwater inspection and 2-D acoustic imaging of 4 structures in Wisconsin.

WSP Sells, Inc., RITBA Jamestown Bridge Inspection, Narragansett, RI – Technical Lead-Underwater 3-D Data Acquisition/Hydrographer

Project included on call bridge inspection services. Collins was retained as a subconsultant to WSP USA Group and performed underwater inspections of bridges on RITBA Bridges under On-Call Bridge Inspection Services - Contract 15 - 17. This Assignment was for the Jamestown Verrazzano Bridge in Narragansett. Responsible for underwater 3-D scanning of bridge piers, conducting hydrographic survey, post processing of all data gathered, and generation of project deliverables.

Wisconsin DOT, Paper Mill Underwater Inspection (B-50-82), Park Falls, WI – Hydrographer

Project included an underwater inspection of structure B-50-82 and the adjacent paper mill building which is founded on submerged concrete piles. The inspection was completed as part of the planning stages for replacement of the bridge. Responsible for post processing hydrographic data and generating project deliverables.

Wisconsin DOT, Underwater Bridge Inspection (B-49-92), Knowlton, WI – Technical Lead-Underwater 3-D Data Acquisition

Project included an in-depth inspection of Bridge B-49-92. A Level I and Level II underwater inspection utilizing scuba equipment in water depths up to 15-ft was performed. Work also included detailed ultrasonic thickness measurements of remaining steel pile section, concrete coring, and 3-D imaging. Responsible for set up and calibration of 3-D data acquisition equipment, collection of data, post processing of data and creation of final deliverables.

Nebraska DOT, Underwater Bridge Inspection, Niobrara, NE – Technical Lead-Underwater 3-D Data Acquisition

Project included the routine underwater inspection along with Mobile 3-D acoustic scanning. Performed on site calibration of equipment and conducted the collection of underwater 3-D data in high flow conditions, post processed 3-D data, and provided deliverables.

Montana DOT, Underwater Bridge Inspections (2015), Statewide, MT – Hydrographer

Project included underwater bridge inspections and hydrographic surveys of 35 bridges located throughout Montana. The inspections involved a thorough visual inspection, if possible (tactile if not), of each substructure element, a determination of the amount of scour in the area of the bridge, indicating to what extent, if any, that the footings are exposed or undermined, noting the existence of any other condition which may adversely affect the structure or require remedial attention. A complete and detailed written report was provided documenting the results of the inspection and surveys. Responsible for development of in-house CAD standards for the drafting of Hydrographic surveys, post processing of hydrographic data, drafting of hydrographic maps and training additional staff in the post processing and drafting of hydrographic maps.

Iowa DOT, Underwater Bridge Inspection (2014), Statewide, IA – Technical Lead-Underwater 3-D Data Acquisition

Project included the underwater bridge inspection work including underwater inspection of 36 bridges and hydrographic surveys of 19 bridges. The work also included the development of an underwater inspection procedure to be used on this project and future projects. Other services included unscheduled inspections to evaluate flood damage or other damage. Responsible for set up and calibration of 3-D data acquisition equipment, collection of data, post processing of data, and creation of hydrographic survey maps.

Illinois DOT, Underwater Inspection of 25 Bridges (2012), Statewide, IL – Technical Lead-Underwater 3-D Data Acquisition

Project included underwater bridge inspection services for 25 IDOT Bridges located throughout the state. Work consisted of routine and special inspections underwater inspections, including hydrographic survey and acoustic/3-D imaging scanning was required to locate any remnants of the previous structure on that site to plan around any obstructions. Responsible for 3-D scanning, as well as processing scans and developing CAD plans of findings.

Wisconsin DOT, Underwater Inspection of 39 Bridges, Statewide, WI – Technician

Project included Level I and II underwater bridge inspections on 39 steel and concrete bridges. Responsible for field operation in support of divers and hydrographic surveys.

THE FACULTY AND STAFF OF

MINNESOTA COMMERCIAL DIVER TRAINING CENTER

HEREBY ACKNOWLEDGE THAT

MARC J. STERN

HAS SUCCESSFULLY COMPLETED 120 TRAINING HOURS IN
Surface Supplied Diving for Engineer-Diver Inspection Operations
MEETING REQUIREMENTS FOR SAFE DIVING PER OSHA DIVING STANDARDS 29CFR1910.410

&

ADCI Entry Lever Tender/Diver

&

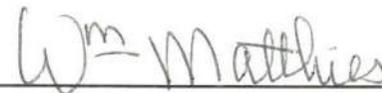
DCBC International Restricted Surface Supplied Diver Certifications

November 4th, 2016





Executive Director



President

**Association of Diving Contractors
International**



Cert. # 58951

Expires 01/10/2024



SURFACE-SUPPLIED AIR DIVING SUPERVISOR

MARC J. STERN I.D. 0437

Commercial Diver Certification Card

THE FACULTY AND STAFF OF
**MINNESOTA COMMERCIAL DIVER
TRAINING CENTER, INC.**

HEREBY ACKNOWLEDGE THAT

ROY A. FORSYTH

HAS SATISFACTORILY COMPLETED THE REQUIREMENTS FOR THE
ADCI COMMERCIAL DIVER/TENDER COURSE

AND IS HEREBY ADMITTED THE RIGHTS AND PRIVILEGES
BELONGING TO THAT TRAINING AND ACHIEVEMENT.

SEPTEMBER 29, 2009



[Handwritten signature]

EXECUTIVE DIRECTOR/INSTRUCTOR

[Handwritten signature]

PRESIDENT

**Association of Diving Contractors
International**



Cert. # 37931

Expires 07/13/2020



SURFACE-SUPPLIED AIR DIVING SUPERVISOR

ROY A. FORSYTH I.D. 37449

Commercial Diver Certification Card



Professional Service Industries, Inc.
821 Corporate Court, Waukesha, Wisconsin 53189
Phone: (262) 521-2125
Fax: (262) 521-2471

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

Attn: Dave Nord
City Administrator
cityadmin@cityoflakegeneva.com

Re: Proposal for Asbestos and Lead-Based Paint Survey
Riviera Building
812 Wrigley Drive
Lake Geneva, Wisconsin

Mr. Nord:

Professional Service Industries, Inc. (PSI), an Intertek Company, is pleased to submit this proposal for performing a survey of the Riviera Building for Asbestos-Containing Materials (ACM) and Lead-Based Paint. This proposal includes a review of furnished project information, presents our proposed scope of services, and contains report delivery and fee information.

PROJECT UNDERSTANDING

PSI understands that the City of Lake Geneva is preparing for renovations to the Riviera Building located at 812 Wrigley Drive, Lake Geneva, Wisconsin. As part of the City’s due diligence process, they are accepting proposals for the completion of a pre-renovation asbestos and lead-based paint survey of the entire building as indicated in the City’s Request for Proposal dated May 10, 2019 and Addendum No. 1 dated May 17, 2019.

PSI’S CREDENTIALS AND EXPERIENCE

PSI is a Wisconsin certified Asbestos Company and a certified Lead Company. In addition, our local staff that may be assigned to your project have individual certifications as shown in the table below.

CERTIFIED PROFESSIONALS IN WISCONSIN	
Discipline	Accredited Local Personnel
Asbestos Inspectors	7
Asbestos Contractor Supervisors	6
Asbestos Project Designers	1
Asbestos Management Planners	1
NIOSH 582 Microscopists	3
Lead Risk Assessors	3
Professional Engineers	11





If awarded this contract, the following individuals may be assigned to your project. Years of relevant experience are shown in parenthesis.

Mike Larsen (+20 years)
Matt Geldmeyer (+15 years)
Jim Updike (+30 years)
Kuy Herpel (+10 years)

Michael Rehfeldt (+15 years)
Shelley Hildebrandt (+10 years)
Benjamin Berg (+15 years)
Larry Raether (+20 years)

Profiles of a few similar projects that these staff have completed are attached hereto, along with references.

SCOPE OF SERVICES

ACM and Lead-Based Paint Survey

- 1. An on-site survey of exposed and accessible asbestos-containing materials (ACMs) will be conducted by a Wisconsin accredited Asbestos Inspector. The inspector will list materials found that are suspected of containing asbestos on a room by room basis. Only suspect materials that are accessible and exposed will be assessed and sampled. We will not open wall cavities, or other concealed spaces, to inspect for otherwise "hidden" materials. Suspect ACM samples will be collected per EPA/DHS-159 guidelines, which dictates the number and location of samples to be collected. The following is a listing of the typical materials that will be sampled.

Surfacing	Thermal System Insulation (TSI)	Miscellaneous
Fireproofing	Pipe Insulation	Ceiling Tiles
Acoustical Plaster	Boiler/tank Insulation	Blown-in Insulation
Hardwall Plaster	Breeching Insulation	Wallboard System
Decorative Plaster	Ductwork Insulation	Floor Tile & Mastic
	Duct Connectors	Vinyl Wallbase & Mastic
	Thermal Gaskets	Linoleum & Mastic

The interior and exterior of the building will be assessed for asbestos, including the roof.

- 2. PSI will analyze building material samples per current EPA/DHS-159 regulations and guidance documents.
- 3. The PSI inspector will develop a quantity of each ACM identified. The quantity will be listed with the material. Quantities will be given in square footage for surfacing materials, ceiling tiles and flooring, and in linear feet for piping insulation.
- 4. A Wisconsin accredited Lead Risk Assessor will test painted surfaces for lead-based paint with a RMD XRF lead testing device. Up to 100 tests will be conducted.
- 5. Report and Drawings. A Pre-renovation ACM Report and a separate Lead-Based Paint Report will be prepared that summarizes the asbestos and lead-based paint inspection work performed, identifies the sampling locations and material, and presents the results with supporting laboratory reports. Basic CAD drawings will be included in the report.

**PROJECT SCHEDULE**

PSI will begin the on-site survey once approval has been received and full access to the building has been granted. We anticipate completing all sampling in three days and delivering the report within 10 days thereafter.

PROFESSIONAL FEES

It is proposed that the fee for the performance of the outlined services be based upon a combination of lump sum and unit rates as follows:

Asbestos Survey and Report, Lump Sum ¹	\$ 2,200.00
Bulk Sample Analysis by PLM ² (estimate 100 @ \$12/each)	\$ 1,200.00
Point Count Analysis ³ (estimate 0 @ \$50/each)	\$ 0.00
Lead-Based Paint Testing and Report, (approximately 100 XRF tests)	\$ 1,200.00
Estimated Total Cost	\$ 4,600.00

Budget Notes:

- 1) The above cost estimates assume that a certain number of samples will be collected and analyzed. However, the client will be charged for the actual number of samples analyzed, which may be more or less than the estimated quantity.
- 2) Point Count Analysis will be recommended on samples determined to be <1% asbestos by PLM analysis. If desired by the client, point count analysis will be charged at \$50 per sample analyzed.



AUTHORIZATION

To authorize our services, please sign and complete the attached Proposal Authorization and Instructions for Payment form and return one complete copy of the authorized proposal to our office. We will proceed with the work upon receipt of proposal authorization. PSI will perform the work in accordance with the attached General Conditions, which are incorporated into and made a part of this proposal.

