



REGULAR CITY COUNCIL MEETING
MONDAY, MARCH 13, 2017 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL

Amended AGENDA

1. Mayor Kupsik calls the meeting to order
2. Pledge of Allegiance – Alderman Gelting
3. Roll Call
4. Awards, Presentations, and Proclamations
 - a. Proclamation recognizing Assistant Police Chief Michael Reuss for 31 years of service to the City of Lake Geneva Police Department
5. Re-consider business from previous meeting
6. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda, except for public hearing items. Comments will be limited to 5 minutes.
7. Acknowledgement of Correspondence
8. Approve Regular City Council Meeting minutes of February 27, 2017, 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. Parade and Public Assembly Permit Application filed by Lou Seal on behalf of RAM Racing for the Big Foot Triathlon at Big Foot State Park on June 24, 2017 and June 25, 2017 from 7:00am to 12:00pm
(recommended by the Finance, License and Regulation Committee on March 7, 2017)
 - b. Street Use Permit application filed by Lou Seal on behalf of RAM Racing for the Big Foot Triathlon at Big Foot State Park on June 24, 2017 and June 25, 2017 from 7:00am to 12:00pm contingent upon payment of a \$3,500 security deposit, a signed reimbursement agreement for fees not paid in advance, and receipt of a Certificate of Liability Insurance *(recommended by the Finance, License and Regulation Committee on March 7, 2017)*
 - c. Park Reservation Permit Application filed by Richard Holt on behalf of Lakeland Community Church to use Flat Iron Park and the Brunk Pavilion for a worship service on July 2, 2017 from 7:00am to 1:00pm
(recommended by the Finance, License and Regulation Committee on March 7, 2017)
 - d. Park Reservation Permit Application filed by Chris Brookes on behalf of Friends of the Lake Geneva Public Library to use Library Park for the Beachside Authorfest on July 8, 2017 from 10:00am to 4:00pm
(recommended by the Finance, License and Regulation Committee on March 7, 2017)
 - e. Parking Stall Bag request filed by Chris Brookes on behalf of Friends of the Lake Geneva Public Library to reserve parking stalls 123, 124, and 125 on July 8, 2017 for the Beachside Authorfest *(recommended by the Finance, License and Regulation Committee on March 7, 2017)*

Added Item 17.b.

- f. Park Reservation Permit Application filed by David Harris Peeler to use Seminary Park for a family reunion picnic on July 22, 2017 from 4:00pm to 8:00pm *(recommended by the Finance, License and Regulation Committee on March 7, 2017)*
- g. Park Reservation Permit Application filed by Catherine Cichon to use Seminary Park for a family reunion on August 12, 2017 from 10:00am to 5:00pm *(recommended by the Finance, License and Regulation Committee on March 7, 2017)*
- h. Temporary Class “B”/Class “B” Retailer’s License Application filed by the Geneva Lakes Arts Foundation for the sale of fermented malt beverages at 223 Broad Street, Lake Geneva, for the Spring Open House Reception on March 17, 2017 from 6:00pm to 8:00pm and on March 18, 2017 from 10:00am to 5:00pm *(recommended by the Finance, License and Regulation Committee on March 7, 2017)*
- i. Temporary Operator License Application filed by Sarah McConnell on behalf of the Geneva Lake Arts Foundation for the Spring Open House Reception on March 17 and 18, 2017 *(recommended by the Finance, License and Regulation Committee on March 7, 2017)*
- j. Original 2016-2017 Operator’s (Bartender) License application filed by Carly Sertzel and Balvinder Singh *(recommended by the Finance, License and Regulation Committee on March 7, 2017)*

10. Item(s) removed from the Consent Agenda.

11. Discussion/Action on second reading of **Ordinance 17-03** creating a City Tourism Commission

12. Discussion/Action on second reading of **Ordinance 17-04** amending Chapter 78 Utilities

13. Finance, License and Regulation Committee Recommendations – Alderman Kordus

- a. Discussion/Action on Amendment to Employee Handbook for overtime pay for Holidays *(recommended by the Finance, License and Regulation Committee on March 7, 2017)*

14. Police & Fire Commission – Alderman Howell

- a. **Resolution 17-R02**, authorizing the 2016 transfer of monies to the Designated Fund Balance –PD State Seizures account from the Undesignated Fund Balance account in the amount of \$3,782.04 *(recommended by Police and Fire Commission on March 9, 2017)*
- b. **Resolution 17-R03**, authorizing the 2016 transfer of monies from the Designated Fund Balance-PD Donations account to the Undesignated Fund Balance account in the amount of \$37.75 *(recommended by Police and Fire Commission on March 9, 2017)*
- c. **Resolution 17-R04**, authorizing the 2016 transfer of monies to the Designated Fund Balance-PD Uniform Allowance account from the Undesignated Fund Balance account in the amount of \$1,887.77 *(recommended by Police and Fire Commission on March 9, 2017)*
- d. **Resolution 17-R05**, authorizing the 2016 transfer of monies to the Designated Fund Balance-EMS Act 102 Program account from the Undesignated Fund Balance account in the amount of \$3,969.99 *(recommended by Police and Fire Commission on March 9, 2017)*
- e. **Resolution 17-R06**, authorizing the 2016 transfer of monies to the Designated Fund Balance-Fire CPR Revenue account from the Undesignated Fund Balance account in the amount of \$781.60 *(recommended by Police and Fire Commission on March 9, 2017)*

- f. **Resolution 17-R07**, authorizing the 2016 transfer of monies to the Designated Fund Balance-Fire Donations account from the Undesignated Fund Balance account in the amount of \$122.24 (*recommended by Police and Fire Commission on March 9, 2017*)

15. Presentation of Accounts

- a. Purchase Orders (none)
- b. Prepaid Bills in the amount of \$28,528.32
(Recommended by the Finance, License and Regulation Committee on March 7, 2017)
- c. Regular Bills in the amount of \$99,235.87
(Recommended by the Finance, License and Regulation Committee on March 7, 2017)

16. Mayoral Appointments. (none)

17. Closed Session

Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding

- a. Building & Zoning Administrator Applicants
- b. Sergeant Sean Hinzpeter

18. Open Session

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

19. 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.

3/10/2017 9:00am – Original Posting 3/10/2017 4:35pm – Amended Posting

cc: Aldermen, Mayor, Administrator, Attorney, Media

CITY OF LAKE GENEVA

Proclamation

WHEREAS, Michael Reuss, began his law enforcement career with the City of Lake Geneva Police Department on October 27, 1986 as a Reserve Officer; and

WHEREAS, Michael Reuss, served in the capacity of Police Officer, Sergeant, Lieutenant, Captain and Assistant Police Chief; and

WHEREAS, he provided exceptional training and guidance to members of the Lake Geneva Police Department as a Defense and Arrest Tactics (DAT) Instructor; and

WHEREAS, he was instrumental in organizing the Lake Geneva Police SWAT team and demonstrated his leadership and dedication as the first commander; and

WHEREAS, he served all residents of Walworth County as a member of the Walworth County Drug Enforcement Unit assisting with security and intelligence gathering; and

WHEREAS, he has demonstrated throughout his life and career a sense of deep responsibility for his community and was recognized as the Life Saving Award Recipient on May 12, 2016; and

WHEREAS, Assistant Police Chief Reuss, officially retired from the City of Lake Geneva Police Department on March 3, 2017 after diligently serving the community for thirty-one (31) years.

NOW, THEREFORE, BE IT PROCLAIMED that I, Mayor Kupsik, on behalf of the City Council and citizens of Lake Geneva, do hereby recognize the contribution that Assistant Police Chief Michael Reuss has made to the citizens of the City of Lake Geneva during his successful career in law enforcement. I extend my personal best wishes in his well-deserved retirement and for continued success in life's pursuits.

Dated this 5th day of March, 2017



Alan Kupsik, Mayor

Sabrina Waswo, City Clerk

**REGULAR CITY COUNCIL MEETING
MONDAY, FEBRUARY 27, 2017 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL**

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

The Pledge of Allegiance was led by Alderman Flower

Roll Call. Present: Mayor Kupsik, Aldermen Chappell, Skates, Kordus, Flower, Gelting, Hedlund, Howell. Absent (excused): Ald. Horne. Also Present: City Attorney Draper, City Administrator Oborn and City Clerk Waswo.

Awards, Presentations, and Proclamations.

Mayor Kupsik noted March 1st starts metered parking.

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 Schaefer, VISIT Lake Geneva, 527 Center St., is in favor of the Visitor Center's public bathroom renovations. He attended the last FLR and commented on all the positive changes made to the ordinance to simplify the language so that it honors the purpose of the statute and provides flexibility for the City Council in future years. In order to avoid any conflict of interest issues now or in the future, he encouraged the council return to the original language which avoids identifying any specific organizational representation within the ordinance.

Kevin Flemming, 1032 Wisconsin St., spoke on 11.b. and thanked the council and FLR committee for coming up with new language for ordinance 17-03. He expressed his support and the support of the Business Improvement District Board of Directors.

Acknowledgement of Correspondence.

The City of Lake Geneva received correspondence from the Business Improvement District and VISIT Lake Geneva providing suggestions to the Tourism Commission ordinance, an email from Ruth Hackman opposing the Geneva Inn annexation and requesting the Street Department open bathrooms, a letter from Maureen Marks opposing any form of real estate annexation from Linn Township property, and an email from Dick Malmin providing information he received from the Utility Commission regarding the city sewer connection to Geneva Inn.

Approval of Minutes. Kordus/Skates motion to approve the Regular City Council Meeting minutes of February 13, 2017, as prepared and distributed. Motion carried 7 to 0.

Consent Agenda

- a. Original 2016-2017 Operator's (Bartender) License applications filed by Marilyn Bellafaire, Latrese Bishop, Elizabeth Czadzeck, Maxwell Hall, Lina Kruger, Karen Kube, Laura Lopresto, Brandon Mayer, Elisabeth Michaels, Abigail Steadman, Jeremiah VanDan *(Recommended by Finance, License and Regulation Committee on Feb. 21, 2017)*

Howell/Kordus motion to approve.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Hedlund, Howell voting "yes." Motion carried 7 to 0.

