



## FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, FEBRUARY 8, 2016 – 6:00 PM

### COUNCIL CHAMBERS, CITY HALL

#### AGENDA

1. Call to Order by Alderman Kupsik
2. Roll Call
3. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes.
4. Approve the Finance, License and Regulation Committee Meeting minutes of January 25, 2016, as prepared and distributed.
5. **LICENSES & PERMITS**
  - a. Park Reservation Permit application filed by Geneva Lake Arts Foundation for the annual “Art in the Park” event at Flat Iron Park including rental of the Brunk Pavilion, from 10 am to 5 pm on Saturday, August 13 and 10 am to 4 pm on Sunday, August 14, 2016 (*recommended by Board of Park Commissioners on Feb. 3, 2016 with same fees as last year*)
  - b. Street Use Permit application filed by Geneva Lake Arts Foundation to close Center Street from Main to Wrigley Drive on Saturday, August 13 from 6 am to 9 am and Sunday, August 14, 2016 from 6 am to 9 am and 4 pm to 6 pm for the annual “Art in the Park” event (*recommended by Board of Park Commissioners on Feb. 3, 2016*)
  - c. Riviera Beach Use application filed by Troy Nottestad for the Duffy Nottestad Fishing Derby on the beach and ice held on Saturday, February 27, 2016 from 9am to 2pm with setup on Friday evening (*recommended by Piers, Harbors and Lakefront on Feb. 3, 2016*)
  - d. Park Reservation Permit application filed by Sheree Carlson for the Tenny-Wachsmuth Wedding held in Flat Iron park including rental of the Gazebo from 3 pm to 5:30 pm on Saturday, July 16, 2016 (*recommended by Board of Park Commissioners on Feb. 3, 2016*)
  - e. Park Reservation Permit application submitted by Lake Geneva Jaycees to use Seminary Park for the annual Jaycees Easter Egg Hunt on Saturday, March 26, 2016 from 7 am to 2 pm (*recommended by the Board of Park Commissioners on Feb. 3, 2016*)
  - f. Park Reservation Permit application filed by the Lake Geneva Jaycees to use Seminary and Flat Iron parks including Brunk Pavilion for the Venetian Festival on August 15 – 22, 2016 with balance of fees waived (*recommended by the Board of Park Commissioners on Feb. 3, 2016*)
  - g. Park Reservation Permit application filed by the Lake Geneva Jaycees to use Library Park on August 20 – 21, 2016 for the annual Arts and Crafts Fair with balance of fees waived (*recommended by the Board of Park Commissioners on Feb. 3, 2016*)
  - h. Street Use Permit application filed by the Lake Geneva Jaycees for the use and closure of Wrigley Dr. from Center St. to Broad St. for Venetian Festival on August 15 – 22, 2016

- i. Riviera Beach Reservation Permit application filed by the Lake Geneva Jaycees for the use and closure of the Riviera Beach on Sunday, August 21, 2016 for the water ski show, boat parade and fireworks display
  - j. Fireworks Permit application filed by the Lake Geneva Jaycees to be held on Sunday, August 21, 2016
  - k. Temporary Class “B” License application submitted by the Lake Geneva Jaycees for the sale of fermented malt beverages at Flat Iron parking lot, 100 block of Center St., Lake Geneva, for Venetian Festival on August 16 – 22, 2016
  - l. Original 2015-2016 Operator’s (Bartender) License applications filed by Linda Diamond, Dusha Lowrey, Dawn Monroe, Eileen Sorensen
6. Discussion/Recommendation on **Resolution 16-R3**, a wage resolution implementing pay scale grades and wage increases for part-time employees *(recommended by the Personnel Committee on Jan. 28, 2016)*
  7. Discussion/Recommendation on awarding 2016 Riviera East (Elmer’s) Pier Replacement Project Alternate Bid to Gage Marine for \$54,185 *(recommended by Piers, Harbors and Lakefront on Feb. 3, 2016)*
  8. Discussion/Recommendation on awarding 2016-2018 Pier & Buoy Service Project to Gage Marine *(recommended by Piers, Harbors and Lakefront on Feb. 3, 2016)*
  9. Discussion/Action on awarding bid to Vorpagel for emergency furnace replacement at the Museum in the amount of \$9,000 funded from contingency
  10. Discussion/Recommendation on consideration of proposal for TIF theater redevelopment grant and authorize City Administrator and City Attorney to negotiate with Mr. Branen on a development agreement with a site development incentive (grant) for the revitalization of the Geneva Theater
- 11. Presentation of Accounts**
- a. Purchase Orders (none)
  - b. Prepaid Bills in the amount of \$7,152.64
  - c. Regular Bills in the amount of \$157,900.93

**12. 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.*

2/5/2016 6:47pm

cc: Committee Members, Mayor & remaining Council, Administrator, City Clerk, Attorney

**FINANCE, LICENSE & REGULATION COMMITTEE**  
**MONDAY, JANUARY 25, 2016 – 6:00 PM**  
**COUNCIL CHAMBERS, CITY HALL**

Chairperson Kupsik called the meeting to order at 6:02 p.m.

**Roll Call.** Present: Aldermen Howell, Kupsik, Kordus and Wall. Arrived late: Alderman Gelting. Also Present: City Administrator Oborn, Comptroller Pollitt, Director of Public Works Winkler and City Clerk Waswo.

**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.**

Darien Schaefer, on behalf of Visit Lake Geneva at 527 Center Street, spoke regarding the Restaurant Week banner permits and requested the City's support in waiving the fees as they did in 2015.

Alderman Gelting arrived at 6:04 pm.

Mary Jo Fesenmaier, 955 George Street, commented on the TIF project widening of Main Street as it does not show all the way to Curtis Street in the packet. She disputed a project or line item being added to TIF and questioned where the separate statements are and at what public hearing were those projects added. She is not commenting on the project, just the process used. The TIF consultant admitted amounts can be moved but projects cannot be added. Resolution 16-R2 doesn't have that project in there legally. This decreases funds to the White River Trail project and wondered how the project would be finished. She noted the Flat Iron park pavilion construction was to be cost free to the City; however that does not seem to be the case. She feels pre-paid bills should be decreased.

**Approval of Minutes.** Wall/Kordus motion to approve the Finance, License and Regulation Committee Meeting minutes of January 11, 2016, as prepared and distributed. Unanimously carried.

**LICENSES & PERMITS**

**Kordus/Gelting motion to approve Banner Permit application filed by Visit Lake Geneva for use of 11 banner poles May 2 – June 12, 2016 for Restaurant Week and request to waive all fees.** Unanimously carried.

**Kordus/Gelting motion to approve Temporary Class "B"/"Class B" License application for the sale of fermented malt beverages and wine at St. Francis de Sales Church, 148 W. Main Street, Lake Geneva, for Italian Fest on February 6, 2016.** Unanimously carried.

**Wall/Kordus motion to approve Temporary Operator License application filed by Carole Nevin on behalf of St. Francis de Sales Church for Italian Fest on February 6, 2016.** Unanimously carried.

**Kordus/Gelting motion to approve Temporary "Class B"/Class "B" Wine and Fermented Malt Beverage License application filed by the Lake Geneva Symphony Orchestra Inc for the sale of fermented malt beverages and wine at the Riviera Ballroom, 812 Wrigley Drive, Lake Geneva for the Lake Geneva Symphony Orchestra "Evening in Paris" Gala on February 13, 2016, 6:30pm to 11:30pm.** Unanimously carried.

**Wall/Gelting motion to approve Temporary Operator License application filed by Jennifer Hansen on behalf of the Lake Geneva Symphony Orchestra for the Lake Geneva Symphony Orchestra "Evening in Paris" Gala on February 13, 2016.** Unanimously carried.

**Kordus/Gelting motion to approve Original 2015-2016 Operator's (Bartender) License applications filed by Kimberly Blink, Monojeet Ghosh, Nadine Giller, Teresa Schneider, Laurel Streich, Alok Sharma and Angela Williams.** Unanimously carried.

**Discussion/Recommendation to authorize payment of tax overages pertaining to assessor's palpable error of \$1,862.91 on tax key ZLM 00003 and \$4,164.17 on tax key ZTT 00002** *(continued from January 11, 2016 Council*

*Meeting*). City Administrator Oborn stated the contract does not limit the liability and the City can hold them accountable and has discussed the issue with their Representatives. He is confident the two filings will recover 75% from the other taxing jurisdictions. The issue is the 25% of the City's liability. They can pursue and hold Accurate accountable for the whole thing.

Kordus/Wall motion to move forward with the payment of the overage but hold Accurate Appraisal accountable for any losses incurred by the City including the 25% that would either be refunded from them or deducted from their payment. Alderman Howell questioned if they are sure the payment of their contract can be withheld. Mr. Oborn felt this is clearly their error and he will negotiate that with them. They will probably disagree more on the other property as there was negligence of the property owner by ignoring the letter. Mr. Kupsik said it would be in our best interest to at least negotiate something with Accurate and see what we can get back. It was noted Accurate Appraisal has admitted to the error on the larger of the two amounts. Unanimously carried.

**Kordus/Kupsik motion to approve award of bid to Web Cemeteries in the amount of \$16,986 for data entry services from fund balance in the Cemetery fund** *(recommended by Cemetery Board on January 13, 2016)*

Mr. Oborn recommended using fund balance as the amount approved in 2015 is using almost \$20,000 of the \$25,000. There was a surplus from last year, and the fund is really healthy. Due to timing, we have to process this way. Alderman Kordus said this has been long needed. We were trying to get the front half done with last year's budget, but because of issues with the contractor, it's all being taken from this year's budget. The data could have been done in-house, but the vendors needed to know which way they were going to load the software. It was noted it was all budgeted last year and this year. Unanimously carried.

**Discussion/Recommendation on approval of equipment purchases of \$10,000 for commercial mower and \$11,000 for ½ ton 4x4 pickup from fund balance in the Cemetery fund** *(recommended by the Cemetery Board on January 13, 2016)*.

They are still working on integrating the cemetery into the equipment replacement fund cycle. This was not budgeted which is why it is coming out of fund balance. The Assistant Director of Public Works did substantiate the need. Mr. Kupsik questioned since the Cemetery falls under Public Works, why they would need an additional ½ ton 4x4 truck. Mr. Oborn replied it is replacing that one that is there. Mr. Kordus stated they use that for day-to-day operations so they don't want to tie up a City truck in the cemetery. Mr. Kupsik noted last year money was approved for a new one-ton pickup truck for picking up leaves and snow plowing. He questioned why they would need an additional truck if they already have the one ton truck. Comptroller Pollitt clarified they did get a new truck but it was in 2014. Mr. Oborn stated they do more snowplowing than just the Cemetery so there is more integration. Alderman Wall commented this is January and we are already using non-budgeted items. He asked why this wasn't thought of ahead of time and questioned how many pieces of equipment we need. Mr. Oborn explained it will be integrated beyond the cemetery.

Kordus/Howell motion to continue the purchase of the ½ ton 4x4 pickup to be brought back to the Cemetery Board. Unanimously carried.

Alderman Kordus stated they have a heavy duty residential mower that needs to be replaced. It was questioned why it wasn't budgeted, which Mr. Oborn replied they are not in the equipment replacement plan. If we wouldn't have the timing issue on the software, we would have the funds. They normally have around \$10,000. When the Cemetery Commission was eliminated and turned into a committee, the cemetery equipment was never added into the City budget and never became part of the equipment replacement fund. The cemetery fund can be dissolved as all the money comes from the general fund. Discussion followed with the consensus that the department needs to be integrated in next year's budget and to include the cemetery's equipment in the equipment replacement fund. The old mower is pretty much worthless and they are going to try to sell the old pickup truck.

Howell/Kordus motion to approve commercial mower and additional equipment. Motion carried 3 to 2 with Alderman Wall and Gelting voting "no."

**Kordus/Gelting motion to approve award of bid to Payne and Dolan, Waukesha, WI for 2015 street maintenance program in the amount of \$361,967.47 funded from capital projects fund** *(recommended by the Public Works Committee on January 13, 2016)*. Director of Public Works Dan Winkler stated they opened bids on Dec. 10th but held off a month to award it until there was an opportunity to look at the supplemental price schedule and the

anticipated extra work that isn't quantified in there. This is for the 2016 street maintenance program but is a 2015 bid. As it turns out, the amount of curb and gutter is much less than the Consultant originally projected. Mr. Oborn noted this was budgeted. Unanimously carried.

**Kordus/Howell motion to approve contract with Kapur & Associates, Inc. for downtown signage engineering services in the amount of \$22,756 funded by TIF 4** *(recommended by the Public Works Committee on January 13, 2016)*. Unanimously carried. Public Works felt it made sense to do the comprehensive study to include all the signage.

**Discussion/Recommendation on adding Main Street (Curtis to Wells) Lighting project for \$100,000 to TIF 4 2016 plan** *(recommended by the Public Works Committee on January 13, 2016)*

Mr. Winkler stated removing the overhead wires and poles also removes the street lights. Public Works looked at replacing them with timber posts with the cobra arm light fixtures or doing something better. The recommendation was to select something better. It would be the same light fixtures that grace the City from the east entrance coming down the hill. The conduit would be laid for the street lights if you decide to do this at the same time. We would save material cost and the installation cost to the conduit. We would still have to pick those up where they leave the duct bank and run them into new poles, bases and wiring.

**Discussion/Recommendation on adding Main Street (Curtis to Wells) Widening project for \$500,000 to TIF 4 2016 plan** *(recommended by the Public Works Committee on January 13, 2016)*

**Discussion/Recommendation on approval of contract with Kapur & Associates, Inc. for street widening contract services in the amount of \$45,676 funded by TIF 4** *(recommended by the Public Works Committee on January 13, 2016)*

**Discussion/Recommendation on Resolution 16-R2, a budget amendment for approved TIF projects and closing plan**

Kordus/Gelting motion to move items 11 – 14 to Council without recommendation.

**Kordus/Gelting motion to approve Discussion/Recommendation on award of bid to Humphrey's Contracting, Lake Geneva in the amount of \$4,875 for roof repairs to the Street Department building from capital borrowing** *(recommended by the Public Works Committee on January 13, 2016)*

This is an emergency issue as the roof is leaking. It was not budgeted. Unanimously carried.

**Presentation of Accounts – Alderman Kupsik**

Purchase Orders. None.

Gelting/Kordus motion to recommend approval of Prepaid Bills in the amount of \$6,092.91. Unanimously carried.

Kordus/Wall motion to recommend approval of Regular Bills in the amount of \$213,699.28. It was noted the Century Fence bill is covered by insurance. Mr. Gelting questioned why the share for the DPW Director was not amortized over the year. Mr. Kordus replied it was discussed to be one payment at the last meeting. Unanimously carried.

Kordus/Gelting motion to recommend acceptance of Treasurer's Report for September 2015. Unanimously carried.

**Adjournment**

Kordus/Gelting motion to adjourn at 6:50 p.m. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE  
FINANCE, LICENSE & REGULATION COMMITTEE**



**REGULAR CITY COUNCIL MEETING**  
**MONDAY, FEBRUARY 8, 2016 – 7:00 PM**  
**COUNCIL CHAMBERS, CITY HALL**

**AGENDA**

1. Mayor Connors calls the meeting to order
2. Pledge of Allegiance – Alderman Gelting
3. Roll Call
4. Awards, Presentations, and Proclamations
  - a. 8<sup>th</sup> Annual Holiday Decoration Awards presented by the Lake Geneva Beautification Committee
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 to be limited to 5 minutes.
7. Acknowledgement of Correspondence
8. Approve Regular City Council Meeting minutes of January 25, 2016, as prepared and distributed
9. **CONSENT AGENDA.** 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. Park Reservation Permit application filed by Geneva Lake Arts Foundation for the annual “Art in the Park” event at Flat Iron Park including rental of the Brunk Pavilion, from 10 am to 5 pm on Saturday, August 13 and 10 am to 4 pm on Sunday, August 14, 2016 (*recommended by Board of Park Commissioners on Feb. 3, 2016 with same fees as last year*)
  - b. Street Use Permit application filed by Geneva Lake Arts Foundation to close Center Street from Main to Wrigley Drive on Saturday, August 13 from 6 am to 9 am and Sunday, August 14, 2016 from 6 am to 9 am and 4 pm to 6 pm for the annual “Art in the Park” event (*recommended by Board of Park Commissioners on Feb. 3, 2016*)
  - c. Riviera Beach Use application filed by Troy Nottestad for the Duffy Nottestad Fishing Derby on the beach and ice held on Saturday, February 27, 2016 from 9am to 2pm with setup on Friday evening (*recommended by Piers, Harbors and Lakefront on Feb. 3, 2016*)
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- f. Park Reservation Permit application filed by the Lake Geneva Jaycees to use Seminary and Flat Iron parks including Brunk Pavilion for the Venetian Festival on August 15 – 22, 2016 with balance of fees waived *(recommended by the Board of Park Commissioners on Feb. 3, 2016)*
- g. Park Reservation Permit application filed by the Lake Geneva Jaycees to use Library Park on August 20 – 21, 2016 for the annual Arts and Crafts Fair with balance of fees waived *(recommended by the Board of Park Commissioners on Feb. 3, 2016)*
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- j. Fireworks Permit application filed by the Lake Geneva Jaycees to be held on Sunday, August 21, 2016
- k. Temporary Class “B” License application submitted by the Lake Geneva Jaycees for the sale of fermented malt beverages at Flat Iron parking lot, 100 block of Center St., Lake Geneva, for Venetian Festival on August 16 – 22, 2016
- l. Original 2015-2016 Operator’s (Bartender) License applications filed by Linda Diamond, Dusha Lowrey, Dawn Monroe, Eileen Sorensen

10. Item removed from the Consent Agenda

**11. Finance, License and Regulation Committee Recommendations – Alderman Kupsik**

- a. Discussion/Action on **Resolution 16-R3**, a wage resolution implementing pay scale grades and wage increases for part-time employees *(recommended by the Personnel Committee on Jan. 28, 2016)*
- b. Discussion/Action on awarding 2016 Riviera East (Elmer’s) Pier Replacement Project Alternate Bid to Gage Marine for \$54,185 *(recommended by Piers, Harbors and Lakefront on Feb. 3, 2016)*
- c. Discussion/Action on awarding 2016-2018 Pier & Buoy Service Project to Gage Marine *(recommended by Piers, Harbors and Lakefront on Feb. 3, 2016)*
- d. Discussion/Action on awarding bid to Vorpagel for emergency furnace replacement at the Museum in the amount of \$9,000 funded from contingency
- e. Discussion/Action on consideration of proposal for TIF theater redevelopment grant and authorize City Administrator and City Attorney to negotiate with Mr. Branen on a development agreement with a site development incentive (grant) for the revitalization of the Geneva Theater

**12. Presentation of Accounts**

- a. Purchase Orders (none)
- b. Prepaid Bills in the amount of \$7,152.64
- c. Regular Bills in the amount of \$157,900.93

13. **Mayoral Appointments.** None.

**14. Closed Session**

Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility concerning certain police department employees; and pursuant to Wis. Stat. 19.85(1)(e) for purposes of conducting other specified public business,

whenever competitive or bargaining reasons require a closed session concerning seeking services from and an agreement with James M. Lewis, LLC as a law enforcement services management consultant concerning an investigation involving specific law enforcement personnel.

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

**16. 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.*

2/5/2016 6:47pm

cc: Aldermen, Mayor, Administrator, Attorney, Department Heads, Media

**REGULAR CITY COUNCIL MEETING  
MONDAY, JANUARY 25, 2016 – 7:00 PM  
COUNCIL CHAMBERS, CITY HALL**

Mayor Connors called the meeting to order at 7:01 p.m.

The Pledge of Allegiance was led by Alderman Mayor Connors.

**Roll Call.** Present: Mayor Connors, Aldermen Chappell, Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell. Absent (excused): City Attorney Draper. Also Present: City Administrator Oborn, Director of Public Works Winkler and City Clerk Waswo.

**Awards, Presentations, and Proclamations.** Mayor Connors noted there is a section on the City's website regarding the Public Service Commission's hearing scheduled for February 11 at 2:00pm. A person may testify in this proceeding without becoming a party and without attorney representation. A person may submit this testimony in only 1 of the following ways: web comments which must be received the day prior to the hearing, oral comments, appear and submit written comment or may do it by mail.

**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 to be limited to 5 minutes.**

Darien Schafer, Visit Lake Geneva, 527 Center St, requested the Council's support in waiving the fees for the 2016 Restaurant Week banner permit application as was done in 2015.

Terry O'Neill, 954 George St, commented on the closing of TIF. The agenda item is poorly listed for Resolution 16-R2. It does not properly inform the public that it eliminates the \$400,000 White River TIF project and adds an additional \$1.5 million dollar road widening project to the TIF list. He requested the item be removed from the agenda.

**Acknowledgement of Correspondence.** On January 22, 2016 the City received a letter from Ken Etten urging the Council's support and assistance in reopening the Geneva Theater.

**Approval of Minutes.** Wall/Hill motion to approve the Regular City Council Meeting minutes of January 11, 2016, as prepared and distributed. Unanimously carried.

**Consent Agenda**

**Temporary Class "B"/"Class B" License application for the sale of fermented malt beverages and wine at St. Francis de Sales Church, 148 W. Main Street, Lake Geneva, for Italian Fest on February 6, 2016**

**Temporary Operator License application filed by Carole Nevin on behalf of St. Francis de Sales Church for Italian Fest on February 6, 2016**

**Temporary "Class B"/Class "B" Wine and Fermented Malt Beverage License application filed by the Lake Geneva Symphony Orchestra Inc for the sale of fermented malt beverages and wine at the Riviera Ballroom, 812 Wrigley Drive, Lake Geneva for the Lake Geneva Symphony Orchestra "Evening in Paris" Gala on February 13, 2016, 6:30pm to 11:30pm**

**Temporary Operator License application filed by Jennifer Hansen on behalf of the Lake Geneva Symphony Orchestra for the Lake Geneva Symphony Orchestra "Evening in Paris" Gala on February 13, 2016**

**Original 2015-2016 Operator's (Bartender) License applications filed by Kimberly Blink, Monojeet Ghosh, Nadine Giller, Teresa Schneider, Laurel Streich, Alok Sharma and Angela Williams**

Gelting/Wall motion to approve. Unanimously carried.

**Items removed from the Consent Agenda.**

**Banner Permit application filed by Visit Lake Geneva for use of 11 banner poles May 2 – June 12, 2016 for Restaurant Week and request to waive all fees**

Hill/Gelting motion to approve including waiver of fees.

Roll Call: Chappell, Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voting "yes." Unanimously carried.

**Finance, License and Regulation Committee Recommendations – Alderman Kupsik**

**Discussion/Action to authorize payment of tax overages pertaining to assessor's palpable error of \$1,862.91 on tax key ZLM 00003 and \$4,164.17 on tax key ZTT 00002 (continued from January 11, 2016 Council meeting)**

Kupsik/Kordus motion to approve to pursue collection of the City's portion with Accurate Appraisal and hold them fully accountable. The amounts were \$542.85 and \$1,124.02. They are disputing the \$542.85. The total of the City's portion on both bills is \$1,626.87. Alderman Howell questioned the process and why the City would negotiate with Accurate. He does not feel the City should pay for any of it. Mr. Kupsik said his impression from Mr. Oborn is that he could negotiate with them to get that percentage back.

Roll Call: Chappell, Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voting "yes." Unanimously carried.

**Kupsik/Gelting motion to award bid to Web Cemeteries in the amount of \$16,986 for data entry services from fund balance in the Cemetery fund (recommended by the Cemetery Board on January 13, 2016)**

In 2015 the City Council approved the cemetery GIS project for \$8,100 and Pontem Software for \$12,000. The two projects did not get completed in 2015 and the cemetery fund capital equipment line item ended with a balance of \$16,221. The 2015 projects were not anticipated in the 2016 budget. Alderman Gelting assumed staff would not be able to handle task of the data entry. Mr. Kordus said they did some rough numbers and it came close to this anyway. It is easier to bring them in as they understand the software and don't need training. Comptroller Pollitt will most likely be the staff member assigned to the software. The changes will be when a plot is sold or when there is an interment. Currently the Sexton is maintaining the records. Ms. Hill asked if the initial payment was to automate the database. Mr. Oborn explained Kapur is going to do the GIS and all the mapping. Pontem is replacing the card system and building the database. The next phase will be putting it on the web, which won't happen until next year.

Roll Call: Chappell, Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voting "yes." Unanimously carried.

**Discussion/Action on approval of equipment purchase of \$10,000 for commercial mower.**

Kupsik/Howell motion to approve. With the transition from a Cemetery Commission to the Street Department, cemetery equipment was not included on the equipment replacement list, which is why it was not budgeted. This will be pursued in next year's budget. The funds will be from the cemetery fund. Due to a timing issue with GIS and the software, they held off pending a decision on the data entry. They did not spend all budgeted money, so there would be sufficient funding. It was explained \$155,000 of the levy gets put into the fund; although it is not self sufficient. A portion of the burial funds goes into a perpetual fund and part into the general fund. Mr. Oborn noted since it is in its own fund, it has a capital replacement component to it; whereas the general fund does not. The fund could be dissolved. Mr. Wall doesn't understand why it was not mentioned last fall during budget; now \$10,000 is being spent out of capital rather than a budget item. Mr. Oborn noted it's coming out of the surplus of the fund balance in that fund. Mr. Kupsik stated since it has been incorporated with the Street Department, he feels the cemetery's needs should be in the Street Department's budget. Mr. Gelting agreed and expects a more robust cost analysis.

Roll Call: Kordus, Hill, Kupsik, Howell voting "yes." Alderman Chappell, Wall, Gelting, Hedlund voting "no." Tie Breaker vote with Mayor Connors voting "yes". Motion carried 5 to 4.