Please call with any questions you may have, or if PSI can be of additional service. We look forward to working with you on this and future projects.

Respectfully submitted,

PROFESSIONAL SERVICE INDUSTRIES, INC.

A handwritten signature in black ink, appearing to read 'Jim Updike'.

Jim Updike
Project Manager

A handwritten signature in black ink, appearing to read 'Larry Raether'.

Larry Raether, P.E.
Department Manager

Attachments: Project Profiles – Similar Experience
References
Project Authorization Form
General Conditions



PROJECT PROFILES - SIMILAR EXPERIENCE

PSI is among the largest asbestos, lead-based paint and hazardous material consulting firms in Wisconsin and the US. We perform hundreds of such projects annually from our Waukesha, Wisconsin office alone. A few recent projects are highlighted below.

Housing Authority of the City of Milwaukee (HACM)

Westlawn Housing Development

Demolition Project

Milwaukee, Wisconsin

The Westlawn Housing Development was constructed in 1952 and consists of 726 housing units totaling 827,235 square feet. PSI was retained through the Housing Authority's annual Asbestos and Lead-Based Paint Consulting contract to provide asbestos consulting services for abatement of all asbestos-containing materials from 142 apartment buildings comprising the eastern half of the Westlawn Housing Development prior to demolition.

Previous to the existing contract, PSI had performed an asbestos inspection of the facility in 1997 as part of a program to identify and manage ACM. Prior to development of abatement plans and specifications, PSI performed a supplemental demolition inspection to better define and quantify ACM materials that were concealed at the time of the original inspection. The inspection also included identification and evaluation of other hazardous materials such as mercury and PCB containing devices that also require proper disposal prior to demolition.

After the building inspection was complete, PSI prepared abatement design plans and specification and assisted HACM in the solicitation and evaluation of bids. During abatement, PSI provided full time project management and air monitoring services to ensure that the work was performed in accordance with the specifications and current regulations.

The supplemental building inspection was performed in July 2010 and preparation of abatement plans and specifications was performed in seven phases between July 2010 and October 2017. Abatement was performed in seven phases and began in September 2010 with final completion in May 2018.

Drury Hotel

Remodel/Demolition Project

Milwaukee, Wisconsin

Drury Hotel purchased the First Financial Centre building in 2016 for conversion into a new Drury Hotel. The 14-story office building was constructed in 1928 and totals approximately 154,200 square feet.

PSI was retained to complete a pre-renovation hazardous materials survey of the entire structure. We then developed an abatement bid document and assisted Drury in selecting a qualified contractor to perform the hazardous materials removal work. The hazardous materials removal activities were completed over a period of four months, during which time PSI provided oversight for the abatement activities and completed ambient air and clearance testing with on-site PCM analysis. When complete, the Hotel will have 200 rooms with much of the original architecture intact.

**PROJECT PROFILES – SIMILAR EXPERIENCE (CONTINUED)*****City of Milwaukee****Police Administration Building**Hazardous Materials**Remodel Project**Milwaukee, Wisconsin*

PSI has been providing asbestos inspection and abatement oversight services to the City of Milwaukee for over 20-years. One recent ongoing project has included Asbestos Oversight and PCM Air Monitoring Activities at the Police Administration Building. These activities routinely involve the removal of asbestos-containing spray-applied fire-proofing over several months. During this time, PSI is responsible for developing an air-monitoring plan for each phase of asbestos abatement and to provide on-going project oversight. We also collect ambient air samples during the project and analyze these samples on-site each day to document air quality during removal. We also perform visual clearances and air clearances of containments with samples being read on-site daily by PCM. TEM sample analysis is also performed as deemed appropriate. During these activities, the Administration Building, which also houses a jail, is in full operation. As such, special care is required at all times to ensure a safe work environment.



REFERENCES

Housing Authority of the City of Milwaukee

Attn: David Flores
401 East Ogden Avenue
Milwaukee, WI 53202
414-209-1802 voice
414-209-1801 fax
david.flores@hacm.org

City of Milwaukee

Attn: Daniel Pitts, P.E.
841 North Broadway, Room 602
Milwaukee, WI 53202
414-286-3407 voice
414-286-5907 fax
dpitts@milwaukee.gov

City of Kenosha

Attn: Zohrab Khaligian
625 52nd Street, Room 308
Kenosha, WI 53140
262-653-4041 voice
zkhaligian@kenosha.org



PROPOSAL AUTHORIZATION & PAYMENT INSTRUCTIONS

Authorization

To execute this proposal, please sign and complete the authorization information below along with applicable payment instructions and return one copy of the authorized proposal to our office.

_____		_____	
Authorized By (please print)		Signature	
_____		_____	
Title		Firm	

Address			
_____		_____	
City	State	Zip Code	Telephone
_____		_____	
Date		Purchase Order No. / Project Tracking No. (if applicable)	

Payment Instructions

If invoice payment is to be made by a party other than the authorizing party above, please provide the following information for whom the invoices are to be billed:

_____		_____	
Firm		Attention	
_____		_____	
Address		Title	
_____		_____	
City	State	Zip Code	Telephone

Authorizing Party's Relationship to Invoice Payment Party

If invoices are to be approved other than by the payment party above, please provide the following information for whom the invoices are to be mailed for approval:

_____		_____	
Firm		Attention	
_____		_____	
Address		Title	
_____		_____	
City	State	Zip Code	Telephone

Authorizing Party's Relationship to Invoice Payment Party

GENERAL CONDITIONS

1. **PARTIES AND SCOPE OF WORK:** Professional Service Industries Inc. (“PSI”) shall include said company or its particular division, subsidiary or affiliate performing the work. “Work” means the specific service to be performed by PSI as set forth in PSI’s proposal, Client’s acceptance thereof and these General Conditions. Additional work ordered by Client shall also be subject to these General Conditions. “Client” refers to the person or business entity ordering the work to be done by PSI. If Client is ordering the work on behalf of another, Client represents and warrants that it is the duly authorized agent of said party for the purpose of ordering and directing said work. Unless otherwise stated in writing, Client assumes sole responsibility for determining whether the quantity and the nature of the work ordered by the client is adequate and sufficient for Client’s intended purpose. Client shall communicate these General Conditions to each and every third party to whom Client transmits any part of PSI’s work. PSI shall have no duty or obligation to any third party greater than that set forth in PSI’s proposal, Client’s acceptance thereof and these General Conditions. The ordering of work from PSI, or the reliance on any of PSI’s work, shall constitute acceptance of the terms of PSI’s proposal and these General Conditions, regardless of the terms of any subsequently issued document.
2. **TESTS AND INSPECTIONS:** Client shall cause all tests and inspections of the site, materials and work performed by PSI or others to be timely and properly performed in accordance with the plans, specifications and contract documents and PSI’s recommendations. No claims for loss, damage or injury shall be brought against PSI by Client or any third party unless all tests and inspections have been so performed and unless PSI’s recommendations have been followed. Client agrees to indemnify, defend and hold PSI, its officers, employees and agents harmless from any and all claims, suits, losses, costs and expenses, including, but not limited to, court costs and reasonable attorney’s fees in the event that all such tests and inspections are not so performed or PSI’s recommendations are not so followed.
3. **PREVAILING WAGES:** This proposal specifically excludes compliance with any project labor agreement, labor agreement, or other union or apprenticeship requirements. In addition, unless explicitly agreed to in the body of this proposal, this proposal specifically excludes compliance with any state or federal prevailing wage law or associated requirements, including the Davis Bacon Act. It is agreed that no applicable prevailing wage classification or wage rate has been provided to PSI, and that all wages and cost estimates contained herein are based solely upon standard, non-prevailing wage rates. Should it later be determined by the Owner or any applicable agency that in fact prevailing wage applies, then it is agreed that the contract value of this agreement shall be equitably adjusted to account for such changed circumstance. Client will reimburse, defend, indemnify and hold harmless PSI from and against any liability resulting from a subsequent determination that prevailing wage regulations cover the Project, including all costs, fines and attorney’s fees.
4. **SCHEDULING OF WORK:** The services set forth in PSI’s proposal and Client’s acceptance will be accomplished by PSI personnel at the prices quoted. If PSI is required to delay commencement of the work or if, upon embarking upon its work, PSI is required to stop or interrupt the progress of its work as a result of changes in the scope of the work requested by Client, to fulfill the requirements of third parties, interruptions in the progress of construction, or other causes beyond the direct reasonable control of PSI, additional charges will be applicable and payable by Client.
5. **ACCESS TO SITE:** Client will arrange and provide such access to the site and work as is necessary for PSI to perform the work. PSI shall take reasonable measures and precautions to minimize damage to the site and any improvements located thereon as the result of its work or the use of its equipment.
6. **CLIENT’S DUTY TO NOTIFY ENGINEER:** Client warrants that it has advised PSI of any known or suspected hazardous materials, utility lines and pollutants at any site at which PSI is to do work, and unless PSI has assumed in writing the responsibility of locating subsurface objects, structures, lines or conduits, Client agrees to defend, indemnify and save PSI harmless from all claims, suits, losses, costs and expenses, including reasonable attorney’s fees as a result of personal injury, death or property damage occurring with respect to PSI’s performance of its work and resulting to or caused by contact with subsurface or latent objects, structures, lines or conduits where the actual or potential presence and location thereof were not revealed to PSI by Client.
7. **RESPONSIBILITY:** PSI’s work shall not include determining, supervising or implementing the means, methods, techniques, sequences or procedures of construction. PSI shall not be responsible for evaluating, reporting or affecting job conditions concerning health, safety or welfare. PSI’s work or failure to perform same shall not in any way excuse any contractor, subcontractor or supplier from performance of its work in accordance with the contract documents. Client agrees that it shall require subrogation to be waived against PSI and for PSI to be added as an Additional Insured on all policies of insurance, including any policies required of Client’s contractors or subcontractors, covering any construction or development activities to be performed on the project site. PSI has no right or duty to stop the contractor’s work.
8. **SAMPLE DISPOSAL:** Test specimens will be disposed immediately upon completion of the test. All drilling samples will be disposed sixty (60) days after submission of PSI’s report.
9. **PAYMENT:** The quantities and fees provided in this proposal are PSI’s estimate based on information provided by Client and PSI’s experience on similar projects. The actual total amount due to PSI shall be based on the actual final quantities provided by PSI at the unit rates provided herein. Where Client directs or requests additional work beyond the contract price it will be deemed a change order and PSI will be paid according to the fee schedule. Client shall be invoiced once each month for work performed during the preceding period. Client agrees to pay each invoice within thirty (30) days of its receipt. Client further agrees to pay interest on all amounts invoiced and not paid or objected to for valid cause in writing within said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law), until paid. Client agrees to pay PSI’s cost of collection of all amounts due and unpaid after thirty (30) days, including court costs and reasonable attorney’s fees. PSI shall not be bound by any provision or agreement requiring or providing for arbitration of disputes or controversies arising out of this agreement, any provision wherein PSI waives any rights to a mechanics’ lien, or any provision conditioning PSI’s right to receive payment for its work upon payment to Client by any third party. These General Conditions are notice, where required, that PSI shall file a lien whenever necessary to collect past due amounts. Failure to make payment within 30 days of invoice shall constitute a release of PSI from any and all claims which Client may have, whether in tort, contract or otherwise, and whether known or unknown at the time.