Items removed from the Consent Agenda. None.

Finance, License and Regulation Committee Recommendations – Alderman Kordus

Discussion/Action on proposal from McCormack & Etten for architectural and engineering services for additions and alterations to the existing public restrooms in the Visitor's Center building located in Flat Iron Park not to

exceed \$11,000 from Capital Projects *(Recommended by the Public Works Committee & Finance, License and Regulation Committee on Feb. 21, 2017)*

Kordus/Gelting motion to approve not to exceed \$10,000.

They will provide a checklist of items that the council can adjust. One item is some type of electronic baseboard or space heat for the restrooms. There is an issue with pipes freezing when the temperature goes below 20 degrees. The bathrooms at Flat Iron Park will include a full size handicapped stall in both the men's and women's bathrooms.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Hedlund, Howell voting "yes." Motion carried 7 to 0.

First reading of Ordinance 17-03 creating a City Tourism Commission *(Recommended by the Finance, License and Regulation Committee on Feb. 21, 2017)*

First reading of Ordinance 17-04 amending Chapter 78 Utilities *(Discussed by the Utility Commission on Feb. 15, 2017)*

Plan Commission Recommendations – Alderman Skates

Discussion/Action on a General Development Plan (GDP) Application filed by Kevin Madalinski, Director, Hoffman Design & Construction, 122 E College Ave., Appleton, WI 54911 on behalf of Golden Years for a Zoning Map Amendment to Planned Development zoning for a proposed senior housing project on the north side of North Bloomfield Road – about 500 feet east of Edwards Boulevard/Wis 120, Tax Key Nos. ZSF00074 & ZSF00085 including all fact finding & staff recommendations, 1. The proposed GDP furthers the purposes of the Zoning Ordinance as outlined in Section 98-005 and the applicable rules and regulations of the Wisconsin Department of Natural Resources (DNR) and the Federal Emergency Management Agency (FEMA), 2. One factor has arisen: a. The designations of the Official Zoning Map should be brought into conformity with the Comprehensive Plan; 3. The proposed GDP amendment to the Official Zoning Map maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property. *(Recommended by Plan Committee on Feb. 20, 2017)*

Skates/Kordus motion to approve the General Development Plan (GDP) Application filed by Kevin Madalinski, Director, Hoffman Design & Construction, 122 E College Ave., Appleton, WI 54911 on behalf of Golden Years for a Zoning Map Amendment to Planned Development zoning for a proposed senior housing project on the north side of North Bloomfield Road – about 500 feet east of Edwards Boulevard/Wis 120, Tax Key Nos. ZSF00074 & ZSF00085 including all fact finding & staff recommendations; and as part of the flexibilities that were granted, the maximum height of the west end of the independent living portion of the building will be 54 feet – due to the access to the under-building parking area; compared to the 35 foot maximum height limit in the PO zoning district; The maximum height of the maintenance building will be 20 feet, to accommodate the project's outing bus; compared to the 15 foot maximum height limit in the PO zoning district; The project is proposing to provide a total of 134 parking stalls; compared to a general requirement of 169 parking stalls for standard senior housing development.

The PIP will be going to April's Plan Commission meeting. The Fire Department has provided input on the height and accessibility.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Hedlund, Howell voting "yes." Motion carried 7 to 0.

Presentation of Accounts – Alderman Kordus

Purchase Orders. None.

Kordus/Gelting motion to approve Prepaid Bills in the amount of \$11,927.58 *(Recommended by the Finance, License and Regulation Committee on Feb. 21, 2017)*

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Hedlund, Howell voting "yes." Motion carried 7 to 0.

Kordus/Gelting motion to approve Regular Bills in the amount of \$130,856.78 *(Recommended by the Finance, License and Regulation Committee on Feb. 21, 2017)*

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Hedlund, Howell voting "yes." Motion carried 7 to 0.

Kordus/Gelting motion to approve Prepaid Bills in the amount of \$5,071.02

Due to the new schedule changes, these bills have not been approved by FLR. The new schedule has a 3 week lag. To pay bills timely, they are appearing on the council agenda.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Hedlund, Howell voting “yes.” Motion carried 7 to 0.

Kordus/Hedlund motion to approve Regular Bills in the amount of \$90,303.47

City Administrator Oborn explained the over \$5,000 invoices. The VISIT Lake Geneva invoice is the 25% above \$450,000. Last year we were almost \$657,000 and the year before was \$600,000. The idea is if we go up, they get a share of that. Normally we give them \$100,000 a year, which they have already received. This is an additional \$52,390.42 based upon the new 2016 formula.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Hedlund, Howell voting “yes.” Motion carried 7 to 0.

Mayoral Appointments. None.

Closed Session

- a. **Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding employee contracts, pay, and benefits for:**
 - 1. **Assistant Police Chief Reuss**
 - 2. **Lieutenant Way**

- b. **Motion to go in to 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 for Library Park Concession Stand**

Kordus/Chappell motion to go into Closed Session including City Administrator, City Attorney, Assistant Police Chief Reuss, Lieutenant Way and Police Chief Rasmussen.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Hedlund, Howell voting “yes.” Motion carried 7 to 0.

Council entered into closed session at 6:36pm.

Open Session

Hedlund/Kordus 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, Skates, Kordus, Flower, Gelting, Hedlund, Howell voting “yes.” Motion carried 7 to 0.

Council returned to open session at 7:48pm.

11.a. Kordus/Gelting motion to proceed on Assistant Police Chief Reuss and Lt. Way as discussed in closed session regarding compensation.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Hedlund, Howell voting “yes.” Motion carried 7 to 0.

11.b. Kordus/Gelting motion to proceed with concession stand negotiations as discussed in closed session.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Hedlund, Howell voting “yes.” Motion carried 7 to 0.

Adjournment. Kordus/Gelting motion to adjourn at 7:51pm. Motion carried 7 to 0.

/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 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: Lou Seal Date of Application: 1/17/17
2. Organization Name: RAM Racing
3. Organization Type: For Profit Non-Profit (501(c)____) Tax ID: _____
4. Mailing Address: 951 Corporate Grove Dr.
5. City, State, Zip: Buffalo Grove, IL 60089
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: Bigfoot Triathlon & Trail Run
2. Date(s) of Event: 6/24/17 (Trail Run) 6/25/17 (Triathlon)
3. Location(s) of Event: Bigfoot Beach State Park
4. Hours: 7 am - 12 pm

5. Event Chair/Contact Person: Brandon Presern Phone _____

6. Day of Event Contact Name: Brandon Presern Phone _____

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

8. Will you charge an admission fee? Yes No

9. Estimated Attendance Number: 1000 participants, 500 spectators

10. Basis for Estimate: previous year's attendance

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

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

Lakeshore Athletic Services - See attached diagram

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.
Please see attached for route details

14. Description of plan for handling refuse collection and after-event clean-up:
Event staff will collect all refuse from the event and place in dumpsters provided by our contracted maintenance company.

15. Description of plan for providing event security (if applicable):
Private security will be hired to assist with crowd control and keeping the area safe.

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.

Lake Shore Dr. from Bigfoot Beach State Park entrance to South Street.

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.

Directional signage will be used within the park as well as on course to assist participants and spectators

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: Police will be placed at key intersections to assist with traffic and route flow
- Fire/EMS Services Explain: EMS will be on site to assist with any medical issues
- Other Explain: _____

Section V- Fees

Application and Permit Fees		Unit Fee			Applicable Fee
Parade Permit					
Application Fee		\$25.00			25
Street Use Permit					
Application Fee		\$25.00			25
Permit Fee - Events lasting 2 days or less		\$40.00			40
Permit Fee - Events lasting more than 2 days		\$100.00			
Parking Stall Bag Request					
Administrative Fee		\$10.00			
Parking Stall Usage/Blockage Fee - Per Stall, Per Day			# of Stalls	# of Days	
March 1 - November 14	\$20.00	x	_____	x _____ =	_____
November 15 - February 29	\$10.00	x	_____	x _____ =	_____
Park Reservation Permit					
Application Fee		\$25.00			
Security Deposit					
Non-Profit or Resident					
49 Attendees or Less		\$50.00			
50-149 Attendees		\$100.00			
150 or more Attendees		<i>Determined by Park Board</i>			
Non-Resident					
49 Attendees or Less		\$100.00			
50-149 Attendees		\$150.00			
150 or more Attendees		<i>Determined by Park Board</i>			
Park Reservation Fees - Per Location, Per Day					
Non-Profit or Resident			# of Parks	# of Days	
49 Attendees or Less	\$30.00	x	_____	x _____ =	_____
50-149 Attendees	\$55.00	x	_____	x _____ =	_____
150 or more Attendees	\$105.00	x	_____	x _____ =	_____
Non-Resident					
49 Attendees or Less	\$75.00	x	_____	x _____ =	_____
50-149 Attendees	\$125.00	x	_____	x _____ =	_____
150 or more Attendees	\$225.00	x	_____	x _____ =	_____
Brunk Pavilion Rental Permit					
<i>Must also include rental of Flat Iron Park to rent Pavilion</i>				# of Days	
Non-Profit or Resident	\$250.00	x	_____	=	_____
Non-Resident	\$500.00	x	_____	=	_____
Additional Park Amenities					
Equipment (with delivery)	Rental Fee		# Requested	Sec. Dep.	Applicable Fee
Benches	\$5.00 each	x	_____ +	\$50.00 =	_____
Picnic Tables	\$15.00 each	x	_____ +	\$50.00 =	_____
Barricades	\$5.00 each	x	32 +	\$50.00 =	210
Trash Receptacles	\$8.00 each	x	_____ +	\$50.00 =	_____
Dumpster Delivery	\$50.00 each	x	_____ +	\$0 =	_____
Dumpster Pick-up	\$50.00 plus additional landfill		_____		_____
Fencing - Snow	\$30.00 per 50 feet		_____		_____
<i>Requests for equipment are subject to availability.</i>					Subtotal: \$ 300

