



City of Lake Geneva, 626 Geneva St, Lake Geneva, WI 53147- 262.248.3673- [www.cityoflakegeneva.com](http://www.cityoflakegeneva.com)

**CITY OF LAKE GENEVA REGULAR COMMON COUNCIL**  
**MONDAY, SEPTEMBER 9, 2019 6:00 P.M.**  
**LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)**

**Members:**

Mayor Tom Hartz, Council President, John Halverson, Council Vice President, Cindy Flower,  
Alderspersons: Selena Proksa, Doug Skates, Tim Dunn, Ken Howell, Shari Straube, and Rich Hedlund

**AGENDA**

1. Mayor Hartz calls the meeting to order
2. Pledge of Allegiance – Alderperson Dunn
3. Roll Call
4. Awards, Presentations, Proclamations, and Announcements
  - a. 2019 National Assisted Living Week Proclamation
  - b. Presentation of Avian Committee Alliant Energy Bird Watching Kits
5. Re-consider business from previous meeting
6. 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
7. Acknowledgement of Correspondence
8. Approve Regular City Council Meeting minutes of August 26, 2019, as prepared and distributed
9. **CONSENT AGENDA**– *Recommended by Finance, Licensing and Regulation on September 3, 2019*  
Any item listed on the consent agenda may be removed at the request of any member of the Council. The request requires no second, is not discussed, and is not voted upon.
  - a. 2019-2021 Original & Renewal Operator License applications filed by various applicants as listed in packet
  - b. Approval of a Riviera Ballroom Lease Agreement Application filed by VISIT Lake Geneva to be used January 27, 2020 through February 2, 2020 for the event of Winterfest and a Street Banner Permit Application filed by VISIT Lake Geneva to be displayed January 1, 2020 through February 2, 2020 (*Fees for both applications to equal \$410*)
  - c. Event Permit Application filed by Lakeland Community Church for the event of Worship at the Park to be held on July 5, 2020 at 7:00 a.m. and 1:00 p.m. at Flat Iron Park

- d. Approval of waiver of fees for a Street Banner Permit Application filed by Lake Geneva Public Library to be displayed July 24, 2020 through August 9, 2020
  - e. Application for Alcohol License Premises Extension filed by Wal-Mart Stores East, LP d/b/a Wal-Mart #910, 201 S Edwards Blvd, Lake Geneva; to allow for outdoor point of alcohol sale for online grocery pickup services
  - f. Original Application for a Class “A” Intoxicating Liquor License Application and “Class A” Fermented Malt Beverage License Application filed by 1111 N Edwards Blvd, LLC d/b/a Fairfield Inn & Suites, Michelle Adkins, Agent, located at 1111 N Edwards Blvd, Lake Geneva, WI 53147
10. First Reading of **Ordinance 19-14** amending sections 74-187(2)(b), Operation on streets restricted, and 74-188(b), Compliance with traffic laws; license required, of Article V, Neighborhood Electric Vehicles, of Chapter 74, Traffic and Vehicles, of the City of Lake Geneva Municipal Code; relating to licensing and areas of operation

**11. Recommendation of the Finance, Licensing, and Regulation Committee of September 3, 2019- Ald Howell**

- a. Discussion/Action regarding donation of City of Lake Geneva Fire Department Ambulance to the City of Delavan
- b. Discussion/Action regarding **Resolution 19-R63** authorizing the carryover of 2018 Equipment Replacement Funds to the 2019 Equipment Replacement Fund Budget and authorizing additional 2019 purchases from the Equipment Replacement Fund
- c. Discussion/Action regarding **Resolution 19-R64** adopting a budget amendment authorizing the allocation of the Department of Public Works health insurance premiums to specific departments
- d. Discussion/Action regarding City of Lake Geneva Policy Regarding Issuance of Regular and Reserve Intoxicating Liquor Licenses
- e. Discussion/Action regarding City Staff Appreciation Party
- f. Discussion/Acceptance of September 3, 2019 Finance, Licensing, and Regulation Committee Payment Approval Report
- g. Discussion/Action regarding Vandewalle Proposal for Services in regards to Hillmoor Property Concept Plan *(Finance, Licensing, and Regulation Committee motion to approve failed 2-3, with Howell, Hedlund, and Halverson voting no; Motion by Motion Howell to refer to Council without recommendation, second by Skates. Motion carried 5-0.)*

12. **Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(e)** for the purposes of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified business whenever competitive or bargaining reasons require a closed session regarding: **Police Union Contract Negotiations**

13. **Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session**

**14. 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.*

**CITY OF LAKE GENEVA**

# **Proclamation**

*Whereas, the number of elderly and disabled Americans is dramatically increasing;*

*Whereas, assisted living is a long-term care service that fosters choice, dignity, independence and autonomy in our elderly nationwide;*

*Whereas, the National Center for Assisted Living proudly created National Assisted Living Week®;*

*Whereas, the theme of National Assisted Living Week 2019 is “A Spark of Creativity”. The theme aims to inspire residents and staff to tap into their creative side, whether through the arts or beyond. Creativity can improve cognitive and sensory-motor function, fosters self-esteem, and enhances social skills.*

*Now, Therefore, I, Mayor Thomas Hartz, proclaim the week of September 8-14, 2019, as*

***National Assisted Living Week®***

*in the City of Lake Geneva, State of Wisconsin. I urge all citizens to visit friends, and loved ones who reside at these facilities and to learn more about assisted living services and how they benefit our communities.*

*In Witness Whereof, I have hereunto set my hand and caused to be affixed the official seal of the City of Lake Geneva, Walworth County, State of Wisconsin, this 9th day of September, 2019.*

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***Tom Hartz, Mayor***

ATTEST:

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***Lana Kropf, City Clerk***

**CITY OF LAKE GENEVA REGULAR COMMON COUNCIL MINUTES**  
**MONDAY, AUGUST 26, 2019 6:00 P.M.**  
**LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)**

**Members:** Mayor Tom Hartz, Council President, John Halverson, Council Vice President, Cindy Flower, Alderpersons: Selena Proksa, Doug Skates, Tim Dunn, Ken Howell, Shari Straube, and Rich Hedlund

Mayor Hartz called the meeting to order at 6:00 p.m.

Aldersperson Skates led the Council in the Pledge of Allegiance.

**Roll Call**

**Present:** Proksa, Skates, Dunn, Flower, Straube, Halverson, Hedlund, and Howell

**Absent:** None

**Awards, Presentations, Proclamations, and Announcements**

Motion by Heldund to suspend the rules and move the presentation later on the agenda, second by Skates. Motion carried 4-0.

**Presentation of 2018 City of Lake Geneva Audit and Management Letter**

This item is to be presented later in the meeting.

**Re-consider business from previous meeting**

None

**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**

Terry O'Neil; 834 George St; Spoke in regards to the delay of the City receiving the 2018 Audit.

Charlene Klein; 817 Wisconsin St; Spoke in favor of the Conditional Use Permit for 882 Geneva St and the preservation of that building.

**Acknowledgement of Correspondence**

Clerk Kropf noted that there wasn't correspondence to acknowledge.

**Approve Regular City Council Meeting minutes of August 12, 2019, as prepared and distributed**

Motion by Proksa to approve the minutes of the August 12, 2019 Regular City Council Meeting, second by Skates. No discussion. Motion carried 8-0.

**CONSENT AGENDA– Recommended by Finance, Licensing and Regulation on August 20, 2019**

**Any item listed on the consent agenda may be removed at the request of any member of the Council. The request requires no second, is not discussed, and is not voted upon.**

**-2019-2021 Original & Renewal Operator License applications filed by various applicants as listed in packet**

**-Temporary Class "B" / "Class B" Retailer's License Application filed by VISIT Lake Geneva for the event of the Winterfest Showcase to be held on January 30, 2020 at the Riviera Ballroom, 812 Wrigley Dr, Lake Geneva, WI**

**-Temporary Operator License Application filed by Shawni Mutter to be used at the Winterfest Showcase to be held January 30, 2020 at the Riviera Ballroom, 812 Wrigley Dr, Lake Geneva, WI**

-Event Permit Application filed by VISIT Lake Geneva for the event of the 44<sup>th</sup> Electric Christmas Parade to be held December 7, 2019 from 3:00 p.m. to 6:30 p.m. on Broad Street and Main Street of Downtown

-Event Permit Application filed by Dakota, INC for the event of Fat Tire Ride to be held September 14, 2019 in the parking lot behind Champ's Bar & Grill

-Event Permit Application & Fireworks Display Application filed by Shannon Previte for the event of Badger High School Homecoming Fireworks Display to be held October 11, 2019 at Badger High School from 6:00 p.m. to 10:00 p.m.

-Event Permit Application filed by Carlie Blackman for the event of Semper Running Half Marathon to be held July 11, 2020 located at South Lake Shore Drive ending at Seminary Park from 5:00 a.m. to Noon (*Approval of permit with conditions identified by the Fire Department*)

-Temporary Class "B" / "Class B" Retailer's License Application filed by Lot of Love, Inc for the event of Falz Fest to be used on September 20, 2019 at 965 Wells St, Lake Geneva, WI

Motion by Howell to approve the consent agenda, second by Heldund. Motion carried 8-0.

Second Reading of Ordinance 19-13 an ordinance amending Chapter II, Administration, Article V, Boards and Commissions, Division Six, Plan Commission, Section 2-313, Composition, of the City of Lake Geneva Municipal Code; eliminating the Building and Zoning Administrator as a voting member of the Plan Commission  
Mayor Hartz offered ordinance 19-13 as a first reading.

Motion by Howell to approve Ordinance 19-13, second by Proksa. Howell noted that most communities do not have the Zoning Administrator serve on the Plan Commission and they he requested that he be removed. Mayor Hartz noted that he would offer some grammatical changes and the new language would read: "The membership shall include the Mayor, the President of the Board of Park Commissioners, one Alderman, and four residents."

Motion by Skates to amend the motion to accept the language changes offered by the Mayor, second by Hedlund. Dunn asked why there was only one alderman on the Council and questioned what happens if that alderman wasn't there. Skates noted that the Mayor is in attendance along with City staff. If for some reason the alderman appointed to the Plan Commission couldn't attend a meeting there would be others present to present information to the Council.

Motion to amend was read and the motion carried 8-0.

Original motion as amended, carried 8-0.

Discussion/Action regarding Resolution 19-R62 authorizing the receipt of the 2018 City of Lake Geneva Annual Financial Report and Management Letter

Motion by Hedlund to suspend the rules to move this later on the agenda, second by Skates. No discussion. Motion carried 8-0.

### **Recommendation of the Finance, Licensing, and Regulation Committee of August 20, 2019- Ald Howell**

Discussion/Action regarding donation of City of Lake Geneva Fire Department Ambulance to the City of Delavan

Motion by Howell to approve, second by Halverson. Mayor Hartz noted that it would be proper to have a letter from the Fire Department or the Police & Fire Commission explaining the current value of the ambulance before the Council votes to donate it.

Motion by Halverson to continue to the next meeting, second by Flower. Motion carried 8-0.

Discussion/Action regarding setting a date and time for Annual City of Lake Geneva Trick or Treating for 2019 (*The 2018 date and time was October 31, 2018 from 5:00 p.m. to 7:00 p.m.*)

Motion by Howell to hold the Trick or Treating on Sunday, October 27, 2019 prior to Halloween from Noon to 4:00 p.m., second by Hedlund. Dunn noted that the City of Cedarburg holds holiday events on both the Sunday before Halloween and on the day itself; this is something that the City could look into for the future.

Proksa noted that she is favor of having the Trick or Treating on the Sunday but maybe offered that there be some later hours for the older children. Motion carried 6-2, with Straube and Skates voting no.

Discussion/Action regarding City of Lake Geneva Garbage and Recycling RFP and of possible contract extension with John's Disposal

Motion by Howell to approve a five-year contract extension with John's Disposal, second by Hedlund. Mayor Hartz noted that the City Attorney had not reviewed this extension and asked that this item be continued.

Motion by Heldund to continue this item, second by Halverson. Motion carried 8-0.

Discussion/Acceptance of August 20, 2019 Finance, Licensing, and Regulation Committee Payment Approval Report

Motion by Howell to accept, second by Hedlund. No discussion. Motion carried 8-0.

**Recommendation of the Planning Commission of August 19, 2019- Ald Skates**

Discussion/Action regarding an application submitted by Daniel & Andrea Pether for Extraterritorial Zoning (ETZ) land division creating a new CSM located at N2957 Marshall Ln. Lake Geneva, located in the Town of Geneva, creating a lot line adjustment Tax Key No. JA396100002

Motion by Skates to approve, second by Proksa. No discussion. Motion carried 8-0.

Discussion/Action regarding Resolution 19-R59 authorizing the issuance of a Conditional Use Permit (CUP) filed by Thomas & Kathy George, 3380 S. Lake Shore Dr. Delavan 53115, to allow Outdoor Commercial Entertainment land use for the business located at 882 Geneva Street, located in the Central Business (CB) zoning district, Tax Key Nos. ZOP00252

Motion by Skates to approve, second by Straube. Flower applauded the Georges for their work and questioned if 10 p.m. was too late for outside commercial entertainment. Mayor noted that they will not have music and that the outdoor area will be used for patrons to have coffee and dessert. Motion carried 8-0.

Discussion/Action regarding Resolution 19-R60 authorizing the issuance of a Conditional Use Permit (CUP) filed by Jonathan Grosso, 4209 W. Stonefield Rd. Mequon, WI 53902, to allow for the installation of a 95' pier located at 950 Mariane Terrace, located in the Estate Residential -1 (ER-1) zoning district, Tax Key Nos. ZSY00015

Motion by Skates to approve, second by Hedlund. Skates noted that there was already DNR approval for this request. Motion carried 8-0.

Discussion/Action regarding Resolution 19-R61 authorizing the issuance of a Conditional Use Permit (CUP) filed by CDS Investments LLC, 1840 International Parkway, Woodridge, IL. 60517, to allow for the raze and rebuild a new single family home located at 1550 Lake Shore Dr. located within the Estate Residential – 1 (ER-1) zoning district, Tax Key No. ZLM00048

Motion by Skates to approve, second by Halverson. Mayor Hartz noted that the original application was to do a renovation, but found that a lot of the house is concrete. This finding would be cost prohibitive so the easier solution would be to raze the building itself. Motion carried 8-0.

**Mayoral Appointment of Kelley Happ to the Avian Committee for a term to expire May 1, 2021**

Motion by Proksa to approve, second by Skates. No discussion. Motion carried 8-0.

Motion by Hedlund to suspend the rules to allow Mr. Maccoux to address the Council, second by Halverson.

Discussion/Action regarding Resolution 19-R62 authorizing the receipt of the 2018 City of Lake Geneva Annual Financial Report and Management Letter

Dave Maccoux from Clifton Larson Allen LLP addressed the Council regarding the City's 2018 Audit and Management Letter. Mr. Maccoux noted that the delay in the City receiving the completed audit was due to working with the City actuary. Maccoux noted that the City and the Utility have very little debt in comparison to the assets. He indicated that this shows the City to be very healthy. Halverson questioned why the delay in receiving this report and that a citizen had noted that there were numerical values placed on audits for how healthy or unhealthy they are and if that was correct. Mr. Maccoux reiterated that the delay was due to the standard changes and that they were still finalizing with the actuary. Maccoux further noted that there isn't a "numeric value" given to an audit based on the outcome that he is aware of.

He then proceeded to review the management letter. He added that the City did do a good job on segregating the duties between the City and Utility Commission however since those changes were made mid-year and not the whole year, they still needed to identify that segregation of duties as an area to work on.

Motion by Hedlund to approve Resolution 19-R62, second by Flower. Hedlund thanked Finance Director Hall for doing an exceptional job. Motion carried 8-0.

**Adjournment**

Motion by Skates to adjourn, second by Proksa. Motion carried 8-0. The meeting adjourned at 7:07 p.m.

**Provisional License:**

Brianna Cole  
Eileen Nowak

**Original License:**

Brianna Cole  
Eileen Nowak

**Renewal Operator:**

requesting waiver of fees



Receipt No. \_\_\_\_\_

Date 7/10/19

### Riviera Ballroom Lease Agreement

Date of Event: January 27<sup>th</sup> - February 2nd

Hours (limited to between 10 am & 1 am):

Name of Group or Individual(s): VISIT Lake Geneva

Person(s) Responsible: Shawni Mutter

Address: 507 Center St  
Lake Geneva, WI 53147

Phone Number: \_\_\_\_\_ & Number: -

Email:

Event Type: Winterfest

Estimated number of guests attending (maximum capacity - 380): 380

Admission to be charged?  Yes /  No Liquor to be served?  Yes /  No

↳ yes, on Jan 31

Lease, made this 10<sup>th</sup> day of July, 20 19 between the City of Lake Geneva, a municipal corporation, Lessee, hereinafter referred to as the "City" and VISIT Lake Geneva hereinafter referred to as "Lessee."