GENERAL CONDITIONS

10. **ALLOCATION OF RISK:** CLIENT AGREES THAT PSI'S SERVICES WILL NOT SUBJECT PSI'S INDIVIDUAL EMPLOYEES, OFFICERS OR DIRECTORS TO ANY PERSONAL LIABILITY, AND THAT NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, CLIENT AGREES THAT ITS SOLE AND EXCLUSIVE REMEDY SHALL BE TO DIRECT OR ASSERT ANY CLAIM, DEMAND, OR SUIT ONLY AGAINST PSI.

SHOULD PSI OR ANY OF ITS EMPLOYEES BE FOUND TO HAVE BEEN NEGLIGENT IN THE PERFORMANCE OF ITS WORK, OR TO HAVE MADE AND BREACHED ANY EXPRESS OR IMPLIED WARRANTY, REPRESENTATION OR CONTRACT, CLIENT, ALL PARTIES CLAIMING THROUGH CLIENT AND ALL PARTIES CLAIMING TO HAVE IN ANY WAY RELIED UPON PSI'S WORK AGREE THAT THE MAXIMUM AGGREGATE AMOUNT OF THE LIABILITY OF PSI, ITS OFFICERS, EMPLOYEES AND AGENTS SHALL BE LIMITED TO \$25,000.00 OR THE TOTAL AMOUNT OF THE FEE PAID TO PSI FOR ITS WORK PERFORMED ON THE PROJECT, WHICHEVER AMOUNT IS GREATER. IN THE EVENT CLIENT IS UNWILLING OR UNABLE TO LIMIT PSI'S LIABILITY IN ACCORDANCE WITH THE PROVISIONS SET FORTH IN THIS PARAGRAPH, CLIENT MAY, UPON WRITTEN REQUEST OF CLIENT RECEIVED WITHIN FIVE DAYS OF CLIENT'S ACCEPTANCE HEREOF, INCREASE THE LIMIT OF PSI'S LIABILITY TO \$250,000.00 OR THE AMOUNT OF PSI'S FEE PAID TO PSI FOR ITS WORK ON THE PROJECT, WHICHEVER IS THE GREATER, BY AGREEING TO PAY PSI A SUM EQUIVALENT TO AN ADDITIONAL AMOUNT OF 5% OF THE TOTAL FEE TO BE CHARGED FOR PSI'S SERVICES. THIS CHARGE IS NOT TO BE CONSTRUED AS BEING A CHARGE FOR INSURANCE OF ANY TYPE, BUT IS INCREASED CONSIDERATION FOR THE GREATER LIABILITY INVOLVED. IN ANY EVENT, ATTORNEY'S FEES EXPENDED BY PSI IN CONNECTION WITH ANY CLAIM SHALL REDUCE THE AMOUNT AVAILABLE, AND ONLY ONE SUCH AMOUNT WILL APPLY TO ANY PROJECT.

NEITHER PARTY SHALL BE LIABLE TO THE OTHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE AND BREACH OF STATUTORY DUTY) OR OTHERWISE FOR LOSS OF PROFIT (WHETHER DIRECT OR INDIRECT) OR FOR ANY INDIRECT, CONSEQUENTIAL, PUNITIVE, OR SPECIAL LOSS OR DAMAGE, INCLUDING WITHOUT LIMITATION LOSS OF PROFITS, REVENUE, BUSINESS, OR ANTICIPATED SAVINGS (EVEN WHEN ADVISED OF THEIR POSSIBILITY).

NO ACTION OR CLAIM, WHETHER IN TORT, CONTRACT, OR OTHERWISE, MAY BE BROUGHT AGAINST PSI, ARISING FROM OR RELATED TO PSI'S WORK, MORE THAN TWO YEARS AFTER THE CESSATION OF PSI'S WORK HEREUNDER, REGARDLESS OF THE DATE OF DISCOVERY OF SUCH CLAIM.

11. **INDEMNITY:** Subject to the above limitations, PSI agrees not to defend but to indemnify and hold Client harmless from and against any and all claims, suits, costs and expenses including reasonable attorney's fees and court costs to the extent arising out of PSI's negligence as finally determined by a court of law. Client shall provide the same protection to the extent of its negligence. In the event that Client or Client's principal shall bring any suit, cause of action, claim or counterclaim against PSI, the Client and the party initiating such action shall pay to PSI the costs and expenses incurred by PSI to investigate, answer and defend it, including reasonable attorney's and witness fees and court costs to the extent that PSI shall prevail in such suit.
12. **TERMINATION:** This Agreement may be terminated by either party upon seven days' prior written notice. In the event of termination, PSI shall be compensated by Client for all services performed up to and including the termination date, including reimbursable expenses.
13. **EMPLOYEES/WITNESS FEES:** PSI's employees shall not be retained as expert witnesses except by separate, written agreement. Client agrees to pay PSI's legal expenses, administrative costs and fees pursuant to PSI's then current fee schedule for PSI to respond to any subpoena. For a period of one year after the completion of any work performed under this agreement, Client agrees not to solicit, recruit, or hire any PSI employee or person who has been employed by PSI within the previous twelve months. In the event Client desires to hire such an individual, Client agrees that it shall seek the written consent of PSI, and shall pay PSI an amount equal to one-half of the employee's annualized salary, without PSI waiving other remedies it may have.
14. **FIDUCIARY:** PSI is not a financial advisor, does not provide financial advice or analysis of any kind, and nothing in our reports can create a fiduciary relationship between PSI and any other party.
15. **RECORDING:** Photographs or video recordings of the Client's own project may be taken by and used for the Client's own internal purposes. Photographs or video recordings may not be used for marketing or publicity, or distributed to a third party or otherwise published without PSI's prior review and consent in writing. Taking photographs of other Clients' samples, test setups, or facilities, or recording in any manner any test specimen other than the test specimen related to the Client's project is prohibited; and the Client agrees to hold in strict confidence and not use any proprietary information disclosed either advertently or inadvertently. The Client shall defend, hold harmless, and indemnify PSI for any breach of this clause.
16. **CHOICE OF LAW AND EXCLUSIVE VENUE:** All claims or disputes arising or relating to this agreement shall be governed by, construed, and enforced in accordance with the laws of Illinois. The exclusive venue for all actions or proceedings arising in connection with this agreement shall be either the Circuit Court in Cook County, Illinois, or the Federal Court for the Northern District of Illinois.
17. **PROVISIONS SEVERABLE:** The parties have entered into this agreement in good faith, and it is the specific intent of the parties that the terms of these General Conditions be enforced as written. In the event any of the provisions of these General Conditions should be found to be unenforceable, it shall be stricken and the remaining provisions shall be enforceable.
18. **ENTIRE AGREEMENT:** This agreement constitutes the entire understanding of the parties, and there are no representations, warranties or undertakings made other than as set forth herein. This agreement may be amended, modified or terminated only in writing, signed by each of the parties hereto.

Memo

To: Finance, Licensing and Regulation Committee
From: Karen Hall, Finance Director/Comptroller
Date: June 25, 2019
Re: Funding for Comprehensive Plan – Feasibility Study

It is my understanding that additional funding is needed for a feasibility study related to our Comprehensive Plan.

The Planning Commission recommended an additional \$53,000 in costs for this study on June 17, 2019.

I have identified two possible funding sources for these additional costs:

1. Contingency – The current balance in the contingency fund is \$122,755. After this expenditure, the amount remaining in the fund would be \$69,755.
2. General Fund Reserves (Fund Balance) – The 2018 year-end audited balance in unassigned fund balance was \$4,155,093. Our minimum fund balance policy requires the City to maintain an unassigned balance equivalent to three months of expenditures (25%) of the General Fund. The balance is to be maintained for cash flow and working capital purposes. This amount was calculated to be \$2,217,440 as of year-end.



VANDEWALLE & ASSOCIATES INC.

June 11, 2019

Agreement for Hillmoor Property Feasibility Analysis Services

THIS AGREEMENT is made and entered into by and between the “Client” City of Lake Geneva, Wisconsin, and VANDEWALLE & ASSOCIATES, Inc., Madison, Wisconsin, a professional planning and design firm. For purposes of this Agreement, the “Project” is defined as assisting the City in preparation of Feasibility Analysis of the Hillmoor Property, proposed in response to Mayor Hartz request for exploring general concepts for the Hillmoor Property.

Article I Scope of Work

- A. VANDEWALLE & ASSOCIATES agrees to provide the following “Services”:

Task 1: Site Visit & Site Analysis

1.1 Site Visit/Kickoff Meeting

VANDEWALLE & ASSOCIATES staff (up to three team members) will participate in a one-day site visit to investigate the on-site and surrounding conditions of the Hillmoor Property to develop a more thorough understanding of the site conditions and gather additional background information from City Staff and Elected Officials. This information will be used to inform the Opportunity Analysis task and build a better

120 East Lakeside Street • Madison, Wisconsin 53715 • 608.255.3988 • 608.255.0814 Fax
247 Freshwater Way, Suite 530 • Milwaukee, Wisconsin 53204 • 414.988.8631

www.vandewalle.com

Shaping places, shaping change

understanding of the historic and on-going discussions of development options for the site.

Up to two members of the design team will also meet with City Staff and key stakeholders during this trip to discuss project goals and timelines.

1.2 Preliminary Base Map Creation

VANDEWALLE & ASSOCIATES will work with the City to develop base information regarding the site and adjoining properties for use in the creation of the master plans.

1.3 Site Analysis

VANDEWALLE & ASSOCIATES will undertake an initial site analysis of the target property using publicly available information as part of a pre-screening review. Items investigated may include, but are not limited to:

- a. Existing Conditions (topography, soils, wetlands, floodplains, water; features, streams, lakes, woodlands, existing improvements);
- b. Adjoining Properties (uses, ownership patterns);
- c. Municipal regulations (adopted plans, zoning)

Deliverables: Initial Site Analysis; Estimate of Development Potential (value of developable acreage); Summary of Development Character & Property Assets

Task 2: Project Example Tour

2.1 Project Example Tour

VANDEWALLE & ASSOCIATES will lead a one-day bus tour of the Madison region to see example neighborhoods and explore successful development options. This tour will showcase existing built examples of different elements that could be incorporated into the Hillmoor site. Developments visited during this provides tour attendees an opportunity to review on-site conditions and configurations and development formats, as well as discuss program development, implementation strategies, and project opportunities and challenges.

The City will be responsible for invitations, renting the bus(es), and meal costs.

Task 3: Opportunity Analysis & Concept Plan/Program Development

3.1 Opportunity Analysis

Informed by the existing site conditions, VANDEWALLE & ASSOCIATES will develop an analysis of the environmental constraints & opportunities, preservation opportunities, development potential, and regional development patterns/transportation opportunities for the property as it relates to the future reuse of the site. The resulting opportunity analysis summary will look at general development patterns, character opportunities, and key site components.

3.2 Public Input

VANDEWALLE & ASSOCIATES will host a public input meeting to gather general input on the project direction and property goals.