Application and Permit Fees	Unit Fee	Applicable Fee
Beach Reservation Permit		
<i>Excludes Normal Beach Hours Memorial Day through Labor Day 9am-5pm</i>		
<i>Opening/Cleaning of Beach Bathrooms will be invoiced at an Hourly Rate</i>		
Application Fee	\$25.00	_____
Security Deposit		
Non-Profit or Resident		
49 Attendees or Less	\$50.00	_____
50-149 Attendees	\$100.00	_____
150 or more Attendees	<i>Determined by Piers, Harbors & Lakefront</i>	_____
Non-Resident		
49 Attendees or Less	\$100.00	_____
50-149 Attendees	\$150.00	_____
150 or more Attendees	<i>Determined by Piers, Harbors & Lakefront</i>	_____
Beach Reservation Fees - Per Day		
Non-Profit or Resident		# 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: \$ 0
		+ Subtotal from Page 4: \$ 90

Total PAID with Application: \$ 90

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: 1/17/17

For Office Use Only

Date Filed with Clerk: 2/1/17 Payment with Application: \$ 90.00 Receipt: C170201-10
Additional Fees Collected: \$ 210.00 Receipt # C170217-2

Departmental review (all that apply):

Police Chief: Approved Denied Signed: [Signature]

Additional services needed: _____

Additional fees or deposit: _____

Fire Chief: Approved Denied Signed: [Signature]

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: NO STALLS REQUESTED

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: _____

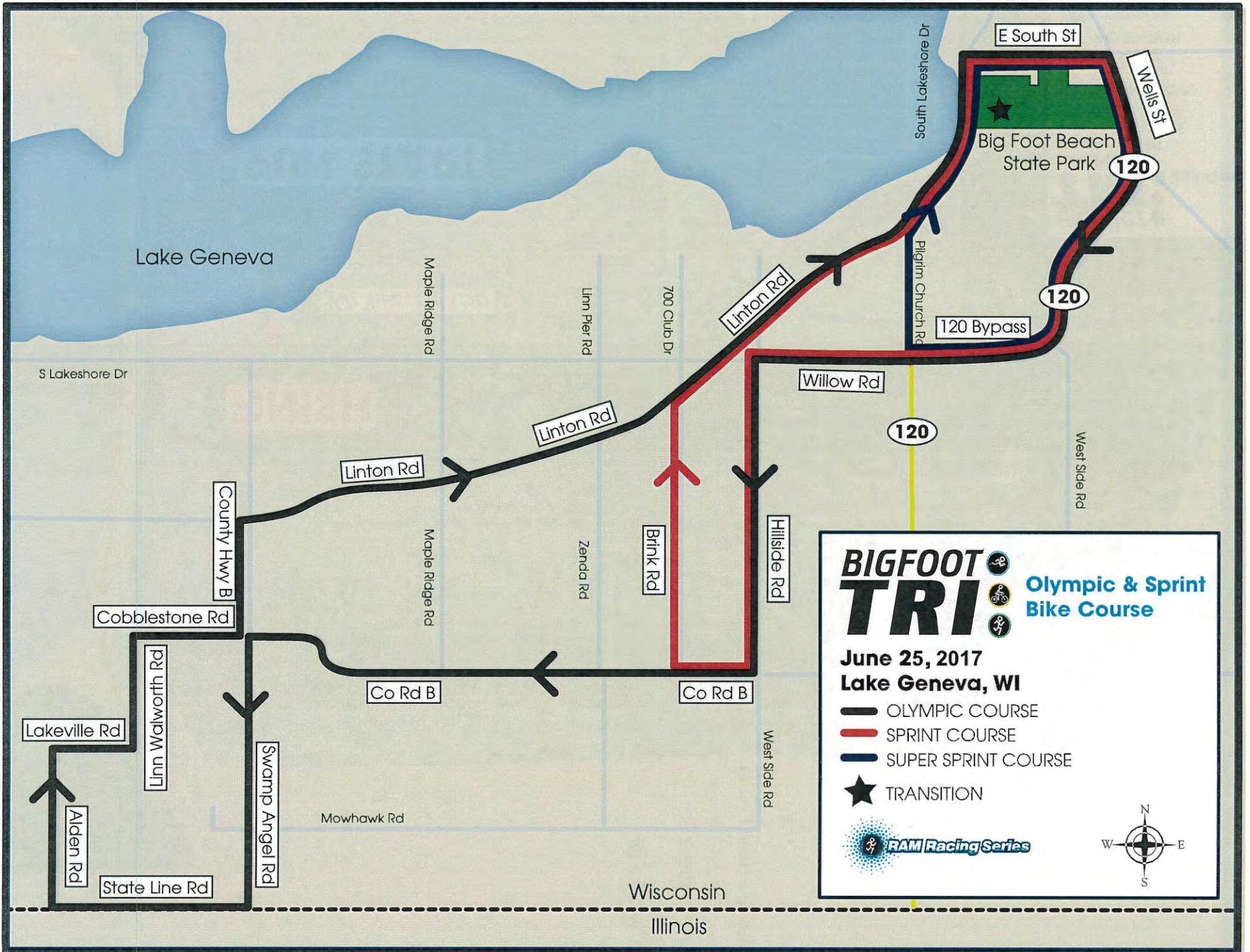
Clerk's Office Completion:

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: _____





FINISH

RUN START

10k Second Lap

BIGFOOT TRI Run Course

June 25, 2017
Lake Geneva, WI

- RUN COURSE
- SUPER SPRINT
- MILE MARKERS
- TRANSITION
- AID STATION

RAM Racing Series





FINISH

RUN START

10k Second Lap

BIGFOOT TRI Trail Run
 June 24, 2017
 Lake Geneva, WI

- RUN COURSE
- MILE MARKERS
- TRANSITION
- AID STATION

RAM Racing Series

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: Richard Holt Date of Application: 1/22/17
2. Organization Name: Lakeland Community Church
3. Organization Type: For Profit Non-Profit (501(c)) Tax ID: _____
4. Mailing Address: N3181 Hwy 67
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: Lakeland Community Church Worship Service
2. Date(s) of Event: July 2, 2017 (Sunday)
3. Location(s) of Event: Flat Iron Park
4. Hours: 7 AM Start Time 1 PM End Time

5. Event Chair/Contact Person: Richard Holt Phone _____

6. Day of Event Contact Name: Heather Foulkes Phone: _____

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

8. Will you charge an admission fee? Yes No

9. Estimated Attendance Number: 800

10. Basis for Estimate: Normal Worship Attendance

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

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

12. Will there be any animals? Yes No

If yes, what type and how many: _____

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

- Setup for worship service begins @ 7 AM
- People begin arriving @ 9 AM
- Music begins on Pavillion @ 10 AM
- Message begins at 10:30 AM
- Service ends @ 11:00 AM
- Tear Down + cleanup begins and ends by 1 PM

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

Clean up team will walk + clean area after event. Our desire is to leave area better than when we arrive.

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

N/A

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

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

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

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

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

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

Section IV - Street Use

Check if this section does not apply.

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

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

Date(s) of use: _____

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.

Church Banner

Anticipated Services

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

- Electricity Explain: *Sound equipment plugged in at Pavilion*
- Water Explain: _____
- Traffic Control Explain: _____
- Police Services Explain: _____
- Fire/EMS Services Explain: _____
- Other Explain: _____

Section V- Fees

Application and Permit Fees		Unit Fee			Applicable Fee
Parade Permit					
Application Fee		\$25.00			<u>25-</u>
Street Use Permit					
Application Fee		\$25.00			_____
Permit Fee - Events lasting 2 days or less		\$40.00			_____
Permit Fee - Events lasting more than 2 days		\$100.00			_____
Parking Stall Bag Request					
Administrative Fee		\$10.00			_____
Parking Stall Usage/Blockage Fee - Per Stall, Per Day			# of Stalls	# of Days	
March 1 - November 14	\$20.00	x	_____	x _____	= _____
November 15 - February 29	\$10.00	x	_____	x _____	= _____
Park Reservation Permit					
Application Fee		\$25.00			<u>25-</u>
Security Deposit					
Non-Profit or Resident					
49 Attendees or Less	\$50.00				_____
50-149 Attendees	\$100.00				_____
150 or more Attendees	<i>Determined by Park Board</i>				<u>Det by PB</u>
Non-Resident					
49 Attendees or Less	\$100.00				_____
50-149 Attendees	\$150.00				_____
150 or more Attendees	<i>Determined by Park Board</i>				_____
Park Reservation Fees - Per Location, Per Day					
Non-Profit or Resident			# of Parks	# of Days	
49 Attendees or Less	\$30.00	x	_____	x _____	= _____
50-149 Attendees	\$55.00	x	_____	x _____	= _____
150 or more Attendees	\$105.00	x	<u>1</u>	x <u>1</u>	= <u>105-</u>
Non-Resident					
49 Attendees or Less	\$75.00	x	_____	x _____	= _____
50-149 Attendees	\$125.00	x	_____	x _____	= _____
150 or more Attendees	\$225.00	x	_____	x _____	= _____
Brunk Pavilion Rental Permit					
<i>Must also include rental of Flat Iron Park to rent Pavilion</i>					
Non-Profit or Resident	\$250.00			# of Days	
Non-Resident	\$500.00			x <u>1</u>	= <u>250-</u>
Additional Park Amenities					
Equipment (with delivery)	Rental Fee		# Requested	Sec. Dep.	Applicable Fee
Benches	\$5.00 each		x _____	+ \$50.00	= _____
Picnic Tables	\$15.00 each		x _____	+ \$50.00	= _____
Barricades	\$5.00 each		x _____	+ \$50.00	= _____
Trash Receptacles	\$8.00 each		x _____	+ \$50.00	= _____
Dumpster Delivery	\$50.00 each		x _____	+ \$0	= _____
Dumpster Pick-up	\$50.00 plus additional landfill		_____		_____
Fencing - Snow	\$30.00 per 50 feet		_____		_____
<i>Requests for equipment are subject to availability.</i>					
					Subtotal: \$ <u>405-</u>
					<u>380-</u>