**Recitals:**

1. The City is the sole owner of the described premises and desires to lease the premises to a suitable lessee.
2. Lessee desires to lease the below described premises.
3. The parties desire to enter into a lease agreement defining their rights, duties and liabilities relating to the premises.

1. Lease Premises: The City hereby leases to Lessee the top floor of the Riviera building on Geneva Lake, located at 812 Wrigley Drive in the City of Lake Geneva, also known as the Riviera Ballroom.

2. Term and Rental Fee: Rental fee is for up to a maximum eight (8) hour period and is due four (4) weeks prior to the event. The lease period begins when guests arrive. Any time in excess of eight (8) hours or after 1:00 a.m. will be charged at \$400 per hour and deducted from the security deposit. Lessee shall pay in, addition to the rental fee the hourly rate of \$20 for all necessary set-up and an hourly rate for security personnel. This will be deducted from the security deposit. Any time needed prior to the arrival of guests is considered set-up time.

Rental rates (effective 9/1/15)

Lake Geneva Resident \$2,500.00

- For a wedding, this rate applies only to the bride, groom, or parents of the bride or groom who live full-time within the city limits of Lake Geneva.
- For other bookings, the Lessee must live full-time within the city limits of Lake Geneva and event must be for immediate family (parent or child) of resident Lessee.

Non-Resident \$3,000.00

Non- Profit Organizations\* \$400.00

Week Days: Monday – Thursday (Non-Holiday) \$500.00

\*Please refer to the Riviera policy concerning non-profit organizations, schools, and civic groups for rules concerning this rate.

The City leases the above described premises for a term of up to eight (8) hours from:

(time) \_\_\_\_\_ (date & year) \_\_\_\_\_

To

(time) \_\_\_\_\_ (date & year) \_\_\_\_\_

} varies by day

\$400.00 per hour will be charged for any occupancy exceeding the above specified time. Lessee hereby requests to lease the premises for an additional \_\_\_\_\_ hours

from \_\_\_\_\_ to \_\_\_\_\_ (indicate time). The parties agree and understand that rent for such term shall be the sum of \$ \_\_\_\_\_ dollars. **Rent shall be due and payable in full by 4:00 p.m. no later than four weeks prior to rental.** Payment shall be made to the City of Lake Geneva.

3. Security Deposit: In addition to the rent set forth above the lessee shall pay a security deposit in the amount of \$1000.00. The City and Lessee agree that such security deposit shall be held by the City and may be applied to property damage to the premises, if any, resulting during the term of this lease or otherwise caused by the Lessee, his agents, employees or guests. Nothing in this section shall foreclose

the City from, in addition to withholding the security deposit, seeking further action to recover damages or deficiencies from Lessee, his agents, employees or guests for damages to the leased premises.

4. Use: It is understood and agreed that Lessee's use of the premises shall be for the purpose of Wintorrest Events. Lessee shall not use nor shall he or she allow the use of the premises, or any part thereof, in any manner which is unlawful, immoral, disreputable, including, but not limited to, the following: gambling, contributing to the delinquency of minors, nude dancing and the use of fireworks.
5. Vendors: The lessee agrees to use caterers, beverage services, and rental companies from the Riviera Preferred Vendors List for their event. A vendor fee of 20% of the total bill (excluding tax and gratuity) will be charged for vendors not on the Preferred Vendor List. All other services i.e. Florists, DJ's etc. will be up to the Lessee and no fee will be charged.
6. Indemnity: Lessee shall indemnify the City and hold it harmless for all expenses, liability and claims of every kind, including reasonable attorney's fees, by or on behalf of any person or entity or arising out of (1) a failure of Lessee to perform any term or condition of this lease; (2) any injury or damage happening on or about the premises; (3) a failure of Lessee to comply with any law of any governmental authority; (4) any third party agreements or contracts to provide goods or services for the direct or indirect benefit of the Lessee; or (5) any other circumstance or condition not resulting as a result of the negligence or intentional act of the City, its agents and employees.
7. Stolen or Lost Property: Notwithstanding the provisions of Section 5 herein, Lessee agrees to hold the City harmless for any loss, theft or damage of or to personal property. Lessee has the responsibility of inspecting the premises prior to the close of the lease term for personal property which was lost, misplaced or left behind. Any personal property or fixture remaining at the close of the lease term shall be considered abandoned and shall become property of the City.
8. Surrender of Possession: Lessee shall, upon the close of the lease term, or earlier, peaceably and quietly surrender and deliver the premises to the City free of all liens and encumbrances.
9. Assignment: It is understood and agreed that Lessee shall not assign, sub-lease or in any way encumber the premises, nor shall this lease be transferred by operation of law, without prior written consent of the City.
10. Access to the Premises: Lessee shall allow the City, its agents and employees to enter the premises at reasonable times and in a reasonable manner so as not to disrupt Lessee's use of the premises to inspect the premises to determine whether performance is in accord with the lease terms and conditions.

11. Riviera Security Personnel: Lessee shall allow two (2) employees of the City bearing identification tags with the words "Riviera Personnel" to be present and move freely through the premises during the lease term to make certain no terms or conditions of the lease are being violated. Such Riviera personnel shall also ask persons not authorized by Lessee to be present during the Lease term to leave and will call the police if necessary to assist in the control of guests of Lessee. Riviera personnel shall ask the lessee to announce last call and close down the bar one and a half hours and the DJ one hour before the end of the rental time. The Riviera personnel will assist the Lessee in matters of a custodial or maintenance to ensure a clean and safe environment.

Such personnel shall be bonded at the expense of the City. A third security guard is required for parties larger than 250 guests (maximum capacity is 380).

12. Lessee shall pay, in addition to the rental fee, the hourly rate for necessary set-up and security personnel scheduled for the event. The hourly rate can be obtained from the City Clerk's office. Current hourly rate is \$20.00 for set-up and \$12.75 during the event, and is deducted from the security deposit.

13. Remedies of the City and Liquidated Damages: In the event of breach of any of the terms and conditions of this lease by Lessee, the City, at its option, may treat this lease as null and void, accept the security deposit as liquidated damages, accept the security deposit as partial payment of damages and sue for any deficiency or invoke any remedy available to it under law or equity.

14. Cancellation: A cancellation fee of \$100 will be charged for all cancellations 180 days or more prior to the reserved date; the entire deposit will be forfeited if notified less than 180 days prior to the reserved date. Cancellations must be made in writing.

15. Model Release: It is agreed that The Riviera/City of Lake Geneva staff may display and use any photographs taken for advertising and marketing in ways thought proper by the City of Lake Geneva. For client privacy, last names may be obscured if requested.

16. Rules: Lessee hereby acknowledges receipt of the Rules governing the rental of the Riviera. (\*See attached procedures checklist & Usage Rules). Lessee agrees to abide by and follow each and all of said rules regarding the use of the premises. Lessee further agrees that he or she shall be liable for any and all damages incurred as a result of violation of these rules. Failure to abide by the subject rules will be considered a breach of this lease.

I acknowledge that I have received, have read and understand the Riviera Ballroom Procedures & Usage Rules and agree to the provisions therein.

Initial SM

16. Please mail the Riviera Ballroom Lease and \$1,000.00 security deposit to:

Riviera Facilities Coordinator  
City of Lake Geneva  
626 Geneva Street  
Lake Geneva, WI 53147

Note: We accept credit cards with ONLINE payments only. If paying by check with this agreement, please make check payable to City of Lake Geneva.

The security deposit refund will be paid to and mailed to the Lessee below:

Shawni Mutter

Signature of Lessee

527 Center St

Address

Lake Geneva, WI 53147

City, State, Zip

7/10/19

Date

emailed to Stephani Copry to hold

For the City of Lake Geneva

7/10/19

Date

## Winterfest

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2018</u>	<u>2019 Fees</u>
	<u>Fees Charged</u>	<u>Fees Charged</u>	<u>Potential Fees</u>	<u>Fees Charged</u>	<u>Charged</u>
<b><u>Park Reservation Permit</u></b>					
Application Fee	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	n/a
Security Deposit	\$ -	\$ -	\$ -	\$ -	
Park Reservation Fee	\$ 105.00	\$ 105.00	\$ 735.00	\$ -	
Brunk Pavilion Rental	\$ -	\$ -	\$ 500.00	\$ -	
<b><u>Street Use</u></b>					
Application Fee	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	n/a
Permit Fee - Events lasting 2 days or less	\$ 40.00	\$ 40.00	\$ 40.00	\$ -	
Barricades	\$ 45.00	\$ 45.00	\$ 45.00	\$ -	
Barricade Security Deposit	\$ -	\$ -	\$ -	\$ -	
<b><u>Beach Reservation Permit</u></b>					
Application Fee	\$ 52.00	\$ 25.00	\$ 25.00	\$ 25.00	n/a
Security Deposit	\$ -	\$ -	\$ -	\$ -	
Beach Reservation Fee	\$ 105.00	\$ 105.00	\$ 210.00	\$ 105.00	
<b><u>Riviera Ballroom Usage</u></b>					
Security Deposit	\$ -	\$ -	\$ -	\$ -	
Riviera Usage	\$ -	\$ -	\$ 2,800.00	\$ 0.00	
<b><u>Temporary Class B Retailer's License</u></b>					
Fee - per State Statute			\$ 10.00	\$ 10.00	
<b><u>Street Banner Display Permit</u></b>					
Street Banner Display Permit	\$ -	\$ -	\$ 960.00	\$ 220.00	
<b>TOTAL</b>	<b>\$397.00</b>	<b>\$370.00</b>	<b>\$ 5,375.00</b>	<b>\$ 410.00</b>	



July 10<sup>th</sup>, 2019

Mr. David Nord  
City Administrator  
City of Lake Geneva  
626 Geneva Street  
Lake Geneva, WI 53147

Dear Mr. Nord,

This letter is our formal request of the Lake Geneva City Council to have the Winterfest banner fees waived for the 25th Winterfest and U.S. National Snow Sculpting Championship, a popular winter tradition that is free for Lake Geneva residents and the general public.

We are requesting the 2020 Winterfest banners be displayed from January 1st – February 2nd, 2020 or as earlier if the Santa Cruise Banners are taken down. The 2020 Winterfest banners will have a seasonal winter theme to highlight the festivities and brand Lake Geneva as a winter destination to stay, play, shop, and dine.

As in past years, this event would not be possible without the support of the City of Lake Geneva. We are grateful for your continued support and will brand the Winterfest banners with City of Lake Geneva logo to provide a greater return on your investment into this legacy event. We are respectfully requesting that the permit fees for the 25th Winterfest and U.S. National Snow Sculpting Competition banners be waived.

Sincerely,

A handwritten signature in cursive script that reads "Shawni Mutter".

Shawni Mutter  
Event Manager  
VISIT Lake Geneva

# CITY OF LAKE GENEVA STREET BANNER DISPLAY APPLICATION

PLEASE FILL IN ALL BLANKS COMPLETELY.  
A FEE OF \$1.00 PER BANNER PER DAY SHALL BE PAID, IN ADVANCE,  
FOR THE HANGING AND REMOVAL OF BANNERS BY CITY  
PERSONNEL.

## BANNER INFORMATION

Contact Name: Shawni Mutter

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

Organization Name: VISIT Lake Geneva

Mailing Address: 527 Center St

City, State, Zip: Lake Geneva, WI 53147

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Number of Banners to be displayed: 11

Dates for Banners to be displayed: Jan 1<sup>st</sup>, 2020 - Feb 2<sup>nd</sup>, 2020

Preferred Location (if available): \_\_\_\_\_

Special Notes or Requests: \_\_\_\_\_

Are the Banners to be displayed new, or have they been previously displayed?

NEW

PREVIOUSLY DISPLAYED

If the Banners to be displayed are new, a sketch must be submitted prior to production.  
One copy of the Banner should be submitted for approval.

**Total Fee:** Number of Banners 11 X Number of Days 33 = \$ 363.00  
(Total fee is based on \$1.00 per banner for each day it is displayed)

THE UNDERSIGNED HEREBY CERTIFIES THAT I HAVE READ AND UNDERSTAND THE CITY OF LAKE GENEVA ORDINANCE REGARDING THE DISPLAY OF BANNERS. THE UNDERSIGNED FURTHER CERTIFIES THAT I HAVE PAID ANY FEES ASSOCIATED WITH THIS DISPLAY TO THE CITY UPON APPLICATION.

Shawni Muttz DATE: 7/10/19  
SIGNATURE OF APPLICANT

*For Office Use Only*

Date Filed with Clerk: 7/10/19  
Receipt Number: Requesting Waiver of Fees  
Total Amount: \$ 363.00

Forwarded to City Administrator: 7/10/19  
Recommendation: Approved Denied for waiver of fee  
*Banners*

City Administrator Signature: [Signature]

If denied, a refund less the \$10.00 processing fee will be returned to the applicant.

Copied To: Street Department

CITY OF LAKE GENEVA - EVENT PERMIT APPLICATION

Please fill in all blanks completely, as incomplete applications will be rejected. Applications must be submitted AT LEAST 4 WEEKS prior to the proposed event date(s).

Section I. APPLICANT INFORMATION

NAME OF APPLICANT: Richard Holt

NAME OF EVENT ORGANIZER/PRODUCER: Worship at the Park

PRODUCTION COMPANY/ORGANIZATION: Lakeland Community Church

FEDERAL TAX ID:

STREET ADDRESS:

APT. UNIT OR SUITE #:

CITY: N3181 Hwy. 67

STATE: WI

ZIP CODE: 53147

E-MAIL ADDRESS: richard@lakeland.church

DAYTIME PHONE

Are you a  For Profit or  Non-profit Organization 501(c)3?

EIN # (Tax Exempt Number): 39-1966642

\*ALL non-profits must present a copy of their current Tax ID - EIN #.

Section II. EVENT INFORMATION

Public Assembly Permit - \* Non-profit (No Charge), Otherwise FEE \$25 per day (Meet one or more criteria) Single day event use of City of Lake Geneva facilities with NO street, parking or intersection closures, attendance under 1,000, NO serving of alcohol in public space.

Block Parties or use of Gazebo for 1 Hour Photo Ops: \* Non-profit (No Charge), Otherwise FEE \$75.00 Small event limited to one street with 4 barricades in a neighborhood or gazebo in Flat Iron Park.

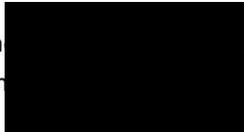
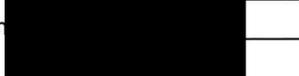
Tier 1 Events: \* Non-profit (No Charge), Otherwise FEE \$250 (Meet one or more criteria) Rolling closure of streets, public walkway, limited parking stalls or intersection closures that do not impact public use, attendance of 1,000 to 3,000, four (4) hours or less of alcohol sales or serving, majority use of a city park(s), or other municipal facility.

Tier 2 Events: \* Non-profit (No Charge), Otherwise FEE \$500 (Meets one or more criteria) Non-profit or not-for-profit organization offering multiple-day events, attendance of more than 3,000+, more than four (4) hours of alcohol sales or serving, and/or exclusive use of City park(s), street(s), limited parking stalls, or other municipal facility.

Note: Seminary (includes the use of the Shelter) and Flat Iron Park (includes the use of Brunk Pavilion) have 3 available picnic tables and 10 benches which you can select as part of your event permit. Any additional picnic tables, benches, or barricades needed should be directed to a rental company.

1. Title of Event: Worship in the Park  
2. Date(s) of Event: July 5, 2020  
3. Location(s) of Event: Flat Iron Park  
4. Hours: 7:00 AM & 1:00 PM

Note: Start Time & End Time

5. Event Chair/Contact Person: Richard Holt Phone   
6. Day of Event Contact Name: Josh Stecker Phone 

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

8. Will you charge an admission fee?  Yes  No

9. Estimated Attendance Number: 1,200

10. Basis for estimate: Previous Year's Attendance

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

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

12. Will there be any animals?  Yes  No

If yes, what type and how many: \_\_\_\_\_

13. Attach a detailed description of proposed event with map of the exact location of the event and/or route.

14. Description of plan for handling refuse collection and after-event clean-up:  
Trash will be picked up during and after event. We strive for excellence, therefore, the plan is to leave location in great location.

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

16. Will there be fireworks or pyrotechnics at your event?  Yes  No  
If yes, please attach a fireworks display permit or application.

17. Will your event include the sale of beer and/or wine?  Yes  No  
If yes, please attach a completed Temporary Alcohol License & Temporary Operator License Application.

18. Will you or any other vendors be selling food or merchandise?  Yes  No  
If yes, please attach list of proposed vendors, including business name and type of food/merchandise sold.

19. Do you intend to use the available picnic tables and benches in the location?  Yes  No

**Section III. STREET USE**

Check if this section does not apply.

Required for any event using a public street. Per Sec. 62-243 of the municipal code, this application must include the following attachments:

- Certificate of Comprehensive General Liability Insurance with the City, its employees and agents as additional insured with coverage for contractual liability with minimum limits of \$500,000 per occurrence for bodily injury and property damage limits of \$250,000 per occurrence.
- Petition signed by more than half of the residential dwelling units and/or commercial units residing along that portion of the street designated for the proposed use or whose property is denied access by virtue of the granting of the permit.