3.3 Concept Master Plans

VANDEWALLE & ASSOCIATES will create up to three conceptual master plan/Program Development Concepts for the development of the target parcel, based upon information gained during the site analysis phases and program goals for the project.

3.4 Public Engagement Event

VANDEWALLE & ASSOCIATES will organize a public workshop/ open house and interactive charette event for the community to review the draft concept plans and gather input.

VANDEWALLE & ASSOCIATES will provide a meeting flyer. The City will be responsible for distribution of the flyer and additional publicity.

3.5 Concept Refinement & Project Valuation

VANDEWALLE & ASSOCIATES will undertake one round of revisions to the Concept Master Plans and develop preliminary valuations for the development scenarios.

VANDEWALLE & ASSOCIATES will provide all deliverables in digital format (PDF).

- B. Additional Services, beyond those stated in Article I.A., may be provided through a formal amendment, as approved by City Counsel.
- C. VANDEWALLE & ASSOCIATES agrees to provide its professional Services in accordance with generally accepted standards of its profession.

Article II Client's Responsibilities

- A. Client agrees to provide VANDEWALLE & ASSOCIATES with all base maps, blueprints, aerial photos, studies, reports, and ordinances needed to complete these Services. VANDEWALLE & ASSOCIATES may reasonably rely on the accuracy and completeness of these items. Client agrees to provide these items and to render decisions in a timely manner so as not to delay the orderly and sequential progress of VANDEWALLE & ASSOCIATES Services.
- B. The administrative liaison between VANDEWALLE & ASSOCIATES and the Client will be Tom Hartz, Mayor.
- C. Client agrees that the following individuals are approved to authorize Additional Services via a Work Order:
- D. Client understands that any work product delivered in electronic form under this Agreement may require Client to use certain third-party hardware and/or software products. Client shall be solely responsible for obtaining licenses to use such third-party software. VANDEWALLE & ASSOCIATES makes no warranties or representations as to the quality, capabilities, operations, performance or suitability of any third-party hardware or software including the ability to integrate with any software currently in use by the Client. Client acknowledges that the quality, capabilities, operations, performance, and suitability of any third-party hardware or software lies solely with Client and the vendor or supplier of that hardware or software.
- E. If Client makes any modifications to Deliverables, Client shall either 1) obtain the prior written consent of VANDEWALLE & ASSOCIATES; or 2) remove VANDEWALLE

& ASSOCIATES name from the Deliverables. In the event that Client selects option #2, VANDEWALLE & ASSOCIATES shall not be liable or otherwise responsible for such modifications or their effect on the results of the implementation of the recommendations contained in such Deliverables.

Article III Estimated Schedule

- A. Services in this Agreement shall commence from June 11, 2019 and be in effect for five months, unless the parties agree otherwise.
- B. VANDEWALLE & ASSOCIATES shall render its Services as expeditiously as is consistent with professional skill and care. During the course of the Project, anticipated and unanticipated events may impact the Project schedule and VANDEWALLE & ASSOCIATES shall not be responsible for any delays caused by factors beyond its reasonable control.

Article IV Costs and Payment

- A. All work will be completed on a time and materials basis with the budget for the Task 1 -3 of the Project not to exceed \$53,000. Client acknowledges that significant changes to the Project schedule, budget or Project's scope may require Additional Services for which the parties may (but are not required to) enter into a separate Work Order (see Article I.B.).
- B. VANDEWALLE & ASSOCIATES shall send Client an invoice for Professional Fees and Reimbursable Expenses once a month. Client shall pay VANDEWALLE & ASSOCIATES the amounts due under such invoice upon receipt of such invoice. A service charge of 1.5 % per month may be charged on all amounts more than 30 days after date of invoice.

Article V Termination

- A. Either Client or VANDEWALLE & ASSOCIATES may terminate this Agreement upon seven days written notice.

- B. If terminated, Client agrees to pay VANDEWALLE & ASSOCIATES the hourly rates for all Services rendered and Reimbursable Expenses incurred, up to the date of termination.
- C. Upon not less than seven days' written notice, VANDEWALLE & ASSOCIATES may suspend the performance of its Services if Client fails to pay VANDEWALLE & ASSOCIATES in full for Services rendered or Reimbursable Expenses incurred. VANDEWALLE & ASSOCIATES shall have no liability because of such suspension of service or termination due to nonpayment.

Article VI Dispute Resolution

VANDEWALLE & ASSOCIATES and Client agree to mediate claims or disputes arising out of or relating to the Agreement. The mediation shall be conducted by a mediation service acceptable to the parties. A demand for mediation shall be made within a reasonable time after a claim or dispute arises. In no event shall any demand for mediation be made after such claim or dispute would be barred by the applicable law.

Article VII Intellectual Property; Confidentiality

- A. Except as otherwise provided by law: upon payment in full by Client to VANDEWALLE & ASSOCIATES for Services rendered and Reimbursable Expenses incurred pursuant to this Agreement, VANDEWALLE & ASSOCIATES shall grant Client a non-transferable, non-exclusive, perpetual license to use any and all Work Product developed or produced by VANDEWALLE & ASSOCIATES pursuant to this Agreement. As used in this Agreement, "Work Product" means all inventions, processes, data, documents, drawings, records, and works of authorship, whether or not copyrightable or patentable, that are originated or prepared by VANDEWALLE & ASSOCIATES in the course of rendering the Services under this Agreement. Until Client pays VANDEWALLE & ASSOCIATES in full for Services rendered and expenses incurred pursuant to this Agreement, Client may not use any Work Product to complete the Project with others unless VANDEWALLE & ASSOCIATES is in material breach of this Agreement.

- B. Except as otherwise provided by law: Client shall not communicate, publish, or otherwise disclose to a third party or authorize or induce anyone else to use, communicate, publish, or otherwise disclose, any nonpublic information pertaining to VANDEWALLE & ASSOCIATES, including, without limitation, any information relating to pricing, products, or ideas of VANDEWALLE & ASSOCIATES. Until VANDEWALLE & ASSOCIATES is paid in full by Client for Services rendered and expenses incurred pursuant to this Agreement, Client shall not communicate, publish, or otherwise disclose to any third party, any information pertaining to or summaries of the Work Product.

Article VIII Miscellaneous Provisions

- A. Wisconsin law governs this Agreement (without regard to its conflict of law principles or rules of construction concerning the draftsman hereof).
- B. This Agreement is the entire and integrated agreement between the Client and VANDEWALLE & ASSOCIATES, and supersedes all prior negotiations, statements or agreements, either written or oral, with regard to its subject matter. This Agreement may be amended only by written instrument signed by both Client and VANDEWALLE & ASSOCIATES. Neither party can assign this Agreement without the other party's prior written permission.
- C. Notwithstanding any other term in this Agreement, VANDEWALLE & ASSOCIATES shall not control or be responsible for another party's means, methods, techniques, schedules, sequences or procedures, or for construction safety or any other related programs.
- D. Client agrees to indemnify, defend and hold VANDEWALLE & ASSOCIATES, its agents and employees harmless from and against any and all claims, liabilities, suits, demands, losses, costs and expenses (including reasonable attorneys' fees) to property or persons, including injury or death, or economic losses, arising out of the Project and/or the performance or non-performance of obligations under this Agreement, except to the extent such damages or losses are directly caused by VANDEWALLE & ASSOCIATES' gross negligence or willful misconduct.

- E. In the event that any suit or action is instituted to enforce any provision in this Agreement, the prevailing party in such dispute shall be entitled to recover from the losing party all fees (including legal and accounting fees), costs and expenses of enforcing any right of such prevailing party under or with respect to this Agreement, including without limitation, all costs of appeals. For purposes of this provision, “prevailing party” shall include a party that dismisses an action in exchange for payment of the sum allegedly due, performance of covenants allegedly breached, or consideration substantially equal to the relief sought in the action or proceeding.
- F. VANDEWALLE & ASSOCIATES reserves the right to include representations of the Project in its promotional and professional materials.
- G. All Services performed pursuant to the Agreement are performed on an “as is” basis, and VANDEWALLE & ASSOCIATES hereby disclaims all warranties, express or implied, including, but not limited to, fitness for a particular purpose and non-infringement. In no event shall VANDEWALLE & ASSOCIATES be liable to Client or any third party for any losses, lost profits, lost data, consequential, special, incidental, or punitive damages, delays, or interruptions arising out of or related to this Agreement regardless of the basis of the claim. VANDEWALLE & ASSOCIATES’ aggregate liability (including attorneys’ fees) to Client and Client’s exclusive remedy, if any, shall not exceed the lesser of the (i) amount of fees actually paid to VANDEWALLE & ASSOCIATES by Client with regard to the Services or the Work Order for which liability has been asserted, or (ii) amount of fees actually paid to VANDEWALLE & ASSOCIATES by Client in the previous two months prior to the claim being made.

IN WITNESS WHEREOF, the parties hereto entered into this Agreement as of the latest date noted, below.

City of Lake Geneva

By:

Signature of Authorized Representative

Date

Printed Name

Title

VANDEWALLE & ASSOCIATES, INC.

By:

Nonna Anderson, Business Manager

Date

ATTACHMENT ONE
FEE SCHEDULE

	<u>Hourly Rates</u>
Company President	\$220 to \$250
Principal	\$185 to \$220
Associate	\$95 to \$120
Assistant	\$75 to \$95
GIS Analyst/Cartographer	\$85 to \$95
Communications Specialist	\$65 to \$120
Project Assistant	\$40 to \$65

Sec 66-233 Removal: sidewalks to be kept clear

[Code 1992, § 8.05(1); Ord. No. 99-13, § I, 8-9-1999]

(a)

The owner or occupant of ~~each any parcel or lot or part of lot~~ shall remove all snow and ice which may have fallen or accumulated upon the entire width of the sidewalk in front of or abutting to the premises which he owns or occupies not later than 24 hours, and no later than 12 hours in the Central Business district, after the snow and ice has ceased to fall or accumulate. The owner or occupant of property abutting sidewalks on 2 intersecting streets shall remove all snow and ice from the sidewalks of both streets, including the portion of the sidewalks bordering the crosswalk, including the entire width of the curb ramp to the gutter line, at all times providing a clear path of travel from the curb ramp to the street crosswalk. ~~Provided that when~~ In the event snow and ice has so formed upon any sidewalk that it cannot be removed, the owner or occupant shall keep the snow and ice effectively treated with sand, salt or other suitable substance in such manner as to prevent the ice from being dangerous, until such time as it can be removed, and then it shall be promptly removed. Any person violating any of the provisions of this section shall be subject to a forfeiture of not less than \$20 nor more than \$30 for a first offense and not less than \$30 nor more than \$50 for any subsequent offense. Each twenty-four-hour period any violation of this section continues shall cause a separate offense.