Application and Permit Fees	Unit Fee	Applicable Fee
Beach Reservation Permit		
<i>Excludes Normal Beach Hours Memorial Day through Labor Day 9am-5pm</i>		
<i>Opening/Cleaning of Beach Bathrooms will be invoiced at an Hourly Rate</i>		
Application Fee	\$25.00	_____
Security Deposit		
Non-Profit or Resident		
49 Attendees or Less	\$50.00	_____
50-149 Attendees	\$100.00	_____
150 or more Attendees	<i>Determined by Piers, Harbors & Lakefront</i>	_____
Non-Resident		
49 Attendees or Less	\$100.00	_____
50-149 Attendees	\$150.00	_____
150 or more Attendees	<i>Determined by Piers, Harbors & Lakefront</i>	_____
Beach Reservation Fees - Per Day		
Non-Profit or Resident		
49 Attendees or Less	\$30.00	x _____ = _____
50-149 Attendees	\$55.00	x _____ = _____
150 or more Attendees	\$105.00	x _____ = _____
Non-Resident		
49 Attendees or Less	\$75.00	x _____ = _____
50-149 Attendees	\$125.00	x _____ = _____
150 or more Attendees	\$225.00	x _____ = _____
		Subtotal: \$ _____
		+ Subtotal from Page 4: \$ <u>405 - 380</u>

Total PAID with Application: \$ 405 - 380

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:

Richard Holt DATE: 1/22/17

For Office Use Only

Date Filed with Clerk: 1/24/17 Payment with Application: \$ 380.00 Receipt: C170124-14

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: [Signature]

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: No PAH Request

Additional fees or deposit: _____

Piers, Harbors & Lakefront: Approved Denied Signed: [Signature]

Additional services needed: _____

Additional fees or deposit: _____

Committee/Council review (all that apply):

Park Board: Meeting Date(s): 3.1.17 Approved Denied

Reasons/Conditions: [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: _____

Board of Park Commissioners' Minutes
Wednesday, March 1, 2017 – 6:00pm
City Hall, Meeting Room 2A

Meeting called to order at 6:03pm

Roll Call: Present: President Esarco, Barb Hartigan, Lynn Hassler, John Swanson, Doug Skates (Arrived at 6:25pm), Brian Olsen, Dave Quickel, Mayor Al Kupsik. Excused Absence: Peggy Schneider

Staff Present: Neil Waswo

Public Present: Chris Schultz (Lake Geneva Regional News), Greg Powers, Greg Powers, Jr., Chris Brooks

Approval of Board of Park Commissioners meeting minutes from February 1, 2017
Hartigan/Kupsik Motion to approve minutes from February 1, 2017. Unanimously carried.

Comments from public limited to 5 minutes:

Greg Powers spoke regarding his interest in operating a steamer type trailer cart serving Chicago style hot dogs in Flat Iron Park. The item was referred to the next meeting.

Permits/Park Donations:

Kupsik/Quickel Motion to approve Lakeland Community Church request as submitted for use of Flat Iron Park and Brunk Pavilion on Sunday, July 2, 2017, between the hours of 7am to 1pm for a worship service. Unanimously carried.

Quickel/Kupsik Motion to approve Chris Brookes request as submitted for use of Library Park on Saturday, July 8, 2017, between the hours of 10am to 4pm for Beach Side Author Fest. Unanimously carried.

Skates/Kupsik Motion to approve David Harris Peller's request as submitted for use of Seminary Park on Saturday, July 22, 2017, between the hours of 4pm to 8pm for Harris Family Reunion. Unanimously carried.

Kupsik/Hartigan Motion to approve Catherine Cichon's request as submitted for use of Seminary Park on Saturday, August 12, 2017, between the hours of 10am to 5pm for the Major Family Reunion. Unanimously carried.

Skates/Kupsik Motion to recommend acceptance of Tree Donation by M/M Vanderloop in honor of their daughter Erin. The Park Board suggests that before the donation request is presented to City Council the exact location of the tree planting be known. Donor's asked to work with Mr. Foster to arrive at best location. Unanimously carried.

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: CHRIS BROOKES Date of Application: 2/20/2017
2. Organization Name: FRIENDS OF THE LAKE GENEVA PUBLIC LIBRARY
3. Organization Type: For Profit Non-Profit (501(c)___) Tax ID: _____
4. Mailing Address: 918 W. MAIN 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: BEACH SIDE AUTHOR FEST
2. Date(s) of Event: JULY 8, 2017 SATURDAY
3. Location(s) of Event: LIBRARY PARK (around library)
4. Hours: 10 AM 4 PM
Start Time End Time

5. Event Chair/Contact Person: HAROLD JOHNSON Phone: _____

6. Day of Event Contact Name: HAROLD JOHNSON Phone: _____
CHRIS BROOKES

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

8. Will you charge an admission fee? Yes No

9. Estimated Attendance Number: 150

10. Basis for Estimate: LAST YEAR'S ATTENDANCE

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

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

12. Will there be any animals? Yes No

If yes, what type and how many: _____

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

AUTHORFEST promotes local authors and independent publishers of books. It's an opportunity for the public to meet authors, buy their books, and get their autographs. Each author supplies a table, chairs, and possibly a canopy. Organizers furnish booth spaces surrounding the Lake Geneva Public Library. See attached map.

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

Each vendor is given a trash receptacle and staff collects and disposes in library dumpster at end of show.

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: Sat. July 8, 2017
Total Number of Stalls Request: 3
Stall Number(s) and Location: 123, 124, 125
Additional Information:

3. Description of signage to be used during event:
If requesting City banner poles, please include a Street Banner Display Application.
Event banner hung on library building.
Sandwich board signs placed at start of walkpath access off the sidewalk.

Anticipated Services

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

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

Section V- Fees

Application and Permit Fees	Unit Fee			Applicable Fee
Parade Permit				
Application Fee	\$25.00			_____
Street Use Permit				
Application Fee	\$25.00			_____
Permit Fee - Events lasting 2 days or less	\$40.00			_____
Permit Fee - Events lasting more than 2 days	\$100.00			_____
Parking Stall Bag Request				
Administrative Fee	\$10.00			<u>10</u>
Parking Stall Usage/Blockage Fee - Per Stall, Per Day		# of Stalls	# of Days	
March 1 - November 14	\$20.00	x <u>3</u>	x <u>1</u>	= <u>60</u>
November 15 - February 29	\$10.00	x _____	x _____	= _____
Park Reservation Permit				
Application Fee	\$25.00			<u>25</u>
Security Deposit				
Non-Profit or Resident				
49 Attendees or Less	\$50.00			_____
50-149 Attendees	\$100.00			<u>100</u>
150 or more Attendees	<i>Determined by Park Board</i>			_____
Non-Resident				
49 Attendees or Less	\$100.00			_____
50-149 Attendees	\$150.00			_____
150 or more Attendees	<i>Determined by Park Board</i>			_____
Park Reservation Fees - Per Location, Per Day				
Non-Profit or Resident				
49 Attendees or Less	\$30.00	x _____	x _____	= _____
50-149 Attendees	\$55.00	x _____	x _____	= _____
150 or more Attendees	\$105.00	x <u>1</u>	x <u>1</u>	= <u>105</u>
Non-Resident				
49 Attendees or Less	\$75.00	x _____	x _____	= _____
50-149 Attendees	\$125.00	x _____	x _____	= _____
150 or more Attendees	\$225.00	x _____	x _____	= _____
Brunk Pavilion Rental Permit				
<i>Must also include rental of Flat Iron Park to rent Pavilion</i>				
Non-Profit or Resident	\$250.00	x _____	x _____	= _____
Non-Resident	\$500.00	x _____	x _____	= _____
Additional Park Amenities				
Equipment (with delivery)	Rental Fee	# Requested	Sec. Dep.	Applicable Fee
Benches	\$5.00 each	x _____ +	\$50.00 =	_____
Picnic Tables	\$15.00 each	x _____ +	\$50.00 =	_____
Barricades	\$5.00 each	x _____ +	\$50.00 =	_____
Trash Receptacles	\$8.00 each	x _____ +	\$50.00 =	_____
Dumpster Delivery	\$50.00 each	x _____ +	\$0 =	_____
Dumpster Pick-up	\$50.00 plus additional landfill	_____		_____
Fencing - Snow	\$30.00 per 50 feet	_____		_____
<i>Requests for equipment are subject to availability.</i>				Subtotal: \$ <u>290.00</u> <u>300.00</u>

Application and Permit Fees	Unit Fee		Applicable Fee
Beach Reservation Permit			
<i>Excludes Normal Beach Hours Memorial Day through Labor Day 9am-5pm</i>			
<i>Opening/Cleaning of Beach Bathrooms will be invoiced at an Hourly Rate</i>			
Application Fee	\$25.00		_____
Security Deposit			_____
Non-Profit or Resident			
49 Attendees or Less	\$50.00		_____
50-149 Attendees	\$100.00		_____
150 or more Attendees	<i>Determined by Piers, Harbors & Lakefront</i>		_____
Non-Resident			
49 Attendees or Less	\$100.00		_____
50-149 Attendees	\$150.00		_____
150 or more Attendees	<i>Determined by Piers, Harbors & Lakefront</i>		_____
Beach Reservation Fees - Per Day			
Non-Profit or Resident			
49 Attendees or Less	\$30.00	x _____ =	_____
50-149 Attendees	\$55.00	x _____ =	_____
150 or more Attendees	\$105.00	x _____ =	_____
Non-Resident			
49 Attendees or Less	\$75.00	x _____ =	_____
50-149 Attendees	\$125.00	x _____ =	_____
150 or more Attendees	\$225.00	x _____ =	_____
			Subtotal: \$ _____
			+ Subtotal from Page 4: \$ <u>290</u> 300.00

Total PAID with Application: \$ 290.00 300.00

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:

Christine J. Brooks DATE: 2/20/2017

For Office Use Only

Date Filed with Clerk: 2/21/17 Payment with Application: \$ 300.00 Receipt: C170721-2

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: [Signature]

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: 3 STALLS requested to be bagged 7/8/16

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): 3.1.2017 Approved Denied

Reasons/Conditions: Agreed

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: _____

MAIN STREET

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Breadloaf Bookshop
Harold Johnson – Proprietor
727 Geneva Street
Lake Geneva, WI 53147

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

Subject: Application for Park Permit to Host the Beachside Authorfest

Dear Park Board Members:

Breadloaf Bookshop and The Friends of the Lake Geneva Public Library would like to be granted a permit to use Library Park in Lake Geneva on Saturday, July 8, 2017, to host the third annual Beachside Authorfest, an event that celebrates the many independent authors our area has to offer.