1. Description of the portion(s) of road(s) to be used:  
*Road closures must include rental of barricades, please work with our Street Dept.*
2. Will any parking stalls be used or blocked during the event?  Yes  No

Date(s) of use: \_\_\_\_\_  
 Total Number of Parking Stalls Request: \_\_\_\_\_  
 Parking Stall Number(s) and Location: \_\_\_\_\_  
 \_\_\_\_\_

3. Description of signage to be used during event:

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

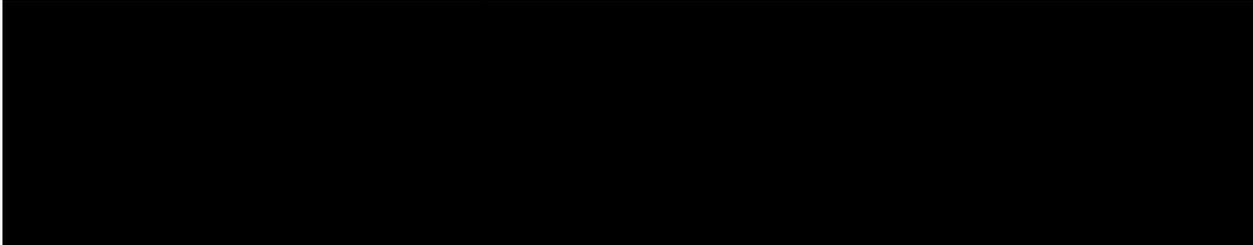
**Anticipated Services**

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

- Electricity Explain: Sound System provided, therefore, electricity needed
- Water Explain: N/A
- Traffic Control Explain: N/A
- Police Services Explain: N/A
- Fire/EMS Services Explain: N/A
- Other Explain: Pavilion at Flat Iron will be used

**\*Please note:** The City of Lake Geneva, the Police Department and/or Fire Department have the right to cancel an event due to inclement weather or any safety risk.

**ALL PARKS & PUBLIC SPACES:** *must be left the way they were originally found. A credit card is required to be held should the park/public space incur damage or not be picked up.*



*The applicant for her/himself and for other persons, organizations, firms and corporations, if any listed in this application, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, fully save and hold harmless and defend, the CITY OF LAKE GENEVA, a Wisconsin Municipal Corporation located in the Walworth County, and each and every of its elected and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or expenses of whatsoever kind and nature including counsel or attorneys' fees, which I have or may, at any time, incur or sustain arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, omissions, incidents, activities and transactions, of whatever kind and nature, direct or indirect, of mine own and those of or by the CITY OF LAKE GENEVA, and each and every of its elected and appointed officials, employees, representatives, and agents, regardless of when or where, occurring or arising from this event.*

**Applicant's Signature:** Richard Holt Digitally signed by Richard Holt  
Date: 2019.07.31 15:29:14 -0500 **Date:** 07/31/19

For Office Use Only

Date Filed with Clerk: 8/7/19 Payment with Application: \$ N/A Receipt: \_\_\_\_\_

\*Circulation required to the following Departments:

Department:                      Date:                      Circulated:

City Clerk/Administrator                        
Notes: [Signature]

Police Chief                        
Notes: [Signature]

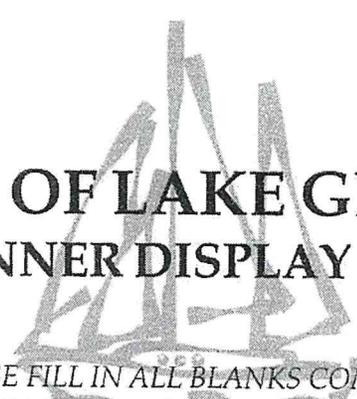
Fire Chief                        
Notes: \_\_\_\_\_

Street Dept                        
Notes: [Signature]

Parking Dept                        
Notes: \_\_\_\_\_

Piers, Harbors & Lakefront                        
Notes: \_\_\_\_\_

FL&R: Meeting Date: \_\_\_\_\_   
Council: Meeting Date: \_\_\_\_\_



# CITY OF LAKE GENEVA

## STREET BANNER DISPLAY APPLICATION

PLEASE FILL IN ALL BLANKS COMPLETELY.  
A FEE OF \$1.00 PER BANNER PER DAY SHALL BE PAID, IN ADVANCE,  
FOR THE HANGING AND REMOVAL OF BANNERS BY CITY  
PERSONNEL.

### BANNER INFORMATION

Contact Name: Emily Kornak

Contact Phone: 262-249-5283

Organization Name: Lake Geneva Public Library

Mailing Address: 918 W Main Street

City, State, Zip: Lake Geneva WI 53147

Phone: 262-249-5283 Email: ekornak@lakegeneva.lib.wi.us

Number of Banners to be displayed: 2

Dates for Banners to be displayed: July 24, 2020 - August 9, 2020

Preferred Location (if available): Downtown LG closer to the library

Special Notes or Requests: Requesting waiver of fees - library event

Are the Banners to be displayed new, or have they been previously displayed?

NEW

PREVIOUSLY DISPLAYED

If the Banners to be displayed are new, a sketch must be submitted prior to production.  
One copy of the Banner should be submitted for approval.

**Total Fee:** Number of Banners \_\_\_\_\_ X Number of Days \_\_\_\_\_ = \$ \_\_\_\_\_  
(Total fee is based on \$1.00 per banner for each day it is displayed)

THE UNDERSIGNED HEREBY CERTIFIES THAT I HAVE READ AND UNDERSTAND THE CITY OF LAKE GENEVA ORDINANCE REGARDING THE DISPLAY OF BANNERS. THE UNDERSIGNED FURTHER CERTIFIES THAT I HAVE PAID ANY FEES ASSOCIATED WITH THIS DISPLAY TO THE CITY UPON APPLICATION.

Emily Kormanik DATE: 7/23/2019  
SIGNATURE OF APPLICANT

*For Office Use Only*

Date Filed with Clerk: 7/29/19  
Receipt Number: N/A  
Total Amount: \_\_\_\_\_

Forwarded to City Administrator: [Signature]  
Recommendation:  Approved  Denied

City Administrator Signature: [Signature]

If denied, a refund less the \$10.00 processing fee will be returned to the applicant.

Copied To: Street Department



# 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 checked="" 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: Wal-Mart Stores East, LP

Establishment Name: Walmart #910

Address: 201 S. Edwards Boulevard, Lake Geneva, WI 53147

Alcohol License No.: ACombo 16 Phone: (262) 248-2266

Describe area of premises extension:

Stalls and/or canopy locations in parking lot specifically designated for online grocery pickup. Complete premises description to read as follows: 1 room, 1 story, approx. 188,249 sq. ft. including stalls and/or canopy locations in parking lot specifically designated for online grocery pickup. Product is located in coolers and on shelves and end caps in grocery department and displayed in seasonal aisles and main aisle in grocery. Overstock of beer is located on pallets in receiving area; overstock of alcohol is located in locked room in receiving area (managers and receiving clerk are only employees with access). Records/receipts are located in invoice office in back room.

SPECIAL EVENT INFORMATION (For Temporary Premises Extension Only)

Event Title: N/A

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:

N/A

Alvarezsky      8-2-19  
SIGNATURE OF APPLICANT      DATE

*For Office Use Only*

Date Filed with Clerk: Aug 29, 2019

Total Amount: \$ \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Date Forwarded to Police Chief: Aug 29, 2019

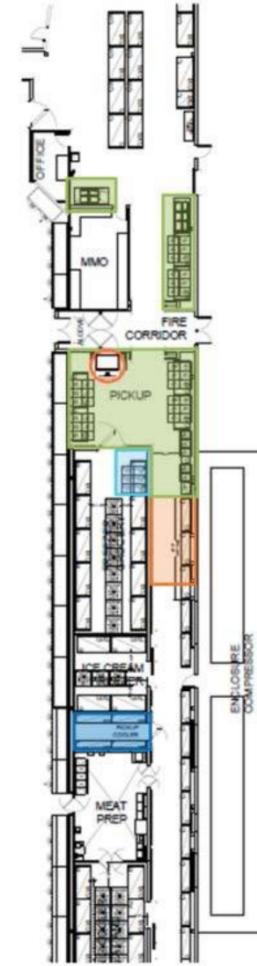
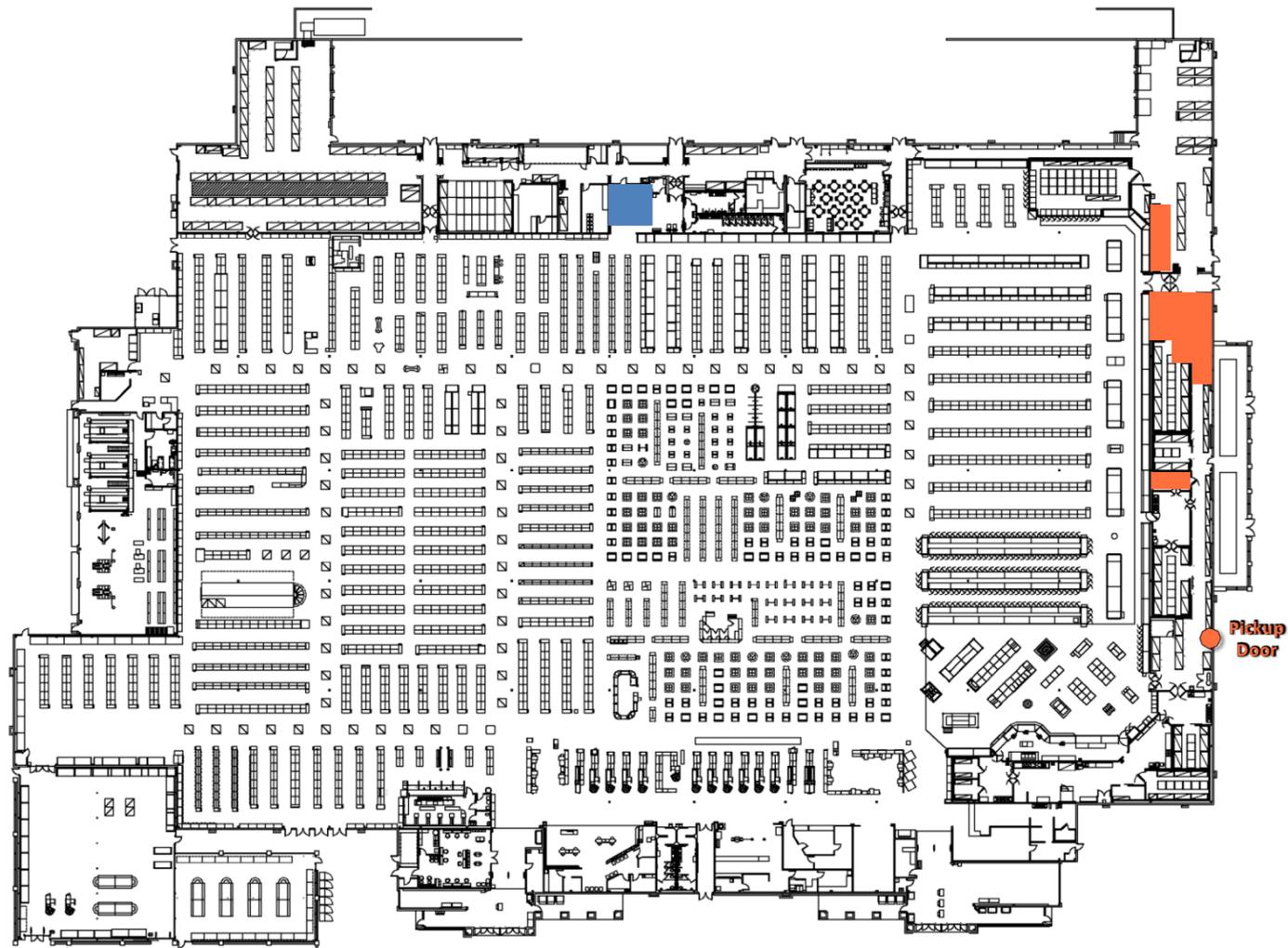
Police Chief Signature: \_\_\_\_\_ Approved 9-4-19 Denied

Date Forwarded to Zoning Administrator: Aug 29, 2019 (for non-sidewalk café applications)

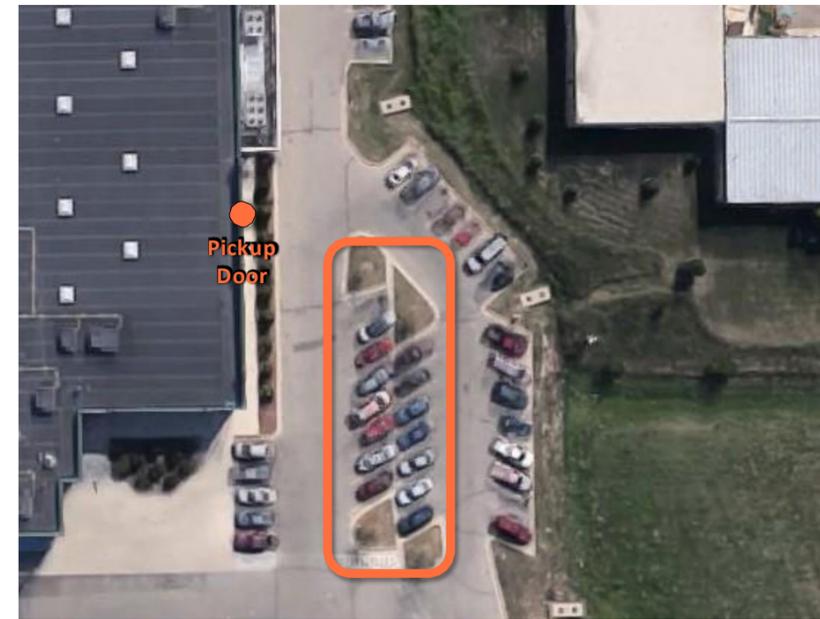
Zoning Administrator Signature: \_\_\_\_\_ Approved Denied

Date of FLR/Council Approval: \_\_\_\_\_

Copies Provided to:      Police Chief



**160 OPD**



Solution  
**Canopy**

Stall Quantity  
**10**



Check-In  
**Update Existing (Rear)**



# Compliance & Ethics Online Grocery Pickup Procedure Guide

## Placing Order

- Customers visit [grocery.walmart.com](http://grocery.walmart.com) and can view an assortment of products – determined by their store
  - Listed products are initially based on the Customer's location and updated when the Customer selects their preferred store
- Prior to checking out, the Customer must login (or create) their account, select a desired pickup store, and designate a time slot for picking up their order
- Once the customer has built their basket and presses checkout, Customer completes the order by supplying Walmart with payment information
- Walmart authorizes and holds the card information, but funds are not transferred from the card



- Where allowed by state and local law, customers can include alcoholic beverage product in their online grocery order through [walmart.com/grocery](http://walmart.com/grocery).
- All alcoholic beverage product item pages are flagged with a notification explaining the restrictions around purchasing this product (pictured below).

GOVERNMENT WARNING: (1) According to the Surgeon General, women should not drink alcoholic beverages during pregnancy because of the risk of birth defects. (2) Consumption of alcoholic beverages impairs your ability to drive a car or operate machinery, and may cause health problems.

The sale of alcohol to minors is prohibited.

At delivery or pickup, you must show a valid photo ID and provide a signature confirming that you are age 21 or over. Accepted forms of ID are: Driver's Licenses, State-issued Identification Cards, U. S. Passports, Military Identification Cards, U.S. Immigration Cards, or Tribal IDs in specific states, or other similar government issued IDs that are recognized within the state. Drivers will not deliver to anyone who appears to be intoxicated. No discounts, coupons or tax-exempt sales may be applied to alcohol. An order of alcohol totaling 20 gallons or more will not be allowed.

[Show less](#)

- If the customer checks out with an alcoholic beverage product in their basket, an acknowledgement box must be checked by the customer (pictured below) prior to placing the order

### Alcohol Disclosure ?

By checking this box, you confirm that you are at least 21 years old and will not resell any alcohol you purchase.