**Discussion/Action on approval of equipment purchases \$11,000 for ½ ton 4x4 pickup from fund balance in the Cemetery fund (recommended by the Cemetery Board on January 13, 2016)**

Kordus/Hill motion to refer this item back to the Public Works committee. Unanimously carried.

**Kupsik/Kordus motion to award bid to Payne and Dolan, Waukesha, WI the for 2015 street maintenance program in the amount of \$361,967.47 funded from capital projects fund (recommended by the Public Works Committee on January 14, 2016)**

Director of Public Works Winkler explained bids were opened on Dec. 10, 2015 for the street program which would start construction spring of 2016. It was continued at Public Works in December to look at the supplementary bid prices which include curb and gutter replacement and base repair. There was concern if there was a large number, the second low bidder may have been the low bid. That wasn't the case. We weren't going to approve very much curb and gutter or the need for base work at this time. It is in the budget through capital borrowing.

Roll Call: Chappell, Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voting "yes." Unanimously carried.

**Kupsik/Hill to approve contract with Kapur & Associates, Inc. for downtown signage engineering services in the amount of \$22,756 funded by TIF 4 (recommended by the Public Works Committee on January 14, 2016)**

This is part of the \$200,000 sign budget in the TIF budget. Ms. Hill asked who is working with Kapur to come with an end resolution on a fast track schedule given our committee structure. Mr. Winkler stated Mr. Schafer has been in touch with Kapur and is well aware his input is going to be central to the signage as the signage doesn't benefit staff, it benefits the businesses downtown and that is what he represents. The information should be back to the Public Works Committee for the March meeting. The project can then be bid out in March and awarded in April. Mr. Kordus stated he is confident they will meet the time proposal. Ms. Chappell was in favor of consistency. Mr. Oborn will also work on getting the Business Improvement District's input.

Roll Call: Chappell, Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voting "yes." Unanimously carried.

**Alderman Kupsik stated items f. g. h. i. were sent to City Council without recommendation**

**Discussion/Action on adding Main Street (Curtis to Wells) Lighting project for \$100,000 to TIF 4 2016 plan (recommended by the Public Works Committee on January 14, 2016)**

DPW Winkler stated in removing the poles, the electrical, telephone, cable and street lights are also removed. The Public Works Committee selected poles to match the Broad Street poles. The poles were pretty pricey at \$55,000-\$60,000. We are looking at 13-14 poles at this point. Ms. Chappell asked what the reasoning was for not matching up with what is on Main Street. Mr. Winkler explained it was the same reason they went with a different style outside the heart of the downtown. It was to give it its own identity. Also, the poles were concrete so they would never have to be painted. The light heads were more affordable as well. Mr. Kordus said the choice was to put wooden poles back up or sue the ornamental poles. To be consistent they went with the ornamental poles.

Kordus/Hill motion to approve adding the lighting project for \$100,000 from TIF 4.

Roll Call: Chappell, Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voting "yes." Unanimously carried.

**Kordus/Hill motion to approve adding Main Street (Curtis to Wells) Widening project for \$500,000 to TIF 4 2016 plan (recommended by the Public Works Committee on January 14, 2016)**

DPW Winkler stated the impediment to doing anything with Main Street was the overhead electric, telephone, and cable because it was so close to the curb. When buried, it is almost up to the sidewalk. The large terrace makes the area available to consider widening it enough for a continuous left turn lane or left turn lane at the intersection. The recommendation was to consider a left turn lane and still have a clean flow of traffic. To accomplish that, the street would have to be widened about 8 to 10 feet. There would be new curb and gutter all the way down from between Curtis Street and East Street as the road is plenty wide at Curtis but then starts to narrow. Most of the work can be done in the terrace, working off road, even under traffic. There is also only one driveway, which is the Water Utility driveway, no residential. One casualty will be the trees. The trees would come down, and we would be planting replacements with the TIF tree fund. There is a lot of integration in all of these projects.

Mr. Kordus stated this certainly is an item that fits in with the TIF and the "but for" category. Ms. Chappell asked why this hadn't come up earlier. Mayor Connors stated as the discussions came about with the utilities and burying the poles,

this idea came about. Ms. Chappell asked if this could be put off. Mr. Kupsik feels this is an opportunity since we are eliminating the poles, there was a need for lighting and again another opportunity to upgrade that area. It's an opportunity, and that's what TIF is designed for. Mr. Gelting felt it is a great opportunity to utilize TIF funds. There are numerous projects that have line items for that this falls under. We have committed to saying we will not spend more than this amount of money before we close it. It was indicated at that time we may be sliding these funds around. For instance demolishing the Traver is half the cost we expected it to be. He is comfortable with it and feels it falls within it perfectly. Ms. Hill thinks it is a creative way without taking real estate to alleviate challenges. Mr. Wall stated it's a great idea but he just heard about it within the last week. He's not sure the public has heard about it and now the residents have no input. He wonders if this is it or are we doing something with the theater and the \$800,000. He asked if the \$3 million dollars will be sent back to the taxpayers and school districts.

Mr. Oborn guarantee as there is talk and possible movement on the theater. There wasn't any talk on moving forward on the allocation on the White River trail. This is an evolution process. Ms. Chappell asked what happened to the White River trail acquisition and requested more time to possibly rework the idea. Mayor Connors stated in order for the White River Trail to proceed, they need a willing seller which they don't have. If something would happen between now and the closing of the TIF, it could be reconsidered. It's a placeholder budget, if there is not a willing seller, that money is just sitting there. All standing committees make recommendations to the Council, this was a unanimous recommendation from the Public Works Committee. Mr. Howell believes they have an opportunity now to solve one of the biggest traffic problems in Lake Geneva. If this will make it safer and faster, they have to do it.

DPW Winkler explained the idea came from Public Works when deciding to bury the electrical. The question became what is the vision for the corridor. It made sense if that is the vision coming in to town from the North, it would be the same coming from the East. That is when the discussion on the lighting came up and the discussion on the traffic congestion. Because the poles are being moved, the opportunity arose to address the traffic congestion. This type of improvement will alleviate congestion and accidents. In addition, a little piece of sidewalk will be added to alleviate pedestrian congestion. It also gets people to the Hillmoor site which will connect to the city sidewalk system directly.

Roll Call: Chappell, Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voting "yes." Unanimously carried.

**Hill/Kupsik motion to approve contract with Kapur & Associates, Inc. for street widening contract services in the amount of \$45,676 funded by TIF 4 contingent on approve of Resolution 16-R2 (recommended by the Public Works Committee on January 14, 2016)**

Roll Call: Chappell, Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voting "yes." Unanimously carried.

**Hill/Wall motion to approve Resolution 16-R2, a budget amendment for approved TIF projects and closing plan**

Roll Call: Chappell, Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voting "yes." Unanimously carried.

Mr. Oborn gave an update on the closing plan.

**Kupsik/Gelting motion to approve bid to Humphrey's Contracting, Lake Geneva in the amount of \$4,875 for roof repairs to the Street Department building funded from capital borrowing (recommended by the Public Works Committee on January 14, 2016)**

Ms. Hill mentioned budgeting and capital. She questioned why there isn't a maintenance program for our building facilities. DPW Winkler replied there isn't a maintenance program for roofs City-wide. It is an investment. Ms. Hill stated we don't have a plan for any of our facilities, heaters, roofs, concretes, foundation; all of these things can be put on a schedule and allocated in a budget. Mayor Connors stated it becomes a balancing act, without raising the levy.

Roll Call: Chappell, Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voting "yes." Unanimously carried.

**Presentation of Accounts – Alderman Kupsik**

Purchase Orders. None.

**Kupsik/Gelting motion to approve Prepaid Bills in the amount of \$6,092.91**

Roll Call: Chappell, Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voting "yes." Unanimously carried.

**Kupsik/Gelting motion to approve Regular Bills in the amount of \$213,699.28.** Mr. Kupsik noted Century Fence will be reimbursed by insurance.

Roll Call: Chappell, Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voting “yes.” Unanimously carried.

**Kupsik/Gelting motion to approve Treasurer’s Report for September 2015**

Roll Call: Chappell, Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voting “yes.” Unanimously carried.

**Mayoral Appointments.** None.

**Closed Session**

Kupsik/Kordus motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(e) for purposes of conducting other specified public business, whenever competitive bargaining reasons require a closed session concerning Police Union and Fire Union Negotiations (City Administrator Oborn)

Roll Call: Chappell, Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voting “yes.” Unanimously carried.

The Council entered into closed session at 8:37 pm.

**Return to Open Session**

Hill/Gelting motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session.

Roll Call: Chappell, Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voting “yes.” Unanimously carried.

The Council reconvened in open session at 8:45 p.m.

Kordus/Hill motion to accept the labor association contract between the Lake Geneva Professional Policeman’s Association and the City of Lake Geneva effective January 1, 2015 through December 31, 2015 as presented in closed session.

Roll Call: Chappell, Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voting “yes.” Unanimously carried.

**Adjournment.** Kordus/Gelting motion to adjourn at 8:46 p.m. Unanimously carried.

---

/s/ Sabrina Waswo, City Clerk

**THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE COMMON COUNCIL**

# CITY OF LAKE GENEVA EVENT PERMIT APPLICATION



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

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

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

## Section II - Applicant Information

1. Applicant Name: Bart Ziegler Date of Application: 12/29/2015
2. Organization Name: Geneva Lakes Art Association
3. Organization Type:  For Profit  Non-Profit (501(c)   ) Tax ID
4. Mailing Address: P.O. Box 623
5. City, State, Zip: Lake Geneva, WI, 53147
6. Phone:                      E-mail:
7. Applicant's Drivers License #:                      State license issued:
8. Are you applying as a resident of the City of Lake Geneva?  Yes  No  
*If yes, proof of residency must be attached.*

## Section III - Event Information

1. Title of Event: Art in The Park
2. Date(s) of Event: August 13th & 14th 2016
3. Location(s) of Event: Flat Iron Park
4. Hours: Saturday 10-5; Sunday 10-4

5. Event Chair/Contact Person: Bart Ziegler Phone: \_\_\_\_\_

6. Day of Event Contact Name: Bart Ziegler Phone: \_\_\_\_\_

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

8. Will you charge an admission fee?  Yes  No

9. Estimated Attendance Number: 5000

10. Basis for Estimate: Previous Years Estimate

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

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

12. Will there be any animals?  Yes  No

*If yes, what type and how many.* \_\_\_\_\_

13. Detailed description of proposed event with map of exact location of the event and/or route.  
Free to the public art fair, including food, porta-potties, 80+ exhibitors and music at Flat Iron Park

14. Description of plan for handling refuse collection and after-event clean-up:  
We are asking the city for <sup>five</sup> ~~six~~ extra garbage cans. We will provide dumpsters as well. The boyscouts pick up refuse at the end of the day.

15. Description of plan for providing event security (if applicable):  
We hire Lake Geneva Police for Saturday evening, Saturday 6pm-9am Sunday morning  
Also:  
Parking Barricade On Center  
Sat 6-9AM  
Sun 6-9AM  
Sun 4-6 PM

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.*

Boyscout troop selling food & soft drinks

**Section IV - Street Use**

Check if this section does not apply.

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

*Road closures must include rental of barricades.*

Center Street (Main and Wrigley) Closed:

Sat 6-9 AM

Sun 6-9 AM (AND) 4 PM-6 PM

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

Date(s) of use: August 13th & 14th 2016

Total Number of Stalls Request: 94 B2c

Stall Number(s) and Location: Center Street Parking Stalls 720-793; LC Lot and Parking Stalls 978-1002 including 1 handicap spot. Reserved all day Sat & Sun August

Additional Information:

Exclude 728-730 (Motorcycle Parking)

3. Description of signage to be used during event:

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

Signs at Home Depot for Shuttle Info

Signs at Park and on Center & Main

Banners on light poles on main (4) Displayed for 2 weeks

**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: City Electric Boxes Open and Accessable
- Water Explain: \_\_\_\_\_
- Traffic Control Explain: Center St Blocked 8/13 6-9am; 8/14 6-9am & 4-6pm
- Police Services Explain: Evening Security 6pm Aug 13 until 9am Aug 14
- Fire/EMS Services Explain: \_\_\_\_\_
- Other Explain: \_\_\_\_\_

**Section V- Fees**

Application and Permit Fees		Unit Fee			Applicable Fee
<b>Parade Permit</b>					
Application Fee		\$25.00			_____
<b>Street Use Permit</b>					
Application Fee		\$25.00			25.00 ✓
Permit Fee - Events lasting 2 days or less		\$40.00			40.00 ✓
Permit Fee - Events lasting more than 2 days		\$100.00			_____
<b>Parking Stall Bag Request</b>					
Administrative Fee		\$10.00			10.00 ✓
Parking Stall Usage/Blockage Fee - Per Stall, Per Day			# of Stalls	# of Days	
March 1 - November 14	\$20.00	x	94	x 2	= 3760
November 15 - February 29	\$10.00	x	_____	x _____	= _____
<b>Park Reservation Permit</b>					
Application Fee		\$25.00			25.00 ✓
<b>Security Deposit</b>					
<b>Non-Profit or Resident</b>					
49 Attendees or Less		\$50.00			_____
50-149 Attendees		\$100.00			_____
150 or more Attendees		Determined by Park Board			Det by PB
<b>Non-Resident</b>					
49 Attendees or Less		\$100.00			_____
50-149 Attendees		\$150.00			_____
150 or more Attendees		Determined by Park Board			_____
<b>Park Reservation Fees - Per Location, Per Day</b>					
<b>Non-Profit or Resident</b>					
49 Attendees or Less	\$30.00	x	_____	x _____	= _____
50-149 Attendees	\$55.00	x	_____	x _____	= _____
150 or more Attendees	\$105.00	x	1	x 2	= 210.00
<b>Non-Resident</b>					
49 Attendees or Less	\$75.00	x	_____	x _____	= _____
50-149 Attendees	\$125.00	x	_____	x _____	= _____
150 or more Attendees	\$225.00	x	_____	x _____	= _____
<b>Brunk Pavilion Rental Permit</b>					
<i>Must also include rental of Flat Iron Park to rent Pavilion</i>					
Non-Profit or Resident	\$250.00			# of Days	
		x		2	= 500
Non-Resident	\$500.00				= _____
		x			= _____
<b>Additional Park Amenities</b>					
Equipment (with delivery)	Rental Fee		# Requested	Sec. Dep.	Applicable Fee
Benches	\$5.00 each		x 10	+ \$50.00	= 100 ✓
Picnic Tables	\$15.00 each		x 5	+ \$50.00	= 125 ✓
Barricades	\$5.00 each		x 4	+ \$50.00	= 70 ✓
Trash Receptacles	\$8.00 each		x 5	+ \$50.00	= 90 ✓
Dumpster Delivery	\$50.00 each		x _____	+ \$0	= _____
Dumpster Pick-up	\$50.00 plus additional landfill		_____		_____
Fencing - Snow	\$30.00 per 50 feet		_____		_____
<i>Requests for equipment are subject to availability.</i>					<b>Subtotal: \$</b> 4955

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

**Total PAID with Application: \$ 4955.00**

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

**Section VI - Signature of Applicant**

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

**APPLICANT SIGNATURE:**



DATE: 12/29/2015

For Office Use Only

Date Filed with Clerk: 12/29/15 Payment with Application: \$ 4,955.00 Receipt: C151229-1

Additional Fees Collected: \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Departmental review (all that apply):

Police Chief:  Approved  Denied Signed: [Signature]  
Additional services needed: \_\_\_\_\_

Fire Chief:  Approved  Denied Signed: Paul Connelly  
Additional services needed: \_\_\_\_\_

Street Dept.:  Approved  Denied Signed: [Signature]  
Additional services needed: NO stakes for tents.

Parking Dept.:  Approved  Denied Signed: [Signature]  
Additional services needed: unless private utilities marked public

Piers, Harbors & Lakefront:  Approved  Denied Signed: [Signature]  
Additional services needed: \_\_\_\_\_

Committee/Council review (all that apply):

Park Board: Meeting Date(s): 2/3/2016  Approved  Denied  
Reasons/Conditions: None

Finance, License & Regulation: Meeting Date(s): \_\_\_\_\_  Approved  Denied  
Reasons/Conditions: \_\_\_\_\_

Council: Meeting Date(s): \_\_\_\_\_  Approved  Denied  
Reasons/Conditions: \_\_\_\_\_

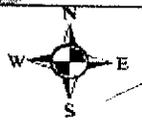
Clerk's Office Completion:

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

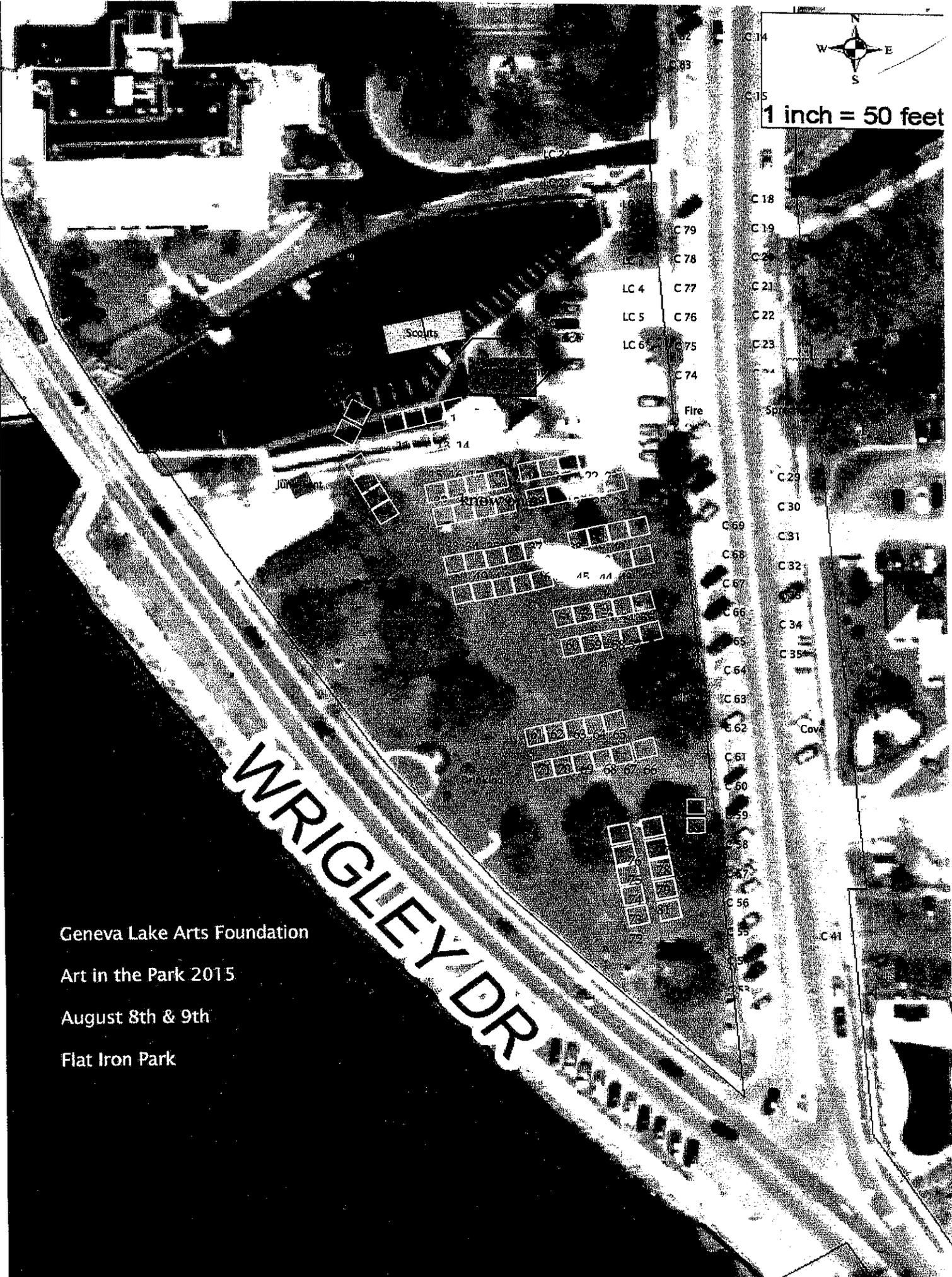
Permit(s) issued:  Parade/PA  Street Use  Park Permit

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

Reason withheld: \_\_\_\_\_



1 inch = 50 feet



Geneva Lake Arts Foundation  
Art in the Park 2015  
August 8th & 9th  
Flat Iron Park



**MEMORANDUM**

**FROM:**       STEPHANIE GUNDERSON, ASSISTANT CITY CLERK

**RE:**         2016 ART IN THE PARK – FLAT IRON PARK 8/13/16-8/14/16

**DATE:**       JANUARY 12, 2016

I spoke with applicant Bart Ziegler on January 12, 2016 and he confirmed the tents that are used do require 1ft stakes for anchoring. I have notified Dan Winkler and Tom Earle of this information via email. I informed Mr. Ziegler to contact Diggers Hotline so they can locate the buried utilities.

**Stephanie Gunderson**

---

**From:** Tom Earle  
**Sent:** Thursday, January 14, 2016 2:25 PM  
**To:** Stephanie Gunderson; Dan Winkler  
**Cc:** City Clerk; Neil Waswo; Blaine Oborn  
**Subject:** RE: 2016 Art in the Park - 8/13-8/14

**Stephanie,**

**I talked to Mr Ziegler on the phone today.**

**He agreed to contact myself and a private locater (preferably John Nish) a week before the set up for the event and have all the City owned electrical lines located at the permittee's expense.**

**I explained to Mr Ziegler that without that locate he would be responsible for any and all damages caused by any staking.**

**I will approve the permit request under those conditions.**

**It may be in the Cities best interest to make that mandatory in the future and place it on the permit app???**

**If you need me to sign off on anything let me know, thanks!!!!!!**

Tom Earle  
Assistant Director of Public Works  
City of Lake Geneva Street Dept.  
1065 Carey St.  
Lake Geneva WI. 53147

---

**From:** Tom Earle  
**Sent:** Tuesday, January 12, 2016 1:58 PM  
**To:** Stephanie Gunderson; Dan Winkler  
**Cc:** City Clerk; Neil Waswo; Blain Oborn  
**Subject:** RE: 2016 Art in the Park - 8/13-8/14

**All,**

**I do not think this a wise decision to allow tent stakes in the Parks. There are utilities all over that are very shallow. To find them all would be a needle in a haystack.**

**I believe our stance in the past has been no stakes, I see no reason to change that now.**

Tom Earle  
Assistant Director of Public Works  
City of Lake Geneva Street Dept.  
1065 Carey St.  
Lake Geneva WI. 53147



# Board of Park Commissioners

Doug Skates - President

Alderman Al Kupsik      Lynn Hassler      Barb Hartigan  
Brian Olsen              Peggy Schneider      Dave Quickel  
John Swanson            Mayor Jim Connors

Director of Public Works Daniel S. Winkler, P.E., Secretary

City of Lake Geneva      626 Geneva Street      Lake Geneva, WI 53147-1914

[www.cityoflakegeneva.com](http://www.cityoflakegeneva.com)      Phone: (262) 248-3673

## MINUTES OF THE 6:00 PM FEBRUARY 3, 2016 MEETING

City Hall 2<sup>nd</sup> Floor Room 2A

### Call to Order:

The Board of Park Commissioners meeting was called to order by President Skates at 6:00 PM. Secretary Winkler read the roll.

### Roll Call:

President Doug Skates \_\_\_exc\_\_\_, Lynn Hassler \_\_\_X\_\_\_, Barb Hartigan \_\_\_exc\_\_\_, Peggy Schneider \_\_\_X\_\_\_, Dave Quickel \_\_\_late\_\_\_, John Swanson \_\_\_X\_\_\_, Ald. Al Kupsik \_\_\_X\_\_\_, Brian Olsen \_\_\_X\_\_\_, Mayor Jim Connors \_\_\_X\_\_\_ (6 then 7 Total).

### Staff & Aldermen Present:

DPW Daniel Winkler \_\_\_X\_\_\_, \_\_\_\_\_ Street Foreman Neil Waswo, Administrator Blaine Oborn \_\_\_X\_\_\_.

### Public Present:

Chris Schultz, Andy Kerwin, Ryan Steltzer.

### Approve the Minutes of the Prior Meeting:

It was moved by Mayor Connors to approve the minutes of the prior meeting, and seconded by Commissioner Swanson. The motion passed 6-0.

### Public Input:

None.

### Permits & Park Donations:

DATE      03/26/16      LOCATION      Seminary Park      USE      Easter Egg Hunt

Acting Chair Kupsik read the permit. It was moved by Mayor Connors to approve, and seconded by Commissioner Swanson. The motion passed 7-0.

DATE      8/13 thru 8/14/16      LOCATION      Flat Iron Park      USE      Art in the Park

Acting Chair Kupsik read the permit. It was moved by Mayor Connors to approve, and seconded by Commissioner Quickel. The discussion was the same fees as charged in the past and extra trash cans will continue. The motion passed 7-0.