(b)

The Department of Public Works or Code Enforcement office may cause sidewalks which have not been cleared of snow and ice to be cleared upon default of the person whose duty it shall be to clear the sidewalks. Such removal may be by City employees or independent contractors, or both. The City shall keep an accurate account of the expenses and report the expenses to the Finance Director/Treasurer, who shall ~~bill the property owner for snow removal services plus a 20% administrative fee. The treasurer will~~ annually prepare a statement of the unpaid expense so incurred in front of each lot or parcel of land and report the unpaid expense to the City Clerk. The amount therein charged to each lot or parcel of land shall be, by such Clerk, entered in the tax roll as a special tax charge against such lot or parcel of land, and such special tax charge shall be collected in all respects like other taxes upon real estate. Prosecution under Subsection **(a)** of this section shall not bar the City from proceeding under

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this subsection, nor shall proceeding under this subsection bar prosecution under Subsection **(a)** of this section.

[Amended 5-29-2012 by Ord. No. 12-08; 11-10-2014 by Ord. No. 14-08]

(c)

Actions for violations of Subsection **(a)** of this section shall be commenced by citation as provided by W.S.A., § 66.119, or summons and complaint or warrant as provided by W.S.A., § 66.12(1)(a).

Nord will check on yellow highlighted portion with Attorney to make sure it's legal

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8.6 STANDING COMMITTEE AGENDA DEADLINES

I. PURPOSE

This policy provides direction to City Staff and Elected Officials on the timeline to which agenda items must be received for the City's various Standing Committees which includes: Common Council, Committee of the Whole, Personnel Committee, Piers, Harbors, & Lakefront Committee, Finance, Licensing, & Regulation Committee, and Public Works Committee.

II. DEPARTMENT RESPONSIBLE

The City Clerk and City Clerk Staff will be responsible for collecting for Standing Committee agenda items that have been approved by the pertinent Committee Chairperson. The City Clerk and City Clerk Staff will then craft the agenda based on the items received.

III. PROCEDURES FOR STANDING COMMITTEE AGENDA DEADLINES

Any City Staff or Elected Official will be required to request approval of an agenda item with the Standing Committee Chair before it can be added to the pertinent Committee agenda. Once the Chair has approved an agenda item, it must be sent to the City Clerk or City Clerk's Staff no later than noon on the Wednesday prior to the Committee meeting. Once the item has been received the agenda shall then be crafted.

Exceptions:

The only exceptions to this deadline shall be one of the two situations:

- 1) Prepaid and Regular Check Payment Approvals to be considered by the Finance, Licensing, and Regulation Committee shall be received no later than the Friday prior to the regularly scheduled meeting.
- 2) Emergency items deemed necessary by the Chair of the pertinent Standing Committee

Note: This policy shall not be applied to Special scheduled meetings outside of the Regular meeting times.

Adopted by Common Council	??/??/2019
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**City of Lake Geneva
Finance, License, & Regulation Committee
July 2, 2019**

**Prepaid Checks
6/17/19 - 6/30/19**

**Total:
\$20,851.46**

Checks over \$5,000:

\$	-
\$	-

Report Criteria:

Report type: Summary

[Report].Check Issue Date = 06/21/2019,06/28/2019

Check.Type = {<>} "Adjustment"

Bank.Bank account = "043230"

Check Issue Date	Check Number	Vendor Number	Payee	Amount
06/21/2019	70895	2056	AMAZON	480.66
06/21/2019	70896	2108	AT&T LONG DISTANCE	175.63
06/21/2019	70897	5226	PAPENFUS, CINDY	168.84
06/21/2019	70898	3001	SECURIAN FINANCIAL GROUP	2,378.27
06/21/2019	70899	3387	STREICHERS	74.99
06/21/2019	70900	4918	TIME WARNER CABLE	79.10
06/21/2019	70901	5001	VERIZON WIRELESS	1,395.85
06/21/2019	70902	5071	WE ENERGIES	1,335.42
06/28/2019	70908	2046	ALLIANT ENERGY	733.24
06/28/2019	70909	2056	AMAZON	3,034.60
06/28/2019	70910	2104	AT&T	1,804.50
06/28/2019	70911	2511	FLOWER, JIM	175.74
06/28/2019	70912	2787	KINGWILL, PAMELA	24.36
06/28/2019	70913	3024	MUTUAL OF OMAHA	1,274.92
06/28/2019	70914	5326	STEPHANIE LYNN LAKE GENEVA LLC	4,644.00
06/28/2019	70915	4973	US BANK	2,431.16
06/28/2019	70916	4975	US CELLULAR	640.18
Grand Totals:				20,851.46

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
11-00-00-21100	6.96	11,119.58-	11,112.62-
11-00-00-21340	1,136.67	.00	1,136.67
11-10-00-51330	165.33	.00	165.33
11-10-20-51340	988.70	.00	988.70
11-11-00-53990	109.96	6.96-	103.00
11-12-00-51340	18.52	.00	18.52
11-12-00-52210	62.21	.00	62.21
11-13-00-51340	35.56	.00	35.56
11-14-20-51340	47.77	.00	47.77
11-14-30-51340	13.40	.00	13.40
11-15-10-51340	86.69	.00	86.69
11-16-10-51340	26.25	.00	26.25
11-16-10-52210	757.45	.00	757.45
11-16-10-52240	441.02	.00	441.02
11-21-00-51340	271.94	.00	271.94
11-21-00-51380	243.78	.00	243.78
11-21-00-52210	2,085.28	.00	2,085.28
11-21-00-52220	25.22	.00	25.22
11-21-00-52620	548.55	.00	548.55
11-21-00-53100	94.37	.00	94.37
11-21-00-53300	114.84	.00	114.84

GL Account	Debit	Credit	Proof
11-21-00-53310	351.00	.00	351.00
11-21-00-53990	132.45	.00	132.45
11-21-00-54100	1,190.00	.00	1,190.00
11-22-00-51330	93.81	.00	93.81
11-22-00-52210	200.63	.00	200.63
11-22-00-52240	193.64	.00	193.64
11-24-00-51340	35.75	.00	35.75
11-24-00-52620	20.05	.00	20.05
11-24-00-53300	175.74	.00	175.74
11-32-10-51340	175.57	.00	175.57
11-32-10-52210	400.00	.00	400.00
11-32-10-52220	433.85	.00	433.85
11-32-10-52240	142.21	.00	142.21
11-34-10-52230	198.32	.00	198.32
11-51-10-52240	77.26	.00	77.26
11-52-01-52240	25.79	.00	25.79
40-00-00-21100	.00	590.66-	590.66-
40-54-10-52210	10.50	.00	10.50
40-54-10-58000	377.66	.00	377.66
40-55-10-51340	4.87	.00	4.87
40-55-10-52210	70.48	.00	70.48
40-55-10-52240	97.17	.00	97.17
40-55-20-52210	29.98	.00	29.98
42-00-00-21100	.00	200.31-	200.31-
42-34-50-51340	56.23	.00	56.23
42-34-50-51370	16.81	.00	16.81
42-34-50-52210	127.27	.00	127.27
47-00-00-21100	.00	4,723.10-	4,723.10-
47-00-00-57212	4,644.00	.00	4,644.00
47-70-00-57150	79.10	.00	79.10
48-00-00-21100	.00	191.61-	191.61-
48-00-00-51340	21.69	.00	21.69
48-00-00-51370	25.89	.00	25.89
48-00-00-52210	41.85	.00	41.85
48-00-00-52220	75.85	.00	75.85
48-00-00-52240	26.33	.00	26.33
61-00-00-21100	.00	125.39-	125.39-
61-00-00-53110	2.77	.00	2.77
61-00-00-92625	76.42	.00	76.42
61-00-00-92630	46.20	.00	46.20
62-00-00-21100	.00	214.23-	214.23-
62-00-00-92100	24.50	.00	24.50
62-00-00-92625	94.83	.00	94.83
62-00-00-92630	94.90	.00	94.90
99-00-00-21100	.00	3,693.54-	3,693.54-
99-00-00-51340	47.12	.00	47.12
99-00-00-51370	72.27	.00	72.27
99-00-00-52110	67.33	.00	67.33
99-00-00-52210	183.19	.00	183.19
99-00-00-52220	332.00	.00	332.00
99-00-00-52500	629.00	.00	629.00
99-00-00-53320	24.36	.00	24.36
99-00-00-54100	702.41	.00	702.41

GL Account	Debit	Credit	Proof
99-00-00-54140	1,469.01	.00	1,469.01
99-00-00-54150	166.85	.00	166.85
Grand Totals:	<u>20,865.38</u>	<u>20,865.38-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary
[Report].Check Issue Date = 06/21/2019,06/28/2019
Check.Type = {<>} "Adjustment"
Bank.Bank account = "043230"

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

Accounts Payable

	<u>Fund #</u>	
1. General Fund	11	\$ <u>67,391.27</u>
2. Debt Service	20	\$ <u>-</u>
3. Lakefront	40	\$ <u>14,076.98</u>
4. Capital Projects	43	\$ <u>22,717.09</u>
5. Parking	42	\$ <u>990.00</u>
6. Cemetery	48	\$ <u>-</u>
7. Equipment Replacement	50	\$ <u>38,245.26</u>
8. Library Fund	99	\$ <u>6,887.93</u>
9. Impact Fees	45	\$ <u>3,555.00</u>
10. Tourism Commission	47	\$ <u>-</u>
11. Use of Building Funds-Library	98	\$ <u>-</u>
Total All Funds		<u><u>\$153,863.53</u></u>

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

**FINANCE, LICENSE, & REGULATION COMMITTEE
7/2/2019**

TOTAL UNPAID ACCOUNTS PAYABLE **\$ 153,863.53**

ITEMS > \$5,000

Kapur & Associates - Engineering Services; Street Improvement Program	\$ 26,121.90
Larry's Towing & Recovery - Turf Mowers (DPW); Towing Services	\$ 17,023.00
Compressor Services - Fire Department Air Compressor	\$ 12,136.74
Lake Geneva Jaycees - Venetian Festival Fireworks Contribution	\$ 10,000.00
General Communications - Radios, Chargers (Fire Department)	\$ 9,755.75
YMCA - July/August Payment	\$ 9,180.00
Midwest Industries - 3 Swat Rifles; 1 Swat Sniper Rifle	\$ 6,671.45
Humphreys Contracting - Curb/Sidewalk Repair	\$ 5,175.67
Emergency Apparatus Maintenance - Equipment Repairs (Fire Department)	\$ 5,054.21
 Balance of Other Items	 \$ 52,744.81

Report Criteria:

Detail report.
Invoices with totals above \$0.00 included.
Only unpaid invoices included.
Invoice.Batch = "190702","F90708","F90709","P90708","P90709","L90708","L90709"
Invoice Detail.GL account (2 Characters) = {<>} "61"
Invoice Detail.GL account (2 Characters) = {<>} "62"