\*red text indicates a control related to alcohol

# Compliance & Ethics

## Online Grocery Pickup Procedure Guide

### Picking / Staging

- On the day a customer is scheduled to pick up an order, a Walmart associate – known as a “Personal Shopper” – will “shop” for the customer’s order in the store
- All shopping is completed on the pickup day to ensure the Customer receives the freshest products
- If a product is not available in-store, it is either substituted or removed from the customer’s order
  - Alcohol beverage products are never substituted – if they are not available in-store, they are removed from the customer’s order and the customer is not charged



- Alcohol beverage products are assigned to a “Restricted” commodity group to ensure only Personal Shoppers who have received appropriate training and are of a legal age – per the governing jurisdiction – will be allowed to pick these products
  - **In Wisconsin**, Personal Shoppers must hold an operator/bartender license issued by their local municipality
- The picking carts – used by our Personal Shoppers “shop” for Customers – are equipped with a roll of stickers labeled with the word “alcohol”
  - Orders containing alcohol beverage products are bagged and labeled with an alcohol sticker (pictured right)
  - This sticker enables our Personal Shoppers to clearly identify items that are subject to additional regulatory restrictions
- All picked orders are kept in a secure backroom staging area, not open to the public, and only where Walmart employees are permitted to enter



\*red text indicates a control related to alcohol

# Compliance & Ethics

## Online Grocery Pickup Procedure Guide

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### Customer Pickup: Order Review

- Online Grocery Pickup is currently offered between 8am – 8pm (*to better serve our customers, select locations offer additional time slots*), 7 days a week (*except holidays or other store closures*)

- When the customer arrives, they “check-in” via the store’s offered methods (phone, app-based, kiosk, *options vary by location*)



- The Personal Shopper assigned to dispense the order uses the handheld device to identify the order number and pull the appropriate totes from the staging areas

- Prior to putting the customer’s order in their vehicle, the Personal Shopper uses their handheld device to review the order with the customer – reviewing substituted items, fragile items, out of stock items, and completing age verification (*as needed, based on products in the order*)

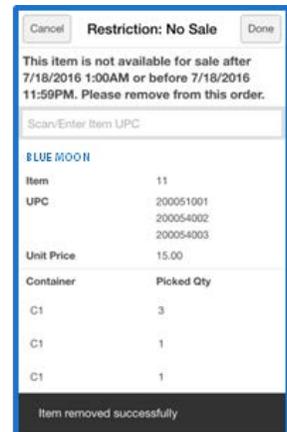


- This review allows the Customer to ensure they are getting what they want and provides the Customer an opportunity to return or reject any item(s)

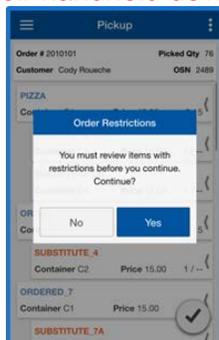
- **Only Personal Shoppers meeting the age requirements within the governing jurisdiction are allowed to handle and/or dispense orders with alcohol beverage products**

- **If a Customer’s order includes alcohol beverage product, the personal shopper is prompted by their handheld device that there are restricted items in their order**

- **If alcohol is not allowed to be sold at the time of dispense, the associate is notified (*via their handheld device*) that sale of the product is currently restricted, the items are automatically removed from the customer’s digital basket (*the customer will not be charged*), and the personal shopper will remove the physical product from the order (*pictured right*)**



- **The personal shopper will request valid identification – as described in our alcohol disclosure – and enter the customer’s date of birth from the provided identification into their handheld device (*pictured below*)**



\*red text indicates a control related to alcohol

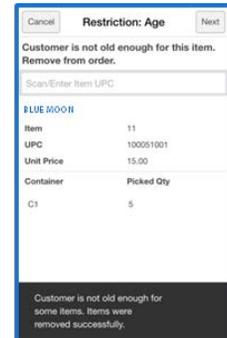
# Compliance & Ethics

## Online Grocery Pickup Procedure Guide

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- After age verification:

- If the customer is confirmed over 21, the customer can sign for the order, and the personal shopper can place the final order into the customer's vehicle
- If the customer is under 21 and/or cannot provide a valid ID, the alcohol beverage products are removed from the customer's order and the customer is not charged for these products.  
*(pictured right)*



### Customer Pickup: Dispensing

- Once the customer and personal shopper have:
  - Reviewed any substituted items, fragile items, and out of stock items
  - Removed any rejected products that the customer no longer wants
  - Verified the customer's age and identification if the order contained any age restricted items (and if necessary, removed age restricted items)
- The customer signs for the order, the customer's account is charged with the final order amount (after removing the cost of any products removed from the customer's order)
- The personal shopper places the all approved products into the customer's vehicle, and the transaction is considered complete



\*red text indicates a control related to alcohol

# Original Alcohol Beverage Retail License Application

Submit to municipal clerk.

For the license period beginning \_\_\_\_\_ 20\_\_\_\_  
 ending June 30 2020

TO THE GOVERNING BODY of the:  Town of } Lake Geneva  
 Village of }  
 City of }  
 County of Walworth Aldermanic Dist. No. \_\_\_\_\_ (if required by ordinance)

Applicant's WI Seller's Permit No. / EIN Number: <u>450-1029843200 / 83-0543020</u>	
LICENSE REQUESTED	
TYPE	FEE
<input checked="" type="checkbox"/> Class A beer	\$ <u>100.00</u>
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input checked="" type="checkbox"/> Class A liquor	\$ <u>500.00</u>
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>85.00</u>
<b>TOTAL FEE</b>	\$ <u>685.00</u>

1. The named  Individual  Partnership  Limited Liability Company  
 Corporation / Nonprofit Organization

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): 1111 N Edwards Blvd, LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name (Last, First, M.I.)	Home Address	Post Office & Zip Code
President/Member	<u>Sole member Konrad, Jason</u>	[REDACTED]	[REDACTED]
Vice President/Member			
Secretary/Member			
Treasurer/Member			
Agent	<u>Michelle Adkins</u>		
Directors/Managers			

3. Trade Name Fairfield Inn & Suites Business Phone Number 262-348-9000  
 4. Address of Premises 1111 N. Edwards Blvd Post Office & Zip Code Lake Geneva, WI 53147

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period?  Yes  No  
 6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant?  Yes  No  
 7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business?  Yes  No  
 8. (a) Corporate/limited liability company applicants only: Insert state WI and date 2/20/18 of registration.  
 (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company?  Yes  No  
 (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin?  Yes  No

(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) package food sold - guest can consume sealed beverages in their  
 10. Legal description (omit if street address is given above):  
 11. (a) Was this premises licensed for the sale of liquor or beer during the past license year?  Yes  No guestrooms  
 (b) If yes, under what name was license issued? N/A 1st floor  
 12. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-862-3277].  Yes  No Liability  
 13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776].  Yes  No area) and  
 14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs?  Yes  No outdoor  
paid  
Petrol  
only for  
special  
events

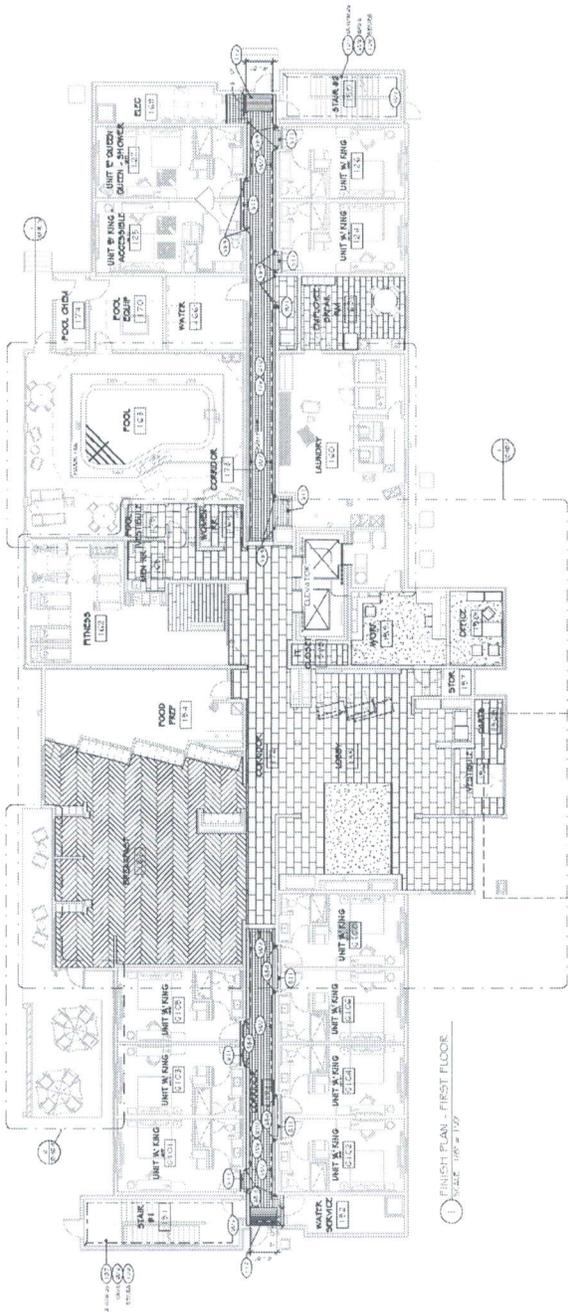
READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

(Officer of Corporation / Member / Manager of Limited Liability Company / Partner / Individual)

## TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>Aug 5, 2019</u>	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	





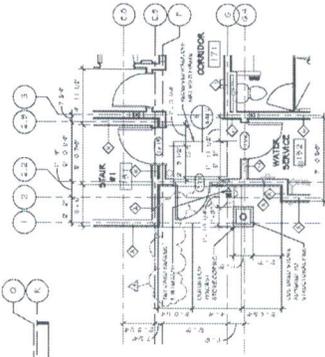
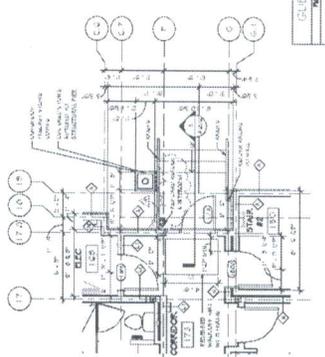
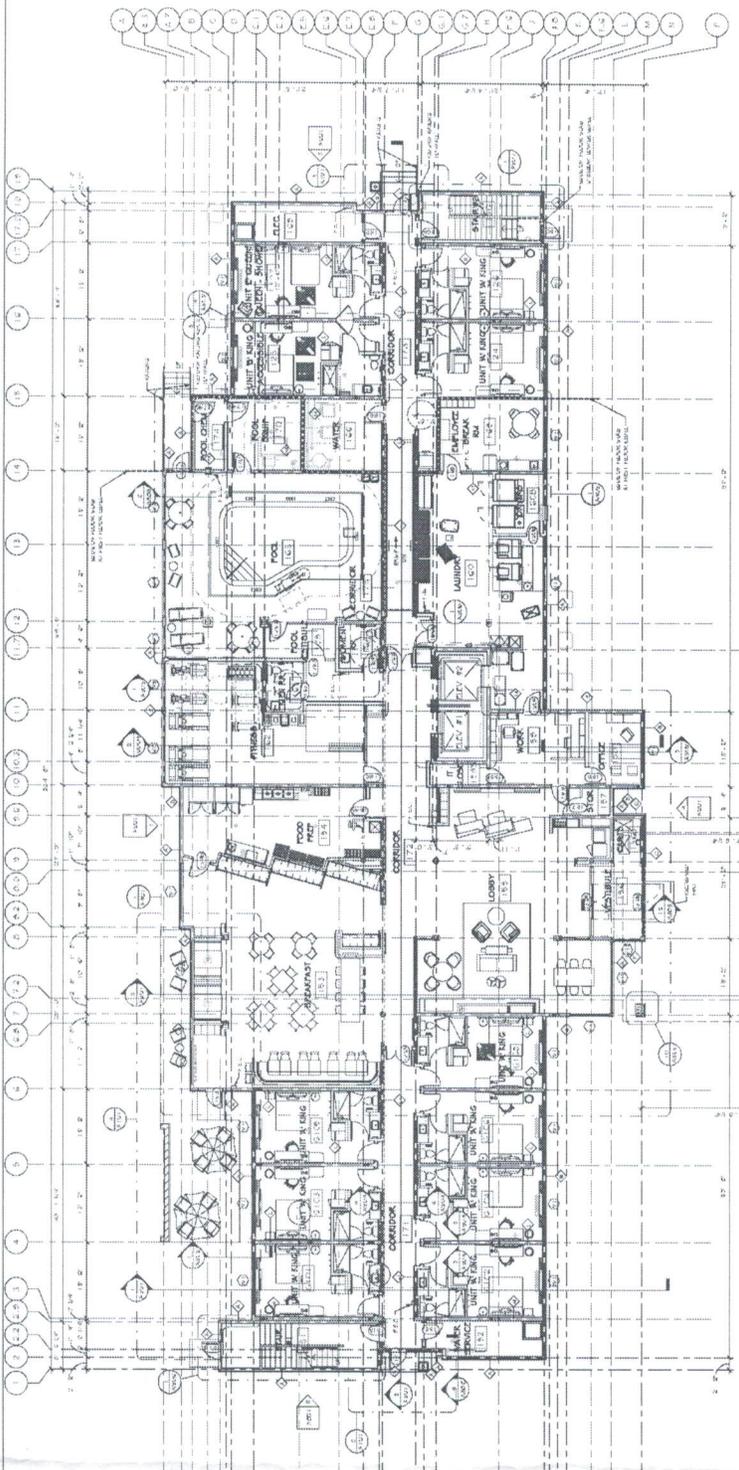
**FINISH PLAN KEY NOTES**

1. FINISH PLAN KEY NOTES ARE TO BE USED IN CONJUNCTION WITH THE FINISH PLAN.
2. FINISH PLAN KEY NOTES ARE TO BE USED IN CONJUNCTION WITH THE FINISH PLAN.
3. FINISH PLAN KEY NOTES ARE TO BE USED IN CONJUNCTION WITH THE FINISH PLAN.
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**FINISH PLAN GENERAL NOTES**

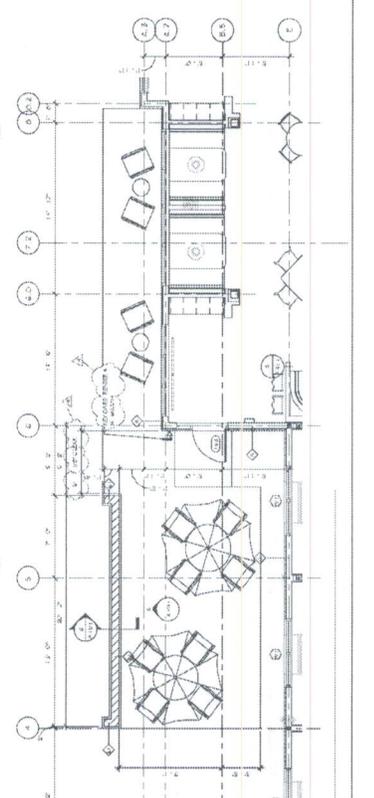
1. FINISH PLAN GENERAL NOTES ARE TO BE USED IN CONJUNCTION WITH THE FINISH PLAN.
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1 FINISH PLAN - FIRST FLOOR  
SCALE: 1/8" = 1'-0"



3 LOWER LEVEL - CORRIDOR END  
 PART: 100-110

2 FIRST FLOOR - CORRIDOR END  
 PART: 100-110



6 PATIO WALL SECTION  
 PART: 100-110

**GUEST UNIT MATRIX**

UNIT #	TYPE	AREA (SQ FT)	PRICE
101	STUDIO	450	1200
102	STUDIO	450	1200
103	STUDIO	450	1200
104	STUDIO	450	1200
105	STUDIO	450	1200
106	STUDIO	450	1200
107	STUDIO	450	1200
108	STUDIO	450	1200
109	STUDIO	450	1200
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111	STUDIO	450	1200
112	STUDIO	450	1200
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192	STUDIO	450	1200
193	STUDIO	450	1200
194	STUDIO	450	1200
195	STUDIO	450	1200
196	STUDIO	450	1200
197	STUDIO	450	1200
198	STUDIO	450	1200
199	STUDIO	450	1200
200	STUDIO	450	1200

**GUEST UNIT PERCENTAGES**

UNIT TYPE	COUNT	PERCENTAGE
STUDIO	92	100%

**MEASUREMENTS**

MEASUREMENT	VALUE
STUDIO AREA	450 SQ FT
CORRIDOR AREA	1000 SQ FT
LOBBY AREA	500 SQ FT
KITCHEN AREA	100 SQ FT
DINING AREA	100 SQ FT
BAR AREA	100 SQ FT
STAIRS AREA	100 SQ FT
ELEVATOR AREA	100 SQ FT
RESTROOM AREA	100 SQ FT
JANITORY AREA	100 SQ FT
MECHANICAL AREA	100 SQ FT
STORAGE AREA	100 SQ FT
ENTRY AREA	100 SQ FT
RECEPTION AREA	100 SQ FT
CONFERENCE AREA	100 SQ FT
OFFICE AREA	100 SQ FT
WAITING AREA	100 SQ FT
RECEPTION AREA	100 SQ FT
CONFERENCE AREA	100 SQ FT
OFFICE AREA	100 SQ FT
WAITING AREA	100 SQ FT

## Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of  Town  Village of Lake Geneva County of Walworth  
 City

The undersigned duly authorized officer/member/manager of 1111 W Edwards Blvd, LLC  
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Fairfield Inn & Suites  
(Trade Name)

located at 1111 W Edwards Blvd, Lake Geneva, WI 53147

appoints Michelle Adkins  
(Name of Applicant Agent)



to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes  No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies)