# CITY OF LAKE GENEVA EVENT PERMIT APPLICATION



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

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

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

## Section II - Applicant Information

1. Applicant Name: Troy Nottestad Date of Application: January 6, 2016
2. Organization Name: Richard "Duffy" Nottestad Memorial Fund, Inc.
3. Organization Type:  For Profit  Non-Profit (501(c)\_\_\_\_) Tax ID: \_\_\_\_\_
4. Mailing Address: 1889 Dodge St.
5. City, State, Zip: Lake Geneva, WI 53147
6. Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_
7. Applicant's Drivers License #: \_\_\_\_\_ State license issued: \_\_\_\_\_
8. Are you applying as a resident of the City of Lake Geneva?  Yes  No  
*If yes, proof of residency must be attached.*

## Section III - Event Information

1. Title of Event: Duffy Nottestad Fishing Derby
2. Date(s) of Event: Febraury 27, 2016
3. Location(s) of Event: On ice in front of Lake Geneva Beach
4. Hours: 9-2

5. Event Chair/Contact Person: Nick Nottestad Phone: \_\_\_\_\_

6. Day of Event Contact Name: Nick Nottestad Phone: \_\_\_\_\_

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

8. Will you charge an admission fee?  Yes  No

9. Estimated Attendance Number: 300

10. Basis for Estimate: Past 8 years

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

*If yes, list the location, size, Rental Company, and proof of completion of locates.*  
The tent will be set on the ice in front of beach. Tent is owned by our organization. 24x36

12. Will there be any animals?  Yes  No

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

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

14. Description of plan for handling refuse collection and after-event clean-up:  
We, members of the Duffy Nottestad Organization, are responsible for all set up and clean up.

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

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

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

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

**Section IV - Street Use**

Check if this section does not apply.

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

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

Date(s) of use: \_\_\_\_\_

Total Number of Stalls Request: \_\_\_\_\_

Stall Number(s) and Location: \_\_\_\_\_

\_\_\_\_\_

Additional Information:

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

**Anticipated Services**

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

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

**Séction V- Fees**

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

Application and Permit Fees	Unit Fee		Applicable Fee
<b>Beach Reservation Permit</b>			
<i>Excludes Normal Beach Hours Memorial Day through Labor Day 9am-5pm</i>			
<i>Opening/Cleaning of Beach Bathrooms will be invoiced at an Hourly Rate</i>			
Application Fee	\$25.00		25
Security Deposit			
Non-Profit or Resident			
49 Attendees or Less	\$50.00		
50-149 Attendees	\$100.00		
150 or more Attendees	<i>Determined by Piers, Harbors &amp; Lakefront</i>		
Non-Resident			
49 Attendees or Less	\$100.00		
50-149 Attendees	\$150.00		
150 or more Attendees	<i>Determined by Piers, Harbors &amp; Lakefront</i>		
Beach Reservation Fees - Per Day			
Non-Profit or Resident			
49 Attendees or Less	\$30.00	x _____ =	
50-149 Attendees	\$55.00	x _____ =	
150 or more Attendees	\$105.00	x <u>1</u> =	105
Non-Resident			
49 Attendees or Less	\$75.00	x _____ =	
50-149 Attendees	\$125.00	x _____ =	
150 or more Attendees	\$225.00	x _____ =	
Subtotal: \$			130.00
+ Subtotal from Page 4: \$			

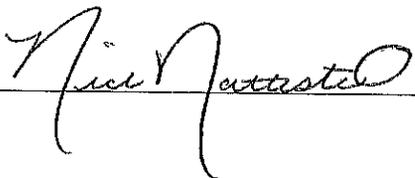
**Total PAID with Application: \$ \_\_\_\_\_**

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

**Section VI - Signature of Applicant**

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

**APPLICANT SIGNATURE:**



DATE: 1/11/16

For Office Use Only

Date Filed with Clerk: 1/11/16 Payment with Application: \$ 130,00 Receipt: C160111-8

Additional Fees Collected: \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Departmental review (all that apply):

Police Chief:  Approved  Denied Signed: \_\_\_\_\_

Additional services needed: \_\_\_\_\_

Additional fees or deposit: \_\_\_\_\_

Fire Chief:  Approved  Denied Signed: Paul Connelly

Additional services needed: \_\_\_\_\_

Additional fees or deposit: \_\_\_\_\_

Street Dept.:  Approved  Denied Signed: \_\_\_\_\_

Additional services needed: if in front of Harry's, signs, barricades ???

Additional fees or deposit: \_\_\_\_\_

Parking Dept.:  Approved  Denied Signed: \_\_\_\_\_

Additional services needed: No parking concerns indicated

Additional fees or deposit: \_\_\_\_\_

Piers, Harbors & Lakefront:  Approved  Denied Signed: \_\_\_\_\_

Additional services needed: \_\_\_\_\_

Additional fees or deposit: \_\_\_\_\_

Committee/Council review (all that apply):

Park Board: Meeting Date(s): \_\_\_\_\_  Approved  Denied

Reasons/Conditions: \_\_\_\_\_

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

Reasons/Conditions: \_\_\_\_\_

Council: Meeting Date(s): \_\_\_\_\_  Approved  Denied

Reasons/Conditions: \_\_\_\_\_

Clerk's Office Completion:

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

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

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

Reason withheld: \_\_\_\_\_

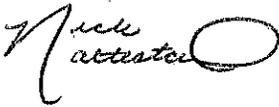
## Richard "Duffy" Nottestad Memorial Fund, Inc.

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Dear City of Lake Geneva,

Thank you for reviewing our application. As in the past eight years, we will set the event tent on the ice right off of the Riviera Beach. In the case of insufficient ice, we would like to set up the fishing weigh-in station in front of Harry's Café. Our Insurance policy will be provided through Glass Insurance. The date that we are requesting is February 27<sup>th</sup>. It is our hope that we can keep our headquarters on the ice same as we have done in past years. If this prevents a conflict, please feel free to contact me as soon as possible. Thank you for all the support that you have shown us over the years.

Sincerely,

A handwritten signature in cursive script that reads "Nick Nottestad". The signature is written in dark ink and is positioned above the typed name.

Nick Nottestad  
President – Richard "Duffy" Nottestad Memorial Fund, Inc  
262-949-0658

---

Nick Nottestad  
W3271 McDonald Rd.  
Lake Geneva, WI 53147

# CITY OF LAKE GENEVA EVENT PERMIT APPLICATION



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

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

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

## Section II - Applicant Information

1. Applicant Name: SHEREE L CARLSON Date of Application: 11/09/2015
2. Organization Name: \_\_\_\_\_
3. Organization Type:  For Profit  Non-Profit (501(c)\_\_\_\_) Tax ID: \_\_\_\_\_
4. Mailing Address: 924 WILLIAMS ST
5. City, State, Zip: LAKE GENEVA WI 53147
6. Phone \_\_\_\_\_ E-mail \_\_\_\_\_
7. Applicant's Drivers License #. \_\_\_\_\_ State license issued: \_\_\_\_\_
8. Are you applying as a resident of the City of Lake Geneva?  Yes  No  
*If yes, proof of residency must be attached.*

## Section III - Event Information

1. Title of Event: Tenny-Wachsmuth Wedding
2. Date(s) of Event: JULY 16, 2016
3. Location(s) of Event: FLAT IRON PARK
4. Hours: 3:00 SET UP - 4:30 CEREMONY EST. 5:30  
Start Time End Time

5. Event Chair/Contact Person: KELLY WACHSMUTH Phone: \_\_\_\_\_

6. Day of Event Contact Name: KELLY WACHSMUTH Phone: \_\_\_\_\_

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

8. Will you charge an admission fee?  Yes  No

9. Estimated Attendance Number: 130

10. Basis for Estimate: GUEST INVITEES TO WEDDING

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

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

12. Will there be any animals?  Yes  No

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

13. Detailed description of proposed event with map of exact location of the event and/or route. A wedding ceremony located at Flat Iron Park. A rental company will arrive to set up chairs, decor and sound system around 3:00p.m. Attendees will be seated by 4:30 and ceremony will begin. At the completion of the ceremony the bridal party and families will go to the surrounding areas for pictures and guests will be encouraged to enjoy the view and relax in the park before heading to the reception at The Cove of Lake Geneva across the street.

14. Description of plan for handling refuse collection and after-event clean-up:  
Guests will be asked to use the refuse containers.

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

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

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

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

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

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

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

**Section IV - Street Use**

Check if this section does not apply.

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

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

Date(s) of use: \_\_\_\_\_

Total Number of Stalls Request: \_\_\_\_\_

Stall Number(s) and Location: \_\_\_\_\_

\_\_\_\_\_

Additional Information:

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

**Anticipated Services**

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

- Electricity      Explain: For sound system - rental company will handle this
- Water            Explain: \_\_\_\_\_
- Traffic Control    Explain: \_\_\_\_\_
- Police Services    Explain: \_\_\_\_\_
- Fire/EMS Services Explain: \_\_\_\_\_
- Other              Explain: \_\_\_\_\_

**Section V- Fees**

Application and Permit Fees		Unit Fee			Applicable Fee
<b>Parade Permit</b>					
Application Fee		\$25.00			_____
<b>Street Use Permit</b>					
Application Fee		\$25.00			_____
Permit Fee - Events lasting 2 days or less		\$40.00			_____
Permit Fee - Events lasting more than 2 days		\$100.00			_____
<b>Parking Stall Bag Request</b>					
Administrative Fee		\$10.00			_____
Parking Stall Usage/Blockage Fee - Per Stall, Per Day			# of Stalls	# of Days	
March 1 - November 14	\$20.00	x	_____	x _____ =	_____
November 15 - February 29	\$10.00	x	_____	x _____ =	_____
<b>Park Reservation Permit</b>					
Application Fee	\$25.00				25.00
<b>Security Deposit</b>					
<b>Non-Profit or Resident</b>					
49 Attendees or Less	\$50.00				_____
50-149 Attendees	\$100.00				100.00
150 or more Attendees	<i>Determined by Park Board</i>				_____
<b>Non-Resident</b>					
49 Attendees or Less	\$100.00				_____
50-149 Attendees	\$150.00				_____
150 or more Attendees	<i>Determined by Park Board</i>				_____
<b>Park Reservation Fees - Per Location, Per Day</b>					
<b>Non-Profit or Resident</b>					
49 Attendees or Less	\$30.00	x	# of Parks	# of Days	
50-149 Attendees	\$55.00	x	1	x 1 =	55.00
150 or more Attendees	\$105.00	x	_____	x _____ =	_____
<b>Non-Resident</b>					
49 Attendees or Less	\$75.00	x	_____	x _____ =	_____
50-149 Attendees	\$125.00	x	_____	x _____ =	_____
150 or more Attendees	\$225.00	x	_____	x _____ =	_____
<b>Brunk Pavilion Rental Permit</b>					
<i>Must also include rental of Flat Iron Park to rent Pavilion</i>					
Non-Profit or Resident	\$125.00			# of Days	
Non-Resident	\$250.00			x _____ =	_____
<b>Additional Park Amenities</b>					
Equipment (with delivery)	Rental Fee		# Requested	Sec. Dep.	Applicable Fee
Benches	\$5.00 each		x _____ +	\$50.00 =	_____
Picnic Tables	\$15.00 each		x _____ +	\$50.00 =	_____
Barricades	\$5.00 each		x _____ +	\$50.00 =	_____
Trash Receptacles	\$8.00 each		x _____ +	\$50.00 =	_____
Dumpster Delivery	\$50.00 each		x _____ +	\$0 =	_____
Dumpster Pick-up	\$50.00 plus additional landfill		_____		_____
Fencing - Snow	\$30.00 per 50 feet		_____		_____
<i>Requests for equipment are subject to availability.</i>					
<b>Subtotal: \$</b>					180.00

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

**Total PAID with Application: \$ 180.00**

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

**Section VI - Signature of Applicant**

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

**APPLICANT SIGNATURE:**



DATE: 11/16/15

For Office Use Only

Date Filed with Clerk: 11/10/15 Payment with Application: \$ 125.00 Receipt: C151110-16 GP

Additional Fees Collected: \$ 55.00 Receipt # C151116-18 CA

Departmental review (all that apply): (1 trash receptacle) 55.00 C151209-1 CK 5315  
 Police Chief:  Approved  Denied Signed: A/C Law

Additional services needed: \_\_\_\_\_

Additional fees or deposit: \_\_\_\_\_

Fire Chief:  Approved  Denied Signed: Burt Connelley

Additional services needed: \_\_\_\_\_

Additional fees or deposit: \_\_\_\_\_

Street Dept.:  Approved  Denied Signed: [Signature]

Additional services needed: Use caution if attaching anything

Additional fees or deposit: (decorations...) to structures

Parking Dept.:  Approved  Denied Signed: [Signature]

Additional services needed: \_\_\_\_\_

Additional fees or deposit: \_\_\_\_\_

Piers, Harbors & Lakefront:  Approved  Denied Signed: \_\_\_\_\_

Additional services needed: \_\_\_\_\_

Additional fees or deposit: \_\_\_\_\_

Committee/Council review (all that apply):

Park Board: Meeting Date(s): 2/3/2016  Approved  Denied

Reasons/Conditions: 622620 SRT UP - [Signature]

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

Reasons/Conditions: \_\_\_\_\_

Council: Meeting Date(s): \_\_\_\_\_  Approved  Denied

Reasons/Conditions: \_\_\_\_\_

Clerk's Office Completion:

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

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

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

Reason withheld: \_\_\_\_\_

## Stephanie Gunderson

---

**From:** Sheree Carlson  
**Sent:** Tuesday, November 24, 2015 11:50 AM  
**To:** Stephanie Gunderson  
**Subject:** RE: City of Lake Geneva - Event Permit Application

**Categories:** Red Category

Hi Stephanie

We will rent at least one extra trash receptacles – just in case. The ceremony will be around the small gazebo

*Sheree L Carlson, CPA CFF*  
CARLSON & ASSOCIATES CPAs, INC.  
924 Williams Street  
Lake Geneva, WI 53147

---

**From:** Stephanie Gunderson  
**Sent:** 11/23/2015 3:15 PM  
**To:** Sheree Carlson  
**Subject:** City of Lake Geneva - Event Permit Application

Good Afternoon,

The Street Department had a few questions on your Event Permit Application. Will you be needing additional trash receptacles? I see you did not rent any. They just wanted to be sure you were aware if there is additional trash in the park or outside of the receptacles after your event there will be additional charges. Did you want to rent additional ones knowing that or just proceed as we are currently? Also, they would like to know where in Flat Iron Park the ceremony will be set up and what will be decorated (it is noted in your permit that a rental company will be putting up some décor). Can you please answer these few questions so there aren't any delays in the approval process? Thank you!

Sincerely,

Stephanie Gunderson  
Assistant City Clerk  
City of Lake Geneva, Wisconsin  
626 Geneva Street  
Lake Geneva, WI 53147

DATE 8/16 thru 8/22/16 LOCATION Library Park, Flat Iron Park, Seminary Park  
USE Venetian Festival

Acting Chair Kupsik read the permit. It was moved by Chair Kupsik to approve, and seconded by Commissioner Swanson. The discussion was that the fees as already paid will be charged with the balance waived. Mr. Stelzer mentioned that the fees charged in the past did vary. The motion to include waiver of most fees passed 7-0.

DATE 07/16/16 LOCATION Flat Iron Park-Small Gazebo USE Tienny-Carlson  
Wedding 3:00 to 5:30 PM

Acting Chair Kupsik read the permit. It was moved by Chair Kupsik to approve, and seconded by Commissioner Olsen. The discussion was the applicant pay all the fees. The motion passed 7-0.

DATE 9/17/16 LOCATION Library Park USE Alzheimer's Walk

Acting Chair Kupsik read the permit. It was moved by Mayor Connors to reserve the date as the application had just shown up with no time for City staff review. The motion was seconded by Chair Kupsik. The motion to reserve the date passed 7-0.

### **Park Assignments/Repair Update/Maintenance:**

Commissioner Quickel brought up the dog bags at the dog park and keeping the boxes refilled.

### **NEW BUSINESS**

#### **Veterans Park Field #5 Pitcher's Mound Quote-Beilfuss**

Chair Kupsik shared the quotation from Beilfuss, whose company is already scheduled to re-work the diamond, to build up a pitcher's mound in the amount of \$1,650. Foreman Waswo mentioned the Mr. Coolidge of the YMCA indicated a need for the pitcher's mound for youth tournaments scheduled during the summer. It was moved by Commissioner Swanson to approve the request as funded from the same park funds as the rest of the infield work. The motion was seconded by Commissioner Quickel and passed 7-0.

### **OLD BUSINESS**

None.

### **Future Meeting Agenda Items-March 2, 2016 Meeting.**

None.

### **ADJOURN:**

It was moved by Mayor Connors and seconded by Commissioner Hassler to adjourn.

The motion passed 7-0 and the meeting was adjourned at 6:20 PM.

# CITY OF LAKE GENEVA EVENT PERMIT APPLICATION



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

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

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

## Section II - Applicant Information

1. Applicant Name: Branden Stevens Date of Application: \_\_\_\_\_
2. Organization Name: Lake Geneva Jaycees
3. Organization Type:  For Profit  Non-Profit (501(c)\_\_\_\_ Tax ID: \_\_\_\_\_
4. Mailing Address: PO Box 411
5. City, State, Zip: Lake Geneva, WI 53147
6. Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ State license issued: \_\_\_\_\_
7. Applicant's Drivers License #: \_\_\_\_\_
8. Are you applying as a resident of the City of Lake Geneva?  Yes  No  
*If yes, proof of residency must be attached.*

## Section III - Event Information

1. Title of Event: Jaycees Easter Egg Hunt
2. Date(s) of Event: Saturday March 26, 2016
3. Location(s) of Event: Semiary Park
4. Hours: 7:00am Start Time 2:00pm End Time

5. Event Chair/Contact Person: Brandon Stevens Phone: \_\_\_\_\_

6. Day of Event Contact Name: Brandon Stevens Phone: \_\_\_\_\_

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

8. Will you charge an admission fee?  Yes  No

9. Estimated Attendance Number: \_\_\_\_\_

10. Basis for Estimate: \_\_\_\_\_

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

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

12. Will there be any animals?  Yes  No

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

13. Detailed description of proposed event with map of exact location of the event and/or route.  
*Annual easter egg hunt day before easter in seminary park. Will have four staging areas for different age groups. Will have an Emcee and handing out raffle tickets to give away baskets.*

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

*manpower cleanup after the event is over*

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

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

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

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

**Section IV - Street Use**

Check if this section does not apply.

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

*Road closures must include rental of barricades.*

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

Date(s) of use: \_\_\_\_\_

Total Number of Stalls Request: \_\_\_\_\_

Stall Number(s) and Location: \_\_\_\_\_

Additional Information:

3. Description of signage to be used during event:

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

**Anticipated Services**

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

Electricity                      Explain: \_\_\_\_\_

Water                              Explain: \_\_\_\_\_

Traffic Control                  Explain: \_\_\_\_\_

Police Services                  Explain: \_\_\_\_\_

Fire/EMS Services              Explain: \_\_\_\_\_

Other                                Explain: \_\_\_\_\_

**Section V- Fees**

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

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

**Total PAID with Application: \$ 25.00**

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

**Section VI - Signature of Applicant**

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

**APPLICANT SIGNATURE:**

RC [Signature]

DATE: \_\_\_\_\_

For Office Use Only

Date Filed with Clerk: 1/13/2016 Payment with Application: \$ 25.00 Receipt: C160113-6

Additional Fees Collected: \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Departmental review (all that apply):

Police Chief:  Approved  Denied Signed: [Signature]

Additional services needed: \_\_\_\_\_

Additional fees or deposit: \_\_\_\_\_

Fire Chief:  Approved  Denied Signed: Brent Connelly

Additional services needed: \_\_\_\_\_

Additional fees or deposit: \_\_\_\_\_

Street Dept.:  Approved  Denied Signed: [Signature]

Additional services needed: \_\_\_\_\_

Additional fees or deposit: \_\_\_\_\_

Parking Dept.:  Approved  Denied Signed: [Signature]

Additional services needed: \_\_\_\_\_

Additional fees or deposit: \_\_\_\_\_

Piers, Harbors & Lakefront:  Approved  Denied Signed: \_\_\_\_\_

Additional services needed: \_\_\_\_\_

Additional fees or deposit: \_\_\_\_\_

Committee/Council review (all that apply):

Park Board: Meeting Date(s): 2/2/2016  Approved  Denied

Reasons/Conditions: Not H. Non R

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

Reasons/Conditions: \_\_\_\_\_

Council: Meeting Date(s): \_\_\_\_\_  Approved  Denied

Reasons/Conditions: \_\_\_\_\_

Clerk's Office Completion:

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

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

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

Reason withheld: \_\_\_\_\_



# Board of Park Commissioners

Doug Skates - President

Alderman Al Kupsik	Lynn Hassler	Barb Hartigan
Brian Olsen	Peggy Schneider	Dave Quickel
John Swanson	Mayor Jim Connors	

Director of Public Works Daniel S. Winkler, P.E., Secretary

City of Lake Geneva 626 Geneva Street Lake Geneva, WI 53147-1914

[www.cityoflakegeneva.com](http://www.cityoflakegeneva.com) Phone: (262) 248-3673

## MINUTES OF THE 6:00 PM FEBRUARY 3, 2016 MEETING

City Hall 2<sup>nd</sup> Floor Room 2A

### Call to Order:

The Board of Park Commissioners meeting was called to order by President Skates at 6:00 PM. Secretary Winkler read the roll.

### Roll Call:

President Doug Skates \_\_exc\_\_, Lynn Hassler \_\_X \_\_\_\_, Barb Hartigan \_exc\_, Peggy Schneider \_\_X \_\_\_\_, Dave Quickel \_\_late\_\_, John Swanson \_\_X \_\_\_\_, Ald. Al Kupsik \_\_X \_\_\_\_, Brian Olsen \_\_X \_\_\_\_, Mayor Jim Connors \_\_X\_\_. (6 then 7 Total).

### Staff & Aldermen Present:

DPW Daniel Winkler \_\_X\_\_, \_\_\_\_\_ Street Foreman Neil Waswo, Administrator Blaine Oborn \_\_X\_\_.

### Public Present:

Chris Schultz, Andy Kerwin, Ryan Steltzer.

### Approve the Minutes of the Prior Meeting:

It was moved by Mayor Connors to approve the minutes of the prior meeting, and seconded by Commissioner Swanson. The motion passed 6-0.

### Public Input:

None.

### Permits & Park Donations:

DATE	03/26/16	LOCATION	Seminary Park	USE	Easter Egg Hunt
------	----------	----------	---------------	-----	-----------------

Acting Chair Kupsik read the permit. It was moved by Mayor Connors to approve, and seconded by Commissioner Swanson. The motion passed 7-0.

DATE	8/13 thru 8/14/16	LOCATION	Flat Iron Park	USE	Art in the Park
------	-------------------	----------	----------------	-----	-----------------

Acting Chair Kupsik read the permit. It was moved by Mayor Connors to approve, and seconded by Commissioner Quickel. The discussion was the same fees as charged in the past and extra trash cans will continue. The motion passed 7-0.

# CITY OF LAKE GENEVA EVENT PERMIT APPLICATION



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

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

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

## Section II - Applicant Information

1. Applicant Name: Ryan Stelzer Date of Application: 1-12-2016
2. Organization Name: Lake Geneva Jaycees
3. Organization Type:  For Profit  Non-Profit (501(c,\_\_\_\_)) Tax ID: \_\_\_\_\_
4. Mailing Address: PO Box 411
5. City, State, Zip: Lake Geneva, WI 53147
6. Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_
7. Applicant's Drivers License # \_\_\_\_\_ State license issued: \_\_\_\_\_
8. Are you applying as a resident of the City of Lake Geneva?  Yes  No  
*If yes, proof of residency must be attached.*

## Section III - Event Information

1. Title of Event: Venetian Festival
2. Date(s) of Event: August 17-21, 2016. Permit August 15-22 to allow for set-up/clean up
3. Location(s) of Event: Flat Iron, Library, and Seminary Park
4. Hours: 6 am August 15, 2016 11:59 pm August 22, 2016
- Start Time End Time

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

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

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

8. Will you charge an admission fee?  Yes  No

9. Estimated Attendance Number: 20,000

10. Basis for Estimate: Prior years

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

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

Two tents in Flat Iron Park parking lot. 40x80 and 20x30. AAA Tentmasters

12. Will there be any animals?  Yes  No

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

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

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

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

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

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

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

**Section IV - Street Use**

Check if this section does not apply.