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
ABENDSCHEIN, BELINDA				
6/19/19	06/19/2019	HONORARIUM-7/23/19 PRGM	11-70-00-57800 AVIAN COMMITTEE EXPENSES	100.00
Total ABENDSCHEIN, BELINDA:				100.00
ACL SERVICES LLC				
317L1326442	05/31/2019	BLOOD DRAW	11-21-00-53800 PD SPECIAL INVESTIGATIONS	26.80
317L458462	06/03/2019	BLOOD DRAW	11-21-00-53800 PD SPECIAL INVESTIGATIONS	26.80
317L520081	05/31/2019	BLOOD DRAW	11-21-00-53800 PD SPECIAL INVESTIGATIONS	26.80
X670-201905-0	06/01/2019	BLOOD DRAWS	11-21-00-53800 PD SPECIAL INVESTIGATIONS	28.42
Total ACL SERVICES LLC:				108.82
ADVANCED DISPOSAL SERVICES				
A40000010188	04/15/2019	LANDFILL USE-BULK	11-36-00-52960 SOLID WASTE-STREET DEPT	1,704.75
A40000010365	06/15/2019	LANDFILL USE-BULK	11-36-00-52960 SOLID WASTE-STREET DEPT	936.49
Total ADVANCED DISPOSAL SERVICES:				2,641.24
AM TOWING INC				
W1-7182	05/13/2019	TOWING-LADDER TRK	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	550.00
Total AM TOWING INC:				550.00
AMY'S SHIPPING EMPORIUM				
29035	05/10/2019	UPS-SOMAR TEK	11-21-00-53120 PD POSTAGE	9.64
29456	05/31/2019	UPS-SETCOM/GEN COMM	11-22-00-53120 POSTAGE EXPENSE	47.92
Total AMY'S SHIPPING EMPORIUM:				57.56
AURORA HEALTH CARE				
520147	06/09/2019	PRE-EMPLOYMENT EXAM	11-22-00-58400 PRE-EMPLOYMENT TESTING	364.00
Total AURORA HEALTH CARE:				364.00
AURORA MEDICAL GROUP				
424	06/14/2019	EMP CLINIC-MAY	11-10-20-51330 HEALTH AND DENTAL CLAIMS	3,075.00
Total AURORA MEDICAL GROUP:				3,075.00
BAY LOCK SERVICE				
30889	05/05/2019	SMR REKEY	99-00-00-52110 GENERAL ADMIN EXPENSES	95.00
Total BAY LOCK SERVICE:				95.00
BLACK POINT ESTATE & GARDENS				
039	03/20/2019	SUMMER LIVING PROGRAM-7/3	99-00-00-54150 LIBRARY PROGRAMS	25.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total BLACK POINT ESTATE & GARDENS:				25.00
BOUND TREE MEDICAL LLC				
83215816	05/21/2019	EMS SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	579.94
83231397	06/05/2019	EMS SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	344.90
83237666	06/11/2019	EMS SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	280.47
Total BOUND TREE MEDICAL LLC:				1,205.31
BRODART CO				
480125-MAY	06/13/2019	YOUTH BOOKS	99-00-00-54110 LIBRARY YOUTH MATERIALS	1,261.96
480125-MAY	06/13/2019	ADULT BOOKS	99-00-00-54100 LIBRARY ADULT MATERIALS	1,952.01
Total BRODART CO:				3,213.97
BRUCE EQUIPMENT INC				
P11283	06/17/2019	HOSE CONN,SCRAPER-SWEEP	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	559.82
P11366	06/25/2019	WEATHERSTRIP-SWEEPER#28	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	20.43
Total BRUCE EQUIPMENT INC:				580.25
BUMPER TO BUMPER AUTO PARTS				
662-407765	05/06/2019	SHOP JACK FLUID	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	7.89
662-410365	06/24/2019	SMALL ENGINE OIL	11-32-10-53410 VEHICLE-FUEL & OIL	13.17
Total BUMPER TO BUMPER AUTO PARTS:				21.06
CDW GOVERNMENT INC				
SKD0604	05/21/2019	TOUGH CAB CONNECTOR	11-21-00-53420 PD SPECIAL EQUIPMENT	28.83
SPW5960	06/10/2019	VIDEO CAMERA REPLACEMENT	11-21-00-53420 PD SPECIAL EQUIPMENT	266.62
SQM2506	06/11/2019	WIFI-CONF ROOM	50-00-00-58000 MISC/COMP EQUIP PURCHASES	181.37
Total CDW GOVERNMENT INC:				476.82
CES				
LKG/056101	06/12/2019	LOCKOUT TAGS-ELEC PANELS	11-34-10-52610 STREET LIGHTS REPAIRS	65.00
LKG/056318	06/20/2019	SPLICERS-ST LIGHTS	11-34-10-52610 STREET LIGHTS REPAIRS	28.05
LKG/056414	06/24/2019	FIELD LIGHTING RPRS-MOLITE	11-52-01-59520 GROUNDS MAINTENANCE SUPPLIES	100.00
WB2/019934	06/12/2019	LOCKOUT TAGS-STREET LIGH	11-34-10-52610 STREET LIGHTS REPAIRS	25.74
Total CES:				218.79
CLEAN AIR CONCEPTS				
PSI19-0714	06/04/2019	12V POWER SUPPLY	11-22-00-53500 BLDG MAINT SUPPLIES-FIREHOUSE	228.20
Total CLEAN AIR CONCEPTS:				228.20
CLEAN CUT TREE CARE				
15793	06/20/2019	WOODCHIPS-PLAYGROUNDS	11-52-00-53520 GROUNDS MAINT SUPPLIES	2,000.00
Total CLEAN CUT TREE CARE:				2,000.00
COMPRESSOR SERVICES				
26477	05/03/2019	AIR COMPRESSOR	50-22-00-58000 FIRE EQUIPMENT PURCHASES	12,136.74

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total COMPRESSOR SERVICES:				12,136.74
DATA EQUIPMENT SERVICES				
1223	06/17/2019	MODEM SVC-JUN	42-34-50-52210 TELEPHONE EXPENSE	990.00
1223	06/17/2019	MODEM SVC-JUN	40-54-10-53400 LUKE OPERATING AND CC EXP	45.00
Total DATA EQUIPMENT SERVICES:				1,035.00
DEMCO				
6623026	05/29/2019	PROTECTORS,LAMINATE	99-00-00-55120 LIBRARY PROCESSING SUPPLIES	116.46
Total DEMCO:				116.46
DRAKE, DAVID				
6/19/19	06/19/2019	HONORARIUM-6/18/19 PRGM	11-70-00-57800 AVIAN COMMITTEE EXPENSES	100.00
Total DRAKE, DAVID:				100.00
DUNN LUMBER & TRUE VALUE				
762024	06/13/2019	PAINT	11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES	22.99
762024	06/13/2019	TOILET FLUSHER	11-51-10-52400 MUSEUM-MAINTENANCE & REPAIRS	5.29
762211	06/17/2019	FLUSH VALVE BATTERY	11-52-01-53500 BLDG MAINT & REPAIR	13.99
762219	06/17/2019	PROPANE TANK-ROAD PATCH	11-32-10-53700 ROAD MAINTENANCE SUPPLIES	18.99
762339	06/17/2019	TAPE-FOUNTAIN REPAIR	11-52-00-53500 BLDG MAINT SUPPLIES-PARKS	6.99
762416	06/18/2019	FOUNTAIN CLEANING SUPPLIE	11-52-00-53500 BLDG MAINT SUPPLIES-PARKS	5.78
762456	06/18/2019	CLOROX	11-32-13-54300 TREE & BRUSH OPERATING SUPPLY	3.99
762504	06/18/2019	PROPANE TANKS-ROAD PATC	11-32-10-53700 ROAD MAINTENANCE SUPPLIES	18.99
762508	06/18/2019	SINK INSERTS	11-52-00-53500 BLDG MAINT SUPPLIES-PARKS	5.58
762629	06/19/2019	SEA FOAM-MOTORS	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	9.99
762629	06/19/2019	BUG SPRAY	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	13.98
762720	06/20/2019	BOLTS-MOWER	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	13.98
762995	06/24/2019	BEACH HOUSE SHOWER PART	40-54-10-53520 BEACH MAINTENANCE SUPPLIES	1.57
763025	06/24/2019	BEACH HOUSE SHOWER PART	40-54-10-53520 BEACH MAINTENANCE SUPPLIES	2.99
763038	06/24/2019	PRESSURE WASHER PARTS	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	40.12
763145	06/25/2019	NUTS,BOLTS	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	1.22
763482	06/27/2019	SEALANT,COVER-BRUNK PAVI	11-52-00-53500 BLDG MAINT SUPPLIES-PARKS	28.27
Total DUNN LUMBER & TRUE VALUE:				214.71
DZIUKALA, KARLENE				
REFUND 6/8/1	06/08/2019	DZIUKALA-SEC DEP 6/8/19	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
REFUND 6/8/1	06/08/2019	DZIUKALA-SEC GRD,SETUP-6/8	40-55-10-46740 UPPER RIVIERA REVENUE	312.13-
Total DZIUKALA, KARLENE:				687.87
ELKHORN CHEMICAL CO INC				
611138	05/31/2019	CLEANING SUPPLIES	11-22-00-53500 BLDG MAINT SUPPLIES-FIREHOUSE	59.79
611694	06/13/2019	CLEANERS,SOAP	11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES	199.02
Total ELKHORN CHEMICAL CO INC:				258.81
ELKHORN NAPA AUTO PARTS				
159607	06/14/2019	SHIFT CABLE-TRK #50	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	77.93
160292	06/20/2019	OIL,AIR FILTERS	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	117.09