Is applicant agent subject to completion of the responsible beverage server training course?  Yes  No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 18 months

Place of residence last year

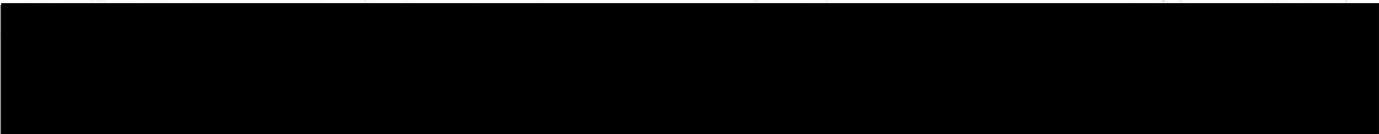
For: 1111 W Edwards Blvd, LLC  
(Name of Corporation / Organization / Limited Liability Company)  
→ By: [Signature]  
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

### ACCEPTANCE BY AGENT

I, Michelle Adkins  
(Print / Type Agent's Name), hereby accept this appointment as agent for the

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company



### APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 8-15-19 by [Signature] Title Police Chief  
(Date) (Signature of Proper Local Official) (Town, City, Village, Precinct, Police Chief)

# Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of:  Town  Village  City of Lake Geneva County of Walworth

The undersigned duly authorized officer/member/manager of 1111 N Edwards Blvd, LLC  
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as

Fairfield Inn & Suites  
(Trade Name)

located at 1111 N. Edwards Blvd, Lake Geneva, WI 53147

appoints Michelle Adkins  
(Name of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes  No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course?  Yes  No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 18 months

For: 1111 N. Edwards Blvd, LLC  
(Name of Corporation / Organization / Limited Liability Company)

By: \_\_\_\_\_  
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

## ACCEPTANCE BY AGENT

I, Michelle Adkins, hereby accept this appointment as agent for the  
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

Michelle Adkins 7/18/19  
(Signature of Agent) (Date)

## APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 8-15-19 by [Signature] Title [Signature]  
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

# Certificate of Completion

This Certificate of Completion of  
**eTIPS Off Premise 3.0 - Wisconsin**  
For coursework completed on July 17, 2019  
provided by Health Communications, Inc.  
is hereby granted to:

**Michelle Adkins**

Certification to be sent to:

**The Fairfield Inn & Suites by Marriott - Lake Geneva**  
1111 Edwards Blvd  
Lake Geneva WI, 53147-4616 USA

This is a Wisconsin Department of Revenue approved Responsible  
Beverage Server Training Course in compliance with Sec. 125.17(6) and  
125.04(5)(a)5 Wisconsin Stats.



HEALTH

INC

Health Communications, Inc. 2700 Wisconsin Avenue, Suite 1000, Arlington, VA 22201-4302. All rights reserved. © 2019 Health Communications, Inc. All other trademarks are the property of their respective owners.

# Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name) (first name) (middle name)  
Konrad, Jason



The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a **partnership** which is making application for an alcohol beverage license.  
 Member of 1111 N Edwards Blvd, LLC  
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? N/A
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?  Yes  No  
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No  
 If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No  
 If yes, identify. (Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin?  Yes  No  
 If yes, identify. (Name of Wholesale Licensee or Permittee) (Address By City and County)
6. Named individual must list in chronological order last two employers.

Employer's Name <u>Konrad Construction</u>	Employer's Address <u>5701 Weatherstone, Johnsonburg, IL</u>	Employed From <u>1989</u>	To <u>Present</u>
Employer's Name	Employer's Address	Employed From	To

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

(Signature of Named Individual)

## Auxiliary Questionnaire Alcohol Beverage License Application

*Submit to municipal clerk*

Individual's Full Name (please print) (last name) Adkins, (first name) Michelle, (middle name) Marie

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- Director of Sales of Fairfield by Marriott  
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 1/2018
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?  Yes  No  
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No  
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No  
 If yes, identify: \_\_\_\_\_  
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewer/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin?  Yes  No  
 If yes, identify: \_\_\_\_\_  
(Name of Wholesale Licensee or Permittee) (Address By City and County)

Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
<u>The Abbey Resort</u>	<u>269 Fontana Blvd</u>	<u>10/17</u>	<u>5/19</u>
<u>Comfort Inn</u>	<u>2121 S. Arlington Heights Rd</u> <u>Arlington Heights</u>	<u>7/17</u>	<u>9/17</u>

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application, that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Michelle Adkins  
(Signature of Named Individual)

<b>ORDINANCE OF THE COMMON COUNCIL</b>			
An ordinance amending sections 74-187(2)(b), Operation on streets restricted, and 74-188(b), Compliance with traffic laws; license required, of Article V, Neighborhood Electric Vehicles, of Chapter 74, Traffic and Vehicles, of the City of Lake Geneva Municipal Code; relating to licensing and areas of operation			
Committee	N/A		
Fiscal Impact:	N/A		
<b>File Number:</b>	<b>19-14</b>	<b>First Reading :</b>	September 9, 2019
		<b>Second Reading :</b>	September 23, 2019

**The City of Lake Geneva Common Council does ordain as follows:**

As used in this article, the following terms shall have the meanings indicated:

NEIGHBORHOOD ELECTRIC VEHICLE (NEV) Neighborhood electric vehicle as defined in § 340.01(~~36~~27h) of the Wisconsin Statutes and currently registered and licensed as such by the Wisconsin Department of Transportation.

**Sec. 74-187 Operation on streets restricted.**

Individuals may operate an NEV on or across the following streets:

(1) Any street within the jurisdictional limits of the City of Lake Geneva having a posted speed limit of 35 miles per hour or less that is not a part of the State Trunk Highway Network.

(2) Any street within the jurisdictional limits of the City of Lake Geneva having a posted speed limit of 35 miles per hour or less that is a part of the State Trunk Highway Network:

- a. On State Highway 50, from Snake Road to Curtis Street.
- ~~b. On State Highway 120, from Townline Road to Edwards Boulevard with the ability to cross State Highway 50 at that intersection.~~
- b. Across numbered state highways where the state highway as a speed limit of 35 miles per hour or less and the intersection has traffic control signals.

**Sec. 74-188 Compliance with traffic laws; license required.**

(a) The operation of NEVs shall comply with all traffic statutes and ordinances applicable to vehicles traveling upon streets and highways in the City of Lake Geneva.

(b) Any person operating an NEV within the jurisdictional limits of City of Lake Geneva shall hold a valid ~~Wisconsin~~ regular or probationary driver's license and follow all motor vehicle laws.

(c) Each person operating a neighborhood electric vehicle on a public street in the City of Lake Geneva shall be granted all of the rights and be subject to all of the duties applicable to a driver of any motor vehicle in the State of Wisconsin, including maintaining insurance as required by state law, except as to the special regulations in this section and except as to those provisions which by their nature do not apply to the operation of a neighborhood electric vehicle

**This ordinance shall take effect upon passage by a majority vote of the members-elect of the Common Council and publication/posting as required by law.**

**Approved by the City of Lake Geneva Common Council on this 23<sup>rd</sup> day of September, 2019.**

**Council Action:**  Adopted  Failed **Vote** \_\_\_\_\_

**Mayoral Action:**  Accept  Veto

\_\_\_\_\_  
Thomas Hartz, Mayor

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Lana Kropf, City Clerk

\_\_\_\_\_  
Date



## MEMORANDUM

To: Common Council  
From: John Peters, Fire Chief  
Date: September 5, 2019  
Re: Ambulance Donation

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The Fire Department requests approval to donate our decommissioned 1997 ambulance to the City of Delavan Fire Department.

The value of this vehicle is minimal; we based our estimate on current scrap value, which is \$200/ton or \$1,300.00.

This donation is compliant with our Disposal of Obsolete Equipment departmental policy and consistent with our long term strategic plans to support our neighboring departments.

This donation has been approved by the Police and Fire Commission and Finance, License, & Regulation Committee.

**RESOLUTION OF THE COMMON COUNCIL**

Resolution authorizing the carryover of 2018 Equipment Replacement Funds to the 2019 Equipment Replacement Fund Budget and authorizing additional 2019 purchases from the Equipment Replacement Fund.

Committee: Finance considered on September 3, 2019

Fiscal Impact: N/A

File Number: **19-R63**

Date:

September 9, 2019

**WHEREAS**, the Lake Geneva Common Council approved the 2018 and 2019 Equipment Replacement Budgets for the City of Lake Geneva for equipment purchases to occur during 2018 and 2019, and

**WHEREAS**, there were funds remaining in the Emergency Management Fund budget in 2018 for the purpose of replacing sirens, and

**WHEREAS**, the Common Council hereby finds and determines that it is necessary, desirable and in the best interest of the City of Lake Geneva to amend the 2019 approved budget and carryover the following funds and authorize additional purchases from the 2019 budget as follows:

Acct# 50-29-00-58000      Emergency Mgmt. Equipment Purchases      \$ 7,056

**WHEREAS**, on September 3, 2019, the City of Lake Geneva, Finance, Licensing and Regulation Committee reviewed the proposed budget amendment and found it is in the best interest of the City and recommends that the City of Lake Geneva Common Council approve the carryover of 7,056 to the 2019 budget.

**BE IT THEREFORE RESOLVED**, that the Common Council of the City of Lake Geneva be hereby directed and authorized to carryover 2018 funds and approve additional purchases and amend the 2019 budget as outlined above.

Granted by action of the Common Council of the City of Lake Geneva this 9<sup>th</sup> day of September, 2019.

**Council Action:**     **Adopted**       **Failed**      **Vote** \_\_\_\_\_

**Mayoral Action:**     **Accept**       **Veto**

\_\_\_\_\_  
Thomas Hartz, Mayor

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Lana Kropf, City Clerk

\_\_\_\_\_  
Date



**CITY OF LAKE GENEVA**  
**Distribution of Health Insurance - DPW Department**  
**Budget Amendment**

<b>Account Number</b>	<b>Account Title</b>	<b>Original Budget</b>	<b>Budget Allocated</b>	<b>Actual</b>
11-10-20-51335	Health Insurance Premiums*	32,778		
11-32-10-51345	Streets-Health Insurance	277,005	186,939	103,453
11-32-12-51345	Snow & Ice-Health Insurance	-	27,543	15,242
11-32-13-51345	Tree & Brush-Health Insurance	-	24,060	13,315
11-32-14-51345	Composting-Health Insurance	-	11,605	6,423
11-32-15-51345	Storm Sewer-Health Insurance	-	2,013	1,114
11-34-10-51345	Traffic Control-Health Insurance	-	503	278
11-52-00-51345	Parks-Health Insurance	-	20,385	11,281
11-52-01-51345	Vets Park-Health Insurance	-	14,330	7,930
40-54-10-51345	Beach Maint-Health Insurance	-	1,486	822
40-55-10-51345	Riv Maint-Health Insurance	-	20,919	11,576
		309,783	309,783	171,435

\*add (1) family to streets for additional employee  
(Omar transferred from Cemetery to Streets) (Ryan Boyle is new employee)

<b>Budget Amendment</b>		<b>DR</b>	<b>CR</b>
11-10-20-51335	Health Insurance Premiums		32,778
11-32-10-51345	Streets-Health Insurance		90,066
11-32-12-51345	Snow & Ice-Health Insurance	27,543	
11-32-13-51345	Tree & Brush-Health Insurance	24,060	
11-32-14-51345	Composting-Health Insurance	11,605	
11-32-15-51345	Storm Sewer-Health Insurance	2,013	
11-34-10-51345	Traffic Control-Health Insurance	503	
11-52-00-51345	Parks-Health Insurance	20,385	
11-52-01-51345	Vets Park-Health Insurance	14,330	
11-00-00-49300	Transfer from Lakefront	22,405	
40-54-10-51345	Beach Maint-Health Insurance	1,486	
40-55-10-51345	Riv Maint-Health Insurance	20,919	
40-55-20-59300	Transfer to General Fund		22,405
		145,249	145,249

**Actual  
Percentage**

---

60.35%

8.89%

7.77%

3.75%

0.65%

0.16%

6.58%

4.63%

0.48%

6.75%

---

100%

**CITY OF LAKE GENEVA**  
**Distribution of Health Insurance - DPW Department**  
**Budget Amendment**

<u>Budget Amendment</u>		DR	CR
11-10-20-51335	Health Insurance Premiums		32,778
11-32-10-51345	Streets-Health Insurance		90,066
11-32-12-51345	Snow & Ice-Health Insurance	27,543	
11-32-13-51345	Tree & Brush-Health Insurance	24,060	
11-32-14-51345	Composting-Health Insurance	11,605	
11-32-15-51345	Storm Sewer-Health Insurance	2,013	
11-34-10-51345	Traffic Control-Health Insurance	503	
11-52-00-51345	Parks-Health Insurance	20,385	
11-52-01-51345	Vets Park-Health Insurance	14,330	
11-00-00-49300	Transfer from Lakefront	22,405	
40-54-10-51345	Beach Maint-Health Insurance	1,486	
40-55-10-51345	Riv Maint-Health Insurance	20,919	
40-55-20-59300	Transfer to General Fund		22,405
		<u>145,249</u>	<u>145,249</u>

# City of Lake Geneva Policy Regarding Issuance of Regular and Reserve Intoxicating Liquor Licenses

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## Purpose

The City of Lake Geneva has created this policy to establish criteria and set guidelines to aid the Finance, Licensing, and Regulation Committee (FLR) and the Common Council with the selection and issuance of "Class B" Intoxicating Liquor License and a Reserve "Class B" Intoxicating Liquor Licenses. These licenses (typically referred to as "bar/tavern licenses") give a business the ability to serve intoxicating liquor, fermented malt beverages, and wine for on-premises consumption.

## Background

The City of Lake Geneva is required by the State of Wisconsin to establish a quota of "Class B" Intoxicating Liquor Licenses. The quota is based on one license per 500 city residents. The City may increase its quota with a population increase of 500 people, per the Wisconsin Department of Administration's annual population estimate.

Because the City of Lake Geneva attracts many visitors, the demand for "Class B" Intoxicating Liquor Licenses is high. Thus it is imperative that the City set guidelines and criteria to make the selection of a license applicant objective, fair, and transparent.

## Fees

The fees for the "Class B" Intoxicating Liquor Licenses are as follows:

- Regular "Class B" Intoxicating Liquor License & Class "B" Fermented Malt Beverage License: \$600
- Reserve "Class B" Intoxicating Liquor License & Class "B" Fermented Malt Beverage License: \$600
- Reserve "Class B" Intoxicating Liquor License One-Time Filing Fee: \$10,000
- Publication fee (required of all license applicants) \$25

No fees shall be required until the reviewing committees have made and approved an applicant to receive the license. Once an applicant is chosen and approved by the reviewing committee, the applicant will need to pay all license fees before it can be issued by the City Clerk's Office.

## Criteria

Applicants filing for a Regular or Reserve "Class B" Intoxicating Liquor License will be evaluated based on criteria as outlined below. Each criteria option will have a points associated with it. The total score of all points scored must equal or exceed 32 points to qualify the applicant for a license. The FLR will confirm that the application score equaled or exceeded 32 points and award the applicant a Regular or Reserve "Class B" Intoxicating Liquor License provided all other obligations are met. If the FLR determines that the score is less than 32 points, then it will deny the application. If there are two or more applications, the application with the highest score equal to or higher than 32 points shall be awarded the license. In the event that two applicants tie in the evaluation process, it will be the sole discretion of the committee to determine which applicant shall receive the license.

\*Please Note: This policy shall only apply to the licenses with a state imposed quota: "Class B" Intoxicating Liquor Licenses and Reserve "Class B" Intoxicating Liquor Licenses with the City. All other liquor licenses issued by the City do not have a quota.\*

## Restaurants

Is the applicant requesting a license for a full restaurant where food sales and processing is the main revenue source (i.e. food sales makes up at least 50% of the gross receipts for the business)?

\_\_\_\_\_ Yes (5 points)                      OR                      \_\_\_\_\_ No (2 points)

If the applicant is planning to have food available to patrons, will the menu contain at least 20% of its items grown/raised by local farmers/growers located within 100 miles of Lake Geneva?

\_\_\_\_\_ Yes (4 points)                      OR                      \_\_\_\_\_ No (0 points)

If yes, please list the farmers/growers and products that will be utilized:

\_\_\_\_\_

\_\_\_\_\_

With respect to intoxicating liquor, wine and fermented malt beverages, does the applicant plan to offer small-batch and craft items for at least 50% of its intoxicating liquor menu with these items purchased from local breweries/wineries/distilleries located within 100 miles of Lake Geneva?

\_\_\_\_\_ Yes (4 points)                      OR                      \_\_\_\_\_ No (0 points)

If yes, please list the breweries/wineries/distilleries and products that will be utilized: \_\_\_\_\_

\_\_\_\_\_

## Building

Is the applicant requesting a license for a new or existing building?

\_\_\_\_\_ New (2 points)                      OR                      \_\_\_\_\_ Existing (4 points)

Will the applicant make any improvements to the new or existing property? If so, how much what is the projected amount that will be spent on renovations/updates?