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

*Road closures must include rental of barricades.*

Refer to attached sheet

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

Date(s) of use: \_\_\_\_\_

Total Number of Stalls Request: \_\_\_\_\_

Stall Number(s) and Location: \_\_\_\_\_

Additional Information:

Refer to attached sheet

3. Description of signage to be used during event:

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

Refer to attached sheet

**Anticipated Services**

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

- |                                     |                   |   |
|-------------------------------------|-------------------|---|
| <input checked="" type="checkbox"/> | Electricity       | Explain: <u>Flat Iron and Seminary for 15th-22nd. Library 20th-21st</u>   |
| <input type="checkbox"/>            | Water             | Explain: <u>Meter by Street Dept for Carnival</u>   |
| <input type="checkbox"/>            | Traffic Control   | Explain: <u>Sunday by boat launch for ski show and Library Park for craft fair</u>                              |
| <input type="checkbox"/>            | Police Services   | Explain: <u>General Patrol, bagging meters, barricades, clearing beach on Sunday, assist clearing beer tent</u> |
| <input type="checkbox"/>            | Fire/EMS Services | Explain: <u>Fireworks loading/unloading</u>   |
| <input type="checkbox"/>            | Other             | Explain: <u>Streets Dept-delivery of concrete blocks, empty small dumpster by chamber, close Wrigley</u>        |

**Section V- Fees**

Application and Permit Fees		Unit Fee			Applicable Fee
<b>Parade Permit</b>					
Application Fee		\$25.00			_____
<b>Street Use Permit</b>					
Application Fee		\$25.00			<u>25.00</u>
Permit Fee - Events lasting 2 days or less		\$40.00			_____
Permit Fee - Events lasting more than 2 days		\$100.00			_____
<b>Parking Stall Bag Request</b>					
Administrative Fee		\$10.00			<u>10.00</u>
Parking Stall Usage/Blockage Fee - Per Stall, Per Day			# of Stalls	# of Days	
March 1 - November 14	\$20.00	x	_____	x _____ =	_____
November 15 - February 29	\$10.00	x	_____	x _____ =	_____
<b>Park Reservation Permit</b>					
Application Fee		\$25.00			<u>25.00</u>
<b>Security Deposit</b>					
<b>Non-Profit or Resident</b>					
49 Attendees or Less		\$50.00			_____
50-149 Attendees		\$100.00			_____
150 or more Attendees		<i>Determined by Park Board</i>			_____
<b>Non-Resident</b>					
49 Attendees or Less		\$100.00			_____
50-149 Attendees		\$150.00			_____
150 or more Attendees		<i>Determined by Park Board</i>			_____
<b>Park Reservation Fees - Per Location, Per Day</b>					
<b>Non-Profit or Resident</b>					
49 Attendees or Less	\$30.00	x	_____	x _____ =	_____
50-149 Attendees	\$55.00	x	_____	x _____ =	_____
150 or more Attendees	\$105.00	x	_____	x _____ =	_____
<b>Non-Resident</b>					
49 Attendees or Less	\$75.00	x	_____	x _____ =	_____
50-149 Attendees	\$125.00	x	_____	x _____ =	_____
150 or more Attendees	\$225.00	x	_____	x _____ =	_____
<b>Brunk Pavilion Rental Permit</b>					
<i>Must also include rental of Flat Iron Park to rent Pavilion</i>					
Non-Profit or Resident	\$250.00			# of Days x _____ =	_____
Non-Resident	\$500.00			x _____ =	_____
<b>Additional Park Amenities</b>					
Equipment (with delivery)	Rental Fee		# Requested	Sec. Dep.	Applicable Fee
Benches	\$5.00 each		x <u>20</u> +	\$50.00 =	_____
Picnic Tables	\$15.00 each		x <u>10</u> +	\$50.00 =	_____
Barricades	\$5.00 each		x <u>All</u> +	\$50.00 =	_____
Trash Receptacles	\$8.00 each		x <u>20</u> +	\$50.00 =	_____
Dumpster Delivery	\$50.00 each		x _____ +	\$0 =	_____
Dumpster Pick-up	\$50.00 plus additional landfill		_____ +		_____
Fencing - Snow	\$30.00 per 50 feet		_____ +		_____
<i>Requests for equipment are subject to availability.</i>					<b>Subtotal: \$</b> _____

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

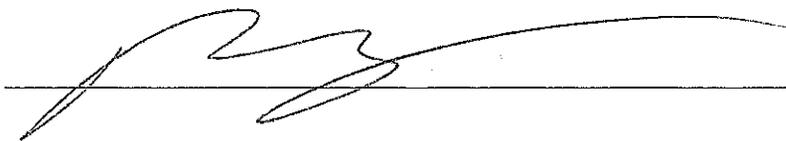
**Total PAID with Application: \$ 60.00**

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

**Section VI - Signature of Applicant**

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

**APPLICANT SIGNATURE:**



DATE: 1-12-16

For Office Use Only

Date Filed with Clerk: 1/13/2016 Payment with Application: \$ 60.00 Receipt: C160113-6

Additional Fees Collected: \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Departmental review (all that apply):

Police Chief:  Approved  Denied Signed: [Signature]

Additional services needed: \_\_\_\_\_

Additional fees or deposit: \_\_\_\_\_

Fire Chief:  Approved  Denied Signed: Bruce Connelly

Additional services needed: \_\_\_\_\_

Additional fees or deposit: \_\_\_\_\_

Street Dept.:  Approved  Denied Signed: [Signature]

Additional services needed: \_\_\_\_\_

Additional fees or deposit: \_\_\_\_\_

Parking Dept.:  Approved  Denied Signed: [Signature]

Additional services needed: \_\_\_\_\_

Additional fees or deposit: \_\_\_\_\_

Piers, Harbors & Lakefront:  Approved  Denied Signed: \_\_\_\_\_

Additional services needed: \_\_\_\_\_

Additional fees or deposit: \_\_\_\_\_

Committee/Council review (all that apply):

Park Board: Meeting Date(s): 2/3/2014  Approved  Denied  
Reasons/Conditions: Waive ALL FEES [Signature]

Finance, License & Regulation: Meeting Date(s): \_\_\_\_\_  Approved  Denied  
Reasons/Conditions: \_\_\_\_\_

Council: Meeting Date(s): \_\_\_\_\_  Approved  Denied  
Reasons/Conditions: \_\_\_\_\_

Clerk's Office Completion:

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

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

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

Reason withheld: \_\_\_\_\_

Park Board Members and Lake Geneva City Council:

### **Event Information**

13. The Lake Geneva Jaycees respectively request the use of Flat Iron, Seminary and Library Park for the 2016 Venetian Festival. Flat Iron and Seminary Parks are needed August 15<sup>th</sup> – August 22<sup>nd</sup> with the festival running the 17<sup>th</sup> – 21<sup>st</sup>. Library Park would be needed August 20<sup>th</sup> and 21<sup>st</sup>. Activities in the parks will be consistent with previous years. Flat Iron Park will include a carnival, food booths sponsored by local civic organizations, main stage area, and beer garden. Seminary Park would include kiddie and youth rides/games. Library Park would be used on Saturday and Sunday for the annual Arts and Craft Fair, as well as the Jaycee Brat Stand. On Sunday night of the festival, a waterski show will take place along the beach followed by a lighted boat parade and a fireworks display.

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

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

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

- YMCA (Sold Funnel Cakes)
- American Legion (Sold Beef Teriyaki)
- Lions Club (sold corn and brats)
- Lakeland Animal Shelter (Sold Burgers)
- Boy Scouts (Sold Walking Tacos)

### **Street Use**

1. The Jaycees request the following street use. The closure of Wrigley Dr. from Center St. north to the Geneva Towers from Tuesday, August 16 through Monday, August 22.
2. The Jaycees request the use of the parking stalls in the Flat Iron park parking lot, as well as the parking stalls on Center St from the Alley South to Wrigley Dr. during the Festival (Including Set-up and Clean-up). Additionally, we request the use of three parking spaces on either side of the East Walkway of Library Park on Saturday and Sunday. Also, to facilitate safe unloading for the craft fair, we request the use of all the parking stalls in front of Library Park from 6am – 10am on Saturday. All stalls with the exception of the six by the East Walkway will be re-opened by 10am. The stalls being used are consistent with past years and are outlined within the action plan used by the Jaycees and the city to facilitate the smooth operation of the festival. This can be provided at council's request.

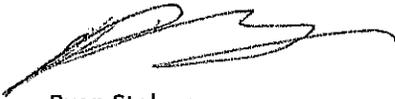
3. As part of the festival, there will be signage used throughout the parks including signs for pricing, sponsors, bands, parking and general information signs. All of the signage is consistent with past years and no signage is being used outside of the festival grounds (such as banner poles).

#### **Fees**

The City of Lake Geneva has generously waived all fees in the past and we respectfully make that request again. The money raised at this event is used to facilitate projects and donations that benefit the City of Lake Geneva, its citizens, and many area non-profit groups. Any fees incurred would reduce dollar for dollar money available to support our community. The Lake Geneva Jaycees, in the last 5 years, have provided over 150 separate donations to more than 50 organizations to help improve our community including providing hundreds of pounds of food to the Lake Geneva Food Pantry and WC Food Pantry, providing clothes and toys to more than 130 children during Christmas, and contributing to the new Flat Iron Park Pavillion and dog park among many other projects. In addition to providing monetary donations, the Jaycees contribute thousands of hours of time back to the community through various events such as Christmas Caroling, Punt Pass and Kick, the annual Easter Egg Hunt, and the disc golf course clean up. We appreciate your consideration for the waiver of fees to help us continue to support the projects and organizations that make our community a great place to live.

Thank you for your consideration.

Sincerely,



Ryan Stelzer  
Lake Geneva Jaycees  
Venetian Festival Chairman



**MEMORANDUM**

**TO:           SABRINA WASWO, CITY CLERK**

**FROM:       SYLVIA MULLALLY, PARKING MANAGER**

**DATE:       JANUARY 14, 2016**

**RE:         2016 VENETIAN FESTIVAL STREET**

<b>Date</b>	<b>Stall No.</b>	<b>Total Stalls</b>	<b>Potential Revenue</b>
Tuesday August 16, 2016 <i>Setup</i>	#716-727 (12) Center Street #731-798 (68); Center Street #978-1002 (Center lot) (25); boat launch stalls #74-83 (10)	115	\$2300
Wednesday August 17, 2016 <i>Setup/Ceremony</i>	#716-727 (12); Center Street #731-798 (68); Center Street #978-1002 (Center lot) (25); boat launch stalls #74-83 (10)	115	\$2300
Thursday August 18, 2016	#716-727 (12); Center Street #731-798 (68); Center Street #978-1002 (Center lot) (25); boat launch stalls #74-83 (10)	115	\$2300
Friday August 19, 2016	#716-727 (12); Center Street #731-798 (68); Center Street #978-1002 (Center lot) (25); boat launch stalls #74-83 (10)	115	\$2300
Saturday August 20, 2016	#716-727 (12); Center Street #731-798 (68); Center Street #978-1002 (Center lot) (25); boat launch stalls #74-83 (10); (9) library stalls	124	\$2480
Sunday August 21, 2016	#716-727 (12); Center Street #731-798 (68); Center Street #978-1002 (Center lot) (25); boat launch stalls #74-83 (10); (9) library stalls	124	\$2480
<b>2016 Venetian Festival Street Closure &amp; parking requests</b>			<b>\$14,160</b>

DATE 8/16 thru 8/22/16 LOCATION Library Park, Flat Iron Park, Seminary Park  
USE Venetian Festival

Acting Chair Kupsik read the permit. It was moved by Chair Kupsik to approve, and seconded by Commissioner Swanson. The discussion was that the fees as already paid will be charged with the balance waived. Mr. Stelzer mentioned that the fees charged in the past did vary. The motion to include waiver of most fees passed 7-0.

DATE 07/16/16 LOCATION Flat Iron Park-Small Gazebo USE Tienny-Carlson  
Wedding 3:00 to 5:30 PM

Acting Chair Kupsik read the permit. It was moved by Chair Kupsik to approve, and seconded by Commissioner Olsen. The discussion was the applicant pay all the fees. The motion passed 7-0.

DATE 9/17/16 LOCATION Library Park USE Alzheimer's Walk

Acting Chair Kupsik read the permit. It was moved by Mayor Connors to reserve the date as the application had just shown up with no time for City staff review. The motion was seconded by Chair Kupsik. The motion to reserve the date passed 7-0.

### **Park Assignments/Repair Update/Maintenance:**

Commissioner Quickel brought up the dog bags at the dog park and keeping the boxes refilled.

### **NEW BUSINESS**

#### **Veterans Park Field #5 Pitcher's Mound Quote-Beilfuss**

Chair Kupsik shared the quotation from Beilfuss, whose company is already scheduled to re-work the diamond, to build up a pitcher's mound in the amount of \$1,650. Foreman Waswo mentioned the Mr. Coolidge of the YMCA indicated a need for the pitcher's mound for youth tournaments scheduled during the summer. It was moved by Commissioner Swanson to approve the request as funded from the same park funds as the rest of the infield work. The motion was seconded by Commissioner Quickel and passed 7-0.

### **OLD BUSINESS**

None.

### **Future Meeting Agenda Items-March 2, 2016 Meeting.**

None.

### **ADJOURN:**

It was moved by Mayor Connors and seconded by Commissioner Hassler to adjourn.

The motion passed 7-0 and the meeting was adjourned at 6:20 PM.

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

# CITY OF LAKE GENEVA

## FIREWORKS APPLICATION



**\$50.00 Fee**

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

Applicant: Ryan Stelzer Phone: \_\_\_\_\_

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

Address of group/agency sponsoring fireworks display (NO P.O. Box):  
PO Box 411 Lake Geneva WI 53147  
Street Address City State Zip

Name of Fireworks Company performing display: J+M Displays

Address of Firework Company performing display (NO P.O. Box):  
18064 170th Ave Vermouth IA 52660  
Street Address City State Zip

Date/Time of authorized possession and use: 8-21-16 at Dark

### SPECIFIC LOCAL REQUIREMENTS

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

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

### RELEASE OF LIABILITY

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

APPLICANT SIGNATURE \_\_\_\_\_ DATE: 1-15-16

### For Office Use Only

Amount Paid and Receipt Number \$ \_\_\_\_\_ Date Received 1/15/16  
Check Number \_\_\_\_\_ GLLEA Approval (if applicable) \_\_\_\_\_  
Police Chief Approval \_\_\_\_\_ Fire Chief Approval Bert Connelly  
Entered into RMS \_\_\_\_\_ Fire Engine Standby Required  Yes  No  
Date Sent to Council 2/8/16 Permit Issued by \_\_\_\_\_  
Mayor Signature \_\_\_\_\_ Date Issued \_\_\_\_\_

### City of Lake Geneva Fireworks Permit

Lake Geneva Fire Department  
Fire Prevention Bureau  
730 Marshall Street  
Lake Geneva, Wisconsin 53147

(The holders of this permit are authorized by the City of Lake Geneva, City Officials, to possess and use class B (1.3), C(1.4) fireworks in accordance with the following terms. All the displays shall comply with Local, State, and NFPA Codes.)

Fill in your information on the computer then print and apply signature, & date in pen before submitting to fire department.

1. Names of group members (An individual cannot be issued a permit)

(a) J&M Displays

(b) Lake Geneva Jaycees

(c)

(d)

2. Address of permit holders (address, city, state, zip NO P.O. Box)

J&M Displays, 18064 170th Ave, Yarmouth, IA 52680

3. Address of storage / use of fireworks (address, city, state, zip NO P.O. Box)

Barges, 800 feet from Riviera Pier

4. Date of authorized possession and use

08 - 21 - 2016

5. Itemized list of (label name) and quantity of class B (1.3), C(1.4) fireworks

List of shells and safety map provided in July

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

7. Signature of Mayor or City Clerk

8. Signature of Fire Chief *Burt Connolly*

9. Signature of Police Chief

10. Date issued

#### SPECIFIC LOCAL REQUIREMENTS

- 1. Proof of liability coverage.
- 2. Fireworks must be displayed not less than required by NFPA Standards away from spectators, vehicles and other exposures with a minimum of 300 feet for 1.3 G shows.
- 3. All displays will be aimed away from spectators.
- 4. A test shot will be fired into the air at least 1 hour before scheduled display.
- 5. Fireworks that have been wet at any time prior to the display will NOT be used.

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

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

FEE \$ 10.00

Application Date: 01/12/2016

Town  Village  City of LAKE GENEVA

County of WALWORTH

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

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

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

at the premises described below during a special event beginning 08/16/2016 and ending 08/22/2016 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →  Bona fide Club  Church  Lodge/Society  
 Chamber of Commerce or similar Civic or Trade Organization  
 Veteran's Organization  Fair Association

(a) Name LAKE GENEVA JAYCEES

(b) Address PO BOX 411, LAKE GENEVA, WI 53147

(Street)

Town  Village  City

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

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

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

(f) Names and addresses of all officers:

President JOSH SPIEGELHOFF W3474 ROYAL GLEN CT, LAKE GENEVA, WI

Vice President DOUG BARTZ 1150 PARK DR #1104, LAKE GENEVA, WI

Secretary CHRIS ZEGARRA W3786 LOCUST DR, LAKE GENEVA, WI

Treasurer BRYAN IWICKI 840 HAZEL RIDGE RD #1306, ELKHORN, WI

(g) Name and address of manager or person in charge of affair: RYAN STELZER 215 SKYLINE DR,  
LAKE GENEVA, WI

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

(a) Street number 100 BLOCK OF CENTER ST

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

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

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: FENCED IN BEER GARDEN

## 3. Name of Event

(a) List name of the event VENETIAN FESTIVAL

(b) Dates of event AUGUST 16-22, 2016

## DECLARATION

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

Officer [Signature] 1-12-16  
(Signature/date)

Officer [Signature] 1-13-16  
(Signature/date)

Date Filed with Clerk 1/13/2016 C160113-6

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

(Name of Organization)  
Officer [Signature] 1-13-2016  
(Signature/date)

Officer [Signature] 1-13-16  
(Signature/date)

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

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

Police Chief: [Signature]

Approved

Denied

# City of Lake Geneva

Licenses Issued Between: 2/08/2016 and 2/08/2016

Date: 2/05/2016  
 Time: 12:20 PM  
 Page: 1

## Operator's Regular

<u>Issued</u>	<u>License No</u>	<u>Customer</u>	<u>Address</u>	<u>Total</u>
2/08/2016	2015 -304	Linda Diamond Employer: Walgreens #5600	1151 Townline Rd #306 351 N. Edwards Blvd.	Lake Geneva, WI 53147 50.00
2/08/2016	2015 -305	Dusha Tanya Lowrey Employer: Gaur Enterprises Inc DBA GT66	310 Timber Lane 605 Williams St	Lake Geneva, WI 53147 50.00
2/08/2016	2015 -306	Dawn Marie Monroe Employer: The Restaurant Tempura House L	N3280 Larch Rd 306 Center St.	Lake Geneva, WI 53147 50.00
2/08/2016	2015 -307	Eileen D. Sorensen Employer: PH Hospitality Group LLC d/b/a	741 MARSHALL ST 2ND FLOOR 801 Williams St	Lake Geneva, WI 53147 50.00

**Operator's Regular Count: 4**

# CITY OF LAKE GENEVA

626 Geneva Street  
Lake Geneva, WI 53147  
(262) 248-3673  
[www.cityoflakegeneva.com](http://www.cityoflakegeneva.com)



## Memorandum

**Date:** February 5, 2016  
**To:** Finance, License & Regulation Committee  
**From:** Blaine Oborn, City Administrator  
**Subject:** Part-time Pay Increase Resolution

Attached is the annual Part-time Pay Increase Resolution approved by the Personnel Committee on January 28, 2016. The pay increases are either in the 2016 Budget for single salaries or there is adequate funding for the group positions salaries. The only exception is the already approved Fire Chief pay increase that has a Budget Amendment pending along with the other wage study positions that were adjusted more than the budgeted 2%.

Each position is assigned a grade with a 2% increase or adjustment to minimum or maximum pay scale grade. There is a 6% salary variance between grades and within grades a 15% increase from minimum to mid-range and a 15% increase from mid-range to maximum.

I updated the resolution to include pay increase within classifications for experience to accurately set wages for all part-time employees.

**Resolution 16-R3**

The Common Council of the City of Lake Geneva hereby establishes the following Wages, Salaries, Benefits, Pay Scale Grades and Pay Scale for the following Part-time Non-Represented Employees for the 2016 Budget Year effective February 8, 2016:

Position	2015 Annual or Hourly Rate	Action	Assigned Pay Scale Grade	2016 Total Wage with increase	Grade Salary Range		
					Min	Mid	Max
<b>Permanent Part-time Staff - Salaried:</b>							
City Attorney - 60%	65,610.00	2% Increase	22	66,922.00	53,062.64	61,022.03	68,981.43
City Judge - 15%	13,702.00	2% Increase	20	13,975.00	11,806.39	13,577.35	15,348.31
Fire Chief - 50%	23,986.73	Previously Approved	17	35,521.12	33,042.91	37,999.34	42,955.78
Deputy Fire Chief - 8%	4,426.16	2% Increase	12	4,514.68	3,950.65	4,543.25	5,135.85
Assistant Fire Chief - 5%	2,597.00	2% Increase	10	2,648.94	2,197.54	2,527.17	2,856.80
Emergency Mgmt Dep Director - 30%	16,398.12	2% Increase	10	16,726.00	13,185.25	15,163.04	17,140.83
<b>Permanent Part-time Staff - Hourly:</b>							
PD Part time Patrol Officer	New	Previously Approved	9		19.93	22.92	25.91
Harbormaster	18.82	2% Increase	7	19.20	17.74	20.40	23.06
Code Enforcement Officer	17.00	2% Increase	5	17.34	15.79	18.16	20.53
PD Reserves - first year	15.59	2% Increase	5	15.90	15.79	18.16	20.53
PD Reserves - Returning	16.36	\$1 above first year	5	16.90	15.79	18.16	20.53
Part-time Dispatch	14.09	Increase to Minimum	4	14.90	14.90	17.13	19.36
PD Booking Officer	13.46	Increase to Minimum	3	14.05	14.05	16.16	18.27
Parking Maintenance Lead - 17 years	19.18	Reclassification	2	17.23	13.26	15.25	17.23
Parking Maintenance Lead - 1 year	12.36	Reclassification	2	14.00	13.26	15.25	17.23
Parking Enforcement - first year	10.19	Increase to Minimum	1	11.13	11.13	12.80	14.72
Parking Enforcement - second year	10.55	3% Increase per yr.	1	11.47	11.13	12.80	14.72
Parking Enforcement - third year	10.92	3% Increase per yr.	1	11.81	11.13	12.80	14.72
Parking Enforcement - fourth year	11.32	3% Increase per yr.	1	12.16	11.13	12.80	14.72
Videographer	12.00	2% Increase	1	12.24	11.13	12.80	14.72
Chief Inspector poll workers per hour	8.40	Comparables	0.4	9.00	8.82	10.14	11.66
Poll Workers per hour	7.40	Comparables	0.2	8.00	7.85	9.02	10.38
<b>Seasonal Part-time - Hourly</b>							
Beach Supervisor	13.35	2% Increase	1	13.62	12.51	14.38	16.26
Asst Beach Supervisor	12.69	2% Increase	0.9	12.94	11.80	13.57	15.60
Boat Launch Attendants	11.67	2% Increase	0.8	11.90	11.13	12.80	14.72
Riviera Security Guards	11.67	2% Increase	0.8	11.90	11.13	12.80	14.72
Street Seasonal - first year	9.65	Increase to Minimum	0.6	9.91	9.91	11.39	13.10
Street Seasonal - second year	10.00	3% Increase per yr.	0.6	10.20	9.91	11.39	13.10
Street Seasonal - third year	10.30	3% Increase per yr.	0.6	10.51	9.91	11.39	13.10
Street Seasonal - fourth year	10.60	3% Increase per yr.	0.6	10.83	9.91	11.39	13.10
Beach Attendants - first year	9.20	Increase to Minimum	0.5	9.35	9.35	10.75	12.36
Beach Attendants - second year	9.50	3% Increase per yr.	0.5	9.63	9.35	10.75	12.36
Beach Attendants - third year	9.85	3% Increase per yr.	0.5	9.92	9.35	10.75	12.36
Beach Attendants - fourth year	10.00	3% Increase per yr.	0.5	10.21	9.35	10.75	12.36
Crossing Guards	10.00	2% Increase	0.5	10.20	9.35	10.75	12.36

Adopted this 8th day of February, 2016.

\_\_\_\_\_  
JAMES R. CONNORS, Mayor

\_\_\_\_\_  
SABRINA WASWO, City Clerk

**PERSONNEL COMMITTEE MINUTES**  
**THURSDAY, JANUARY 28, 2016 – 4:00 P.M.**  
**CITY HALL, CONFERENCE ROOM 2A**

Meeting was called to order by Alderman Hedlund at 4:00 p.m.

**Roll Call.** Present: Alderman Hedlund, Hill, Chappell, Wall and Kupsik. Also Present: Mayor Connors, City Administrator Oborn, City Clerk Waswo, Chief Rasmussen, Parking Manager Sylvia Mullally, Lieutenant Ed Gritzner, City Attorney Draper and Chris Schultz of the Lake Geneva Regional News.

**Comments from the public limited to 5 minutes.** None.

**Hill/Chappell motion to approve Personnel Committee minutes for December 2, 2015, as prepared and distributed.** Motion carried unanimously.

**Discussion/Recommendation on Wage Raises and Pay Scale Grades for Part-Time Employees**

City Administrator Oborn presented a pay scale to the committee. He used the same process he had for the full-time employees. Alderman Chappell questioned the procedure for Alderman raises. Mr. Oborn explained an ordinance would have to be passed, and it would go into affect the following term. Alderman Hill asked if the City Attorney was the only position that was graded at 22 and wondered if the City Administrator should be at that level as well. Mr. Oborn stated Springsted did not provide the SAFE system to evaluate these, but it would make the process more clear. Once he is provided the evaluation, he will use the system and rescore positions.

Mr. Oborn discussed a number of salaried and hourly positions. Ms. Hill questioned why on other positions the trend is to lean toward the mid and they are going to the minimum for the PD Bookkeeper and part-time Dispatcher. He replied the full-time variance is a 6, and he did not want too much of a spread. Alderman Hedlund noted giving a 2% increase would have been less than increasing to the minimum. Mr. Oborn noted in the past, some of the positions had years in them. When a policy is done, some flexibility will be given for seniority. Ms. Hill said she does not like shooting for the minimum. Ms. Chappell asked if they are going to get to a point where the grades are tied to a pay range. Ms. Hill said that would come in with the performance evaluation side. Mr. Hedlund said they are establishing a base. Ms. Hill asked if these monies were budgeted for 2016. Mr. Oborn explained there is flexibility on hours. He will need to check with the Comptroller. If needed, a budget revision can be done. Ms. Hill said she did not agree with tying Department Heads' hands by making them monitor hours when a raise is given. She does not want this to be an additional complication. Mr. Oborn explained the budget may be raised, but the City will be able to bring in a better caliber of people when recruiting. Ms. Hill said they should have put in the 2016 budget 2% raises for part-time employees across the board as well. Mr. Oborn believes they did but would have to confirm with the Comptroller.