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total ELKHORN NAPA AUTO PARTS:				195.02
EMERGENCY APPARATUS MAINT				
106450	06/12/2019	INSP/REPAIRS-#1	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	5,054.21
Total EMERGENCY APPARATUS MAINT:				5,054.21
EMS MEDICAL BILLING ASSOCIATES				
MAY 2019	05/31/2019	COMMISSIONS-MAY	11-22-00-52140 OUTSIDE BILLING SERVICES	2,927.69
Total EMS MEDICAL BILLING ASSOCIATES:				2,927.69
FIRST CARE TACTICAL LLC				
1256	06/04/2019	EMS SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	243.55
Total FIRST CARE TACTICAL LLC:				243.55
FORD OF LAKE GENEVA				
68423	05/31/2019	MUFFLER/REPAIRS-#204	11-21-00-53610 PD EQUIP MAINT SERV COSTS	1,508.45
68630	05/31/2019	OIL CHANGE-#205	11-21-00-53610 PD EQUIP MAINT SERV COSTS	30.09
68644	06/07/2019	ELEC WIRING REPAIR-#207	11-21-00-53610 PD EQUIP MAINT SERV COSTS	595.78
68646	06/03/2019	OIL CHANGE,AIR FILTER-#202	11-21-00-53610 PD EQUIP MAINT SERV COSTS	56.25
68702	06/07/2019	OIL CHANGE-#206	11-21-00-53610 PD EQUIP MAINT SERV COSTS	30.95
68770	06/13/2019	BATTERY-#203	11-21-00-53610 PD EQUIP MAINT SERV COSTS	131.46
Total FORD OF LAKE GENEVA:				2,352.98
FUN EXPRESS LLC				
696525269-01	05/28/2019	YOUTH PRGM SUPPLIES	99-00-00-54150 LIBRARY PROGRAMS	82.16
Total FUN EXPRESS LLC:				82.16
GALLS LLC				
012781598	05/21/2019	UNIFORM-GOORSKEY	11-22-00-51380 FIRE DEPT UNIFORMS	9.12
012825576	05/28/2019	UNIFORM-TIETZ	11-21-00-51380 PD UNIFORM ALLOWANCE	95.94
012836560	05/29/2019	UNIFORM-BASTEK	11-22-00-51380 FIRE DEPT UNIFORMS	111.57
Total GALLS LLC:				216.63
GENERAL COMMUNICATIONS INC				
268822	04/29/2019	RADIO,INSTALLATION-CAR #1	50-22-00-58000 FIRE EQUIPMENT PURCHASES	7,995.40
268843	04/29/2019	RADIO PARTS-CAR #1	50-22-00-58000 FIRE EQUIPMENT PURCHASES	1,623.75
269782	05/04/2019	PORTABLE CHARGERS	11-22-00-52620 FD-COMMUNICATION SYS MAINT FEE	136.60
Total GENERAL COMMUNICATIONS INC:				9,755.75
GENERAL FIRE EQUIPMENT CO				
141217	06/17/2019	HEADREST PRINTER-#209	11-21-00-53610 PD EQUIP MAINT SERV COSTS	275.00
Total GENERAL FIRE EQUIPMENT CO:				275.00
GENEVA ONLINE INC				
1082719	06/03/2019	EMAIL SVC-MAY	11-21-00-52210 PD TELEPHONE EXPENSE	39.00
Total GENEVA ONLINE INC:				39.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
GIRAFFE ELECTRIC II INC				
S1882	06/10/2019	REPLACE FIXTURES	99-00-00-52500 LIBRARY BLDG REPAIR	617.50
S1883	06/10/2019	WATER HEATER-ELEC SVC	40-55-20-53600 RIV MAINTENANCE SERVICE COSTS	95.00
Total GIRAFFE ELECTRIC II INC:				712.50
GLEN FERN CONSTRUCTION LLC				
19-110	06/20/2019	DOOR RPRS-SEMINARY PARK	11-52-00-53400 PARKS OPERATING SUPPLIES	456.50
Total GLEN FERN CONSTRUCTION LLC:				456.50
HEARTLAND BUSINESS SYSTEMS LLC				
317341-H	05/23/2019	MICROFILM READER CONTRAC	99-00-00-55160 LIBRARY IT CONSULTING SERVICES	825.00
Total HEARTLAND BUSINESS SYSTEMS LLC:				825.00
HUMPHREY'S CONTRACTING				
6/11/19	06/11/2019	CURB/SIDEWALK REPAIR-STO	43-32-10-17010 2018/2019 STREET IMP PROGRAM	5,175.67
Total HUMPHREY'S CONTRACTING:				5,175.67
IDVILLE				
3517807	06/05/2019	BUSINESS/BADGE CARD STOC	11-21-00-53100 PD OFFICE SUPPLIES	39.62
Total IDVILLE:				39.62
ITU ABSORB TECH INC				
7261060	06/14/2019	MATS,MOPS,FRAGRANCE	40-55-10-53600 UPPER RIVIERA MAINTENANCE	92.81
Total ITU ABSORB TECH INC:				92.81
JAMES IMAGING SYSTEMS INC				
913968	06/17/2019	TOSH ES3555C-JUN	11-21-00-55310 COPY MACHINE & SHREDDING SVC	107.69
913969	06/17/2019	TOSH ES357-JUN	11-21-00-55310 COPY MACHINE & SHREDDING SVC	41.75
Total JAMES IMAGING SYSTEMS INC:				149.44
JERRY WILLKOMM INC				
250227	06/18/2019	758.0 GALS GAS	11-32-10-53410 VEHICLE-FUEL & OIL	1,901.82
265334	06/10/2019	851.0 GALS GAS	11-32-10-53410 VEHICLE-FUEL & OIL	2,313.87
Total JERRY WILLKOMM INC:				4,215.69
KAPUR & ASSOCIATES INC				
98297	06/17/2019	ENG-SUMMERHAVEN	11-00-00-13910 A/R BILL OUTS	6,205.60
98300	06/17/2019	ENG-2019 STREET PRGM	43-32-10-17010 2018/2019 STREET IMP PROGRAM	427.50
98301	06/17/2019	ENG-CEMETERY UTIL ASSESS	11-30-00-52160 CITY ENGINEERING FEES	617.50
98302	06/17/2019	ENG-VISTAS OF LAKE GENEVA	11-00-00-13910 A/R BILL OUTS	172.50
98306	06/17/2019	GIS-CITY ENGINEERING SVCS	11-69-30-52120 OUTSIDE PROFESSIONAL PLANNING	297.00
98307	06/17/2019	ENG-2019 PAVING PRGM	43-32-10-17010 2018/2019 STREET IMP PROGRAM	17,025.00
98308	06/17/2019	ENG-STONERIDGE PHASE II	11-00-00-13910 A/R BILL OUTS	1,261.80
98325	06/19/2019	ENG-GOLDEN YEARS SR LIVIN	11-00-00-13910 A/R BILL OUTS	57.50
98369	06/21/2019	ENG-LAKE GENEVA PLAZA	11-00-00-13910 A/R BILL OUTS	57.50
Total KAPUR & ASSOCIATES INC:				26,121.90

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
KUNDERT, PAMELA				
7/5/19	06/30/2019	UKULELE SING ALONG 7/5/19	99-00-00-54150 LIBRARY PROGRAMS	50.00
Total KUNDERT, PAMELA:				50.00
LAKE GENEVA CHAMBER				
3747	05/21/2019	CHAMBER MEMBERSHIP	99-00-00-52110 GENERAL ADMIN EXPENSES	365.00
Total LAKE GENEVA CHAMBER:				365.00
LAKE GENEVA JAYCEES				
FIREWORKS-2	07/01/2019	FIREWORKS CONTRIBUTION-2	40-54-10-57800 VENETIAN FESTIVAL FIREWORKS	10,000.00
Total LAKE GENEVA JAYCEES:				10,000.00
LAKE GENEVA MIDDLE SCHOOL				
REFUND 6/4/1	06/04/2019	LGMS-SEC DEP 6/4/19	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
REFUND 6/4/1	06/04/2019	LGMS-SET UP,SEC GRD-6/4/19	40-55-10-46740 UPPER RIVIERA REVENUE	542.00
Total LAKE GENEVA MIDDLE SCHOOL:				458.00
LAKE GENEVA REGIONAL NEWS				
1289097	05/09/2019	LN-1540 LAKE SHORE DR CUP	11-10-00-53150 PUBLICATION FEES REIMBURSABLE	47.40
1289100	05/09/2019	LN-940 MAYTAG RD PIP	11-10-00-53150 PUBLICATION FEES REIMBURSABLE	47.40
1289752	05/16/2019	LN-RIV ACM & LEAD PAINT RFP	43-40-00-17010 RIVIERA RENOVATION	45.18
1289753	05/16/2019	LN-RIVIERA SEAWALL & PIER R	43-40-00-17010 RIVIERA RENOVATION	43.74
1291317	05/23/2019	LN-STREET DEPT IMPROVE BI	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	171.96
1291375	05/16/2019	LN-SIMPLE SPIRITS LIQ LIC	11-10-00-53150 PUBLICATION FEES REIMBURSABLE	20.10
1291382	05/30/2019	LN-BOARD OF REVIEW NOTICE	11-15-40-53980 BOARD OF REVIEW MISC EXPENSES	259.72
1291711	05/23/2019	LN-ORDINANCE 19-07	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	37.84
1291727	05/23/2019	LN-ORDINANCE 19-06	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	108.79
1291731	05/23/2019	LN-ORDINANCE 19-05	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	192.02
1292163	05/30/2019	LN-LIQ LIC ANNUAL PUB	11-10-00-53150 PUBLICATION FEES REIMBURSABLE	150.40
1292242	05/30/2019	LN-BOAT LAUNCH ATTENDANT	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	70.50
Total LAKE GENEVA REGIONAL NEWS:				1,195.05
LAKE GENEVA UTILITY				
207 CAPPELL	05/28/2019	207 CAPPELLA WAY	45-00-00-24520 WATER IMPACT FEES	1,690.00
207 CAPPELL	05/28/2019	207 CAPPELLA WAY	45-00-00-24530 SEWER IMPACT FEES	1,865.00
Total LAKE GENEVA UTILITY:				3,555.00
LAKESIDE INTERNATIONAL LLC				
2200789P	06/19/2019	BRAKES-TRK#26	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	158.01
Total LAKESIDE INTERNATIONAL LLC:				158.01
LAMPKE, REBEKAH				
GOVPAY-LAM	06/18/2019	LAMPKE-GOVPAY REFUND	11-00-00-46900 MISCELLANEOUS SALES	340.00
Total LAMPKE, REBEKAH:				340.00
LANGUAGE LINE SERVICES				
4553503	04/30/2019	INTERPRETER FEES-MAR	11-21-00-51400 PD INTERPRETERS FEES	6.53