\$5,000 to \$25,000                      \_\_\_\_\_ (1 point)

\$25,001- \$75,000                      \_\_\_\_\_ (2 points)

\$75,001- \$150,000                      \_\_\_\_\_ (3 points)

\$150,001+                      \_\_\_\_\_ (4 points)

What is the size of the building where the license will be used?

- 1,000 sq to 2,500 square feet \_\_\_\_\_ (4 points)
- 2,501 sq to 5,000 square feet \_\_\_\_\_ (3 points)
- 5,001 sq to 10,000 square feet \_\_\_\_\_ (2 points)
- 10,000+ square feet \_\_\_\_\_ (1 point)

What will be the patron seating capacity of the business?

- Less than 50 seating capacity \_\_\_\_\_ (4 points)
- 51-100 seating capacity \_\_\_\_\_ (3 points)
- 101-200 seating capacity \_\_\_\_\_ (2 points)
- 201-300 seating capacity \_\_\_\_\_ (1 point)
- 300+ is 0 points because it automatically qualifies for a Class B Combo License

What is the proximity of other licensed establishments to the applicant's? (Entrance to Entrance) Select most accurate option.

- >30 feet \_\_\_\_\_ (2 points)
- <30 feet \_\_\_\_\_ (1 point)

Will your business provide parking for your patrons, or will patrons need to utilize City metered parking?

- \_\_\_\_\_ Own Parking (2 points)      OR      \_\_\_\_\_ City Owned parking (1 point)

### Demographics

Will the applicant either be purchasing or currently own this property?

- \_\_\_\_\_ Yes (3 points)      OR      \_\_\_\_\_ No (1 point)

How many people will the applicant employ?

- 5-10 employees \_\_\_\_\_ (2 points)
- 11-30 employees \_\_\_\_\_ (3 points)
- 31-40 employees \_\_\_\_\_ (4 points)
- 40+ employees \_\_\_\_\_ (6 points)

Where does the owner of the business live?

- City of Lake Geneva \_\_\_\_\_ (5 points) or Outside the City of Lake Geneva but in Walworth County \_\_\_\_\_ (3 points)
- Or in the State of Wisconsin \_\_\_\_\_ (1 point)

Is the business an independent/original concept or a copy/franchise?

\_\_\_\_\_ Independent/Original concept (5 points)    OR    \_\_\_\_\_ Copy/Franchise (2 points)

**Total**

Total number of points applicant scored \_\_\_\_\_

**Scoring Guidelines**

The applicant must score 32 or more points to qualify for a Regular or Reserve "Class B" Intoxicating Liquor License.

**Conclusion/Determination**

In the event of a tied application score between multiple applicants, as noted earlier, it will be the committee's discretion to review and discuss the various applications and determine which applicant will be granted the license, while closely following the guidelines as aforementioned. All licenses are subject to the approval of the Common Council, and no license will be issued to any applicant with outstanding city claims (i.e. personal property tax, utilities, license fees, etc)

Additionally the City of Lake Geneva Police Department shall complete a background check of the applicant. This background check will be included as part of the reviewing committee's determination.

Report Criteria:

Report type: Summary  
 [Report].Check Issue Date = 08/23/2019,08/28/2019,08/30/2019  
 Check.Type = {<>} "Adjustment"  
 Bank.Bank account = "043230"

Check Issue Date	Check Number	Vendor Number	Payee	Amount
08/23/2019	71264	5509	SISCO BENEFITS	152.00- V
08/23/2019	71403	2046	ALLIANT ENERGY	767.93
08/23/2019	71404	2056	AMAZON	2,974.61
08/23/2019	71405	2104	AT&T	1,984.13
08/23/2019	71406	2108	AT&T LONG DISTANCE	145.78
08/23/2019	71407	2561	GENEVA ONLINE INC	39.00
08/23/2019	71408	5560	LAKE GENEVA CRUISE LINE	175.00
08/23/2019	71409	4973	US BANK	2,447.40
08/23/2019	71410	5001	VERIZON WIRELESS	1,051.40
08/23/2019	71411	5061	WAY, BRIDGETT	45.00
08/23/2019	71412	5288	WOJTAS, TONIA	103.41
08/23/2019	71413	2884	LAKE GENEVA UTILITY	44.05
08/28/2019	71415	241	REGISTRATION FEE TRUST	69.50
08/28/2019	71416	5535	SPRINT	144.05
08/28/2019	71417	4918	TIME WARNER CABLE	99.98
08/28/2019	71418	5061	WAY, BRIDGETT	92.05
08/30/2019	71422	2273	CHASE CARD SERVICES	2,408.13
08/30/2019	71423	5242	ELDER, NAN	42.92
08/30/2019	71424	3024	MUTUAL OF OMAHA	1,371.42
08/30/2019	71425	231	UNITED STATES TREASURY	117.83
08/30/2019	71426	4975	US CELLULAR	612.40
Grand Totals:				14,583.99

Summary by General Ledger Account Number

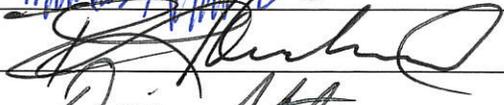
GL Account	Debit	Credit	Proof
11-00-00-12600	37.97	.00	37.97
11-00-00-21100	162.00	9,870.43-	9,708.43-
11-00-00-48130	6.08	.00	6.08
11-10-20-51320	117.83	.00	117.83
11-10-20-51340	1,058.85	.00	1,058.85
11-12-00-52210	64.75	.00	64.75
11-14-30-53300	42.92	.00	42.92
11-16-10-52210	799.28	.00	799.28
11-21-00-52210	1,953.05	.00	1,953.05
11-21-00-52220	24.32	.00	24.32
11-21-00-52900	433.05	.00	433.05
11-21-00-53160	1,139.25	.00	1,139.25
11-21-00-53300	92.80	.00	92.80
11-21-00-53310	297.66	.00	297.66
11-21-00-53420	329.04	.00	329.04
11-21-00-53610	69.50	.00	69.50
11-21-00-53990	226.02	.00	226.02

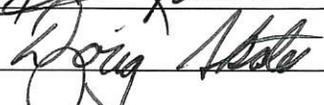
GL Account	Debit	Credit	Proof
11-22-00-46240	.00	152.00-	152.00-
11-22-00-52210	336.63	.00	336.63
11-22-00-53500	95.96	.00	95.96
11-22-00-53510	704.94	10.00-	694.94
11-22-00-58000	199.00	.00	199.00
11-24-00-52620	20.15	.00	20.15
11-29-00-52210	40.01	.00	40.01
11-29-00-54140	53.89	.00	53.89
11-32-10-52210	390.97	.00	390.97
11-32-10-52220	477.63	.00	477.63
11-32-13-48510	220.00	.00	220.00
11-32-13-54100	372.90	.00	372.90
11-34-10-52220	11.86	.00	11.86
11-34-10-52230	254.12	.00	254.12
40-00-00-21100	.00	114.69-	114.69-
40-54-10-52210	10.59	.00	10.59
40-55-10-52210	72.92	.00	72.92
40-55-20-52210	31.18	.00	31.18
42-00-00-21100	.00	181.84-	181.84-
42-34-50-46330	3.00	.00	3.00
42-34-50-51370	16.81	.00	16.81
42-34-50-52210	129.30	.00	129.30
42-34-50-52500	32.73	.00	32.73
43-00-00-21100	499.98	.00	499.98
43-22-00-17010	.00	499.98-	499.98-
47-00-00-21100	.00	175.00-	175.00-
47-70-00-57155	175.00	.00	175.00
48-00-00-21100	.00	69.23-	69.23-
48-00-00-51370	25.89	.00	25.89
48-00-00-52210	43.34	.00	43.34
61-00-00-21100	.00	79.69-	79.69-
61-00-00-53110	3.27	.00	3.27
61-00-00-92625	76.42	.00	76.42
62-00-00-21100	.00	126.61-	126.61-
62-00-00-92100	15.97	.00	15.97
62-00-00-92625	110.64	.00	110.64
99-00-00-21100	2.99	4,631.47-	4,628.48-
99-00-00-51370	82.81	.00	82.81
99-00-00-52110	333.59	.00	333.59
99-00-00-52210	191.32	.00	191.32
99-00-00-53120	24.61	.00	24.61
99-00-00-53320	404.93	.00	404.93
99-00-00-53500	61.56	.00	61.56
99-00-00-54100	364.30	.00	364.30
99-00-00-54110	53.64	.00	53.64
99-00-00-54140	1,784.22	.00	1,784.22
99-00-00-54150	321.22	.00	321.22
99-00-00-54155	81.25	.00	81.25
99-00-00-55110	670.02	2.99-	667.03
99-00-00-55120	113.95	.00	113.95
99-00-00-55140	144.05	.00	144.05

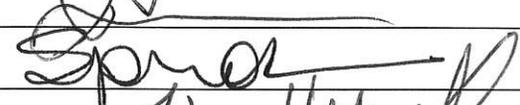
GL Account	Debit	Credit	Proof
Grand Totals:	15,913.93	15,913.93-	.00

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

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

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

 \_\_\_\_\_

 \_\_\_\_\_

 \_\_\_\_\_

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

Report Criteria:

Report type: Summary

[Report].Check Issue Date = 08/23/2019,08/28/2019,08/30/2019

Check.Type = {<>} "Adjustment"

Bank.Bank account = "043230"

# Detail Board Report

Report Criteria:

Detail report.  
Invoices with totals above \$0.00 included.  
Only unpaid invoices included.  
Invoice.Batch = "190902","190903","F90929","F90930","P90929","P90930","L90929","L90931"  
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
<b>5 ALARM FIRE &amp; SAFETY EQUIP</b>				
188468-1	08/14/2019	CHIEF NOZZLE REBUILD	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	369.50
Total 5 ALARM FIRE & SAFETY EQUIP:				369.50
<b>ACL SERVICES LLC</b>				
318L1360371	07/25/2019	BLOOD DRAW	11-21-00-53800 PD SPECIAL INVESTIGATIONS	26.80
319L1406280	08/01/2019	BLOOD DRAW	11-21-00-53800 PD SPECIAL INVESTIGATIONS	26.80
319L1426225	08/01/2019	BLOOD DRAW	11-21-00-53800 PD SPECIAL INVESTIGATIONS	26.80
320L126256	08/06/2019	BLOOD DRAW	11-21-00-53800 PD SPECIAL INVESTIGATIONS	26.80
320L798787	08/21/2019	BLOOD DRAW	11-21-00-53800 PD SPECIAL INVESTIGATIONS	26.80
Total ACL SERVICES LLC:				134.00
<b>ADVANCED DISPOSAL SERVICES</b>				
A40000010532	08/15/2019	LANDFILL USE-BULK	11-36-00-52960 SOLID WASTE-STREET DEPT	2,817.12
Total ADVANCED DISPOSAL SERVICES:				2,817.12
<b>AMY'S SHIPPING EMPORIUM</b>				
24890	08/07/2019	UPS-ZOLL	11-22-00-53120 POSTAGE EXPENSE	68.29
30340	07/03/2019	UPS-BEST DEFENSE	11-22-00-53120 POSTAGE EXPENSE	21.82
30947	07/29/2019	UPS-LAWRENCE FACTOR	11-22-00-53120 POSTAGE EXPENSE	14.99
30948	07/29/2019	UPS-MALEK & ASSOCIATES	11-22-00-53120 POSTAGE EXPENSE	10.24
Total AMY'S SHIPPING EMPORIUM:				115.34
<b>ARROW PEST CONTROL INC</b>				
79114	08/20/2019	PEST CONTROL-AUG	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	55.00
Total ARROW PEST CONTROL INC:				55.00
<b>ASPHALT CONTRACTORS INC</b>				
19431	08/14/2019	ASPHALT PATCH	43-32-10-17010 2018/2019 STREET IMP PROGRAM	11,652.00
Total ASPHALT CONTRACTORS INC:				11,652.00
<b>AURORA HEALTH CARE</b>				
1110354	08/04/2019	PRE-EMPLOYMENT EXAMS	11-22-00-58400 PRE-EMPLOYMENT TESTING	295.00
1181718	08/11/2019	BLOOD TESTS	11-32-10-52050 DRUG AND MEDICAL TESTING	50.00
Total AURORA HEALTH CARE:				345.00
<b>AUTO TECH CENTERS INC</b>				
297126	08/01/2019	TIRES-#207	11-21-00-53610 PD EQUIP MAINT SERV COSTS	453.28
Total AUTO TECH CENTERS INC:				453.28

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
<b>BEHRENS, SARAH</b>				
4/23/19	04/23/2019	DEPT PHOTOS	11-21-00-53990 PD MISCELLANEOUS EXP	150.00
Total BEHRENS, SARAH:				150.00
<b>BELOIT POLICE DEPT</b>				
CERDA-WARR	08/23/2019	WARRANT #N1440557-CERDA	11-12-00-24280 COURT FINES-OTHER	304.00
Total BELOIT POLICE DEPT:				304.00
<b>BOUND TREE MEDICAL LLC</b>				
83291190	07/31/2019	EMS SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	212.05
83291190	07/31/2019	MRC SUPPLIES	11-29-00-54140 MEDICAL RESERVE CORPS	195.97
83308999	08/13/2019	EMS SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	393.23
83310693	08/14/2019	EMS SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	95.52
Total BOUND TREE MEDICAL LLC:				896.77
<b>BREEZY HILL NURSERY</b>				
I-225432	06/25/2019	POND MAINT-JUN	42-34-50-52200 PARKING LOT PLANTING/MAINT	216.00
I-225433	06/25/2019	PLANTING MAINT-MAY,JUN	42-34-50-52200 PARKING LOT PLANTING/MAINT	4,625.00
I-227420	08/21/2019	PLANTING MAINT-JUL,AUG	42-34-50-52200 PARKING LOT PLANTING/MAINT	4,625.00
I-227512	08/22/2019	POND MAINT-AUG	42-34-50-52200 PARKING LOT PLANTING/MAINT	216.00
Total BREEZY HILL NURSERY:				9,682.00
<b>BRODART CO</b>				
480125-JUL	08/01/2019	ADULT BOOKS	99-00-00-54100 LIBRARY ADULT MATERIALS	4,195.25
483281-JUL	08/01/2019	YOUTH BOOKS	99-00-00-54110 LIBRARY YOUTH MATERIALS	1,970.97
Total BRODART CO:				6,166.22
<b>BROOKS TRACTOR INC</b>				
602595	08/23/2019	OIL LEAK REPAIR-LOADER #29	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	15,451.12
Total BROOKS TRACTOR INC:				15,451.12
<b>BUMPER TO BUMPER AUTO PARTS</b>				
662-412362	07/31/2019	HALOGEN BULBS	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	8.56
662-413474	08/20/2019	BLADES	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	11.98
662-413684	08/23/2019	TRANSMISSION FLUID	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	4.78
662-413731	08/26/2019	SWITCH,ELECTRIC TAPE	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	34.61
Total BUMPER TO BUMPER AUTO PARTS:				59.93
<b>CDW GOVERNMENT INC</b>				
TLZ5947	08/14/2019	PRINTER-HARBORMASTER	40-55-20-53990 MISCELLANEOUS EXPENSES	200.18
TQN3048	08/26/2019	DESKTOP COMPUTER RPLCMT	11-15-10-54500 COMPUTER IT SVC & EQUIPMENT	2,409.25
Total CDW GOVERNMENT INC:				2,609.43
<b>CENTURY FENCE</b>				
194041102	08/13/2019	FENCE KEYPADS-1065 CAREY	43-32-10-17020 DPW CAPITAL PROJECTS	1,500.00
Total CENTURY FENCE:				1,500.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
<b>CINTAS CORP</b>				
5014638530	08/27/2019	FIRST AID KIT SUPPLIES	11-32-10-53900 FIRST AID AND SAFETY SUPPLIES	87.52
Total CINTAS CORP:				87.52
<b>COMPLETE OFFICE OF WISCONSIN</b>				
430337	08/16/2019	REPORT COVERS,HIGHLIGHTE	11-21-00-53100 PD OFFICE SUPPLIES	48.07
Total COMPLETE OFFICE OF WISCONSIN:				48.07
<b>DATA EQUIPMENT SERVICES</b>				
1270	08/15/2019	MODEM SVC-AUG	42-34-50-52210 TELEPHONE EXPENSE	990.00
1270	08/15/2019	MODEM SVC-AUG	40-54-10-53400 LUKE OPERATING AND CC EXP	45.00
Total DATA EQUIPMENT SERVICES:				1,035.00
<b>DEMCO</b>				
6662431	08/15/2019	MEDIA POUCHES,HOOKS	99-00-00-55120 LIBRARY PROCESSING SUPPLIES	160.41
Total DEMCO:				160.41
<b>DINGES, ERIC</b>				
REFD 8/10/19	08/19/2019	DINGES-SEC DEP 8/10/19	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
REFD 8/10/19	08/19/2019	DINGES-SEC GRD,SETUP-8/10/	40-55-10-46740 UPPER RIVIERA REVENUE	499.50-
REFD 8/10/19	08/19/2019	DINGES-EXTRA CLEANING,REP	40-55-10-46740 UPPER RIVIERA REVENUE	250.00-
Total DINGES, ERIC:				250.50
<b>DUNN LUMBER &amp; TRUE VALUE</b>				
760661	06/03/2019	NUTS,BOLTS	11-22-00-53500 BLDG MAINT SUPPLIES-FIREHOUSE	25.79
761697	06/11/2019	FLOOR STRIPPER	11-22-00-53500 BLDG MAINT SUPPLIES-FIREHOUSE	13.79
766316	07/25/2019	M18 DRILL	11-22-00-53500 BLDG MAINT SUPPLIES-FIREHOUSE	229.00
766356	07/25/2019	DRILL,ENGRAVER	11-22-00-53500 BLDG MAINT SUPPLIES-FIREHOUSE	56.47
766826	07/31/2019	TANK FLAPPER	99-00-00-53500 LIBRARY MAINT SUPPLIES	4.99
767116	08/02/2019	GARAGE LOCK BOX	11-21-00-53420 PD SPECIAL EQUIPMENT	26.99
767439	08/06/2019	CABLE TIES-VENETIAN/ART IN	11-21-00-53420 PD SPECIAL EQUIPMENT	33.96
767505	08/07/2019	GFI,SWITCH PLATE	99-00-00-53500 LIBRARY MAINT SUPPLIES	17.68
767739	08/08/2019	MINI PLIERS (3)	11-22-00-53500 BLDG MAINT SUPPLIES-FIREHOUSE	41.37
767953	08/11/2019	MULCH	11-22-00-53500 BLDG MAINT SUPPLIES-FIREHOUSE	19.96
768067	08/12/2019	NUTS,BOLTS-AMB #1	11-22-00-53500 BLDG MAINT SUPPLIES-FIREHOUSE	1.00
768331	08/14/2019	CHLORINE,BATTERIES	40-55-20-53500 BLDG MAINT SUPPLIES-LOWER RIV	51.90
768548	08/16/2019	POLY,BRUSH	99-00-00-53500 LIBRARY MAINT SUPPLIES	27.98
768768	08/19/2019	DOUBLE SIDED TAPE	11-22-00-53500 BLDG MAINT SUPPLIES-FIREHOUSE	3.99
768871	08/20/2019	NUTS,BOLTS-TRK #32	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	7.38
768928	08/20/2019	BAR & CHAIN OIL-SAWS	11-32-13-54300 TREE & BRUSH OPERATING SUPPLY	104.93
768948	08/21/2019	WATER TANK PLUG	11-32-13-54300 TREE & BRUSH OPERATING SUPPLY	.89
768969	08/21/2019	FURNACE FILTER,BATTERIES	40-55-10-52400 UPPER RIVIERA REPAIRS	58.31
768970	08/21/2019	DOOR SPRING	11-32-10-53600 ST DEPT BLDG MAINT SERV COSTS	4.19
769046	08/21/2019	ORANGE MARKING PAINT	11-32-13-54300 TREE & BRUSH OPERATING SUPPLY	14.58
769078	08/22/2019	FURNACE FILTERS	11-52-01-53500 BLDG MAINT & REPAIR	21.16
769101	08/22/2019	NUTS,BOLTS-LOWER DOORS	40-55-20-53500 BLDG MAINT SUPPLIES-LOWER RIV	3.57
769161	08/22/2019	OXI CLEAN	11-32-10-53500 BLDG MAINT SUPPLIES-STR DEPT	8.79
769406	08/26/2019	BOARDS,NUTS,BOLTS-WEST PI	40-52-10-53990 BUOY/STALL MISC. EXPENSES	74.21
769435	08/26/2019	SPRAY PAINT-LEAF WAGONS	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	4.99
769559	08/27/2019	FOAM TAPE-DOORWAY	40-55-20-52400 LOWER RIVIERA REPAIRS	9.99