Mayor Connors added anything related to the Fire Department or Police Department should be referred to the Police & Fire Commission before going to Council. Mr. Hedlund asked if everyone is satisfied with the assigned pay scale grades. Mayor Connors noted Parking Maintenance Lead was listed twice with two different pay rates. The first position is being cut as the hourly rate went down. The second position had a significant raise. Mr. Oborn explained last year there was a Parking Supervisor and a Parking Manager. When the Manager position was created the Supervisor was not lowered even though the job duties changed. It is more like Lead 1 and Lead 2. The Supervisor position and Assistant position are put into the same category, recognizing the experience difference with the individuals. Mayor Connors questioned why the Parking Leads are at a 2 and the part-time PD Booking Officer and part-time Dispatcher are at 3 and 4 but are a lower hourly rate. Mr. Oborn said it was because he was at the minimum for PD positions. The Parking Leads were put higher as Mr. Oborn was focusing on the individual rather than the classification. Ms. Hill questioned if we should be focusing on the classification across the board rather than the individual. Mr. Oborn said that is where we are getting, but we are still transitioning. It was noted the minimum would be a starting wage for someone with no experience.

Hill/Chappell motion to recommend accepting and adopting the wage raises and pay scale grades for part-time employees as presented by the City Administrator with the exception of Police and Fire to go to PFC. Unanimously carried.

# CITY OF LAKE GENEVA

626 Geneva Street  
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## Memorandum

**Date:** February 3, 2016

**To:** Piers, Harbors and Lakefront Committee

**From:** Blaine Oborn, City Administrator

**Subject:** Discussion/Recommendation on 2016 Riviera East (Elmer's) Pier Replacement Project

The City received the following Bids with the Base Bid as replacing existing wood pier in present configuration and the Alternate Bid as replace exiting wood pier in modified configuration:

- |                              |                    |                         |
|------------------------------|--------------------|-------------------------|
| 1. Gage Marine,              | Base Bid \$52,986  | Alternate Bid \$54,185  |
| 2. Janke General Contractors | Base Bid \$170,000 | Alternate Bid \$202,440 |

The State of Wisconsin Department of Natural Resources application for the Alternate Bid to extend the pier 4 feet and straighten the finger piers has been submitted and was acknowledged as received on January 12, 2016 (see attached). Also see the attached email from the Army Corps of Engineers.

The simplest and quickest option is to award the base bid to Gage Marine.

The other option is to award the alternate bid and complete the project in the spring if the DNR application is approved in time or extend the bid completion for the Alternate Bid to the fall to allow time for the DNR application to be approved. This option requires negotiating construction timing with the Pier lessee Lake Geneva Boat Line, Inc. and possibly the extra cost of construction in the amount of \$1,199.

State of Wisconsin  
DEPARTMENT OF NATURAL RESOURCES  
101 S. Webster Street  
P.O. Box 7921  
Madison, WI 53707-7921

Scott Walker, Governor  
Cathy Stepp, Secretary  
Telephone 608-266-2621  
Toll Free 1-888-936-7463  
TTY Access via relay - 711



January 12, 2016

IP-SE-2016-65-00024

City of Lake Geneva  
c/o Blaine Oborn  
626 Geneva St  
Lake Geneva, WI 53147

Dear Mr. Oborn:

This acknowledges receipt of your application to place a pier/wharf on the bed of Geneva Lake, City of Lake Geneva in Walworth County.

Our field staff are currently evaluating your proposal. Depending on the amount of information you provided and the complexity of your project, you may be asked to provide additional information so that a complete evaluation can be made. We will notify you of the final disposition of your application as soon as we complete our review.

If you have not already done so, please contact the Walworth County zoning office to determine if a local permit is also required for your project. I have forwarded a copy of your application to the U.S. Army Corps of Engineers. They will advise you directly as to whether their regulations apply to your project.

If you have any questions, please contact your local Water Management Specialist, Travis Schroeder at (262) 574-2172 or email [travis.schroeder@wi.gov](mailto:travis.schroeder@wi.gov).

Sincerely,

Eric Eikenberry  
Waterway and Wetland Permit Intake Specialist

cc: Travis Schroeder, Water Management Specialist  
Joel Dohm, Project Manager, U.S. Army Corps of Engineers  
County of Walworth Zoning Office  
Scott Renwick, Gage Marine Corporation

**We are committed to service excellence.**

Visit our survey at <http://dnr.wi.gov/customerurvey> to evaluate how I did.

## Blaine Oborn

---

**From:** Dohm, Joel V NAP [Joel.V.Dohm@usace.army.mil]  
**Sent:** Thursday, January 14, 2016 10:29 AM  
**To:** Blaine Oborn  
**Cc:** scott.renwick@gagemarine.com  
**Subject:** U.S. Army Corps of Engineers Permit Application: MVP-2016-00126-JVD (UNCLASSIFIED)

CLASSIFICATION: UNCLASSIFIED

Blaine and Scott,

I wish to inform you that I will be submitting materials for a cultural resource review this week and the expected turn around for that review could be as long as three weeks.

If the project plans were only adding new cribs then the project would fall under a non-reporting category as the impact would be under 400 square feet. Due to the fact that you established plans to relocated five existing cribs and install four new cribs I have to add up the total impacts of discharged fill material. If this project was solely for the relocation of five cribs then this project would also fit a non-reporting category. However, the combined impacts are greater than 400 square feet and we do not have a non-reporting category for maintenance of old cribs and the addition of new cribs. The reason this goes beyond 400 square feet is because the crib would be lifted and shifted, which is technically a discharge of fill material once it leaves the lake bed and comes back in contact.

Hope this did more than just add confusion. I wanted to outline a timeframe for the cultural review as the project requires one after our initial evaluation.

Best,  
Joel Dohm  
US Army Corps of Engineers  
250 N. Sunnyslope Road, Suite 296  
Brookfield, Wisconsin 53005  
W 262-641-5498  
F 262-641-5618

CLASSIFICATION: UNCLASSIFIED

**CITY OF LAKE GENEVA  
OFFICIAL NOTICE TO BIDDERS  
RIVIERA EAST PIER REPLACEMENT  
(ELMER'S RENTAL DOCK)  
PROJECT NO. LKF-16-01**

## OFFICIAL NOTICE TO BIDDERS

Sealed proposals will be accepted by the City of Lake Geneva in the City Clerk's office at 626 Geneva Street, Lake Geneva, until **Wednesday, February 3, 2016 at 10:00 A.M.** to remove and replace the old wooden Riviera East Pier (Elmer's Rental dock) including some of the crib structures. See attached specifications. The site is located adjacent to and just west of the Wrigley Bridge, Lake Geneva, WI.

**GENERAL:**

Proposals must be sealed and submitted on the attached proposal form and returned clearly marked with date and time of opening. No undated, unsigned, or faxed proposals will be considered.

Bid documents are available by calling the office of the Director of Public Works & Utilities, 262-248-2311, for pick-up at the Lake Geneva Utility Commission, 361 West Main Street, Lake Geneva, WI. Copies of bidding documents are available for viewing at the Commission's main offices or at the City Clerk's office, 626 Geneva Street, Lake Geneva, WI.

The City of Lake Geneva is exempt from Federal Excise Tax and State Sales Tax; therefore, proposals should be made exclusive of these taxes.

Bidders shall complete the enclosed insurance questionnaire with proposal. Requirements are: Contractor shall furnish evidence of Workers Compensation, public liability and property damage insurance. Limits of insurance may be found in the bidding documents.

Successful bidder shall properly hold the City of Lake Geneva harmless from all damages occurring in any way by his acts or negligence, or that of his employees, agents or workers. A current Certificate of Insurance will be required of the successful vendor.

**LEGAL PROVISIONS:** Letting of the work described herein is subject to the provisions of Sections 62.15, 66.0901, and 66.0903 of the Wisconsin State Statutes and all applicable local, state and federal requirements pertaining to public works projects.

**PREVAILING WAGE RATES:** This project is **not** subject to Wisconsin State Statutes which requires all Contractors and Subcontractors to comply with the prevailing wage rates, hours of labor and hourly basic pay rates in all trades contemplated as determined by the Wisconsin Department of Workforce Development.

**BID SECURITY:** No Bid shall be received unless accompanied by a Certified Check, Bid Bond, Cashier's Check or Money Order equal to at least 5% of the total Bid, payable to the City of Lake

Geneva as a guarantee that if his Bid is accepted, the Contractor will execute and file the Contract and the Insurance Certificates that are required by the Contract Documents within the time limit set by the City.

**CONTRACT SECURITY:** Performance Bond & Payment Bonds are not required.

**BID REJECTION / ACCEPTANCE:** The City of Lake Geneva reserves the right to accept the lowest responsible bid. The acceptance or rejection of any bid submitted is final and binding on all bidders without recourse by rejected bidders against the City. **No Bid shall be withdrawn for a period of sixty (60) days after the opening of the Bids without the consent of the City.**

Published by authority of the City of Lake Geneva.

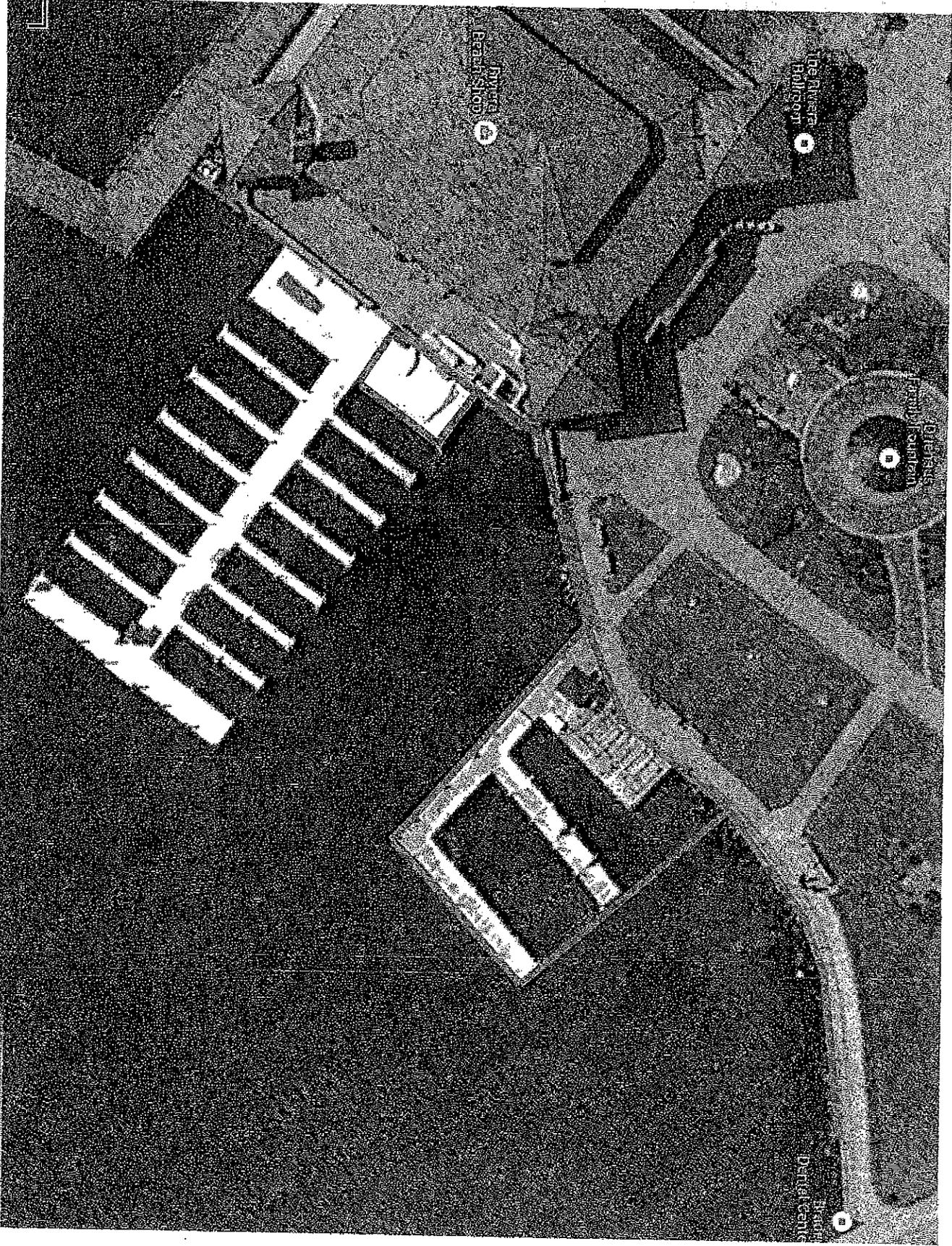
BY ORDER OF:        JAMES CONNORS  
                              MAYOR OF THE CITY OF LAKE GENEVA

SABRINA WASWO  
CITY CLERK

PREPARED BY:        DANIEL S. WINKLER, P.E.  
                              CITY OF LAKE GENEVA &  
                              THE LAKE GENEVA UTILITY COMMISSION  
                              361 WEST MAIN STREET  
                              LAKE GENEVA, WI 53147                    (T) (262) 248-2311

BLAINE OBORN  
CITY OF LAKE GENEVA  
626 GENEVA STREET  
LAKE GENEVA, WI 53147                    (T) (262) 248-3673

EXHIBIT B



## **PIER LEASE**

**THIS AGREEMENT**, made this 12<sup>th</sup> day of March, 2012, by and between the CITY OF LAKE GENEVA, a municipal corporation, party of the first part, Lessor, hereinafter called the City, and LAKE GENEVA BOAT LINE, INC., a Wisconsin corporation, party of the second part, Lessee, hereinafter called the Company.

### **WITNESSETH:**

1. That the said City does hereby lease and let to the said Company under all the terms and conditions hereinafter set forth the following described piers, office space, and other areas (hereinafter "rented premises." The rented premises described in paragraphs 1a and 1c are shown on the attached Exhibit B):

- a. The North Twenty-One feet (21') of the boat ramp which is located at the Northeast corner of the wall to the Riviera building, also commencing at the North edge of said ramp, thence North along the edge of the seawall Two Hundred Twenty feet (220') which shall include the current pier with the same dimensions and configuration located in riparian areas adjoining said seawall, provided that no piers may be extended to a length more than ninety feet (90') and in no way shall block or impede the flow of traffic in Fore Bay.
- b. The room used for storage in the northeast corner of the Riviera building.
- c. The seventy-two foot (72') pier located in the area described in paragraph 1(a) above,
- d. Pier No. 3, known as the East pier, together with such unobstructed and uninterrupted use as is reasonably necessary of the operation of the business of the Company and its use of the leased premises of the water adjacent, under, and surrounding said Pier, including the bed of the lake and the air space above the surface. The City shall maintain said Pier and maintain and operate all outside lighting on and connected with the leased premises. Company shall not make any changes to Pier nor construct any structure on, near or under the pier without obtaining City approval in advance. The use of Pier N. 3 is subject to the provisions of paragraph 2 below.

2. The Company will have the right to use the west side of Pier 3 which shall be used for daytime public parking. It is understood the Company will charge for daytime parking. It is further understood that the Company shall be allowed the use of Pier 3 for overnight parking. It is understood that the Company may charge for overnight parking. The aforesaid leased premises shall be for the exclusive use by the Company for dockage and the transaction of business necessary and convenient in the conduct of its charter and boat business, except that the area described in subparagraph "d" above, shall be used in common with the general public who may use the pier, including fishing to the extent that that activity does not interfere with the Company's business. Nothing herein contained is intended to create any rights in the general public that do not already exist. Subject to maintenance and special events authorized by the City, the Company shall have complete, free, uninterrupted and unobstructed access to the leased premises over and above all approaches leading to said premises either by the walks on the East and West side of the Riviera building and to Wrigley Drive and Broad Street or through the concourse running from the North and South of the Riviera building when said concourse is open to the public and not secured by security gates or devices.

3. The Company must comply with DNR regulations pertaining to the fueling of boats on inland lakes. This includes having a proper caddy for transporting the fuel from a vehicle to the boats and the removal of the caddy from the premises. The fuel caddy cannot remain on the premises except for the actual fueling of the boats. Lessee shall comply with all City fire and safety regulations. Any costs incurred due to injury to persons or property shall be borne solely by the Company. Company shall assume full and complete liability for damage to persons or property for any leakage from the tanks, or damage emanating from such equipment, and shall be solely responsible for any and all damages resulting from any leakage, use or maintenance of any fuel tanks, excepting any damages caused by the City or the City's agents, employees or contractors. Further, Company shall indemnify and hold City harmless from any damage to any person including reasonable attorney's fees incurred by the City in defending any such claims or action for any claims arising out of the use or maintenance of any fuel tanks, and equipment owned and maintained by Company on City property.

It is expressly understood and agreed that Company shall have the exclusive right to use the above described areas for the following:

- a. Exclusive right to rent at Riviera premises power and other boats for boat rides, water skiing, fishing, motorized power boats not to exceed thirty feet (30') in length.
  - b. Exclusive right to rent at Riviera premises power and other boats for boat rides or rentals, water skiing and water sports in general from rented premises; boats not to exceed thirty feet (30') in length (exclusive of Gage Marine rights).
  - c. For the sale of marine supplies generally.
  - d. Exclusive right to rent at Riviera premises sailing craft, with or without motor, no limit on length.
  - e. Exclusive right at Riviera premises to carry passengers for hire in sailing craft, with or without motor, no limit on length.
  - f. To carry on all other activities necessary and incidental to the uses set forth above, including the right to maintain the existing ticket office on the 90-foot (90') pier described in paragraph 1(c) above. Provided, however, that no structure shall be erected upon any of the leased premises without the written permission of the City.
  - g. Company shall have the right to rent wave runners, jet skis, or similar personal watercraft.
4. The said Company shall not unreasonably obstruct the common ways and shall keep the premises in a neat, sanitary, and presentable condition at all times.
5. The said Company shall pay for its own electric lights on the facilities over which it has exclusive control on a metered basis.
6. Lake Geneva Boat Lines, Inc., is not responsible for wear and tear on the pier, but will be responsible for damage to piers by abuse of renters of equipment or employees. The Company will be responsible for normal cleaning and sanitation of the leased pier area, provided, however, the Company shall not have any cleaning or sanitation

responsibilities during the months of November, December, January, February and March of each year.

*\*(signed 1/20/14)*

7. The term of this lease shall be ten (10) seasons, commencing April 1, 2012. The Company's seasoned occupancy of premises shall commence April 1 and ending November 15 of each year.

8. Rental payment for Pier NO. 3, and the other location describe in 1, a,b,c, and d, for the first year of this lease, shall be in the total amount of \$30,447.83 per year.

*\*BACK  
OUT  
TAX  
per pier  
8/24/15*

9 The parties agree that the rent for the above facilities described in this paragraph shall be adjusted upward annually at the rate of 3%.

10. The parties agree that parking in the Riviera Drive shall be limited to parking for loading and unloading only and shall be permitted only for the period of time posted by the sign in the loading and unloading area. No other parking shall be permitted.

11. All rents unless specified otherwise herein shall be paid in two (2) installments of one-half (½) each with the first installment due on July 15 of each Lease year and the second installment due on August 15 of each Lease year.

12. The said Company shall obtain public liability insurance in the aggregate amount of One Million and no/100 Dollars (\$1,000,000.00) covering the event of death or injury, and in the aggregate amount of One Hundred Thousand and no/100 Dollars (\$100,000.00) covering the event of property damage and said Company shall furnish a certificate of such insurance coverage to the City Clerk of the CITY OF LAKE GENEVA within fourteen (14) days of the execution of this Lease. The Company shall provide a current certificate of insurance that shall name the City as an additional insured and shall provide for a thirty (10) day notice in the event of cancellation.

13. The City shall not be held responsible or liable for any damage or loss to the Company's property.

14. It is definitely understood and agreed that if the said Company shall default in any of the covenants and agreements herein contained or shall fail to operate and use the premises for the purposes set forth above or shall fail to pay the rent when due, and, if the Company shall fail to cure the same within 14 days of written notice to the Company (provided, however, if the same cannot be reasonably cured within that time, then said time shall be reasonably extended provided the Company initiates said cure within said time and diligently pursues said cure), then the Common Council of the City of Lake Geneva may terminate this lease. The business of the Company is to be conducted in a business-like fashion insuring the safety of the public and the adherence to all local, state and federal ordinances or statutes. In the event the public safety is endangered or the public laws violated and if the Company shall fail to cure said endangerment or violation within 14 days of written notice to the Company (provided, however, if the same cannot be reasonably cured within that time, then said time shall be reasonably extended provided the Company initiates said cure within said time and diligently pursues said cure), then the Common Council of the CITY OF LAKE GENEVA may terminate this Lease.

15. It is further provided that no assignments or sale of the Company's rights under this Lease shall be made either by the Company or through voluntary assignment or bankruptcy, or under execution, and any attempt of voluntary or involuntary transfer shall render this Lease null and void.

16 It is agreed between the parties that construction of any new improvements by the Company may not be done without the written consent of the CITY OF LAKE GENEVA.

17. The Company agrees not to change any locks installed in doors, passages, service cabinets or other real estate without the express written of the City. In the event any locks or keys have been changed by the Company in the past, the City shall have the right to require said locks or keys to be returned to their original condition at Company's expense. The City shall also have the right to require keys to any Company

facility in the event of emergency including but not limited to fires or emergency repairs. The Company shall be responsible for all costs incurred for additional keys under this provision.

18. The Company shall have the right to remove all trade fixtures upon the termination of the Lease. Fixtures that have been attached to the building in any way may only be removed if any and all damages due to the attachment or removal can be corrected to the satisfaction of the City. Those fixtures that remain shall become the possession of the City following the Company's permanently vacating the premises. It is the responsibility of the Company to maintain their signs on the building in accordance with all applicable building and zoning regulations.

19. Any requirement in this Lease for approvals shall be deemed to require written approval from the appropriate party to the Lease. The officers or authorized agents or employees of the appropriate party to the Lease shall sign said approvals.

20. All parties have read this Lease and understand its terms and conditions and intend to be legally bound by all of the terms and conditions of the Lease.

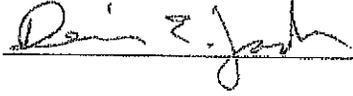
21. It is understood and agreed by the parties that the facilities being leased are not public utilities.

22. If the premises leased hereunder or any part thereof is destroyed or damaged by tornado, fire or any other cause, the City agrees to promptly and expeditiously repair and restore the premises. The Company's rental charges and license fee payment under the License Agreement shall proportionately abate, in whole or in part based upon the damage or destruction until completion of the repairs or rebuilding.

**IN WITNESS WHEREOF**, the CITY OF LAKE GENEVA has caused this Lease to be executed by the Mayor of the CITY OF LAKE GENEVA, countersigned by the City Clerk, and sealed with its corporate seal, and the said LAKE GENEVA BOAT LINE, INC., has caused this Lease to be signed by its President, countersigned by its Secretary, and sealed with its

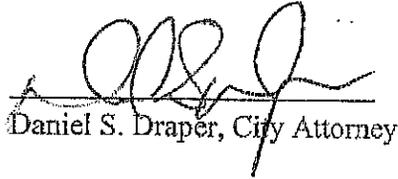
corporate seal, and all parties represent that each of the signers have full authority to execute the same.

In Presence of:



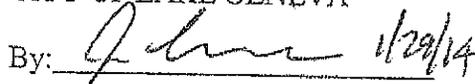
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Approved as to Form:

  
Daniel S. Draper, City Attorney

CORPORATE SEAL

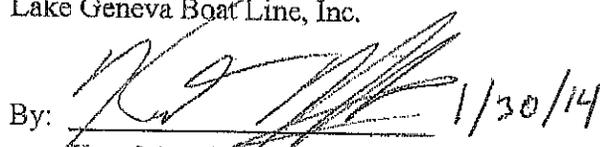
CITY OF LAKE GENEVA

By:  1/29/14  
JIM CONNORS, MAYOR

Countersigned:

 1-29-14  
Tim Neubeck, City Clerk

Lake Geneva Boat Line, Inc.

By:  1/30/14  
Kent Martzke, President

Countersigned:

\_\_\_\_\_  
Secretary

# CITY OF LAKE GENEVA

626 Geneva Street  
Lake Geneva, WI 53147  
(262) 248-3673  
[www.cityoflakegeneva.com](http://www.cityoflakegeneva.com)



## Memorandum

**Date:** February 3, 2016  
**To:** Piers, Harbors and Lakefront Committee  
**From:** Blaine Oborn, City Administrator  
**Subject:** Discussion/Recommendation on 2016-2018 Pier & Buoy Service Project

The annual pier installation, removal, and maintenance work was bid as instructed. The bids were opened today and the only bid proposal received was from Gage Marine at \$34,820 for 2016 pier installation and removal, \$35,864 for 2017, \$36,940 for 2018, and \$20,435.38 for 2016 maintenance.