This event is open to the public to provide them with an opportunity to meet and greet local authors, discuss why they write and how they became published, and to buy their books and have them autographed. It is our goal to host an event that creates a draw to downtown Lake Geneva to discover the many businesses and opportunities our city has to offer. This event is supported through donations from local businesses, such as Breadloaf Books, and a small exhibitor fee to cover membership fees and operating costs.

Author participation in the event almost doubled for the second year of the festival; we paid all operating costs, and set aside funds for the 2017 event. We have already been contacted by several authors wishing to participate this year, and we anticipate return visits from many of our past exhibitors.

A site map of the proposed layout for Beachside Authorfest is attached for your review. The layout features the Lake Geneva Public Library behind the visiting author booths to showcase the beautiful building of our hosting organization. Our layout is flexible and can expand to accommodate the anticipated growth this year. It is our plan to assign booths and keep our event space compact, so unassigned booth will simply not be erected.

Please review our application and call me with any requests for clarification or changes necessary to meet your standards. Thank you for your support and kind consideration.

Respectfully,
Harold J. Johnson

Harold J. Johnson

Vendors List

Though the permit requests a list of participants and vendors, this remain in a state of flux. Our promotional material is not sent to invite authors to attend until the date is set and the permit approved. We can accept vendors up to the day of the event.

Included here is a list of participants from last year as well as a partial list of authors who have expressed interest in being part of this year's event. Hopefully this will suffice.

Sponsors

Friends of the Lake Geneva Public Library

Breadloaf Books – represents only those authors unable to attend at the last minute or those who are unable to manage their own sales. Breadloaf Books does not retail its own inventory at this event.

Geneva Lake Museum (*invited*)

Black Point Estate & Gardens (*invited*)

Authors – previous attendees and current interested parties

Pam Meyers
Ed Crowder
Judith Rolfs
Donn Ziebell
Frank Landi
Charlene Wexler
Art Cola
Andra Watkins
Lisa McLuckie
Pat Hall
Kathy Johns
Gordon Ammon
Sharon Dexter
Jeffrey Westhoff
Sue Myers
Michelle May
Jeremy Kester

Steve Vaitonis
Sherrill Bodine
Pat Rosemoor
Chris Brownstein
Sharon Angelici
Mary McDonald
Nora Rose
John & Cheryl Clark
Mitch Davis
Jill Walsh
Dennis Depcik
David Ford
Marcel Alexander
Chris Hawver & Pat Groh
Mary Gover Gray
R.K. Roberts
Mary Ellen Schulz

David Rozelle
Greg Herriges
Christine Verstraete
Melene Kemmerling
Sonette Tippens
Cindy Walker
Edison Blake
LaMont Prospect
David Pederson
Bruce Heard
Judy Johnson
Jill Westbrook
Patrick Quinn
JaNelle Powers
Robb Chase
Delores Liesner
Jerry Peterson
Linda Frame

Board of Park Commissioners' Minutes
Wednesday, March 1, 2017 – 6:00pm
City Hall, Meeting Room 2A

Meeting called to order at 6:03pm

Roll Call: Present: President Esarco, Barb Hartigan, Lynn Hassler, John Swanson, Doug Skates (Arrived at 6:25pm), Brian Olsen, Dave Quickel, Mayor Al Kupsik. Excused Absence: Peggy Schneider

Staff Present: Neil Waswo

Public Present: Chris Schultz (Lake Geneva Regional News), Greg Powers, Greg Powers, Jr., Chris Brooks

Approval of Board of Park Commissioners meeting minutes from February 1, 2017
Hartigan/Kupsik Motion to approve minutes from February 1, 2017. Unanimously carried.

Comments from public limited to 5 minutes:

Greg Powers spoke regarding his interest in operating a steamer type trailer cart serving Chicago style hot dogs in Flat Iron Park. The item was referred to the next meeting.

Permits/Park Donations:

Kupsik/Quickel Motion to approve Lakeland Community Church request as submitted for use of Flat Iron Park and Brunk Pavilion on Sunday, July 2, 2017, between the hours of 7am to 1pm for a worship service. Unanimously carried.

Quickel/Kupsik Motion to approve Chris Brookes request as submitted for use of Library Park on Saturday, July 8, 2017, between the hours of 10am to 4pm for Beach Side Author Fest. Unanimously carried.

Skates/Kupsik Motion to approve David Harris Peller's request as submitted for use of Seminary Park on Saturday, July 22, 2017, between the hours of 4pm to 8pm for Harris Family Reunion. Unanimously carried.

Kupsik/Hartigan Motion to approve Catherine Cichon's request as submitted for use of Seminary Park on Saturday, August 12, 2017, between the hours of 10am to 5pm for the Major Family Reunion. Unanimously carried.

Skates/Kupsik Motion to recommend acceptance of Tree Donation by M/M Vanderloop in honor of their daughter Erin. The Park Board suggests that before the donation request is presented to City Council the exact location of the tree planting be known. Donor's asked to work with Mr. Foster to arrive at best location. Unanimously carried.

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: DAVID HARRIS PEELER Date of Application: 7 Feb 2016
2. Organization Name: HARRIS FAMILY REUNION
3. Organization Type: For Profit Non-Profit (501(c)____) Tax ID: _____
4. Mailing Address: 18842 BEATEN PATH COURT
5. City, State, Zip: TRIANGLE VA 22172
6. Phone: _____ E-mail: _____
7. Applicant's Drivers License #: _____ State license issued: VA
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: HARRIS FAMILY REUNION PICNIC
2. Date(s) of Event: 22 JULY 2017
3. Location(s) of Event: SEMINARY PARK
4. Hours: 4:00 PM - 8:00 PM

5. Event Chair/Contact Person: DAVID H PEELER Phone: _____

6. Day of Event Contact Name: DAVID H PEELER Phone: _____

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

8. Will you charge an admission fee? Yes No

9. Estimated Attendance Number: LESS THAN 49

10. Basis for Estimate: NUMBER OF RELATIVES PLANNING TO ATTEND (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.
WE WOULD LIKE TO BBQ BURGERS AND CHICKEN AND BRING SIDES AND REFRESHMENTS.

14. Description of plan for handling refuse collection and after-event clean-up:
I WILL BRING TRASH BAGS AND REMOVE ALL TRASH AND ANY CLEAN UP NECESSARY.

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.
NA

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:
WILL PLAN TO USE PUBLIC PARKING ADJACENT TO PARK.

3. Description of signage to be used during event:
If requesting City banner poles, please include a Street Banner Display Application.
NONE

Anticipated Services

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

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

Section V- Fees

Application and Permit Fees		Unit Fee			Applicable Fee
Parade Permit					
Application Fee		\$25.00			_____
Street Use Permit					
Application Fee		\$25.00			_____
Permit Fee - Events lasting 2 days or less		\$40.00			_____
Permit Fee - Events lasting more than 2 days		\$100.00			_____
Parking Stall Bag Request					
Administrative Fee		\$10.00			_____
Parking Stall Usage/Blockage Fee - Per Stall, Per Day			# of Stalls	# of Days	
March 1 - November 14	\$20.00	x	_____	x _____	= _____
November 15 - February 29	\$10.00	x	_____	x _____	= _____
Park Reservation Permit					
Application Fee		\$25.00			\$25.00
Security Deposit					
Non-Profit or Resident					
49 Attendees or Less		\$50.00			_____
50-149 Attendees		\$100.00			_____
150 or more Attendees		<i>Determined by Park Board</i>			_____
Non-Resident					
49 Attendees or Less		\$100.00			100.00
50-149 Attendees		\$150.00			_____
150 or more Attendees		<i>Determined by Park Board</i>			_____
Park Reservation Fees - Per Location, Per Day					
Non-Profit or Resident					
49 Attendees or Less	\$30.00	x	_____	x _____	= _____
50-149 Attendees	\$55.00	x	_____	x _____	= _____
150 or more Attendees	\$105.00	x	_____	x _____	= _____
Non-Resident					
49 Attendees or Less	\$75.00	x	1	x 1	= 75.00
50-149 Attendees	\$125.00	x	_____	x _____	= _____
150 or more Attendees	\$225.00	x	_____	x _____	= _____
Brunk Pavilion Rental Permit					
<i>Must also include rental of Flat Iron Park to rent Pavilion</i>					
Non-Profit or Resident	\$250.00			# of Days	x _____ = _____
Non-Resident	\$500.00				x _____ = _____
Additional Park Amenities					
Equipment (with delivery)	Rental Fee		# Requested	Sec. Dep.	Applicable Fee
Benches	\$5.00 each		x _____	+ \$50.00	= _____
Picnic Tables	\$15.00 each		x 8	+ \$50.00	= 170.00
Barricades	\$5.00 each		x _____	+ \$50.00	= _____
Trash Receptacles	\$8.00 each		x 3	+ \$50.00	= 74.00
Dumpster Delivery	\$50.00 each		x _____	+ \$0	= _____
Dumpster Pick-up	\$50.00 plus additional landfill		_____		_____
Fencing - Snow	\$30.00 per 50 feet		_____		_____
<i>Requests for equipment are subject to availability.</i>					Subtotal: \$ 444.00

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

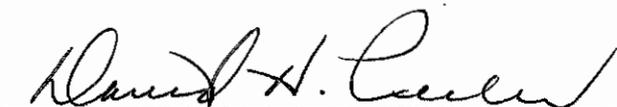
Total PAID with Application: \$ 25.00

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:



DATE: 22 DEC 2016

2/8/2017

For Office Use Only

Date Filed with Clerk: 2/13/17 Payment with Application: \$ 444.00 Receipt: C170213-9

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: [Signature]
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: no stalls requested

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): 3.1.17 Approved Denied
Reasons/Conditions: Assurance

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' Minutes
Wednesday, March 1, 2017 – 6:00pm
City Hall, Meeting Room 2A

Meeting called to order at 6:03pm

Roll Call: Present: President Esarco, Barb Hartigan, Lynn Hassler, John Swanson, Doug Skates (Arrived at 6:25pm), Brian Olsen, Dave Quickel, Mayor Al Kupsik. Excused Absence: Peggy Schneider

Staff Present: Neil Waswo

Public Present: Chris Schultz (Lake Geneva Regional News), Greg Powers, Greg Powers, Jr., Chris Brooks

Approval of Board of Park Commissioners meeting minutes from February 1, 2017
Hartigan/Kupsik Motion to approve minutes from February 1, 2017. Unanimously carried.