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total DUNN LUMBER & TRUE VALUE:				867.86
<b>EMERGENCY APPARATUS MAINT</b>				
107207	07/25/2019	ENG #2821 PUMP REPAIR	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	701.32
Total EMERGENCY APPARATUS MAINT:				701.32
<b>FORD OF LAKE GENEVA</b>				
69021	07/22/2019	OIL CHANGE,SPARK PLUGS,RE	11-21-00-53610 PD EQUIP MAINT SERV COSTS	395.54
69297	07/29/2019	TAIL LIGHT REPAIR-#203	11-21-00-53610 PD EQUIP MAINT SERV COSTS	20.61
69339	08/02/2019	REPLACE BATTERY-#210	11-21-00-53610 PD EQUIP MAINT SERV COSTS	21.00
69409	08/09/2019	OIL CHANGE-#205	11-21-00-53610 PD EQUIP MAINT SERV COSTS	30.95
69414	08/09/2019	FUEL SYSTEM REPAIR	11-22-00-53610 FD-EQUIP MAINT SERV COST	430.91
Total FORD OF LAKE GENEVA:				899.01
<b>FOSTER COACH SALES INC</b>				
17856	08/06/2019	DECALS-NEW AMB	50-22-00-58000 FIRE EQUIPMENT PURCHASES	131.00
Total FOSTER COACH SALES INC:				131.00
<b>FOSTER, GEORGE</b>				
REFD 8/3/19	08/19/2019	FOSTER-SEC DEP 8/3/19	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
REFD 8/3/19	08/19/2019	FOSTER-SEC GRD,SETUP-8/3/1	40-55-10-46740 UPPER RIVIERA REVENUE	298.50
Total FOSTER, GEORGE:				701.50
<b>GALLS LLC</b>				
013244341	07/19/2019	UNIFORM-KELLER	11-21-00-51380 PD UNIFORM ALLOWANCE	49.95
013380526	08/06/2019	UNIFORM-HALL	11-21-00-51380 PD UNIFORM ALLOWANCE	131.98
013391753	08/07/2019	UNIFORM-DERRICK	11-21-00-51380 PD UNIFORM ALLOWANCE	39.99
013412978	08/09/2019	INITIAL ISSUE-WINDLER	11-21-00-51390 PART TIME UNIFORM EXPENSE	224.97
013415594	08/09/2019	UNIFORM-MILLS	11-22-00-51380 FIRE DEPT UNIFORMS	48.90
013460646	08/15/2019	UNIFORM-HALL	11-21-00-51380 PD UNIFORM ALLOWANCE	119.98
Total GALLS LLC:				615.77
<b>GENERAL COMMUNICATIONS INC</b>				
272209	07/31/2019	DODGE/CENTER-REPEATER R	11-22-00-52620 FD-COMMUNICATION SYS MAINT FEE	770.00
Total GENERAL COMMUNICATIONS INC:				770.00
<b>GIRAFFE ELECTRIC II INC</b>				
S2029	08/22/2019	STREET LIGHT REPAIR-GENEV	11-34-10-52600 REPAIRS-TRAFFIC SIGNALS,ETC	95.00
S2030	08/22/2019	TRAFFIC LIGHT ACTIVATION	11-34-10-52600 REPAIRS-TRAFFIC SIGNALS,ETC	95.00
S2038	08/22/2019	WIRE INSTALL-AUTO GATES 10	43-32-10-17010 2018/2019 STREET IMP PROGRAM	1,127.50
Total GIRAFFE ELECTRIC II INC:				1,317.50
<b>GREAT AMERICA FINANCIAL SERVICES</b>				
25222832	07/23/2019	BIZ HUB-JUL	11-22-00-53400 OPERATING SUPPLIES	294.85
Total GREAT AMERICA FINANCIAL SERVICES:				294.85
<b>HENRY SCHEIN INC</b>				
67130135	07/17/2019	EMS SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	326.90

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
67430711	07/25/2019	EMS SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	21.58
67446998	07/26/2019	MEDICAL SUPPLIES	11-29-00-53400 EMER MGMT SUPPLIES	134.27
67446998	07/26/2019	MEDICAL SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	545.06
67446999	08/16/2019	EMS SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	1,245.00
67564478	07/30/2019	EMS SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	21.58
67691362	08/02/2019	EMS SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	21.58
67927958	08/09/2019	EMS SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	155.44
Total HENRY SCHEIN INC:				2,471.41
<b>HOME DEPOT CREDIT</b>				
4015816	08/07/2019	LANDSCAPE ADHESIVE	48-00-00-54200 CEM GRAVES/FOUNDATIONS	191.28
Total HOME DEPOT CREDIT:				191.28
<b>ITU ABSORB TECH INC</b>				
7296491	08/09/2019	MATS,MOPS,FRAGRANCE	40-55-20-53600 RIV MAINTENANCE SERVICE COSTS	92.81
7305435	08/23/2019	MATS,RAGS,COVERALLS	11-32-10-53600 ST DEPT BLDG MAINT SERV COSTS	85.02
7305436	08/23/2019	MATS	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	81.22
Total ITU ABSORB TECH INC:				259.05
<b>JAMES IMAGING SYSTEMS INC</b>				
927673	08/19/2019	TOSH ES3555C-AUG	11-21-00-55310 COPY MACHINE & SHREDDING SVC	213.61
927674	08/19/2019	TOSH ES357-AUG	11-21-00-55310 COPY MACHINE & SHREDDING SVC	39.43
Total JAMES IMAGING SYSTEMS INC:				253.04
<b>JANI-KING OF MILWAUKEE</b>				
MIL07190623	07/02/2019	CREDIT-DECREASE IN SERVIC	99-00-00-53600 LIBRARY BLDG MAINT SERVICES	120.00-
MIL09190361	09/01/2019	CLEANING-SEPT	99-00-00-53600 LIBRARY BLDG MAINT SERVICES	1,083.00
Total JANI-KING OF MILWAUKEE:				963.00
<b>JEFFERSON FIRE &amp; SAFETY INC</b>				
IN107818	07/22/2019	TURNOUT GEAR	11-22-00-58000 FIRE EQUIPMENT/SUPPLIES	83.14
IN108619	08/13/2019	BALL VALVE	11-22-00-58000 FIRE EQUIPMENT/SUPPLIES	70.89
Total JEFFERSON FIRE & SAFETY INC:				154.03
<b>JERRY WILLKOMM INC</b>				
236803	08/20/2019	308.0 GALS GAS	11-32-10-53410 VEHICLE-FUEL & OIL	754.29
266651	08/17/2019	804.0 GALS GAS	11-32-10-53410 VEHICLE-FUEL & OIL	2,017.25
390085	08/19/2019	GREASE	11-32-10-53410 VEHICLE-FUEL & OIL	37.60
Total JERRY WILLKOMM INC:				2,809.14
<b>JFTCO INC</b>				
C 115916	08/19/2019	GLASS DOOR-BACKHOE	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	312.72
Total JFTCO INC:				312.72
<b>JOHNS DISPOSAL SERVICE INC</b>				
327746	08/13/2019	2 YD DUMPSTER	11-36-00-52960 SOLID WASTE-STREET DEPT	154.00
Total JOHNS DISPOSAL SERVICE INC:				154.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
<b>JOHNSON CONTROLS</b>				
85980457	06/28/2019	FIRE ALARM REPAIR	11-16-10-52400 CITY HALL BUILDING REPAIRS	768.00
Total JOHNSON CONTROLS:				768.00
<b>KAESTNER AUTO ELECTRIC CO</b>				
331364	08/26/2019	SAFETY GLASSES (20)	11-32-10-53900 FIRST AID AND SAFETY SUPPLIES	39.80
Total KAESTNER AUTO ELECTRIC CO:				39.80
<b>KAPUR &amp; ASSOCIATES INC</b>				
98738	07/22/2019	ENG-CHILD SAFETY ZONES	11-13-10-52140 OUTSIDE ATTORNEYS FEES	243.00
98739	07/22/2019	ENG-SUMMERHAVEN	11-00-00-13910 A/R BILL OUTS	2,003.90
98743	07/22/2019	ENG-VISTAS OF LG	11-00-00-13910 A/R BILL OUTS	115.00
98745	07/22/2019	PROPOSED SEWER/WATER-CE	11-30-00-52160 CITY ENGINEERING FEES	190.00
98750	07/22/2019	ENG-2019 STREETS	43-32-10-17010 2018/2019 STREET IMP PROGRAM	276.26
98752	07/22/2019	ENG-STONERIDGE PHASE II	11-00-00-13910 A/R BILL OUTS	13,558.46
98754	07/22/2019	GIS UPDATES	11-30-00-52160 CITY ENGINEERING FEES	202.50
98783	07/23/2019	ENG-YMCA	11-00-00-13910 A/R BILL OUTS	345.00
99095	08/12/2019	ENG SVCS-2019 STREETS	43-32-10-17010 2018/2019 STREET IMP PROGRAM	1,291.00
99098	08/12/2019	ENG SVCS-STONERIDGE PHAS	11-00-00-13910 A/R BILL OUTS	16,054.92
99099	08/23/2019	ENG SVCS-393 N EDWARDS	11-00-00-13910 A/R BILL OUTS	172.50
99230	08/23/2019	ENG SVCS-1120 SLSD	11-00-00-13910 A/R BILL OUTS	172.50
99231	08/23/2019	ENG SVCS-ROUND ABOUTS	43-32-10-17010 2018/2019 STREET IMP PROGRAM	334.44
99232	08/23/2019	GIS-CITY ENG SVCS	11-69-30-52120 OUTSIDE PROFESSIONAL PLANNING	202.50
99233	08/23/2019	ENG SVCS-FENCE STAKING 10	43-32-10-17020 DPW CAPITAL PROJECTS	942.80
99234	08/23/2019	ENG SVCS-LASALLE ST	11-00-00-13910 A/R BILL OUTS	455.06
Total KAPUR & ASSOCIATES INC:				36,559.84
<b>KNOX COMPANY</b>				
INV01806292	07/31/2019	NARCOTICS SAFE-AMB #1	50-22-00-58000 FIRE EQUIPMENT PURCHASES	1,576.00
Total KNOX COMPANY:				1,576.00
<b>KORNAK, EMILY</b>				
REIMB 8/19	08/16/2019	WILA INSTITUTE-142 MILES	99-00-00-53320 STAFF CONTINUING EDUCATION	82.36
Total KORNAK, EMILY:				82.36
<b>LABELVALUE.COM</b>				
LVI100001293	08/13/2019	SPINE LABELS	99-00-00-55120 LIBRARY PROCESSING SUPPLIES	120.84
Total LABELVALUE.COM:				120.84
<b>LAKE GENEVA UTILITY</b>				
615 SETTLER	07/18/2019	615 SETTLERS RIDGE DR	45-00-00-24520 WATER IMPACT FEES	1,690.00
615 SETTLER	07/18/2019	615 SETTLERS RIDGE DR	45-00-00-24530 SEWER IMPACT FEES	1,865.00
Total LAKE GENEVA UTILITY:				3,555.00
<b>LANGE ENTERPRISES INC</b>				
69861	08/07/2019	SIGN BRACKETS	11-34-10-53750 TRAFFIC CONTROL STREET SIGNS	285.00
Total LANGE ENTERPRISES INC:				285.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
<b>LASER WORKS UNLIMITED LLC</b>				
1540	07/24/2019	AMBULANCE SIGNAGE	50-22-00-58000 FIRE EQUIPMENT PURCHASES	27.35
1541	07/24/2019	PFC NAME PLATE-SAUL	11-21-00-51900 PFC COMMISSION EXPENSES	13.15
1541	07/24/2019	PICTURE NAME PLATES	11-21-00-53990 PD MISCELLANEOUS EXP	32.20
Total LASER WORKS UNLIMITED LLC:				72.70
<b>MALEK &amp; ASSOCIATES CONSULTANTS</b>				
6042	08/01/2019	PLAN REVIEW-WHITETAILE #4	11-22-00-57500 SPRINKLER SYSTEMS EXPENSES	235.00
Total MALEK & ASSOCIATES CONSULTANTS:				235.00
<b>MARTIN GROUP</b>				
1253739	08/20/2019	KONICA 20-AUG	11-21-00-55310 COPY MACHINE & SHREDDING SVC	16.30
Total MARTIN GROUP:				16.30
<b>MIDWEST ACTION CYCLE</b>				
216090	06/13/2019	REPAIRS-#215-03	11-21-00-53610 PD EQUIP MAINT SERV COSTS	119.14
216091	06/13/2019	REPAIRS-#214-03	11-21-00-53610 PD EQUIP MAINT SERV COSTS	198.38
Total MIDWEST ACTION CYCLE:				317.52
<b>MIDWEST DOOR COMPANY</b>				
3123	07/19/2019	PARKING GARAGE DOOR RPR	11-21-00-53420 PD SPECIAL EQUIPMENT	75.00
Total MIDWEST DOOR COMPANY:				75.00
<b>MIDWEST TAPE</b>				
8/2/19-ADULT	08/02/2019	ADULT DVDS	99-00-00-54140 LIBRARY NONPRINT MATERIALS	119.50
8/2/19-YOUTH	08/02/2019	YOUTH DVDS	99-00-00-54110 LIBRARY YOUTH MATERIALS	259.37
Total MIDWEST TAPE:				378.87
<b>NORTH AMERICAN CLUTCH &amp; DRIVELINE</b>				
302864	08/20/2019	CLUTCH-LEAF WAGON	11-32-14-54300 COMPOSTING OPERATING SUPPLIES	1,660.00
Total NORTH AMERICAN CLUTCH & DRIVELINE:				1,660.00
<b>NORTHWIND PERENNIAL FARM</b>				
8944	08/05/2019	GARDEN CARE-JUL	99-00-00-53600 LIBRARY BLDG MAINT SERVICES	96.00
8966	08/20/2019	GARDEN CARE-AUG	99-00-00-53600 LIBRARY BLDG MAINT SERVICES	985.00
Total NORTHWIND PERENNIAL FARM:				1,081.00
<b>OFFICE DEPOT</b>				
357606355001	08/07/2019	INDEX TABS	40-54-10-53100 BEACH OFFICE SUPPLIES	4.73
357606355001	08/07/2019	TONER-TREASURER	11-15-10-53100 ACCTG OFFICE SUPPLIES	162.17
357606355001	08/07/2019	FILE FOLDERS	11-14-30-53100 CITY CLERK OFFICE SUPPLIES	1.83
357606355001	08/07/2019	DISINFECTING WIPES,POST-IT	11-16-10-53100 CITY HALL OFFICE SUPPLIES	23.38
357713338001	08/07/2019	BINDER POCKET FILES	11-15-10-53100 ACCTG OFFICE SUPPLIES	7.69
359586892001	08/09/2019	FILE FOLDERS	11-16-10-53100 CITY HALL OFFICE SUPPLIES	1.83
359586892001	08/09/2019	FILE FOLDERS	40-54-10-53100 BEACH OFFICE SUPPLIES	4.86
362631746001	08/14/2019	FILE FOLDERS	11-14-30-53100 CITY CLERK OFFICE SUPPLIES	1.83
Total OFFICE DEPOT:				208.32