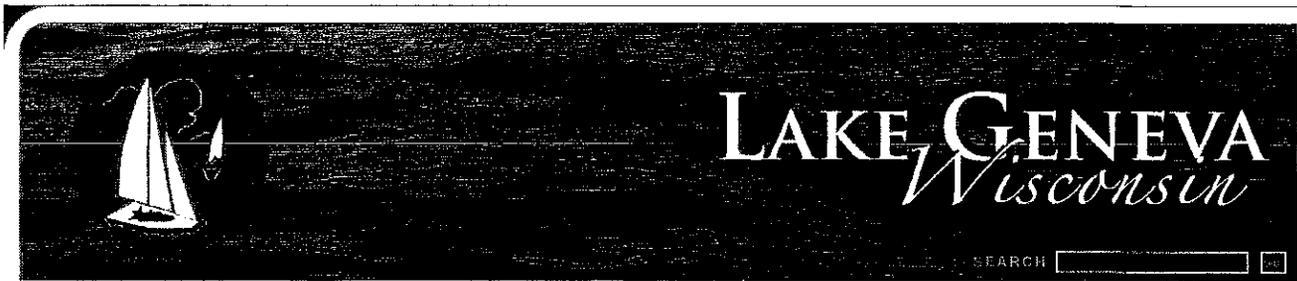
The falling additional work is on an advance approval time and material basis:

- 1) Additional 2016 maintenance work
- 2) 2017 annual pier maintenance work
- 3) 2018 annual pier maintenance work
- 4) Beach Fence work
- 5) Ice Rails
- 6) Lagoon Piers
- 7) Gasoline Piers
- 8) Three Main Riviera Piers

Pier painting will be on a separate bid proposal and contract still in process.

The Pier Installation/Removal costs are in line with the operating budget.

I recommend approving Gage Marine for the 2016-2018 Pier & Buoy Service Project for the above noted amounts.



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**2016-2018 Pier & Buoy Service BID Proposal**

**NOTICE TO BIDDERS  
City of Lake Geneva Piers & Buoys Services for 2016-2018**

The City of Lake Geneva is soliciting sealed bid proposals until **Wednesday, February 3, 2016 at 10:15 a.m.** to annually install, remove and maintain the City of Lake Geneva's Piers and Buoys.

For additional information see the Official Notice to Bidders at [www.cityoflakegeneva.com](http://www.cityoflakegeneva.com) or contact the City Administrator, Blaine Oborn, at [cityadmin@cityoflakegeneva.com](mailto:cityadmin@cityoflakegeneva.com) or (262) 249-4098.

[2016-2018 FULL BID PROPOSAL](#)

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# CITY OF LAKE GENEVA 2016-2018 BID PROPOSAL REQUEST

## PIERS & BUOYS SERVICE

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### Notice to Bidders

The City of Lake Geneva is soliciting sealed bid proposals until Wednesday February 3, 2016 at 10:15 a.m. to annually install, remove and maintain the City of Lake Geneva's Piers and Buoys. For additional information contact the City Administrator Blaine Oborn at:

[Cityadmin@cityoflakegeneva.com](mailto:Cityadmin@cityoflakegeneva.com) or (262)249-4098

Bids must be sealed and submitted on the attached Bid Proposal form and returned clearly marked with date and time of opening. The City reserves the right to reject any or all bids and to accept any bid considered most advantageous to the City of Lake Geneva. Bids must be dated and signed. No fax bids will be considered.

The City of Lake Geneva is exempt from Federal Excise Tax and Sate Sales Tax; therefore, proposals should be made exclusive of these taxes. A Tax Exemption Certificate and/or Tax Exemption Registry Number will be furnished to the successful vendor.

The City of Lake Geneva is the riparian owner of certain lake shoreline property within the City limits of the City of Lake Geneva. The City provides piers, slips and buoys to the citizenry and residents of the City. In order to provide care, maintenance and general upkeep, including the annual installation and removal of said piers, slips and buoys, the City is requesting proposals for these services.

### Scope of Services

This contract for services is intended to provide for the annual installation, removal and maintenance (excluding painting) for the following City-owned lakefront piers, slips and buoys: Fishing Pier, West Pier with 50 boat slips, 56 buoys located in the waters adjacent to the Library Park shoreline, 4 "in and out" buoys at the launch ramp, 6 swim area buoys and 6 slow-no wake buoys from Riviera Pier to West Pier, 2 Swim Piers, designated swimming area floats (does not include White Shallow water marker for swim area) and Launch Pier.

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

City of Lake Geneva / 626 Geneva Street, Lake Geneva, WI 53147 / 262-248-3673 / Fax 262-248-4715

# CITY OF LAKE GENEVA ~ 2016-2018 BID PROPOSAL

## Specific Services Require

**Fishing Pier** – Contractor shall install and remove the pier and replace all rotted materials. When removed, the pier shall be placed on the beach at the west end of Library Park. The City will pay for all (previously approved) materials. The pier shall be installed by the 20<sup>th</sup> day of open water after the Spring thaw and should be removed after October 15<sup>th</sup>.

**West End Pier** – Contractor shall install and remove the pier and replace all rotted materials. When removed, the pier shall be placed on the beach at the west end of Library Park. The City will pay for all (previously approved) materials. The pier shall be installed by the 20<sup>th</sup> day of open water after the Spring thaw and should be removed after October 15<sup>th</sup>.

**Dinghy Ramps** – The Contractor shall remove and reset the dinghy ramps (6 total) every year.

**Buoys** – Contractor shall install and remove the 56 City-owned buoys and store them on City property. Installation should be completed by the 15<sup>th</sup> day of open water after the Spring thaw. The Contractor is responsible for checking the chains and anchors and replacing them whenever necessary throughout Service Contract terms. Replacement of chain, buoy and anchor will be on a time and material basis and will require written approval.

**Swim Piers** – Contractor shall install and remove the two swim piers and replace rotted parts. The City will pay for all (previously approved) materials. The work shall be completed at least three days prior to Memorial Day. Removal of the piers shall occur after Labor Day and no later than October 15<sup>th</sup>.

**Designated Swim Area Floats** - Contractor shall install and remove the Designated Swim Area Floats. Installation work shall be completed at least three days prior to Memorial Day. Removal of the floats shall occur after September 15<sup>th</sup> and no later than October 15<sup>th</sup>. The floats will be stored on City property (Does not include white shallow water markers for swim area).

Replacement of any pier components on any of the piers for any reason will be done on a time and material basis and will require written approval before commencement of work.

## Contract Term

The term of the Service Contract for services required in this contract shall be for three years, commencing on the 1<sup>st</sup> of January, 2016, or date of the signed contract, whichever is later, and ending on the 31<sup>st</sup> day of December, 2018.

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City of Lake Geneva / 626 Geneva Street, Lake Geneva, WI 53147 / 262-248-3673 / Fax 262-248-4715

# CITY OF LAKE GENEVA ~ 2016-2018 BID PROPOSAL

## **Contractual Relationship**

The Contractor agrees that any services rendered on behalf of the City of Lake Geneva shall be as an independent contractor. The contractor and his employees shall not be considered agents or employees of the City of Lake Geneva. No employees of the contractor shall be entitled to any benefits, compensation, unemployment compensation, disability compensation or compensation of any kind whatsoever, except as provided by contractor.

## **Insurance and Hold Harmless**

The Contractor shall provide its own insurance for liability, \$1,000,000 and \$1,000,000 personal injury, and deliver to the City evidence of such coverage during the term of the Service Contract.

The Contractor shall indemnify and hold City harmless for any damage caused by its employees' negligent or intentional acts and whether those acts cause property damage or personal injury.

The Contractor shall provide worker's compensation insurance for all employees or otherwise meet the statutory requirements for a self-insured employer. Contractor shall deliver to the City evidence of such coverage during the Service Contract.

The Contractor agrees to abide by all statutory and administrative rules promulgated by the State of Wisconsin or its subdivision in carrying out the services of the Service Contract, including but not limited to the Wisconsin Department of Natural Resources. Failure to abide by any such rules will be deemed a serious breach of the contract and the City may declare the contract void upon such violation.

## **Method of Payment**

For Installation/Removal one-half of the annual payment shall be made by the 15<sup>th</sup> day after receipt of invoice for completion of Spring installations, and the balance shall be due by the 15<sup>th</sup> day after all receipt of invoice for completion of Fall removals.

For Maintenance, payment shall be made 15<sup>th</sup> day after receipt of invoice for completion of maintenance work.



# CITY OF LAKE GENEVA 2016-2018 BID PROPOSAL

## PIERS & BUOYS SERVICE *Compensation for Services*

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**This Proposal is respectfully submitted by:**

\_\_\_\_\_  
*Contractor Firm*

\_\_\_\_\_  
*Contact Name*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City, State, Zip*

\_\_\_\_\_  
*Phone*

\_\_\_\_\_  
*Email*

The above Contractor agrees to provide all labor, tools and equipment needed on an annual basis for the work described herein at a cost of:

### **I. Installation/Removal**

1) \$ \_\_\_\_\_ for year 2016

2) \$ \_\_\_\_\_ for year 2017

3) \$ \_\_\_\_\_ for year 2018

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City of Lake Geneva / 626 Geneva Street, Lake Geneva, WI 53147 / 262-248-3673 / Fax 262-248-4715

# CITY OF LAKE GENEVA ~ 2016-2018 BID PROPOSAL

## II. Maintenance with Repair Parts as follows, for the year 2016\*:

### WEST PIER:

#### HORSES

4 Horses/83' wide, 96" Deep  
2 Horses/42' wide, 84" Deep  
2 Horses/42' wide, 96" Deep  
5 Horses/107' wide, 96" Deep  
1 Horse/107' wide, 84" Deep

#### STRINGERS

3 / 6X6X26'  
2 / 6X6X16'  
1 / 6X6X14'  
1 / 6X6X12'

#### DECKING

13 Pallets - 12 boards/2x6x23'  
31 Pallets - 4 boards/2x6x88'  
3 Pallets - 5 boards/2x6x64'

### FISHING PIER:

#### DECKING

3 Pallets - 3 boards/2x6x112'  
2 Pallets - 4 boards/2x6x88'

#### MISC

1 Fishing Stand (Rod Holder)

### LAUNCH PIER:

#### DECKING

1 Pallet - 5 boards/2x6x64'

### EAST SWIM PIER:

#### STRINGERS

1/4X6X12' with a 2x2  
1/4x6x10' with a 2x2

#### DECKING

2 Pallets - 3 boards/2x10x8'

#### MISC

2 - 12' Ladders  
48' - 2x4 Capping  
30' - 2x2 Capping

### WEST SWIM PIER:

#### HORSES

1 Horse/107.5" wide, 96" Deep

#### STRINGERS

1 - 4X6X14' with a 2x2

#### MISC

48' - 2X4 Capping

#### DECKING

10 Pallets - 3 boards/2x10x8'

**TOTAL:**      \$ \_\_\_\_\_

\*Additional maintenance work for 2016, 2017 and 2018 to replace any pier components on any of the piers for any reason, will be done on a time and material basis and will require written approval before commencement of work.

# CITY OF LAKE GENEVA ~ 2016-2018 BID PROPOSAL

## III. Attest:

I hereby certify that all statements herein are made on behalf of:

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*(Name of Corporation, Partnership, or Person Submitting Bid)*

Furthermore, I have examined and carefully prepared this Proposal from the specifications and I have full authority to make such statements and submit this Proposal.

---

*Signature*

---

*Title*

*Date*

**Comments:**

# CITY OF LAKE GENEVA

626 Geneva Street  
Lake Geneva, WI 53147  
(262) 248-3673  
[www.cityoflakegeneva.com](http://www.cityoflakegeneva.com)



## Memorandum

**Date:** February 5, 2016  
**To:** Finance, License & Regulation Committee  
**From:** Blaine Oborn, City Administrator  
**Subject:** Emergency Replacement of Museum Mill Street Center and Kitchen Furnace

The Museum Mill Street Center and Kitchen Furnace is in the process of failing. Three bids were received to replace the failing unit as follows:

- 1) Vorpagel \$9,000
- 2) Peck & Weis \$17,000
- 3) Mared \$21,000

The Museum – Maintenance & Repairs is \$5,300. The lowest bid of \$9,000 exceeds the budget and there are really not any additional funding in the other Museum line items. Also funding will be needed for the other heating/air conditioning unit and regular maintenance item.

In consultation with the City Building & Grounds Administrator and Building & Zoning Administrator, we recommend emergency authorization to replace the failing heating unit for \$9,000 with funding from contingency.

As part of the capital needs assessment and borrowing, staff will evaluate potential needs to try to minimize emergency replacements.

# CITY OF LAKE GENEVA

626 Geneva Street  
Lake Geneva, WI 53147  
(262) 248-3673  
[www.cityoflakegeneva.com](http://www.cityoflakegeneva.com)



## Memorandum

**Date:** February 5, 2016  
**To:** Finance, License & Regulation Committee  
**From:** Blaine Oborn, City Administrator  
**Subject:** TIF Theatre Redevelopment Grant

Attached is a proposal letter from Shad Branen, owner of the Plaza Theater in Burlington, WI seeking the available City TIF Theatre Redevelopment Grant.

Mr. Branen has also included a project budget, Geneva Theater history, current site photos, Plaza Theater events, his bio, and bank commitment letter.

Please review the information provided to determine if the City Council wants to proceed with authorizing the City Administrator and City Attorney to negotiate with Mr. Branen on a development agreement with a site development incentive (grant) for the revitalization of the historic Geneva Theater to once again become an operating theater in the City of Lake Geneva's Downtown Business District.

# GENEVA THEATER

*of Lake Geneva*

February 8, 2016

Dear Members of Lake Geneva City Council,

Please accept this packet of information regarding my plans for the historic Geneva theater. With an accepted offer in hand, it is my wish that you come to understand my intentions and include the property in a Tax Incremental Financing (TIF) District plan to help restore the theater to a viable component of the local economy and culture.

While any closed business is a blight on a community, a shuttered theater seems to cut a little deeper. To pass by a yellowed marquee and broken light bulbs stirs a sadness about memories lost. It prompts a nostalgic nod to a grand time when that movie you first saw at your own hometown theater impacted your life.

I certainly felt that way when the 4-screen Plaza Theater in Burlington sat empty in foreclosure a decade ago. I credit the previous owner for rescuing it from the bank and an uncertain future, but when I purchased the Plaza in 2010, I became intent on not just running it, but on restoring Burlington's hometown theater to its former glory; ensuring its future.

The similarities between the Plaza Theater and Geneva Theater are hauntingly striking. Both venues boasted grand architecture when they opened, both in 1928. And both eventually expanded to four screens to keep up with the times. In their recent histories, both had to shut their doors.

Aesthetically, over the course of the past five years, my staff and I have refurbished Plaza's architectural flourishes that had been neglected or covered over. These include ornate ceiling medallions, window trims and crown moldings. For portions of the theater that had to be replaced or made new, I chose streamlined modern touches to echo the art deco movement of the '20s, such as glass block and tiered, chrome sconces for lighting.

Physically, I replaced every theater seat with a new leatherette, high-back rocker chairs; created private balcony seating with leather love seats; added hallway and theater row dining tables; built a stage; and installed advanced, highly-reflective Perlux screens. And, the Plaza became the first theater in Wisconsin to install Sony's newest 4K Ultra-HD digital projector system, coupled with Dolby surround sound.

However, transforming the Plaza Theater into a community center of sorts not only makes it unique, it is the improvement of which I am most proud. We went beyond simply showing movies. We regularly offer a line-up of special events and activities to engage our patrons and the public alike. Enclosed is a photo sheet with brief descriptions of how the Plaza is making a difference in the community. Some examples are:

- Free themed-movies during holidays and school breaks;
- Musical performances by local bands and high school choirs;
- United Way fundraisers with themed menus and entertainment;
- Free showings on the "big screen" of all Green Bay Packer games and the Super Bowl;
- Weekend dinner menu served to the seats and a selection of macro and micro beers;
- Quarterly blood drives;
- Junior high New Year's Eve Lock-In;
- Suicide & Mental Health Awareness free movie showing with speaker and advocacy group booths;
- Complimentary mini-spa services by a local salon;
- Movie-themed contests and costume parades on stage;
- Meet-and-greets and photo ops with movie characters;
- Movie-theme photo and selfie stations with life-size cardboard cut-outs;
- Interactive movies with costumed actors and life-size props.

Even in more subtle ways, the Plaza is unique in its inclusion of people. During select show-times, our in-person welcomes before movies may at any time include inviting a birthday celebrant on stage for a round of applause, or recognizing an achievement or giving member of the community we see sitting in the audience.

A steady course of improvement, state-of-the movie viewing, comfort, and community inclusion have driven a 50% increase in attendance since 2010.

As it is in Burlington, it will be of utmost importance that Geneva Theater be active in the community, tailoring special events to Lake Geneva. I also see possibilities of launching a Geneva movie club and collaborations with arts and theater groups.

For the theater as a whole, I believe the Geneva has even greater potential due to your community's proven embrace of cultural arts and unique set of socioeconomic factors.

Outlined in this packet are proposals for extensive renovation and restoration, briefly summarized here:

- Return the building to a 4-screen venue;
- Replicate the original vertical lighted "Geneva" sign;
- Add a digital marquee the length of the exterior canopy;
- Acquire state-of-the art systems and equipment, including digital projection and audio;

- Install new auditorium screens, plus a silver, 3D capable, main screen;
- Seat patrons in luxury high-back leather rockers and private box seating with electric recliners;
- Offer special menu items with food and drink service to seat.

In addition, imagine a retractable screen raising up to reveal the building's original 1928 stage but with modern stage equipment, ready to serve the community as a historic venue for presentations, cultural events and live performances.

As this exciting project moves forward, I respectfully request the city approve TIF District funding of \$950,000 to restart Geneva's historic cinema legacy and secure its place as a major contributor to Lake Geneva's vibrant downtown. The funds will be utilized for building renovations, and provide an allowance for outfitting of the theater with new seating and exhibition equipment. A TIF contribution is a necessary component for a project of this magnitude.

Additional funding may be necessary if the state requires elevator access to the second floor auditorium.

Among the Geneva theaters original creators and owners were William Wrigley, Jr., William Pabst, Jr. and Andy Gump cartoonist Sydney Smith. In 1928, the trade publication, *Exhibitors Herald and Moving Picture World*, had this to say about your theater:

“Lake Geneva is indebted for most of its prosperity on its immediate proximity to a beautiful lake and the nearby presence of Chicago and Milwaukee. Thus it is a summer resort of no mean attainments, and the Geneva theatre is the result. The affluent folks who would escape the city's heat are not to give up their motion pictures for even the period of July and August.”

Today, no family in Lake Geneva should be giving up their motion picture in any month or having to spend their entertainment dollars in another municipality.

Feel free to contact me if you would like a private walk-through of the building as to fully appreciate the tasks ahead.

I feel confident that even though the Geneva Theater is a property marred by years of closure and neglect, the theater can once again become a worthy attraction for the residents of Lake Geneva.

Sincerely,

Shad Branen  
President  
262.210.1362  
shad@winmediainc.com



## **RENOVATION BUDGET**

As of February 4, 2016

### **GENERAL CONSTRUCTION**

Interior and exterior building remodeling and restoration, roof, windows, fire sprinkler system, HVAC, electrical, plumbing, floor coverings, stage renovations, elevator (if required)... \$794,660

### **PROJECTION EQUIPMENT**

Digital projection package, sound systems, auditorium screens and lighting, auditorium wall coverings, aisle lighting, stage lighting, installation... \$331,403

### **SEATING**

Auditorium high-back leather rocker and/or recliner chairs, installation... \$126,621

### **SIGNAGE**

Marquee sign replication and installation, canopy digital signage, interior signage... \$78,049

### **CONCESSIONS**

Concessions equipment, point-of-sale system... \$62,665

### **MISCELLANEOUS**

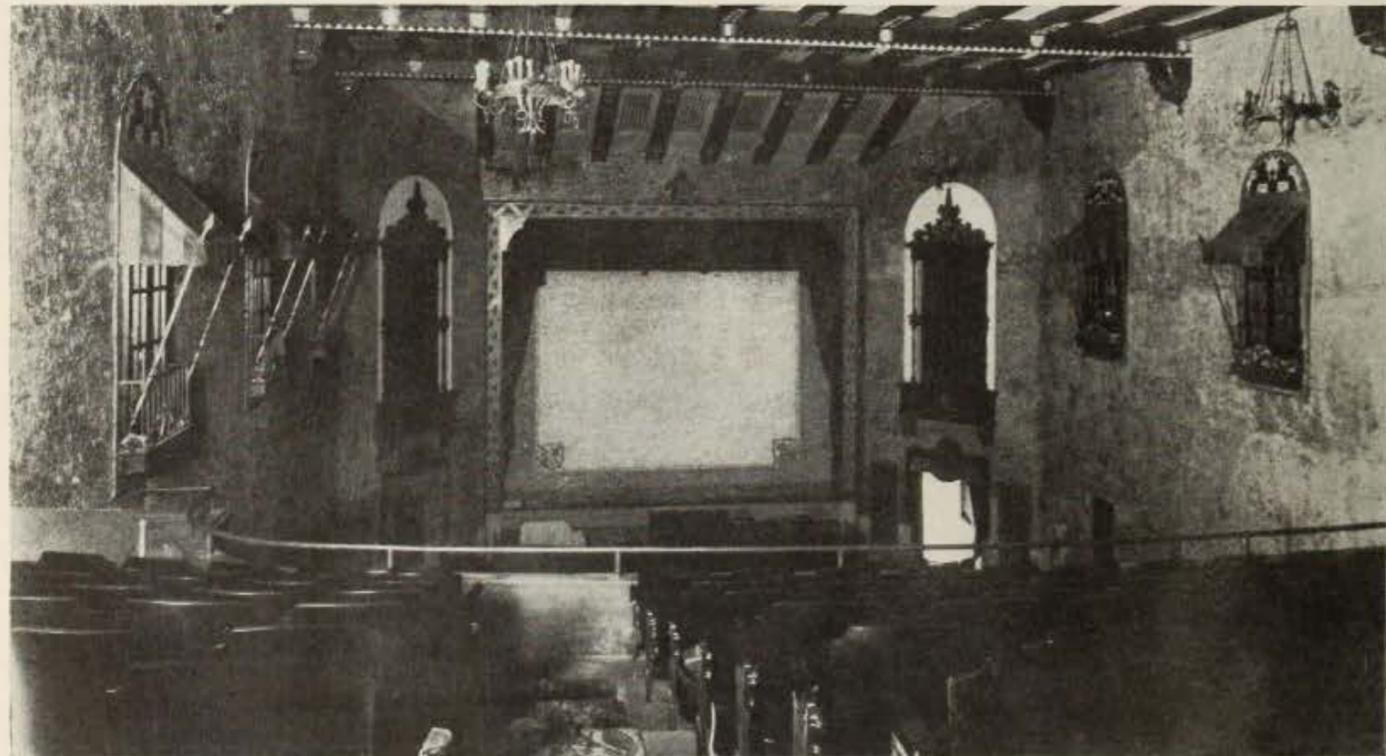
Office furniture, security and monitoring system, maintenance equipment... \$9,545

**GRAND TOTAL... \$1,402,943**



Right: Front exterior of the Geneva, showing a treatment suitable for a small town building.

Below: A view of the auditorium. Notable is the design as adapted to a house of this size.



## A Theatre of Two Cities in A Small Town

IN THE little town of Lake Geneva, Wis., has been opened a theatre which can boast of more prominent and very wealthy men among its owners than many a large house in a great city. And on summer evenings it is likely to have sitting in its 750 seats, more than a few representatives of some of the "best families" of Chicago and Milwaukee.

Lake Geneva is indebted for most of its prosperity on its immediate proximity to a

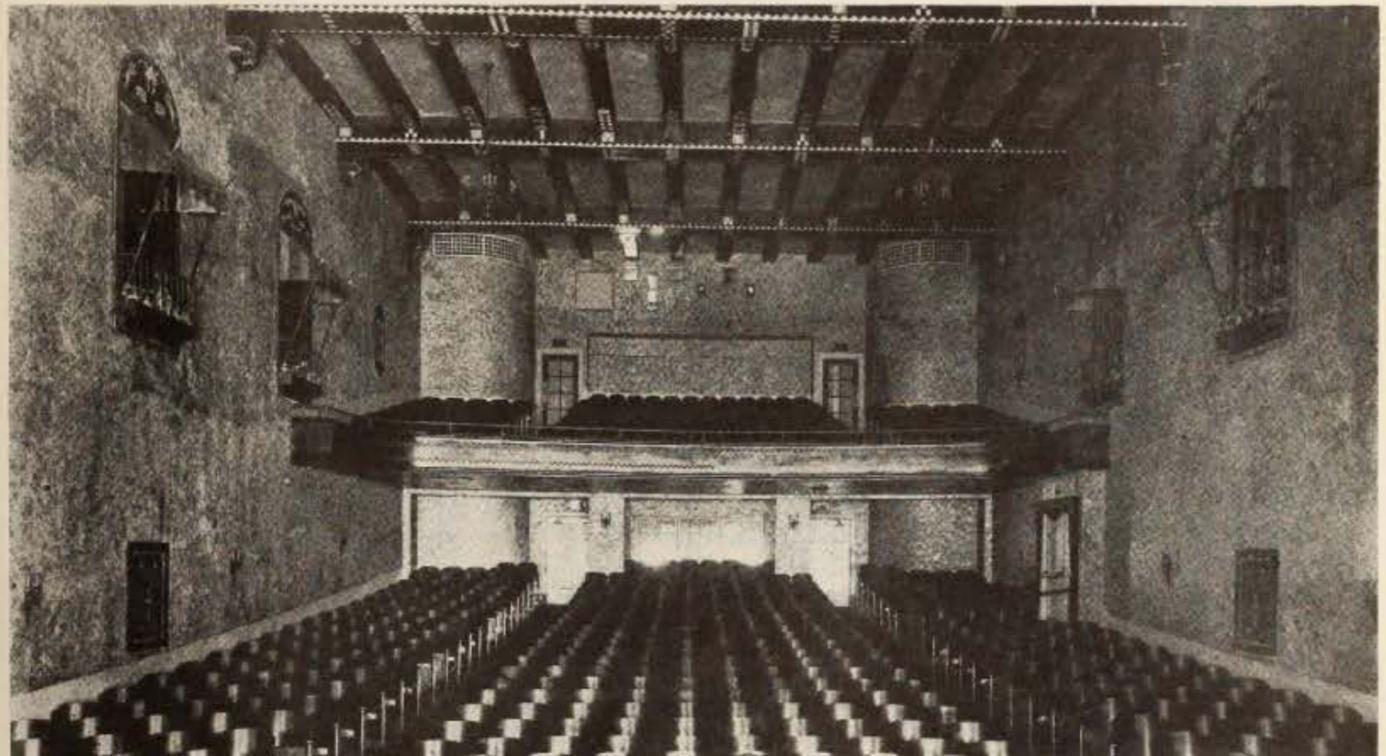
beautiful lake and the nearby presence of Chicago and Milwaukee. Thus it is a summer resort of no mean attainments, and the Geneva theatre is the result. The affluent folks who would escape the city's heat are not to give up their motion pictures for even the period of July and August. And, of course, they have chosen to create an environment in which to view their screen entertainment very like that they are used to.