Comments from public limited to 5 minutes:

Greg Powers spoke regarding his interest in operating a steamer type trailer cart serving Chicago style hot dogs in Flat Iron Park. The item was referred to the next meeting.

Permits/Park Donations:

Kupsik/Quickel Motion to approve Lakeland Community Church request as submitted for use of Flat Iron Park and Brunk Pavilion on Sunday, July 2, 2017, between the hours of 7am to 1pm for a worship service. Unanimously carried.

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Skates/Kupsik Motion to recommend acceptance of Tree Donation by M/M Vanderloop in honor of their daughter Erin. The Park Board suggests that before the donation request is presented to City Council the exact location of the tree planting be known. Donor's asked to work with Mr. Foster to arrive at best location. Unanimously carried.

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: Catherine Cichon Date of Application: 2-15-17
2. Organization Name: (Major Family Reunion)
3. Organization Type: For Profit Non-Profit (501(c)___) Tax ID: _____
4. Mailing Address: 806 Arcadian Ave.
5. City, State, Zip: Waukesha, WI 53186
6. Phone: _____ - nail: _____
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: Major Family Reunion
2. Date(s) of Event: 8/12/17
3. Location(s) of Event: ~~_____~~ Seminary Park ~~_____~~
4. Hours: 10 A.M. to 5 p.m.
Start Time End Time

5. Event Chair/Contact Person: Catherine Cichon Phone: _____

6. Day of Event Contact Name: Catherine Cichon Phone: _____

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

8. Will you charge an admission fee? Yes No

9. Estimated Attendance Number: 50

10. Basis for Estimate: COUSINS & Spouses & Children

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.

We would like to have a catered meal under the Pavillion at Seminary Park. Since it is a family reunion, we would have games on the grass for adults & children. If possible, may have a small band for music (my 2nd cousin is in a band) or just CD music (patriotic, country - nothing offensive) Would like children to be able to use playground equipment.

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

We will bring garbage bags & take garbage with us when we leave.

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

N/A

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

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

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

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

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

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

Section IV - Street Use

Check if this section does not apply.

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

Road closures must include rental of barricades.

None

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.

MAJOR FAMILY REUNION

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

Section V- Fees

Application and Permit Fees		Unit Fee			Applicable Fee
Parade Permit					
Application Fee		\$25.00			<u> </u>
Street Use Permit					
Application Fee		\$25.00			<u> </u>
Permit Fee - Events lasting 2 days or less		\$40.00			<u> </u>
Permit Fee - Events lasting more than 2 days		\$100.00			<u> </u>
Parking Stall Bag Request					
Administrative Fee		\$10.00			<u> </u>
Parking Stall Usage/Blockage Fee - Per Stall, Per Day			# of Stalls	# of Days	
March 1 - November 14	\$20.00	x	<u> </u>	x <u> </u>	= <u> </u>
November 15 - February 29	\$10.00	x	<u> </u>	x <u> </u>	= <u> </u>
Park Reservation Permit					
Application Fee		\$25.00			<u> </u>
Security Deposit					<u> </u>
Non-Profit or Resident					<u> </u>
49 Attendees or Less	\$50.00				<u> </u>
50-149 Attendees	\$100.00				<u> </u>
150 or more Attendees	<i>Determined by Park Board</i>				<u> </u>
Non-Resident					<u> </u>
49 Attendees or Less	\$100.00				<u> </u>
50-149 Attendees	\$150.00				<u> </u>
150 or more Attendees	<i>Determined by Park Board</i>				<u> </u>
Park Reservation Fees - Per Location, Per Day					
Non-Profit or Resident			# of Parks	# of Days	
49 Attendees or Less	\$30.00	x	<u> </u>	x <u> </u>	= <u> </u>
50-149 Attendees	\$55.00	x	<u> </u>	x <u> </u>	= <u> </u>
150 or more Attendees	\$105.00	x	<u> </u>	x <u> </u>	= <u> </u>
Non-Resident					
49 Attendees or Less	\$75.00	x	<u> </u>	x <u> </u>	= <u> </u>
50-149 Attendees	\$125.00	x	<u> 1 </u>	x <u> 1 </u>	= <u> </u>
150 or more Attendees	\$225.00	x	<u> </u>	x <u> </u>	= <u> </u>
Brunk Pavilion Rental Permit					
<i>Must also include rental of Flat Iron Park to rent Pavilion</i>				# of Days	
Non-Profit or Resident	\$250.00	x	<u> </u>	x <u> </u>	= <u> </u>
Non-Resident	\$500.00	x	<u> </u>	x <u> </u>	= <u> </u>
Additional Park Amenities					
Equipment (with delivery)	Rental Fee		# Requested	Sec. Dep.	Applicable Fee
Benches	\$5.00 each		x <u> </u>	+ \$50.00 =	<u> </u>
Picnic Tables	\$15.00 each		x <u> 4 </u>	+ \$50.00 =	<u> </u>
Barricades	\$5.00 each		x <u> </u>	+ \$50.00 =	<u> </u>
Trash Receptacles	\$8.00 each		x <u> </u>	+ \$50.00 =	<u> </u>
Dumpster Delivery	\$50.00 each		x <u> </u>	+ \$0 =	<u> </u>
Dumpster Pick-up	\$50.00 plus additional landfill		<u> </u>		<u> </u>
Fencing - Snow	\$30.00 per 50 feet		<u> </u>		<u> </u>
<i>Requests for equipment are subject to availability.</i>				Subtotal: \$	<u> </u>
					<u> 410.00 </u>

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

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:

_____ *Catherine Cichon* _____ DATE: *02/15/17*

For Office Use Only

Date Filed with Clerk: 2/15/17 Payment with Application: \$ 410.00 Receipt: C170215-4

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: [Signature]

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: no stalls requested

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): 3.1.17 Approved Denied

Reasons/Conditions: [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: _____

Board of Park Commissioners' Minutes
Wednesday, March 1, 2017 – 6:00pm
City Hall, Meeting Room 2A

Meeting called to order at 6:03pm

Roll Call: Present: President Esarco, Barb Hartigan, Lynn Hassler, John Swanson, Doug Skates (Arrived at 6:25pm), Brian Olsen, Dave Quickel, Mayor Al Kupsik. Excused Absence: Peggy Schneider

Staff Present: Neil Waswo

Public Present: Chris Schultz (Lake Geneva Regional News), Greg Powers, Greg Powers, Jr., Chris Brooks

Approval of Board of Park Commissioners meeting minutes from February 1, 2017
Hartigan/Kupsik Motion to approve minutes from February 1, 2017. Unanimously carried.

Comments from public limited to 5 minutes:

Greg Powers spoke regarding his interest in operating a steamer type trailer cart serving Chicago style hot dogs in Flat Iron Park. The item was referred to the next meeting.

Permits/Park Donations:

Kupsik/Quickel Motion to approve Lakeland Community Church request as submitted for use of Flat Iron Park and Brunk Pavilion on Sunday, July 2, 2017, between the hours of 7am to 1pm for a worship service. Unanimously carried.

Quickel/Kupsik Motion to approve Chris Brookes request as submitted for use of Library Park on Saturday, July 8, 2017, between the hours of 10am to 4pm for Beach Side Author Fest. Unanimously carried.

Skates/Kupsik Motion to approve David Harris Peller's request as submitted for use of Seminary Park on Saturday, July 22, 2017, between the hours of 4pm to 8pm for Harris Family Reunion. Unanimously carried.

Kupsik/Hartigan Motion to approve Catherine Cichon's request as submitted for use of Seminary Park on Saturday, August 12, 2017, between the hours of 10am to 5pm for the Major Family Reunion. Unanimously carried.

Skates/Kupsik Motion to recommend acceptance of Tree Donation by M/M Vanderloop in honor of their daughter Erin. The Park Board suggests that before the donation request is presented to City Council the exact location of the tree planting be known. Donor's asked to work with Mr. Foster to arrive at best location. Unanimously carried.

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: Feb 16 2017

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 MARCH 17 and ending March 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 Geneva LAKE ARTS FOUNDATION

(b) Address 223 BROAD ST LAKE GENEVA WI 53147
(Street) Town Village City

(c) Date organized Jan 2014

(d) If corporation, give date of incorporation Jan 2014

(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 Nikki Morsicano 3454 City of Johnson WI
Vice President _____
Secretary _____
Treasurer _____

(g) Name and address of manager or person in charge of affair: Sarah McConnell
21 LAKE VIEW Lake Geneva WI 53147

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

(a) Street number 223 Broad St

(b) Lot _____ Block _____

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

(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: Gallery - storefront only

3. Name of Event

(a) List name of the event OPEN House Reception for Art Show

(b) Dates of event March 17

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.