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
<b>OFFICE PRO INC</b>				
0356298-001	08/16/2019	FLOOR SHINE-UPPER RIV	40-55-10-53600 UPPER RIVIERA MAINTENANCE	93.90
0356890-001	08/19/2019	HAND SOAP (8)	11-52-00-53500 BLDG MAINT SUPPLIES-PARKS	295.02
0356953-001	08/20/2019	AIR FRESHENERS (4)	11-52-00-53500 BLDG MAINT SUPPLIES-PARKS	102.80
Total OFFICE PRO INC:				491.72
<b>OTTO JACOBS</b>				
01696	08/26/2019	GRAVEL SLURRY	43-32-10-17010 2018/2019 STREET IMP PROGRAM	450.00
Total OTTO JACOBS:				450.00
<b>QUILL CORPORATION</b>				
9051455	07/29/2019	FOOT RESTS,COPY PAPER	11-21-00-53100 PD OFFICE SUPPLIES	214.92
Total QUILL CORPORATION:				214.92
<b>RELIANT FIRE APPARATUS INC</b>				
I19-21311	04/05/2019	ROLL UP DOOR-CREDIT	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	88.80-
I19-21743	07/23/2019	AMB LIGHTS	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	122.65
Total RELIANT FIRE APPARATUS INC:				33.85
<b>RHYME BUSINESS PRODUCTS</b>				
25359436	08/16/2019	SHARP-MX-3070N-AUG	99-00-00-55320 LIBRARY EQUIP LEASES & MAINT	354.13
Total RHYME BUSINESS PRODUCTS:				354.13
<b>RK AUTOGRAPHICS INC</b>				
49595	08/08/2019	PODIUM DECAL	11-22-00-53100 OFFICE SUPPLIES	115.00
Total RK AUTOGRAPHICS INC:				115.00
<b>RODRIGUEZ, JILL</b>				
REIMB 8/20/19	08/20/2019	COPIES,REFRESHMENTS-GRA	11-70-00-57800 AVIAN COMMITTEE EXPENSES	90.96
Total RODRIGUEZ, JILL:				90.96
<b>ROLYAN BUOYS</b>				
3672928	08/12/2019	SWIM BUOYS (6)	40-52-10-52640 BUOYS & BOAT STALLS-REPAIRS	839.00
Total ROLYAN BUOYS:				839.00
<b>ROTE OIL COMPANY</b>				
1923300209	08/21/2019	250.1 GALS CLEAR DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	589.98
1923300210	08/21/2019	231.3 GALS DYED DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	473.93
Total ROTE OIL COMPANY:				1,063.91
<b>RUNDLE SPENCE</b>				
S2775460.001	08/13/2019	FAUCET PARTS	11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES	104.63
Total RUNDLE SPENCE:				104.63
<b>SECURITY EQUIPMENT SUPPLY</b>				
F87310	08/08/2019	POWER SUPPLY-CH SEC DOO	11-16-10-52400 CITY HALL BUILDING REPAIRS	148.25
F87403	08/08/2019	BATTERIES-CH SEC DOORS	11-16-10-52400 CITY HALL BUILDING REPAIRS	51.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total SECURITY EQUIPMENT SUPPLY:				199.25
<b>SHERRILL INC</b>				
INV-480807	08/21/2019	THROWLINE,SPLICE KIT	11-32-13-54300 TREE & BRUSH OPERATING SUPPLY	299.98
Total SHERRILL INC:				299.98
<b>SHRED-IT</b>				
8127994290	08/22/2019	SHREDDING SVC-AUG	11-21-00-55310 COPY MACHINE & SHREDDING SVC	19.64
8127995000	08/22/2019	SHREDDING SVC-AUG	11-21-00-55310 COPY MACHINE & SHREDDING SVC	45.85
Total SHRED-IT:				65.49
<b>SIGNATURE SIGNS LLC</b>				
5385	08/16/2019	LETTERING-AMB #1	50-22-00-58000 FIRE EQUIPMENT PURCHASES	65.00
Total SIGNATURE SIGNS LLC:				65.00
<b>SOMAR TEK LLC/SOMAR ENTERPRISE</b>				
101517	06/17/2019	AMMUNITION-SWAT	11-21-00-53420 PD SPECIAL EQUIPMENT	73.48
101518	06/17/2019	SWAT RIFLE LIGHTS	11-21-00-58100 EQUIPMENT OUTLAY	243.48
101561	07/23/2019	UNIFORM-MCNEIL	11-21-00-51380 PD UNIFORM ALLOWANCE	101.99
101590	08/07/2019	UNIFORM-HINZPETER	11-21-00-51380 PD UNIFORM ALLOWANCE	49.99
Total SOMAR TEK LLC/SOMAR ENTERPRISE:				468.94
<b>STATE OF WISCONSIN</b>				
507856	08/20/2019	ELEVATOR PERMIT	11-24-00-52170 CONTRACT-ELEVATOR INSPECTION	50.00
Total STATE OF WISCONSIN:				50.00
<b>THOMPSON, RANDY</b>				
19002	07/19/2019	COUNTERACT SUPPLIES	11-21-00-53160 CRIME PREVENTION PROGRAM	1,588.50
19002	07/19/2019	COUNTERACT TRAINING	11-21-00-54100 PD TRAINING EXPENSES	400.00
Total THOMPSON, RANDY:				1,988.50
<b>TIME WARNER CABLE</b>				
718885501081	08/19/2019	INTERNET SVC-AUG	11-16-10-52210 CITY HALL TELEPHONE EXPENSE	89.66
Total TIME WARNER CABLE:				89.66
<b>TOMMI'S GARDEN BLOOMS</b>				
7/11/2019	07/11/2019	NELSON FUNERAL FLOWERS	11-22-00-53990 FIRE MISCELLANEOUS EXP	50.00
Total TOMMI'S GARDEN BLOOMS:				50.00
<b>TRANS UNION LLC</b>				
07918142	07/28/2019	BACKGROUND CHECK	11-21-00-54110 PD APPLICATION PROCESS	31.32
Total TRANS UNION LLC:				31.32
<b>UNIFORM DEN EAST INC</b>				
64071	08/14/2019	UNIFORM-BOULAND	11-21-00-51380 PD UNIFORM ALLOWANCE	214.40
64072	08/14/2019	UNIFORM-BOULAND	11-21-00-51380 PD UNIFORM ALLOWANCE	5.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total UNIFORM DEN EAST INC:				219.40
<b>UNIFORM SHOP, THE</b>				
290179	07/29/2019	SAFETY VESTS-GRANT	11-21-00-57350 GRANT PURCHASES-STATE	1,602.50
Total UNIFORM SHOP, THE:				1,602.50
<b>UNIQUE MANAGEMENT SERVICES INC</b>				
557231	08/01/2019	COLLECTION FEES-JUL	99-00-00-55100 LIBRARY SIRSI	62.65
Total UNIQUE MANAGEMENT SERVICES INC:				62.65
<b>VANDEWALLE &amp; ASSOCIATES INC</b>				
201908012	08/20/2019	PLANNING SVCS-AUG	11-69-30-52120 OUTSIDE PROFESSIONAL PLANNING	1,758.00
201908012	08/20/2019	PLANNING SVCS-AUG	11-00-00-13910 A/R BILL OUTS	2,726.00
201908012	08/20/2019	PLANNING SVCS-COMP PLAN-	11-69-30-52160 COMPREHENSIVE PLAN	7,255.19
Total VANDEWALLE & ASSOCIATES INC:				11,739.19
<b>VILLAGE OF WILLIAMS BAY PD</b>				
NEWEL-WARR	08/23/2019	WARRANT-NEWELL-#19032	11-12-00-24280 COURT FINES-OTHER	98.80
Total VILLAGE OF WILLIAMS BAY PD:				98.80
<b>VON BRIESEN &amp; ROPER SC</b>				
294589	08/14/2019	OUTSIDE LEGAL FEES	11-21-00-52140 OUTSIDE LEGAL EXPENSES	935.00
Total VON BRIESEN & ROPER SC:				935.00
<b>VORPAGEL SERVICE INC</b>				
45056	07/31/2019	A/C SVC	99-00-00-53600 LIBRARY BLDG MAINT SERVICES	936.29
Total VORPAGEL SERVICE INC:				936.29
<b>VP PLUS INC</b>				
9635	07/30/2019	INSTALL FANS (4)	11-22-00-52410 FIREHOUSE REPAIRS	3,953.00
9774	08/22/2019	FUSE REPAIRS	11-22-00-52410 FIREHOUSE REPAIRS	157.50
Total VP PLUS INC:				4,110.50
<b>WI ELEVATOR INSPECTION</b>				
12694	06/10/2019	ANNUAL ELEV INSP	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	190.00
Total WI ELEVATOR INSPECTION:				190.00
<b>WISCONN VALLEY MEDIA GROUP</b>				
REIMB 8/15/19	08/15/2019	SHIPPING REIMB SPLIT	99-00-00-53120 LIBRARY POSTAGE	113.81
Total WISCONN VALLEY MEDIA GROUP:				113.81
<b>WITTE SUPPLY COMPANY</b>				
84930	08/21/2019	TOP SOIL-12 YDS	48-00-00-53620 CEM GROUNDS/LANDSCAPING	294.00
84990	08/22/2019	TOP SOIL-3 YDS,GRASS SEED	48-00-00-53620 CEM GROUNDS/LANDSCAPING	189.50
Total WITTE SUPPLY COMPANY:				483.50

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
<b>WORD SYSTEMS INC</b>				
IN25699	07/31/2019	ANNUAL CONTRACT-DICTAPH	11-21-00-53050 DATA PROCESSING	1,894.60
Total WORD SYSTEMS INC:				1,894.60
<b>ZIMMERMANN, CAROL</b>				
REIMB 8/26/19	08/26/2019	RACK CARDS-SWIFT NIGHT OU	11-70-00-57800 AVIAN COMMITTEE EXPENSES	13.98
Total ZIMMERMANN, CAROL:				13.98
<b>ZOLL MEDICAL CORPORATION</b>				
2907318	07/22/2019	AUTOPULSE BATTERY	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	808.50
2909517	07/25/2019	AUTOPULSE BATTERY	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	808.50
Total ZOLL MEDICAL CORPORATION:				1,617.00
Grand Totals:				146,323.72

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

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

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

Handwritten signatures in blue and black ink over the signature lines. The signatures appear to be for the Mayor and several members of the City Council.

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

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Batch = "190902","190903","F90929","F90930","P90929","P90930","L90929","L90931"

Invoice Detail.GL account (2 Characters) = {<>} "61"

Invoice Detail.GL account (2 Characters) = {<>} "62"



# VANDEWALLE & ASSOCIATES INC.

To: Mayor Hartz  
From: Brian Munson and Jackie Mich  
Date: Wednesday, August 28, 2019  
Re: Hillmoor Property Concept Plan

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Evaluating the future use of the Hillmoor Property represents a wide range of opportunities for the City of Lake Geneva. Vandewalle & Associates proposes the following tasks to help the City frame development options for the site to help inform future discussions on long term use of the site:

## **Work Element 1: Site Visit & Site Analysis**

- 1.1) Site Visit/Kickoff Meeting:** Vandewalle & Associates staff will undertake 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. This information will be used to build a better understanding of the historic and on-going discussions of development options for the site.

The design team will also meet with from City Staff and the City's Project Management Team (if using) during this trip to discuss project goals.

- 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 concept plans.
- 1.3) Site Analysis:** Vandewalle & Associates will undertake an initial site analysis of the target property using publicly available information. Items investigated may include, but are not limited to, the following items:
- 1.) Existing Conditions (topography, soils, wetlands, floodplains, water features, streams, lakes, woodlands, existing improvements)
  - 2.) Adjoining Properties (uses, ownership patterns)
  - 3.) Municipal regulations (adopted plans, zoning)

This work will be used to inform the concept plan designs, but no formal presentation or summary will be made of the findings.

Estimated Timing: Week 1-3

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[www.vandewalle.com](http://www.vandewalle.com)

Shaping places, shaping change

## **Work Element 2: Concept Plan Development**

- 2.1) **Concept Plan Alternatives:** Vandewalle & Associates will create three concept plan alternatives for the development of the target parcel, based upon program goals for the project and information gained during the site analysis phase. These will include land uses area bubbles, circulation patterns, and important bike/pedestrian connections. Text boxes and photos may be used to further describe potential future uses. Accompanying narrative description will address:
- 1.) Design principles and overall guidelines for the site
  - 2.) Natural resource preservation areas
  - 3.) Definitions and descriptions of the recommended future land use categories included in the concept plans, including development character and scale
  - 4.) Photo examples where applicable
  - 5.) Types of development that are not desirable (e.g., big box development)
- 2.2) **Working Session with Council and Plan Commission:** Vandewalle & Associates will lead a working session at a joint meeting of the Common Council and Plan Commission to present the concept plan alternatives and determine the desired design direction for the one preferred concept plan to be shared at the public open house.
- This is anticipated to be a special meeting in order to complete this scope of work within the City's desired timeline.
- 2.3) **Concept Plan Refinement (Draft 2):** Vandewalle & Associates will refine one concept plan alternative in response to input provided at the working session with Council and Plan Commission to take to public open house.
- 2.4) **Public Open House:** Vandewalle & Associates will organize a public open house for the community to review the draft concept plan and provide input. Vandewalle & Associates will provide a meeting flyer. The City will be responsible for distribution of the flyer and additional publicity.
- 2.5) **Final Concept Plan (Draft 3):** Vandewalle & Associates will prepare one final concept plan that reflects comments received. Vandewalle & Associates will incorporate the final concept plan into the Draft Comprehensive Plan by updating the Future Land Use Map as appropriate and providing a narrative description of the City's goals and objectives for the site.

Final Concept Plan to be completed in early November to allow for 30-day public review period prior to the December 9 Public Hearing. Vandewalle & Associates will provide all deliverables in digital format (PDF).

Estimated Timing: Week 4-7

**Total Proposed Budget: \$29,500**

**Timeline: 2 Months**

Work done beyond the scope of services will be incurred on a time and materials basis.

### Preliminary Project Schedule

<b>Work Element 1: Site Visit &amp; Site Analysis</b>		<b>Timing</b>
Task 1.1	Site Visit/Kickoff Meeting	Sept. 18-20
Task 1.2	Preliminary Base Map Creation	Sept. 1-18
Task 1.3	Site Analysis	Sept. 1-18
<b>Work Element 2: Concept Plan</b>		
Task 2.1	Concept Plan Alternatives (Draft 1 - for Council & PC Review)	Sept. 18-Oct.4
Task 2.2	Working Session with Council and Plan Commission	Oct. 7-11
Task 2.3	Concept Plan Refinement (Draft 2 - for Public Review)	Oct. 14-18
Task 2.4	Public Open House to Review Concept	Oct. 21-25
Task 2.5	Final Concept Plan (Draft 3 - for Public Hearing)	Oct. 31