Among those who promoted this charming



Right: The foyer. No larger one was required. And economy and charm are well worked out.

Below: Looking toward the rear of the auditorium. There are 750 seats on the two floors.



little playhouse are William Wrigley, Jr., the chewing gum manufacturer and sportsman, and Sidney Smith, creator of "The Gumps" comic strip, both of Chicago; William Pabst, Jr., H. B. Mortimore and William Silcock, prominent Milwaukee business men; and Robert N. Lee, similarly prominent in Kenosha.

The theatre, which was designed by Graven & Mayger, Chicago architects, is of Spanish character. It presents a novel treatment of

this manner and one particularly adapted to a house of this size, as the accompanying pictures show. It is furnished with a luxury corresponding to that of the large houses, while its practical equipment is of a commensurate high standard and completeness.

The Geneva has a fully equipped stage for vaudeville and presentation acts. An orchestra is a regular feature. The opening program is interesting in that a cartoon short was Sidney Smith's "Andy Gump," while the

newsreel was called "Geneva News Events." Organ solos are also presented.

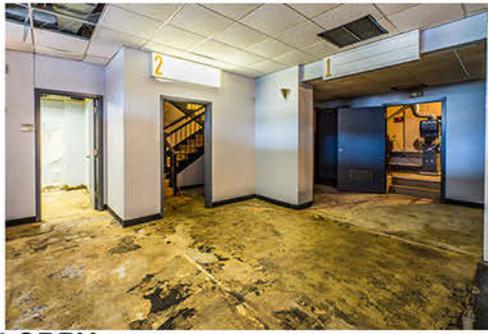
Notable in the construction was the preparation for sound pictures. Acoustics were a major subject of the plans and in addition to the usual methods used within the auditorium, sound chambers were sunk into the caissons, where, it is said, floating girders act as tuning forks to carry off noise.

The operating company is Community Theatres, Inc., of which Pabst is president.

# CURRENT CONDITION OF THEATER BUILDING



LOBBY



LOBBY



BATHROOM



THEATER 1 FRONT



THEATER 1 REAR



THEATER 1 STAGE



THEATER 1 PROJECTION



THEATER 2 FRONT



THEATER 2 REAR



THEATER 2 PROJECTION



THEATER 3



THEATER 4



THEATER 3 & 4 PROJECTION



FUTURE EVENT ROOM AREA



BASEMENT

# PLAZA THEATER

## MAKING A DIFFERENCE IN OUR COMMUNITY



Packers games on the big screen all season with free admission



"Star Wars" premier event with themed food, characters and photo booth



Jack Sparrow appearance during "Pirates of the Caribbean"



Special movie packages during early release of local schools



February 14, 2013  
Plaza Theater • Burlington, Wisconsin  
Fund raising event for United Way with auction and live entertainment



DeLorean car during free "Back to the Future" showing



Live band performances prior to select movie premieres



Free showing of "Ghostbusters" with characters & interactive scenes



Quarterly blood drives for free movie passes when donating



Promotional and sponsorship tie-ins with local businesses



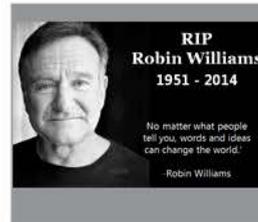
Annual New Year's Eve lock-in for middle school kids



Civil rights discussion group following "The Help"



Rotary club Short Film Festival with local and global entries



Signs of depression awareness with movie, discussion and resources



Free classic drive-in movie series Saturday nights in August



Hunger is Not a Game food drive during the movie series



Meet and greet with Spider-Man before the movie



Movie-themed treats promote select premieres



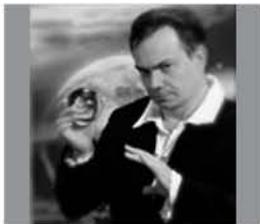
Live animal visit to promote Fellow Mortals



Free family movie following the annual Christmas parade



Mental health awareness with movie, discussion and resources



Live magic and illusion show as a United Way fund raiser



Downtown trick-or-treating event with a free Halloween movie



Wedding day reunions and on-screen marriage proposals



Collection of school supplies for the needy with free movie



"The Kings Speech" historical discussion headed by high school history teacher



Mothers Day event in which moms get in free



Valentine's movie and dinner event



Many hundreds of tickets and package events given to local charity functions and fundraisers



Personal movie introductions at the start of many screenings



PLAZA THEATER		COMBOS	SNACKS & CANDY	BEVERAGE	DRINK
<b>PLAZA COMBO</b> \$11	Popcorn Tub & 2 Large Sodas	<b>PIZZA</b> Reg \$4.75 Tub \$8.50 FREE BEER	<b>CANDY</b> M&C'S & CHEESE \$3.99 COTTON CANDY \$3.99 JUMBO PRETZEL \$3.99 ICE CREAM CUP \$2.50 WATER JUICE BOX \$2	<b>SOODA</b> Reg \$2.75 Large \$2.75 FREE BEER	<b>HOUSEMADE 12 PIZZA</b> \$11
<b>SINGLE COMBO</b> \$8	Popcorn Tub & Large Soda	<b>ENERGY DRINK</b> \$3.99	<b>GATORADE</b> FRAPPUCINO PURE LEAF TEA COFFEE \$3.99	<b>WHITE CHOCOLATE SLICES</b> 2 FOR \$3	<b>STUFFED WITH PUFFS</b> PINEAPPLE VODKA PARFAIT ALBUDDO STUFFED SHELLS HEAT RAVIOLI CHEESE RAVIOLI \$13
<b>NACHO COMBO</b> \$6	Nachos, Cheese & Large Soda	<b>FROZEN YOGURT</b> w/ TOPPING \$3 w/ \$4	<b>MOOY BEER FLOAT</b> \$4.99	<b>FRIDAY FISH FRY</b> \$12	<b>STUFFED WITH PUFFS</b> ITALIAN BEEF BOMBER MEATBALL BOMBER PORKY CHEESESTEAK GRILLED CHICKEN 1/2 LB. CHEESEBURGER \$12
<b>KID'S COMBO</b> \$5	Popcorn Box, Small Soda & Treat <small>Soda may be substituted with bottled water</small>	<b>COOKIES</b> \$1 / 3 for \$2.50	<b>DOMESTIC BEER</b> \$3.50	<b>DOMESTIC BEER</b> \$3.50	<small>Special \$4.99-7.99pm W. &amp; Sat.</small>



Plaza Theater | 448 Milwaukee Ave, Burlington WI | plaza4.com

## Shad A. Branen



Shad Branen, 54, was raised in Burlington, WI and attended Burlington High School, before graduating with a BA in Journalism/Mass Communications from UW-Madison.

Shad was an on-air talent at a number of radio stations, including WKTI and WMYX in Milwaukee, and Z104 in Madison. He also operated a DJ service for parties and events.

Immediately after college, he launched a local informational channel, WIN-TV, on regional cable television through news resources provided by their family business, the Burlington Standard Press. The channel became independent and expanded to serve a 3-county area in southeastern Wisconsin through a unique affiliation with CNN Headline News. Currently, WIN Media produces marketing and informational videos for a variety of businesses and educational institutions throughout the country.

Shad also served as president of Southern Lakes Media, overseeing the operation of 10 community newspapers.

In 2010, Shad purchased the Plaza Theater in Burlington and upgraded the 4-screen theater with digital projection, new seating and dinner-to-your-seat service. He is also in the process of converting a historic downtown building that was destroyed by fire to create a retail and office facility, including a co-working space and business incubator.

Shad is a long-time member of the Burlington Rotary Club and served as a board member and two terms as president. He was promotions director for the Burlington Main Street program and entertainment chairman for the annual ChocolateFest. He continues overseeing the festival's carnival as a major fundraiser. For the past 26 years, he has also organized a community Halloween event, Spooky City, to promote downtown Burlington.

Shad and his wife, Kristine, have two daughters and live in Burlington. Chloe will be graduating next semester from the Milwaukee Institute of Art & Design, and Sophia is in the nursing program at UW-Milwaukee. Kristine is a graphic designer and video producer for WIN Media.

Shad enjoys bicycle riding, tennis, badminton and bowling.

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# FOX RIVER STATE BANK

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January 29, 2016

City of Lake Geneva  
c/o Mr. Blaine Oborn  
626 Geneva St.  
Lake Geneva, WI 53147

Mr. Oborn:

Please let this letter serve as notice that a loan has been approved by our bank for the purchase of the Geneva Theater Complex at 244 Broad St. Lake Geneva, WI

It is my understanding that the City will provide a minimum of \$800,000 in TIF monies to reopen the building as an operating theater.

If you have any questions, feel free to contact me.

Sincerely,



Barbara Bakshis  
Executive Vice President

**City of Lake Geneva  
Council Meeting  
February 8, 2016**

**Prepaid Checks**

**1-27-16 to 2-05-16**

**Total:**

**\$7,152.64**

**Checks over \$5,000:**      \$ 6,027.08  
*City of Lake Geneva Treasurer- Assessor's Palpable Error  
Tax Key ZLM00003 (\$1862.91) & Tax Key ZTT00002 (\$4164.17)*

FROM 01/27/2016 TO 02/05/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
CITYLG	CITY OF LAKE GENEVA								
	ZLM00003-MYERS			01/29/16		61919	01/29/16	6,027.08	1,862.91
	01	PAY OVERAGE-MYERS	1110005741						1,862.91
	ZTT00002-PEZZA			01/29/16		61919	01/29/16	6,027.08	4,164.17
	01	PAY OVERAGE-PEZZA	1110005741						4,164.17
							VENDOR TOTAL:		6,027.08
MILWAA	MILWAUKEE AUDUBON SOCIETY								
	2016			01/29/16		61922	01/30/16	100.00	100.00
	01	2016 BIRD CITY FEE	1114105399						100.00
							VENDOR TOTAL:		100.00
PHILI	PHILIPS MEDICAL CAPITAL								
	48491969			01/09/16		61920	01/29/16	700.16	700.16
	01	MONITOR, DEFIBS-JAN	1122005830						700.16
							VENDOR TOTAL:		700.16
PNC	PNC BANK								
	1831-1/16			01/08/16		61921	01/29/16	6.40	6.40
	01	USPS-SCBA SAMPLES	1122005312						6.40
							VENDOR TOTAL:		6.40
UWMIL	UW MILWAUKEE								
	7781-8516			01/20/16		61923	02/05/16	196.00	196.00
	01	MOORE-ONLINE CLASS	1121005415						196.00
							VENDOR TOTAL:		196.00
WALSER	WILLIAM WALSER								
	REIMB 2/16			02/04/16		61924	02/05/16	123.00	123.00
	01	CIT TRAINING 2/15-2/19	1121005331						123.00
							VENDOR TOTAL:		123.00
							TOTAL --- ALL INVOICES:		7,152.64

**City of Lake Geneva  
Council Meeting  
February 8, 2016**

**Accounts Payable**

	<u>Fund #</u>	
1. General Fund	11	\$ 130,689.32
2. Debt Service	20	\$ -
3. TID #4	34	\$ -
4. Lakefront	40	\$ 5,311.54
5. Capital Projects	41	\$ 13,745.09
6. Parking	42	\$ 7,473.53
7. Cemetery	48	\$ 168.59
8. Equipment Replacement	50	\$ -
9. Library Fund	99	\$ 512.86
10. Impact Fees	45	\$ -
11. Tax Agency Fund	89	\$ -
<b>Total All Funds</b>		<b><u><u>\$157,900.93</u></u></b>

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

**COUNCIL MEETING DATE: 2/08/16**

**TOTAL UNPAID ACCOUNTS PAYABLE \$ 157,900.93**

**ITEMS > \$5,000**

Prophoenix - 2016 Support/Maintenance Fees	\$ 29,133.24
Lake Geneva Convention & Visitors Bureau - 2016 1st Quarter Payment	\$ 28,125.00
Wisconsin Dept of Justice - 2016 Annual TTY Charges	\$ 9,342.00
Nyquist Engineering - 4th Quarter 2015 IT Services	\$ 8,195.15
Kapur & Associates - December Engineering	\$ 7,922.26
Tromcom - New Squad Changeover	\$ 5,796.92
Geneva Lake Environment Agency - February Payment	\$ 5,000.00

Balance of Other Items \$ 64,386.36

INVOICES DUE ON/BEFORE 02/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
ADAMS	ADAMS ELECTRIC INC						
10678042	10/29/15	01	FIRE ALARM FIX	4055105241		02/09/16	202.08
						INVOICE TOTAL:	202.08
						VENDOR TOTAL:	202.08
AMYS	AMY'S SHIPPING EMPORIUM						
152377	12/09/15	01	UPS-TASER-REPAIRS	1121005312		02/09/16	19.55
						INVOICE TOTAL:	19.55
						VENDOR TOTAL:	19.55
ARROW	ARROW PEST CONTROL INC						
67661	01/29/16	01	PEST CONTROL-JAN	1116105360		02/09/16	55.00
						INVOICE TOTAL:	55.00
						VENDOR TOTAL:	55.00
AUROH	AURORA HEALTH CARE						
1055124	01/24/16	01	DRUG TEST	1132105205		02/09/16	75.00
						INVOICE TOTAL:	75.00
						VENDOR TOTAL:	75.00
BARRI	BARRICADE FLASHER SERVICE INC						
S122852	01/22/16	01	"NO PARKING" BARRICADES	1134105375		02/09/16	372.00
						INVOICE TOTAL:	372.00
						VENDOR TOTAL:	372.00
BAY	BAY LOCK SERVICE						
21083	01/22/16	01	COMBO LOCK-LOCKER ROOM	1121005342		02/09/16	60.00
						INVOICE TOTAL:	60.00
						VENDOR TOTAL:	60.00
BOTTS	BOTTS WELDING & TRK SERV INC						

INVOICES DUE ON/BEFORE 02/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
BOTTTS BOTTTS WELDING & TRK SERV INC							
595383	01/21/16	01	REAR BRAKES,SEAL-#25	1132105250		02/09/16	253.74
						INVOICE TOTAL:	253.74
595397	01/21/16	01	GASKET CREDIT	1132105250		02/09/16	-1.82
						INVOICE TOTAL:	-1.82
595441	01/22/16	01	BRAKES,SCOTSEAL-#21	1132105250		02/09/16	328.06
						INVOICE TOTAL:	328.06
595558	01/26/16	01	BRAKE SHOES,SCOTSEAL-#30	1132105351		02/09/16	227.90
						INVOICE TOTAL:	227.90
						VENDOR TOTAL:	807.88
BREEZY BREEZY HILL NURSERY							
I-190612	09/30/15	01	PLANTING MAINT-SEP	4234505220		02/09/16	4,217.61
						INVOICE TOTAL:	4,217.61
						VENDOR TOTAL:	4,217.61
BSL BADGER STATE INDUSTRIES							
301245	11/05/15	01	PAPER TOWELS,TP,TRASH LINERS	1152005350		02/09/16	301.20
						INVOICE TOTAL:	301.20
						VENDOR TOTAL:	301.20
BUMPB BUMPER TO BUMPER AUTO PARTS							
299948	01/22/16	01	FILTERS	1132105351		02/09/16	89.39
						INVOICE TOTAL:	89.39
						VENDOR TOTAL:	89.39
BUMPL BUMPER TO BUMPER AUTO PARTS							
662-332145	12/31/15	01	SILICONE SEALER-TWR 1	1122005351		02/09/16	14.79
						INVOICE TOTAL:	14.79

INVOICES DUE ON/BEFORE 02/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
BUMPL	BUMPER TO BUMPER AUTO PARTS						
662-332278	01/04/16	01	PPV FAN OIL	1122005341		02/09/16	15.57
						INVOICE TOTAL:	15.57
662-332303	01/04/16	01	OIL,OCTANE BOOSTER-AIR BOAT	1122005341		02/09/16	24.57
						INVOICE TOTAL:	24.57
662-332718	01/11/16	01	CAP,ROTOR,COIL-AIR BOAT	1122005351		02/09/16	44.17
						INVOICE TOTAL:	44.17
662-333285	01/21/16	01	FLASHER-NEW HOLLAND TRACTOR	4054105352		02/09/16	12.46
						INVOICE TOTAL:	12.46
662-333297	01/21/16	01	TRANSFER CASE-RANGER	1132105351		02/09/16	103.19
						INVOICE TOTAL:	103.19
662-333298	01/21/16	01	WIRE,LOOM,TIES-HOLLAND TRAC	4054105352		02/09/16	18.96
						INVOICE TOTAL:	18.96
662-333354	01/22/16	01	CREDIT CORE TRANS-RANGER	1132105351		02/09/16	-25.00
						INVOICE TOTAL:	-25.00
662-333503	01/25/16	01	TROUBLE LIGHT BULBS	1132105340		02/09/16	8.34
						INVOICE TOTAL:	8.34
						VENDOR TOTAL:	217.05
CDW	CDW GOVERNMENT INC						
BPK7679	12/29/15	01	HP COMPUTER-BOOKING	4121001405		02/09/16	525.03
						INVOICE TOTAL:	525.03
BRV6210	01/12/16	01	SURGE STRIP,BATTERY,MOUSE	1121005262		02/09/16	63.31
						INVOICE TOTAL:	63.31
						VENDOR TOTAL:	588.34
CENTRH	CENTRAL HYDRAULICS						

INVOICES DUE ON/BEFORE 02/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
CENTRH CENTRAL HYDRAULICS							
20160025	01/20/16	01	FLOW CYLINDER FIX	1132125250		02/09/16	620.00
						INVOICE TOTAL:	620.00
						VENDOR TOTAL:	620.00
CHINO CHINOOK MEDICAL GEAR							
83201-IN	12/30/15	01	TACTICAL MEDICAL KIT	1129005735		02/09/16	274.95
						INVOICE TOTAL:	274.95
						VENDOR TOTAL:	274.95
CITYWA CITY OF WAUWATOSA							
DUES-2016	01/13/16	01	ALPR DUES	1121005399		02/09/16	100.00
						INVOICE TOTAL:	100.00
						VENDOR TOTAL:	100.00
COMPL COMPLETE OFFICE OF WISCONSIN							
485156	01/07/16	01	SHARPIES,SHEET PROTECTORS	1121005310		02/09/16	10.00
						INVOICE TOTAL:	10.00
491161	01/14/16	01	DESK CALENDAR,POCKET FILES	1121005310		02/09/16	41.18
						INVOICE TOTAL:	41.18
						VENDOR TOTAL:	51.18
CSIM CSI MEDIA LLC							
1165277	01/27/16	01	HW LIB ASST AD	9900005211		02/09/16	288.86
						INVOICE TOTAL:	288.86
						VENDOR TOTAL:	288.86
DUNN DUNN LUMBER & TRUE VALUE							
629331	12/10/15	01	WAX APPLICATOR PADS	1122005351		02/09/16	1.00

INVOICES DUE ON/BEFORE 02/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
DUNN	DUNN LUMBER & TRUE VALUE						
629331	12/10/15	02	DISCOUNT	1100004819		02/09/16	-0.05
						INVOICE TOTAL:	0.95
630952	12/28/15	01	DEICER SALT-STATION 1	1122005350		02/09/16	22.41
		02	DISCOUNT	1100004819			-1.12
						INVOICE TOTAL:	21.29
631260	01/11/16	01	CLR,MAGIC ERASERS	1129005340		02/09/16	14.46
		02	DISCOUNT	1100004819			-0.52
						INVOICE TOTAL:	13.94
631437	01/04/16	01	GASKET,FLAPPER,ADAPTER	4800005340		02/09/16	12.56
						INVOICE TOTAL:	12.56
631770	01/06/16	01	BATTERIES	4800005340		02/09/16	10.99
						INVOICE TOTAL:	10.99
632178	01/12/16	01	DRILL BIT,FASTENERS-LT OFFICE	1121005342		02/09/16	9.18
		02	DISCOUNT	1100004819			-0.24
						INVOICE TOTAL:	8.94
632933	01/19/16	01	KEROSENE	1122005350		02/09/16	17.98
						INVOICE TOTAL:	17.98
633061	01/21/16	01	HOSE CLAMP-NEW HOLLAND TRACTOR	4054105352		02/09/16	3.58
		02	DISCOUNT	1100004819			-0.18
						INVOICE TOTAL:	3.40
633117	01/21/16	01	NUTS,BOLTS-NEW HOLLAND TRACTOR	4054105352		02/09/16	1.80
		02	DISCOUNT	1100004819			-0.09
						INVOICE TOTAL:	1.71
633392	01/25/16	01	NUTS,BOLTS-SWEEPER	1132105351		02/09/16	2.22
		02	DISCOUNT	1100004819			-0.11
						INVOICE TOTAL:	2.11
						VENDOR TOTAL:	93.87

INVOICES DUE ON/BEFORE 02/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
DUO DUO SAFETY LADDER CORPORATION							
447222	12/23/14	01	RUNG REAMER TOOL RETURN	1122005351		12/31/15	-126.00
		02	REFUND CK RECD-TOOL RETURN	1122005351			126.00
						INVOICE TOTAL:	0.00
						VENDOR TOTAL:	0.00
EARLE TOM EARLE							
REIMB 1/2016	01/28/16	01	83 MILES-MILW CONST EXPO	1132105330		02/09/16	44.82
		02	PARKING-MILW CONST EXPO	1132105330			12.00
						INVOICE TOTAL:	56.82
						VENDOR TOTAL:	56.82
ELKHO ELKHORN CHEMICAL CO INC							
570232	01/14/16	01	ICEMELT	1132125340		02/09/16	119.00
						INVOICE TOTAL:	119.00
570920	01/25/16	01	VACUUM BRUSH	1116105350		02/09/16	36.31
						INVOICE TOTAL:	36.31
						VENDOR TOTAL:	155.31
ENERG ENERGY CONSULTANTS OF WI							
8023	11/06/15	01	FLAG POLE FLOODLIGHT	1122005241		02/09/16	250.00
						INVOICE TOTAL:	250.00
						VENDOR TOTAL:	250.00
FORD FORD OF LAKE GENEVA							
50981	12/30/15	01	NEW BATTERY-#205	1121005361		02/09/16	150.90
						INVOICE TOTAL:	150.90
51126	01/13/16	01	OIL, FILTER CHG-#203	1121005361		02/09/16	30.80
						INVOICE TOTAL:	30.80

INVOICES DUE ON/BEFORE 02/09/2016

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
FORD	FORD OF LAKE GENEVA						
51140	01/13/16	01	OIL,FILTER CHG-#201	1121005361		02/09/16	30.80
						INVOICE TOTAL:	30.80
51156	01/14/16	01	LEFT DOOR MIRROR-#207	1121005361		02/09/16	271.75
						INVOICE TOTAL:	271.75
51170	01/15/16	01	OIL,FILTER CHG-#204	1121005361		02/09/16	30.80
						INVOICE TOTAL:	30.80
51212	01/18/16	01	HEADLAMP BULB-#205	1121005361		02/09/16	103.08
						INVOICE TOTAL:	103.08
51267	01/22/16	01	OIL,FILTER CHG-#205	1121005361		02/09/16	30.80
						INVOICE TOTAL:	30.80
						VENDOR TOTAL:	648.93
FRS	FIRE-RESCUE SUPPLY LLC						
6330	01/05/16	01	EXTRACTION TOOLS YRLY SVC	1122005240		02/09/16	830.00
						INVOICE TOTAL:	830.00
						VENDOR TOTAL:	830.00
FSF	FOUR SEASONS FLOORING INC						
141571	01/06/16	01	NEW DISPATCH CARPET	1121005262		02/09/16	2,475.27
						INVOICE TOTAL:	2,475.27
						VENDOR TOTAL:	2,475.27
GATEWAY	GATEWAY TECHNICAL COLLEGE						
11916	01/19/16	01	AEMT TUITION,BOOKS-BAUMANN	1122005412		02/09/16	754.81
						INVOICE TOTAL:	754.81
20823	09/26/15	01	2015 REFRESHER COURSE (14)	1122005510		02/09/16	1,504.20
						INVOICE TOTAL:	1,504.20
						VENDOR TOTAL:	2,259.01