X Officer Nikki Morsicano
(Signature/date)

X Officer Pamela King
(Signature/date)

Date Filed with Clerk 2/16/17

Date Granted by Council _____

Geneva Lake Arts Foundation
(Name of Organization)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Reported to Council or Board _____

License No. _____

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

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

Applicant Organization: ~~LAKE~~ Geneva Lake Arts Foundation

Name of Event: Spring Open House

Date of Event: March 17, 18

Time of Event: 6:00-8:00 (Fri.) 10-5 (Sat)
(Beginning) (Ending)

Event Contact Person: Sarah McConnell

Contact Phone: _____

Contact Email: _____

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

Yes No

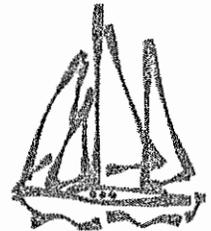
**PLEASE FILL ALL BLANKS COMPLETELY.
THIS INFORMATION IS NEEDED TO COMPLETELY PROCESS YOUR
TEMPORARY RETAILER'S LICENSE APPLICATION.**

For Office Use Only

Date Filed: <u>2/16/17</u>	Receipt No: <u>C170216-10</u>
Total Amount: <u>10.00</u>	
Forwarded to Police Chief: <u>2/16/17</u>	
Recommendation: <u>ke</u>	<input checked="" type="radio"/> Approved <input type="radio"/> Denied
Verification that not more than 2 temporary wine licenses have been issued to this applicant within the last 12 months: <u>✓</u>	
FLR Approval: _____	License Issued: _____
Council Approval: _____	License Number: _____
	License Expires: _____
MAILTO: _____	Organization: _____



CITY OF LAKE GENEVA TEMPORARY OPERATOR LICENSE



PLEASE FILL IN ALL BLANKS COMPLETELY, AS INCOMPLETE APPLICATIONS WILL BE REJECTED. FEE OF \$10.00 IS PAYABLE TO CITY OF LAKE GENEVA AND DUE UPON APPLICATION.

NOTE: This license shall be issued to persons under the terms of Wisconsin State Statutes 125.17 (4). License shall be issued only to operators employed by or donating their services to non-profit corporations. A maximum of two temporary operator licenses will be issued to any individual per year. This license shall be valid only for the period of time specified on the license, which time period shall not exceed fourteen (14) days.

APPLICANT INFORMATION

Name: McConnell Sarah Traut
Last First Middle

Maiden Name: Traut Date of Birth: _____

Address (Physical): 21 Lake View Dr

Mailing Address (if different): _____

City, State, Zip: Lake Geneva, WI 53147

Phone _____ Drivers License #: _____

Email _____

Is your Certificate of Completion of a Beverage Server Training Course Attached? YES NO

If No, will a Licensed Operator be serving or supervising the service of alcohol? YES NO

ORGANIZATION WHERE SERVICES OF LICENSEE WILL BE EMPLOYED

Organization Name: Geneva Lake Arts Foundation

Address: 223 Broad St Lake Geneva WI 53147

Name of Event where licensee will work: Open House

Date of Event: March 17, 18

APPLICANT SIGNATURE

[Signature] DATE: 2/16/17

APPROVED BEVERAGE SERVER TRAINING COURSES

Serverlicense.com
Servingalcohol.com
TIPS

Learn2serve.com
\$8 Server Training
CARE

Wisconsin Technical Colleges
ServSafe Alcohol (WRAEF/NRAEF)
TEAM

For Office Use Only

Date Filed: 2/16/17 Receipt No: C170216-10
Total Amount: 10.00
Forwarded to Police Chief: 2/16/17
Background Completed: 2-20-17 gT
Recommendation: [Signature] Approved Denied
Verification that no other temporary licenses have been issued to this applicant
in the current year:
FLR Approval: _____ License Issued: _____
Council Approval: _____ License Number: _____
License Expires: _____
MAILTO: Individual, Organization

City of Lake Geneva

Licenses Issued Between: 3/13/2017 and 3/13/2017

Date: 3/03/2017

Time: 6:39 PM

Page: 1

Operator's Regular

<u>Issued</u>	<u>License No</u>	<u>Customer</u>	<u>Address</u>	<u>Total</u>
3/13/2017	2016 -323	Carly Sertzel	903 Badger Lane 430 N Broad St	30.00
		Employer: Tuscan Tavern & Grill / LG Hos	Lake Geneva, WI 53147	
3/13/2017	2016 -324	Balvinder Singh	811 Sue Lane Apt 3	30.00
		Employer: QuickNSave - 1231 Grant Street	Clinton, WI 53525	

ORDINANCE NO. 17-03

AN ORDINANCE AMENDING CHAPTER 70, TAXATION OF THE MUNICIPAL CODE OF THE CITY OF LAKE GENEVA ADDING SECTION 70-55 TO ARTICLE III, ROOM TAX WHICH SERVES TO ESTABLISH A TOURISM COMMISSION

1. Chapter 70, Taxation, ARTICLE III, Room Tax, of the Municipal Code of the City of Lake Geneva, Wisconsin, is hereby amended by adding a section numbered 70-55 which section reads as follows:

SEC. 70-55 TOURISM COMMISSION

- (a) Members.** The Tourism Commission shall consist of Seven (7) members: two (2) of the members shall represent the Wisconsin hotel and motel industry with one preferable a member of the Lake Geneva Downtown Business Improvement District (BID); two (2) of the members shall be business owners within the City of Lake Geneva with one preferable a member of the Lake Geneva Downtown Business Improvement District (BID); two (2) of the members shall be aldermen of the City of Lake Geneva; and one (1) member shall be a citizen of the City of Lake Geneva at-large. Members of the Commission shall be appointed by the Mayor and shall be confirmed by the City Council. Commissioners shall serve for a one-year term, at the pleasure of the appointing official, and may be reappointed.
- (b) Ex-Officio Members.** The Mayor, the City Comptroller, and the Executive Director of the organization with whom the Tourism Commission contracts with to perform tourism promotion functions shall be ex-officio, non-voting members of the Commission. The Lake Geneva City Administrator or her/his designee shall serve as the staff liaison to the Commission.
- (c) Officers.** The Commission shall elect, from among its Members a chairperson, a vice chairperson and a secretary.
- (d) Meetings.** The Commission shall hold meetings not less than quarterly.
- (e) Procedure.** Four (4) members shall constitute a quorum. Action shall be by majority of those present and voting. The Commission shall adopt rules of procedure for governing the conduct of its meetings.
- (f) Powers and Duties.** The Commission shall be responsible for the coordination of tourism promotion and tourism development within the City and for ensuring that all room tax dollars it receives from the City, per State Statutes, is spent on tourism promotion and development. The Commission shall contract with tourism entities as defined in 66.0615 of the Wisconsin State Statutes for tourism promotion services. "Tourism promotion and tourism development" means any of the following that are significantly used by transient tourists and reasonably likely to generate paid overnight stays at more than one establishment on which a room tax may be imposed, that are owned by different persons and located within the City of Lake Geneva in which a tax under this section is in effect; or, if at any time the City of Lake Geneva has only one such establishment, reasonably likely to generate paid overnight stays in that establishment:
 1. Marketing projects, including advertising media buys, creation and distribution of printed or electronic promotional tourist materials, or efforts to recruit conventions, sporting events, or motorcoach groups.
 2. Transient tourist informational services.

3. Tangible municipal development, including a convention center.

(g) Record. The Commission shall keep a written record of its proceedings to include all actions taken, a copy of which shall be filed with the City Clerk.

(h) Reports. The Commission shall prepare and timely file all reports as required under the statute and/or by the City.

(i) Compensation. The Commission members shall serve without compensation.

(j) Confidentiality of Information Provided by Lodging Facilities. Pursuant to Wis. Stat. Sec. 66.0615(3), any information provided by City of Lake Geneva regarding room tax payment shall be confidential except for persons using the information in the discharge of their duties imposed by law or of the duties of their office or by order of a court.

2. That this ordinance shall take effect upon passage and publication, as provided by law.

Adopted, passed, and approved by the Common Council of the City of Lake Geneva, Walworth County, Wisconsin, this ____th day of _____, 20__.

ALAN KUPSIK, Mayor

Attest:

SABRINA WASWO, City Clerk

First Reading: 2/27/2017
Second Reading: 3/13/2017
Adopted: _____
Published: _____

ORDINANCE 17-04

AN ORDINANCE AMENDING CHAPTER 78, UTILITIES, OF THE MUNICIPAL CODE OF THE CITY OF LAKE GENEVA, WISCONSIN

1. That all of Chapter 78, Utilities, of the Municipal Code of the City of Lake Geneva, Wisconsin is hereby amended to read as follows:

Chapter 78. Utilities

ARTICLE I. IN GENERAL

Sec. 78-1. Composition and powers.

[Ord. No. 02-34, § I, 1-14-2002; Ord. No. 08-02, 3-10-2008]

The Utility Commission shall be in charge of the City water and sewer utilities and shall have all the power and duties as set forth below in sec. 78-8 of the Municipal Code of the City of Lake Geneva. There shall be seven members on the Utility Commission. The membership shall include the Mayor, two Alderman, the City Administrator, and three citizens.

Sec. 78-2. Officers.

[Ord. No. 02-34, § I, 1-14-2002; Ord. No. 08-02, 3-10-2008]

The Commission shall choose a president and secretary from among its ranks.

Sec. 78-3. Appointment.

[Ord. No. 08-02, 3-10-2008]

The members shall be appointed to the Utility Commission by the Mayor. The appointments shall be subject to approval by the Common Council.

Sec. 78-4. Term.

[Ord. No. 08-02, 3-10-2008]

The citizen members shall each serve three -year terms. The terms of the citizen members shall be staggered so as to have one members' term expire each year. The Mayor, Aldermen, and the City Administrator shall serve conterminously with their respective terms/appointment as Mayor, Aldermen, and City Administrator.

Sec. 78-5. Vacancy.

[Ord. No. 08-02, 3-10-2008]

Any vacancy shall be filled through the appointment procedures described above for the remainder of the term.