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total LANGUAGE LINE SERVICES:				6.53
LARRY'S TOWING & RECOVERY				
30010	06/03/2019	GRASS CATCHERS-NEW MOW	11-52-00-52500 EQUIPMENT REPAIR SERVICES	550.00
3008	06/03/2019	WRIGHT TURF MOWERS	50-32-00-58000 DPW EQUIPMENT PURCHASES	16,308.00
5337	06/13/2019	TOWING-FORD F150	11-34-10-52900 CAR TOWING	165.00
Total LARRY'S TOWING & RECOVERY:				17,023.00
LASER WORKS UNLIMITED LLC				
1515	05/23/2019	PD PLAQUE-HOLWICK	11-21-00-53990 PD MISCELLANEOUS EXP	56.20
1516	05/23/2019	PFC PLAQUE-HOLWICK	11-21-00-51900 PFC COMMISSION EXPENSES	23.00
Total LASER WORKS UNLIMITED LLC:				79.20
MALEK & ASSOCIATES CONSULTANTS				
6006	06/15/2019	NORTHERN MGMT SPRINKLER	11-22-00-57500 SPRINKLER SYSTEMS EXPENSES	855.00
Total MALEK & ASSOCIATES CONSULTANTS:				855.00
MARSICANO, NIKKI				
REIMB 6/12/19	06/12/2019	STUDENT AWARDS	11-70-00-57800 AVIAN COMMITTEE EXPENSES	60.00
Total MARSICANO, NIKKI:				60.00
MIDWEST INDUSTRIES				
211131	06/17/2019	SWAT RIFLES (3);SNIPER RIFL	11-21-00-58100 EQUIPMENT OUTLAY	6,671.45
Total MIDWEST INDUSTRIES:				6,671.45
MIDWEST TAPE				
97390664	05/14/2019	YOUTH DVD	99-00-00-54110 LIBRARY YOUTH MATERIALS	25.49
Total MIDWEST TAPE:				25.49
MILLENNIUM				
19-90368-1	06/20/2019	ST LIGHT REPAIR-LOWER CEN	11-34-10-52610 STREET LIGHTS REPAIRS	222.86
Total MILLENNIUM:				222.86
NATL FIRE PROTECTION ASSOC				
7343935Y	10/02/2018	FIRE PREV BANNER	11-22-00-53990 FIRE MISCELLANEOUS EXP	80.41
Total NATL FIRE PROTECTION ASSOC:				80.41
NEXT DOOR PUB				
1593932	06/05/2019	PIZZA-FIREFIGHTERS	11-22-00-53990 FIRE MISCELLANEOUS EXP	122.96
Total NEXT DOOR PUB:				122.96
NORTHWIND PERENNIAL FARM				
8831	05/24/2019	GARDEN CARE-MAY	99-00-00-53600 LIBRARY BLDG MAINT SERVICES	345.00
Total NORTHWIND PERENNIAL FARM:				345.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
OFFICE DEPOT				
319910809001	05/24/2019	PARCHMENT PAPER,PENS	11-21-00-53100 PD OFFICE SUPPLIES	77.35
319911238001	05/24/2019	PENS,PENCILS,FOLDERS	11-21-00-53100 PD OFFICE SUPPLIES	68.82
319911239001	05/24/2019	FLASH DRIVES	11-21-00-53100 PD OFFICE SUPPLIES	31.95
324917038001	06/05/2019	POST-ITS,NOTEPADS,HIGHLIG	11-16-10-53100 CITY HALL OFFICE SUPPLIES	24.79
324917229001	06/05/2019	RED SHARPIE	11-15-10-53100 ACCTG OFFICE SUPPLIES	1.99
Total OFFICE DEPOT:				204.90
OFFICE PRO INC				
0347823-001	06/18/2019	FLOOR CLEANER,PADS	40-55-10-53500 BLDG MAINT SUPPLIES-UPPER RIV	120.25
Total OFFICE PRO INC:				120.25
PHILS ELECTRIC DRAIN SVC LLC				
051983	06/06/2019	DRAIN RODDING	99-00-00-53600 LIBRARY BLDG MAINT SERVICES	195.00
Total PHILS ELECTRIC DRAIN SVC LLC:				195.00
PULSE TECHNOLOGY PARTNERS LLC				
2448	05/29/2019	COMP MOUNT BRACKET	11-21-00-53610 PD EQUIP MAINT SERV COSTS	57.00
Total PULSE TECHNOLOGY PARTNERS LLC:				57.00
QUILL CORPORATION				
7585607	05/23/2019	COPY PAPER	11-21-00-53100 PD OFFICE SUPPLIES	149.95
7746340	05/31/2019	FILE FOLDERS	11-21-00-53100 PD OFFICE SUPPLIES	50.99
8081129	06/14/2019	TRAYS,DE MARKERS/BOARD	11-21-00-53100 PD OFFICE SUPPLIES	135.34
Total QUILL CORPORATION:				336.28
RAY O'HERRON CO INC				
1931066-IN	06/04/2019	UNIFORM-WISNIEWSKI	11-21-00-51380 PD UNIFORM ALLOWANCE	431.60
Total RAY O'HERRON CO INC:				431.60
REINDERS INC				
2912861-00	06/10/2019	PIPE,NOZZLE-IRRIGATION SYS	11-52-00-53520 GROUNDS MAINT SUPPLIES	53.10
2912926-00	06/11/2019	SPRINKLER/IRRIGATION SYS P	11-52-00-53520 GROUNDS MAINT SUPPLIES	95.55
Total REINDERS INC:				148.65
RHYME BUSINESS PRODUCTS				
24991144	06/17/2019	SHARP-MX-3070N-JUN	99-00-00-55320 LIBRARY EQUIP LEASES & MAINT	606.80
Total RHYME BUSINESS PRODUCTS:				606.80
ROLYAN BUOYS				
3671725	06/17/2019	BUOY WRAPS	40-52-10-52640 BUOYS & BOAT STALLS-REPAIRS	588.00
Total ROLYAN BUOYS:				588.00
ROTE OIL COMPANY				
1916500007	06/14/2019	264 GALS DYED DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	554.13
1916500008	06/14/2019	339.21 GALS CLEAR DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	817.16
1917600004	06/25/2019	165.9 GALS DYED DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	348.23
1917600005	06/25/2019	311.5 GALS CLEAR DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	750.40

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total ROTE OIL COMPANY:				2,469.92
SCHMIDT, HOLLY				
REFUND 6/1/1	06/01/2019	SCHMIDT-SEC DEP 6/1/19	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
REFUND 6/1/1	06/01/2019	SCHMIDT-SEC GRD,SETUP-6/1/	40-55-10-46740 UPPER RIVIERA REVENUE	251.25-
Total SCHMIDT, HOLLY:				748.75
SHRED-IT				
8127348325	05/22/2019	SHREDDING SVC-MAY	11-21-00-55310 COPY MACHINE & SHREDDING SVC	37.45
8127567845	06/22/2019	7-YR RECORDS PURGE	11-15-10-53100 ACCTG OFFICE SUPPLIES	371.42
8127567845	06/22/2019	7-YR RECORDS PURGE	11-16-10-53100 CITY HALL OFFICE SUPPLIES	371.43
Total SHRED-IT:				780.30
SIGNATURE SIGNS LLC				
5358	05/31/2019	CSO VEHICLE,BIKE LETTERING	11-21-00-53610 PD EQUIP MAINT SERV COSTS	437.00
5358	05/31/2019	"SEE SOMETHING?" SIGN	11-21-00-53160 CRIME PREVENTION PROGRAM	35.00
5367	06/21/2019	"PUBLIC WORKS"SIGN,LOGO D	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	164.14
Total SIGNATURE SIGNS LLC:				636.14
SOMAR TEK LLC/SOMAR ENTERPRISE				
101458	05/13/2019	UNIFORM-WARD	11-21-00-51380 PD UNIFORM ALLOWANCE	83.98
101465	05/17/2019	UNIFORM-RICHARDSON	11-21-00-51380 PD UNIFORM ALLOWANCE	44.99
Total SOMAR TEK LLC/SOMAR ENTERPRISE:				128.97
STATE BAR OF WISCONSIN				
5062950	05/23/2019	WI PUB RECORDS/OPEN MTG	11-21-00-53990 PD MISCELLANEOUS EXP	207.60
Total STATE BAR OF WISCONSIN:				207.60
STREICHERS				
1370407	05/29/2019	UNIFORM-DERRICK	11-21-00-51380 PD UNIFORM ALLOWANCE	46.98
1370701	05/31/2019	UNIFORM-BOULAND	11-21-00-51380 PD UNIFORM ALLOWANCE	73.75
1372742	06/13/2019	UNIFORM-RICHARDSON	11-21-00-51380 PD UNIFORM ALLOWANCE	209.00
Total STREICHERS:				329.73
TACTICAL MEDICAL SOLUTIONS INC				
INV104205	05/20/2019	BALLISTIC RESPONSE KITS	11-21-00-53420 PD SPECIAL EQUIPMENT	347.24
Total TACTICAL MEDICAL SOLUTIONS INC:				347.24
TAPCO				
I639852	06/14/2019	TRAFFIC LIGHT PARTS	11-34-10-52600 REPAIRS-TRAFFIC SIGNALS,ETC	2,100.74
Total TAPCO:				2,100.74
TIME WARNER CABLE				
718885501061	06/19/2019	INTERNET SVC-JUN	11-16-10-52210 CITY HALL TELEPHONE EXPENSE	89.66
Total TIME WARNER CABLE:				89.66

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
TIMM, PAUL				
7/25/19	06/30/2019	SPEAKING FEE-7/25/19	99-00-00-54150 LIBRARY PROGRAMS	75.00
Total TIMM, PAUL:				75.00
TOMMI'S GARDEN BLOOMS				
6/3/19	06/03/2019	DESECKI FUNERAL FLOWERS	40-55-20-53990 MISCELLANEOUS EXPENSES	50.00
Total TOMMI'S GARDEN BLOOMS:				50.00
TURNER, SETH/QUASS, NICOLETTE				
REFUND 6/15/	06/24/2019	TURNER/QUASS-SEC DEP 6/15/	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
REFUND 6/15/	06/24/2019	TURNER/QUASS-SEC GRD,SET	40-55-10-46740 UPPER RIVIERA REVENUE	354.00-
Total TURNER, SETH/QUASS, NICOLETTE:				646.00
UNIQUE MANAGEMENT SERVICES INC				
554488	06/01/2019	COLLECTION FEES-MAY	99-00-00-55100 LIBRARY SIRSI	44.75
Total UNIQUE MANAGEMENT SERVICES INC:				44.75
UNITED LABORATORIES				
INV258928	06/19/2019	CLEANING SUPPLIES	40-55-10-53500 BLDG MAINT SUPPLIES-UPPER RIV	325.74
INV259072	06/20/2019	DEODORIZER	11-52-00-53500 BLDG MAINT SUPPLIES-PARKS	167.40
Total UNITED LABORATORIES:				493.14
UNITED STATES TREASURY				
6/26/2019	06/26/2019	FORM 720 PCORI FEE-2019	11-10-20-51320 HEALTH AND DENTAL ADMIN CHGS	334.12
Total UNITED STATES TREASURY:				334.12
VILLAGE OF GENOA CITY				
1025	06/13/2019	BEACH TESTING-MAY	40-54-10-53620 BEACH MAINTENANCE SERVICE COS	120.00
Total VILLAGE OF GENOA CITY:				120.00
WAUKESHA CNTY TECH COLLEGE				
S0690239	05/28/2019	TRAINING-REYNOLDS	11-21-00-54100 PD TRAINING EXPENSES	125.00
Total WAUKESHA CNTY TECH COLLEGE:				125.00
WI CHIEFS OF POLICE ASOC				
EXAMS-4/22/1	04/22/2019	DISPATCH TESTS	11-21-00-54110 PD APPLICATION PROCESS	527.50
Total WI CHIEFS OF POLICE ASOC:				527.50
WI DEPT OF TRANSPORTATION				
395-00001312	05/31/2019	WISP TRNG-MCNEIL	11-21-00-54100 PD TRAINING EXPENSES	420.00
Total WI DEPT OF TRANSPORTATION:				420.00
WI ELEVATOR INSPECTION				
12693	06/10/2019	ANNUAL ELEV INSP	40-55-20-53600 RIV MAINTENANCE SERVICE COSTS	95.00
Total WI ELEVATOR INSPECTION:				95.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
WI LIBRARY ASSOCIATION				
6872	05/28/2019	MEMBERSHIP RENEWAL	99-00-00-53320 STAFF CONTINUING EDUCATION	205.80
Total WI LIBRARY ASSOCIATION:				205.80
WISCONSIN ARBORIST ASSOCIATION				
2019 WWA CO	06/24/2019	WAA CONF-FOSTER,SHEPPAR	11-32-13-54100 TRAINING & SEMINARS	215.00
Total WISCONSIN ARBORIST ASSOCIATION:				215.00
YARD DOGGS LLC				
1911	06/13/2019	MOWING VIOLATIONS-6/3-6/13	11-00-00-13920 MISC ACCOUNTS RECEIVABLE	750.00
Total YARD DOGGS LLC:				750.00
YMCA				
JUL/AUG PYM	07/01/2019	JUL/AUG PAYMENT	11-70-00-57600 YMCA-YOUTH ATHLETIC PROGRAM	9,180.00
Total YMCA:				9,180.00
Grand Totals:				153,863.53

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Batch = "190702","F90708","F90709","P90708","P90709","L90708","L90709"

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