INVOICES DUE ON/BEFORE 02/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
GENON	GENEVA ONLINE INC						
1023959	02/01/16	01	EMAIL SVC-FEB	1112005221		02/09/16	2.00
						INVOICE TOTAL:	2.00
						VENDOR TOTAL:	2.00
GLENV	GENEVA LAKE ENVIRONMENTAL AGCY						
RE020416	02/01/16	01	FEBRUARY PAYMENT	4054105730		02/09/16	5,000.00
						INVOICE TOTAL:	5,000.00
						VENDOR TOTAL:	5,000.00
GRAYS	GRAYS INC						
33082	01/21/16	01	CUTTING EDGE CURB SHOES	1132125351		02/09/16	184.00
						INVOICE TOTAL:	184.00
						VENDOR TOTAL:	184.00
HESTA	HE STARK AGENCY INC						
6089CRTPARK-12/15	01/12/16	01	COLLECTION FEES-DEC	1112005214		02/09/16	6.25
						INVOICE TOTAL:	6.25
6089PARK-1/16	01/29/16	01	JAN COLLECTION FEES	4234505216		02/09/16	12.65
						INVOICE TOTAL:	12.65
6089TAX-1/16	01/29/16	01	PP TAX COLLECT SHARE	1100004180		02/09/16	28.90
						INVOICE TOTAL:	28.90
						VENDOR TOTAL:	47.80
ITU	ITU ABSORB TECH INC						
6517262	01/15/16	01	MATS	1122005360		02/09/16	112.87
						INVOICE TOTAL:	112.87
6525216	01/29/16	01	MATS,MOPS,FRAGRANCE	4055105350		02/09/16	64.43
						INVOICE TOTAL:	64.43

INVOICES DUE ON/BEFORE 02/09/2016

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
ITU	ITU ABSORB TECH INC						
6525217	01/29/16	01	MATS	1116105360		02/09/16	91.01
						INVOICE TOTAL:	91.01
M000038453	01/19/16	01	COVERALLS RETURNED (3)	1132105360		02/09/16	-108.00
						INVOICE TOTAL:	-108.00
						VENDOR TOTAL:	160.31
JAMES	JAMES IMAGING SYSTEMS INC						
652022	01/18/16	01	TOSH ES3555-JAN OVERAGE	1121005531		02/09/16	48.07
						INVOICE TOTAL:	48.07
652023	01/18/16	01	TOSH ES357-JAN OVERAGE	1121005531		02/09/16	41.63
						INVOICE TOTAL:	41.63
						VENDOR TOTAL:	89.70
JEFFE	JEFFERSON FIRE & SAFETY INC						
222491	12/23/15	01	FIRE HELMETS-4	4122001506		02/09/16	960.00
						INVOICE TOTAL:	960.00
222560	12/26/15	01	FIRE GLOVES-10 PAIRS	4122001506		02/09/16	624.99
						INVOICE TOTAL:	624.99
						VENDOR TOTAL:	1,584.99
JERRY	JERRY WILLKOMM INC						
221568	01/12/16	01	KEROSENE-PRESSURE WASHER	1132105341		02/09/16	109.35
						INVOICE TOTAL:	109.35
221576	01/14/16	01	1507 GALS GAS	1132105341		02/09/16	2,605.60
						INVOICE TOTAL:	2,605.60
						VENDOR TOTAL:	2,714.95
KAPUR	KAPUR & ASSOCIATES, INC						

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
KAPUR KAPUR & ASSOCIATES, INC							
86751	01/19/16	01	DEC ENG	1100001391		02/09/16	133.00
						INVOICE TOTAL:	133.00
86763	01/19/16	01	DEC ENG	1100001391		02/09/16	390.60
						INVOICE TOTAL:	390.60
86799	01/21/16	01	DEC ENG	1100001391		02/09/16	594.06
						INVOICE TOTAL:	594.06
86800	01/21/16	01	DEC ENG	1130005216		02/09/16	6,529.60
		02	BOAT LOT DESIGN	4234505216			275.00
						INVOICE TOTAL:	6,804.60
						VENDOR TOTAL:	7,922.26
KENOSC KENOSHA CIRCUIT COURT							
WARRANT	01/17/16	01	WARRANT-BIZZELL OCA15146575	1112002428		02/09/16	576.30
						INVOICE TOTAL:	576.30
						VENDOR TOTAL:	576.30
KRIEG KRIEGER BARRELS INC							
80711	12/16/15	01	GUN FIX	1121005342		02/09/16	734.50
						INVOICE TOTAL:	734.50
						VENDOR TOTAL:	734.50
LARK LARK UNIFORM OUTFITTERS INC							
209301	01/04/16	01	UNIFORM-YAKES	1121005138		02/09/16	561.60
						INVOICE TOTAL:	561.60
209302	01/04/16	01	UNIFORM-NELSON	1121005138		02/09/16	163.90
						INVOICE TOTAL:	163.90
209333	01/04/16	01	UNIFORM-WARD	1121005138		02/09/16	441.65
						INVOICE TOTAL:	441.65

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
LARK	LARK UNIFORM OUTFITTERS INC						
211694	01/07/16	01	UNIFORM-WAY	1121005138		02/09/16	60.50
						INVOICE TOTAL:	60.50
						VENDOR TOTAL:	1,227.65
LASERW	LASER WORKS UNLIMITED LLC						
1067	01/14/16	01	NAMEPLATE-MULLALLY	4234505310		02/09/16	25.25
						INVOICE TOTAL:	25.25
						VENDOR TOTAL:	25.25
LEXIP	LEXIPOL LLC						
15586	01/01/16	01	DAILY TRAINING BULLETINS	1121005410		02/09/16	2,800.00
		02	LAW ENF POLICY MANUAL	1121005305			2,650.00
						INVOICE TOTAL:	5,450.00
						VENDOR TOTAL:	5,450.00
LGARE	LAKE GENEVA CONVENTION						
RE020416	02/01/16	01	1ST QTR 2016 PAYMENT	1170005710		02/09/16	28,125.00
						INVOICE TOTAL:	28,125.00
						VENDOR TOTAL:	28,125.00
MARED	MARED MECHANICAL						
96106	01/22/16	01	HVAC QTRLY MAINT	1116105360		02/09/16	735.00
						INVOICE TOTAL:	735.00
96108	01/22/16	01	HVAC PM-1/2 YR	1151105240		02/09/16	482.50
						INVOICE TOTAL:	482.50
96230	01/22/16	01	CK VALVES-AIRFLOW	1116105240		02/09/16	1,220.00
						INVOICE TOTAL:	1,220.00
						VENDOR TOTAL:	2,437.50

INVOICES DUE ON/BEFORE 02/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
MARTIN	MARTIN GROUP						
1190551	01/20/16	01	KONICA 20-JAN	1121005531		02/09/16	12.65
						INVOICE TOTAL:	12.65
						VENDOR TOTAL:	12.65
MAXIM	MAXIM REBUILDERS INC						
97606	01/25/16	01	STARTER FIX-FORKLIFT	1132105351		02/09/16	169.00
						INVOICE TOTAL:	169.00
						VENDOR TOTAL:	169.00
MIDST	MIDSTATE EQUIPMENT						
V53183	01/06/16	01	FLASHING LIGHT-#3720	4800005250		02/09/16	57.67
						INVOICE TOTAL:	57.67
						VENDOR TOTAL:	57.67
MINUT	MINUTEMAN PRESS						
25949	01/20/16	01	#10 ENVELOPES	1116105310		02/09/16	86.62
						INVOICE TOTAL:	86.62
						VENDOR TOTAL:	86.62
MORPH	MORPHOTRAK LLC						
128506	11/19/15	01	2016 MAINT&SUPPORT	1121005380		02/09/16	3,814.00
						INVOICE TOTAL:	3,814.00
						VENDOR TOTAL:	3,814.00
MUNIC	MUNICIPAL SERVICES LLC						
201603	01/31/16	01	JAN SVCS	1124005219		02/09/16	171.00
						INVOICE TOTAL:	171.00
						VENDOR TOTAL:	171.00
NAPAE	ELKHORN NAPA AUTO PARTS						

INVOICES DUE ON/BEFORE 02/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
NAPAE	ELKHORN NAPA AUTO PARTS						
19291	01/22/16	01	AIR SEAT	1132105340		02/09/16	49.99
						INVOICE TOTAL:	49.99
						VENDOR TOTAL:	49.99
NCSS	NATIONAL CAP & SET SCREW CO						
131931	01/21/16	01	PLOW BOLT, SKID STEER	1132125351		02/09/16	10.00
		02	DISCOUNT	1100004819			-0.20
						INVOICE TOTAL:	9.80
						VENDOR TOTAL:	9.80
NYQUI	JEFF MISKIE						
1121	01/17/16	01	4TH QTR IT SVCS	1121005305		02/09/16	1,647.25
		02	4TH QTR IT SVCS	1121005361			1,192.79
		03	4TH QTR IT SVCS	1121005262			3,267.61
		04	COMPUTER REPLACEMENTS	4121001405			2,037.50
						INVOICE TOTAL:	8,145.15
1122	01/08/16	01	4TH QTR IT SVCS	1122005450		02/09/16	50.00
						INVOICE TOTAL:	50.00
						VENDOR TOTAL:	8,195.15
OFFICM	OFFICEMAX INC						
842593	01/15/16	01	DATE STAMP	1116105310		02/09/16	11.48
						INVOICE TOTAL:	11.48
917712	01/19/16	01	ORANGE PAPER-"NO PARKING"	1132105340		02/09/16	8.27
						INVOICE TOTAL:	8.27
						VENDOR TOTAL:	19.75
ONE	ONE CALL NOW						
54661699993	01/08/16	01	2016 ONE CALL SVC	1129005360		02/09/16	543.38
						INVOICE TOTAL:	543.38
						VENDOR TOTAL:	543.38

INVOICES DUE ON/BEFORE 02/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
PARAT	PARATECH AMBULANCE SERVICE						
12/15	12/31/15	01	DEC INTERCEPTS	1122005218		02/09/16	651.64
						INVOICE TOTAL:	651.64
23477	12/16/15	01	CPR AFFILIATION FEE-2016	1122005610		02/09/16	200.00
						INVOICE TOTAL:	200.00
						VENDOR TOTAL:	851.64
PATS	PATS SERVICES INC						
A-122609	01/20/16	01	PORT A POTTY SVC-JAN	4800005360		02/09/16	80.00
						INVOICE TOTAL:	80.00
						VENDOR TOTAL:	80.00
PAUL	PAUL CONWAY SHIELDS INC						
377291	01/08/16	01	6 HELMET SHIELDS	4122001506		02/09/16	284.44
						INVOICE TOTAL:	284.44
						VENDOR TOTAL:	284.44
PIRAN	PIRANHA PAPER SHREDDING LLC						
12490012516	01/25/16	01	SHREDDING SVC-JAN	1121005399		02/09/16	35.00
		02	CORR SHREDDING-JAN	1121005399			-35.00
12490012516	01/25/16	03	SHREDDING SVC-JAN	1121005531		02/09/16	35.00
						INVOICE TOTAL:	35.00
12491012516	01/25/16	01	SHREDDING SVC-JAN	1116105360		02/09/16	15.00
						INVOICE TOTAL:	15.00
						VENDOR TOTAL:	50.00
POWER	POWER WORKS						
7484	12/01/15	01	5 RADIO CHARGERS-SQ #1	1122005262		02/09/16	594.75
						INVOICE TOTAL:	594.75
						VENDOR TOTAL:	594.75

INVOICES DUE ON/BEFORE 02/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
PRESE PRESENTA PLAQUE CORPORATION							
19055	01/15/16	01	PLAQUES-11	1114305310		02/09/16	140.25
						INVOICE TOTAL:	140.25
						VENDOR TOTAL:	140.25
PROPAC PROPAC							
352977	12/21/15	01	10 BACKPACK KITS,10 VESTS	1129005735		02/09/16	990.00
						INVOICE TOTAL:	990.00
						VENDOR TOTAL:	990.00
PROPH PROPHOENIX							
2016021	12/09/15	01	2016 MAINT&SUPPORT	1122005460		02/09/16	4,481.68
						INVOICE TOTAL:	4,481.68
2016022	12/09/15	01	2016 SUPPORT FEES	1121005450		02/09/16	24,651.56
						INVOICE TOTAL:	24,651.56
						VENDOR TOTAL:	29,133.24
QUILL QUILL CORPORATION							
1731112	12/23/15	01	STORAGE BOXES	1121005310		02/09/16	135.18
						INVOICE TOTAL:	135.18
2109473	01/08/16	01	LAMINATING POUCHES	4234505310		02/09/16	13.49
						INVOICE TOTAL:	13.49
2567974	01/21/16	01	PENS,STAPLERS	1121005310		02/09/16	41.60
						INVOICE TOTAL:	41.60
2603056	01/22/16	01	PAPERCLIP HOLDER	1121005310		02/09/16	6.29
						INVOICE TOTAL:	6.29
2750682	01/27/16	01	ELEC STAPLER,LABELS,CORR TAPE	1116105310		02/09/16	50.38
						INVOICE TOTAL:	50.38
						VENDOR TOTAL:	246.94

INVOICES DUE ON/BEFORE 02/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
RED	RED THE UNIFORM TAILOR						
B196721	12/16/15	01	WARRANTY CREDIT-BADGES	1122005138		02/09/16	-63.00
						INVOICE TOTAL:	-63.00
B196765	12/31/15	01	PANTS-BASTEK	1122005138		02/09/16	105.19
						INVOICE TOTAL:	105.19
W61380A	12/31/15	01	SHIRTS-BASTEK	1122005138		02/09/16	132.29
						INVOICE TOTAL:	132.29
W61431	12/04/15	01	SHIRT-WEYRAUCH	1122005138		02/09/16	75.60
						INVOICE TOTAL:	75.60
W61643	01/07/16	01	LGFD,BADGE PATCHES	1122005138		02/09/16	274.00
						INVOICE TOTAL:	274.00
W62157	01/26/16	01	UNIFORM-DERRICK	1121005138		02/09/16	79.98
						INVOICE TOTAL:	79.98
						VENDOR TOTAL:	604.06
RELIANT	RELIANT FIRE APPARATUS INC						
I15-14885	12/29/15	01	MIRROR&MOTOR-TOWER 1	1122005351		02/09/16	132.50
						INVOICE TOTAL:	132.50
						VENDOR TOTAL:	132.50
RHYME	RHYME BUSINESS PRODUCTS						
AR44094	01/27/16	01	SHARP-JAN B&W	1116105531		02/09/16	63.49
		02	SHARP-JAN COLOR	1116105531			58.23
						INVOICE TOTAL:	121.72
						VENDOR TOTAL:	121.72
ROBER	KEN ROBERS						
MILEAGE 1/16	01/31/16	01	JAN-279 MILES	1124005330		02/09/16	150.66
						INVOICE TOTAL:	150.66
						VENDOR TOTAL:	150.66

INVOICES DUE ON/BEFORE 02/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
ROTE OIL COMPANY							
1602000216	01/20/16	01	96.1 GALS DYED DIESEL	1132105341		02/09/16	120.03
						INVOICE TOTAL:	120.03
1602000217	01/20/16	01	269.2 GALS CLEAR DIESEL	1132105341		02/09/16	419.68
						INVOICE TOTAL:	419.68
1602800610	01/28/16	01	150.2 GALS CLEAR DIESEL	1132105341		02/09/16	234.16
						INVOICE TOTAL:	234.16
160280611	01/28/16	01	27.2 GALS DYED DIESEL	1132105341		02/09/16	33.97
						INVOICE TOTAL:	33.97
63000330	01/20/16	01	DIESEL NOZZLE	1132105341		02/09/16	80.00
						INVOICE TOTAL:	80.00
						VENDOR TOTAL:	887.84
SHERP SHERPER'S							
AAA231060	01/14/16	01	UNIFORM-WAY	1121005138		02/09/16	117.97
						INVOICE TOTAL:	117.97
						VENDOR TOTAL:	117.97
SOMAR TEK LLC/SOMAR ENTERPRISE							
99482	01/04/16	01	UNIFORM-TRACY	1121005138		02/09/16	240.90
						INVOICE TOTAL:	240.90
99499	01/12/16	01	UNIFORM-TIETZ	1121005138		02/09/16	60.98
						INVOICE TOTAL:	60.98
99500	01/12/16	01	UNIFORM-NELSON	1121005138		02/09/16	209.98
						INVOICE TOTAL:	209.98
99513	01/21/16	01	UNIFORM-TRACY	1121005138		02/09/16	75.97
						INVOICE TOTAL:	75.97
						VENDOR TOTAL:	587.83

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
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T2SYS	T2 SYSTEMS CANADA INC						
236444	02/04/16	01	FEB EMS FEES	4234505450		02/09/16	2,835.00
						INVOICE TOTAL:	2,835.00
						VENDOR TOTAL:	2,835.00
TIME	TIME WARNER CABLE						
10404710897601-1/16	01/20/16	01	INTERNET SVC-JAN	1121005221		02/09/16	209.99
						INVOICE TOTAL:	209.99
						VENDOR TOTAL:	209.99
TJS	TJ'S PLUMBING						
1053	01/29/16	01	NEW SEWAGE PUMP&INSTALL	1116105240		02/09/16	740.00
						INVOICE TOTAL:	740.00
						VENDOR TOTAL:	740.00
TRANS	TRANS UNION LLC						
12522203	12/25/15	01	BACKGROUND CHECKS	1121005411		02/09/16	66.40
						INVOICE TOTAL:	66.40
						VENDOR TOTAL:	66.40
TROM	TROMCOM						
22884	12/30/15	01	POWER OUTLET FIX-#205	1121005361		02/09/16	192.50
						INVOICE TOTAL:	192.50
22887	01/19/16	01	NEW SQUAD CHANGEOVER	4121009078		02/09/16	5,604.42
						INVOICE TOTAL:	5,604.42
						VENDOR TOTAL:	5,796.92
ULINE	ULINE						
73915496	01/21/16	01	3 HARD HATS	1121005380		02/09/16	57.25
						INVOICE TOTAL:	57.25
						VENDOR TOTAL:	57.25

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
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USBANK	US BANK						
3341-1/16	01/13/16	10	PAYPAL-WCPA GRITZNER	1121005410		02/09/16	135.00
		11	PAYPAL-WCPA RASMUSSEN	1121005410			135.00
		13	KALAHARI-WPLF GRITZNER	1121005331			88.67
		14	KALAHARI-WPLF RASMUSSEN	1121005331			88.67
		20	VERIZON-CAR CHARGER	1121005221			36.91
		21	UWM-ONLINE CLASS-MOORE	1121005415			154.00
		22	PAYPAL-WAI CONF KELLER	1121005410			240.00
		23	PAYPAL-WAI MEMBERSHIP KELLER	1121005410			20.00
		24	LOWES-COPY ROOM BUILD	1121005342			31.82
		25	WALMART-CARWASH, CLEANERS	1121005399			61.83
		26	HOME DEPOT-COPY ROOM BUILD	1121005342			9.96
		27	LOWES-COPY ROOM BUILD	1121005342			8.36
		28	WPLF-MEMBERSHIP GRITZNER	1121005410			65.00
		29	WPLF-MEMBERSHIP RASMUSSEN	1121005410			100.00
						INVOICE TOTAL:	1,175.22
3341-1/2016	01/13/16	01	TSC-CREDIT TRAILER HITCH	1121005361		02/09/16	-19.99
		02	GLACIER CANYON-CR SALES TAX	1121005190			-10.92
		03	HOME DEPOT-CREDIT 2X4 RETURNS	1121005342			-69.72
		04	HOME DEPOT-CREDIT CORNER BEAD	1121005342			-41.52
		05	TSC-TRAILER HITCH	1121005361			19.99
		06	HOME DEPOT-COPY ROOM BUILD	1121005342			74.47
		07	UW EXT SEMINAR-GRITZNER	1121005410			300.00
		08	ROCK RIVER ARMS-GUN PARTS	1121005342			517.55
		09	INTOXIMETERS-DRYGAS	1121005290			140.00
		10	HOME DEPOT-COPY ROOM BUILD	1121005342			313.89
		11	HOME DEPOT-COPY ROOM BUILD	1121005342			130.85
		12	HOME DEPOT-COPY ROOM BUILD	1121005342			32.74
		13	HOME DEPOT-COPY ROOM BUILD	1121005342			9.37
		14	HOME DEPOT-COPY ROOM BUILD	1121005342			34.89
		15	HOME DEPOT-COPY ROOM BUILD	1121005342			17.94
						INVOICE TOTAL:	1,449.54
						VENDOR TOTAL:	2,624.76
USCELL	US CELLULAR						

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
USCELL US CELLULAR							
RE020416	01/12/16	01	HARBORMASTER CELL-JAN	4055105221		02/09/16	7.72
		02	MAYOR'S CELL-JAN	1116105221			0.51
		03	BLDG INSP CELL-JAN	1124005262			93.98
		05	CITY ADMIN CELL-JAN	1116105221			55.62
		07	BEACH CELL-JAN	4054105221			0.51
		08	PARKING MTR 1 CELL-JAN	4234505221			0.51
		09	PARKING MTR 2 CELL-JAN	4234505221			0.51
		10	CITY HALL CELL-JAN	1116105221			9.09
		12	PARKING SUPERVISOR-JAN	4234505221			46.76
		13	CEMETERY CELL-JAN	4800005221			7.37
		14	ST DIRECTOR CELL-JAN	1132105221			35.79
		15	ST FOREMAN CELL-JAN	1132105221			43.82
		16	PARKING MGR CELL-JAN	4234505221			46.75
						INVOICE TOTAL:	348.94
						VENDOR TOTAL:	348.94
UWEX UWEX CENTER FOR LAND USE ED							
457	01/14/16	01	PLAN COMMISSION WORKSHOP	1111005332		02/09/16	75.00
		02	PLAN COMMISSION WORKSHOP	1124005332			15.00
		03	PLAN COMMISSION HANDBOOKS	1124005310			60.00
						INVOICE TOTAL:	150.00
						VENDOR TOTAL:	150.00
UWGRE UW-GREEN BAY OUTREACH							
CLERK/TREAS INST	01/29/16	01	CLERKS INSTITUTE-YR 3	1114305332		02/09/16	469.00
		02	TREAS INSTITUTE-YR 2	1115305332			469.00
						INVOICE TOTAL:	938.00
						VENDOR TOTAL:	938.00
UWM UNIVERSITY OF WI-EXTENSION							
378612	11/18/15	01	PUB WORKS MGMT CLASS-EARLE	1132105332		02/09/16	150.00
						INVOICE TOTAL:	150.00
						VENDOR TOTAL:	150.00

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
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VANDE VANDEWALLE & ASSOCIATES INC							
201601025	01/20/16	01	JAN PLANNING	1100001391		02/09/16	1,947.26
		02	JAN PLANNING	1169305212			1,124.16
						INVOICE TOTAL:	3,071.42
						VENDOR TOTAL:	3,071.42
WALCOP WALWORTH COUNTY PUBLIC WORKS							
1229	12/31/15	01	BRIDGE INSPECT-2015	1132105370		02/09/16	231.57
						INVOICE TOTAL:	231.57
						VENDOR TOTAL:	231.57
WALCOS WALWORTH COUNTY SHERIFF							
12/15	01/06/16	01	DEC PRISONER CONFINES	1112005290		02/09/16	375.00
						INVOICE TOTAL:	375.00
						VENDOR TOTAL:	375.00
WALCOT WALWORTH COUNTY TREASURER							
64-246 1/16	01/31/16	01	COURT FINES-JAN	1112002420		02/09/16	2,194.45
						INVOICE TOTAL:	2,194.45
						VENDOR TOTAL:	2,194.45
WALMA WALMART COMMUNITY							
6368-1/16	01/16/16	02	HANDWARMERS	1122005399		02/09/16	15.00
						INVOICE TOTAL:	15.00
6368-1/2016	01/16/16	01	GLUCOSE TEST STRIPS	1122005810		02/09/16	71.76
		02	HANDSOAP	1122005350			2.22
						INVOICE TOTAL:	73.98
						VENDOR TOTAL:	88.98
WIJUS WI DEPT OF JUSTICE							

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
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WIJUS	WI DEPT OF JUSTICE						
T20284	01/25/16	01	ANNUAL TTY CHARGES-2016	1121005533		02/09/16	9,342.00
						INVOICE TOTAL:	9,342.00
						VENDOR TOTAL:	9,342.00
WILIB	WI LIBRARY ASSOCIATION						
2016	02/01/16	01	WLA DUES-2016	9900005211		02/09/16	224.00
						INVOICE TOTAL:	224.00
						VENDOR TOTAL:	224.00
WISC	STATE OF WISCONSIN						
64-246 1/16	01/31/16	01	COURT FINES-JAN	1112002424		02/09/16	4,328.18
						INVOICE TOTAL:	4,328.18
						VENDOR TOTAL:	4,328.18
WISSC	WI SUPREME COURT						
64-0246 2016	01/19/16	01	CONTIN JUDICIAL ED	1112005332		02/09/16	700.00
						INVOICE TOTAL:	700.00
						VENDOR TOTAL:	700.00
WMCA	WI MUNICIPAL CLERKS ASOC						
DUES-2016	01/28/16	01	2016 DUES-CLERK	1114305332		02/09/16	65.00
		02	2016 DUES-ASST CLERK	1114305332			65.00
						INVOICE TOTAL:	130.00
						VENDOR TOTAL:	130.00
WSDAR	WS DARLEY & CO						
17221257	12/04/15	01	5 HOSE ADAPTERS	4122001425		02/09/16	105.50
						INVOICE TOTAL:	105.50
17222883	12/17/15	01	3 HYDRANT HOSE ADAPTERS	4122001503		02/09/16	3,146.85
						INVOICE TOTAL:	3,146.85

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
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WSDAR	WS DARLEY & CO						
17225297	01/05/16	01	BOOTS,HOODS	4122001506		02/09/16	456.36
						INVOICE TOTAL:	456.36
						VENDOR TOTAL:	3,708.71
WSFCA	WI STATE FIRE CHIEFS ASOC						
2016 MEMBERSHIP	01/05/16	01	2016 CHIEF MEMBERSHIP	1122005320		02/09/16	95.00
						INVOICE TOTAL:	95.00
						VENDOR TOTAL:	95.00
						TOTAL ALL INVOICES:	157,900.93