Sec. 78-6.Salary.

[Ord. No. 08-02, 3-10-2008]

Members of the Utility Commission shall serve **without** a stipend.

Sec. 78-7.Quorum.

[Ord. No. 08-02, 3-10-2008]

A majority of the membership of the Commission shall constitute a quorum for the transaction of business.

Sec. 78-8.Committee powers and duties.

[Ord. No. 08-02, 3-10-2008]

The Utility Commission shall have the duties and powers as set forth in W.S.A., § **66.0805**, including those described below:

(1) Meeting. The Utility Commission shall meet at least **quarterly**. The Commission may meet as necessary, or as called by the **President** or as called by a majority of the Commission. The City Clerk shall create and post all agendas for this committee.

(2) Duties. The Utility Commission shall have the entire charge, management and direction of the City water and sewer utilities of the City. The duties of the Utility Commission shall include, but shall not be limited to:

- a.** Recommending utility ordinance amendments;
- b.** Refining development plans;
- c.** Reviewing and making recommendations on proposed improvements, additions, extensions, or changes to the facilities;
- d.** Discussing issues of safety, function, maintenance needs, and policy;
- e.** Planning for the effectuation of plant and infrastructure improvements; and
- f.** Other planning the Commission deems necessary and essential for the improvement of the plant.
- g.** **Establish water and sewer rates as prescribed by state statutes and administrative rules.**

(3) Employees. The Commission may employ a manager or superintendent of utilities and may fix the compensation to be paid. The City Engineer may be engaged by the Commission. The Commission may employ other necessary employees and fix the compensation.

(4) Rules. The Commission shall make necessary rules to govern its own proceedings and the government of the Utility Department.

(5) Construction work. The Commission shall immediately supervise any utility construction work. **Notwithstanding the foregoing, any construction exceeding the sum of \$250,000.00 shall be reviewed by the Public Works Committee and must be approved by the City Council. No Sewer and Water extensions beyond City limits are permitted unless specifically authorized by the City Council.**

(6) Utility receipts shall be paid to a bonded cashier appointed by the Utility Commission and turned over the City Treasurer monthly. Departmental expenditures shall be audited by the Utility Commission,

and if approved by the President and Secretary of the Utility Commission, shall be paid by the Comptroller for the City.

Sec. 78-9.through Sec. 78-30. (Reserved)

ARTICLE II. WATER SERVICE

DIVISION 1. GENERALLY

Sec. 78-31. PSC rules adopted.

[Code 1992, § 13.02]

The following rules issued by the Public Service Commission and on file in the office of the ~~Director of Public Works and Utilities~~ Director of Utilities are adopted by reference in this section as though fully set forth in this section. Whenever any provision of this Code shall conflict with any PSC rule adopted by reference in this section, such conflict shall be resolved in favor of the PSC rule.

<u>Schedule No.</u>	<u>Title</u>
F-1	Public Fire Protection Service
Upf-1	Private Fire Protection Service-Unmetered
Mg-1	General Service – Metered
Am-1	Additional Meter Reading Charges
OC-1	Other Charges
Mpa-1	Public Service
Ug-1	General Water Service – Unmetered
Sg-1	Seasonal Service
BW-1	Bulk water
R-1	Reconnection Charge
Cx-1	Water Lateral Installation Charge
X-1	Water Utility Operation Rules
X-2	Water Main Extension Rule
X-3	Water Main Installations in Platted Subdivisions

Sec. 78-32. State code adopted.

[Code 1992, § 13.46(7)]

The City adopts by reference the state plumbing code, Chapters **SPS 382-387**, Wis. Adm. Code. This section does not supersede the state and City plumbing codes but is supplementary to them.

Sec. 78-33. Operating valves and hydrants; breaking or tampering with water meter seal.

[Code 1992, § 13.39]

No person other than an authorized employee of the **Utility Commission** shall, without written authority, operate any valve within a stop box controlling the flow of water to any premises or break or tamper with the seal of any water meter in service or open or operate any hydrant connected with the distribution service or any valve thereon, except for purposes of extinguishing fires, whether such hydrant is the property of the City or has been placed by the owner for his own protection. No person shall wantonly

injure or impair the same. Only persons authorized by the fire chief for fire purposes only and persons authorized by a proper City official are permitted to use hydrant wrenches in the operation of hydrants connected with the water supply of the utility. Permits for the use of hydrants apply only to such hydrants as are designated in the permit for the particular use specified.

Sec. 78-34. Thawing frozen services.

The provisions of Wisconsin Administrative Code PSC 185.88 are hereby incorporated herein by reference.

(1) Thawing of a customer's lateral shall be at the utility's expense if:

(a) The freeze-up is a direct result of a utility disconnect and the disconnection occurs during a time when conditions are such that freeze-up could reasonably be expected to occur or;

(b) The customer's portion of lateral is electrically conductive and:

1. It is the first thaw for the customer at the location and;
2. The utility has not provided the customer with seasonal notice of the corrective actions to be taken for a known condition.

(2) Lateral thawing shall be at the customer's expense if:

(a) The customer's lateral is not electrically conductive and the freeze-up is not a direct result of a utility disconnect as set forth in sub. (1) (a) or;

(b) The customer neglected to provide or maintain proper insulation or protection for the lateral according to standard accepted practice, or specific utility instructions on, for example, the required depth of burial needed to prevent freezing, or;

(c) The utility advises the customer of the corrective measures to be taken and the customer does not follow the utility's advice. (See s. PSC 185.35 (7) for bill adjustment where a utility requests a customer to let water flow to prevent freezing), or;

(d) If the utility disconnects for a dangerous condition.

Sec. 78-35.through Sec. 78-50. (Reserved)

Sec. 78-52.through Sec. 78-65. (Reserved)

DIVISION 3. METERS

Sec. 78-66.Installation.

[Code 1992, §§ 13.14, 13.16]

(a) Meters will be furnished and placed by the **Utility Commission**. All meters shall be so located that they shall be safeguarded from obstructions and frost and to allow easy access thereto for reading and inspection. The location shall be designated by proper employees of the **Utility Commission**. No bypass

or other connection between the meter and the main shall be maintained, unless specifically authorized by the **Utility Commission**.

(b) In setting meters, all connections shall be made according to the rules and regulations of the **Utility Commission**. Water lines from outside the building to the meter shall be a minimum of one inch in diameter and free of any soldered joints. Meter horn or setters shall be required in installation of all meters up to and including one inch. Shutoff valves shall be installed before and after the meter setter. A sealed bypass shall be required on all meters over one inch in size.

(c) Where a service is to be metered and there is no basement, or where it is impossible to properly set a meter in the consumer's basement, the **Utility Commission** will provide at the consumer's expense the proper frostproof box of an approved design to be located outside the consumer's building at a cost of labor, material and expense plus 10% to cover overhead charges.

Sec. 78-67. Water passing through to be paid for.

[Code 1992, § 13.17]

All water which has passed through the meter shall be paid for. If it is believed that the meter is registering incorrectly or if there is a sound of running water, the consumer shall notify the office of the **Utility Commission** and a qualified employee will be sent to examine the service and advise the consumer without a charge therefor.

Sec. 78-68. Relocation.

[Code 1992, § 13.18]

Where a property owner requests a change in the location of the meter, such meter may be relocated as directed by the **Utility Commission** at the expense of the property owner.

Sec. 78-69. Testing—generally.

[Code 1992, § 13.19]

All new meters purchased and all old meters which have been repaired or removed from service for any cause shall be tested and adjusted to show not more than a two-percent error before again being placed in service. All meters shall be tested at least once every three years. A complete record shall be kept of each meter, noting all repairs and inspections made and the results of each test.

Sec. 78-70. Same—accuracy.

[Code 1992, § 13.21]

The **Utility Commission** shall make a test of the accuracy of any water meter not greater than two inches in size upon the written request of a consumer filed at the office of the **Utility Commission**, provided the consumer does not request such test more frequently than once in 12 months. Tests shall only be made more frequently upon order of the state Public Service Commission or at the expense of the consumer when the meter is within the tolerance of 2%. Meters greater than two inches in size will be tested at the instance and direction of the **Utility Commission**, but not less often than once every two calendar years. All tests are to be made in conformity with the rules provided by the Public Service Commission.

Sec. 78-71. Sealing.

[Code 1992, § 13.20]

All water meters while in service shall be kept under seal affixed by an authorized employee or officer of the **Utility Commission**. The person responsible for water bills for water supplied through a meter whose seal has been tampered with or broken shall be deemed prima facie guilty of the offense.

Sec. 78-72. Reading upon vacation of premises.

[Code 1992, § 13.30]

(a) When premises are to be vacated, the **Utility Commission** shall be notified in writing at once so that the meter may be read and removed if necessary, and the water supply shut off at the curb box. The owner of the premises shall be liable for damage to any property belonging to the **City** by reason of failure to notify the Commission of the vacancy. A change of tenants in any unit of service within any quarterly meter reading period will not be construed as a vacancy, and the entire billing for the period will be submitted to the owner. Any adjusting by way of apportioning the amount of the bill between the outgoing and incoming tenants shall be made by the owner.

(b) Premises which are entirely vacant, the service to which has been cut off at the curb box by the **Utility Commission**, shall be considered permanently vacant.

Sec. 78-73. Remote register meters; installation.

[Code 1992, § 13.45]

(a) Installation costs. Remote register or touch pad water meter attachments will be installed by the **Utility Commission**. The costs shall be borne by the utility.

(b) Determination of priority of installations. The **Utility Commission** shall determine the priority of such installations for the purpose of efficiency as follows:

- (1) All new construction.
- (2) Presently difficult place to read.
- (3) All other installations desirable for the benefit of the utility.
- (4) Residences where occupants habitually or necessarily are absent.

(c) Location. The location of the remote register meter is to be determined by the utility.

(d) Compliance with section. Each owner of any building constructed hereafter which is or is required to be served by a public water utility shall comply with the provisions of this section. Prior to final approval of construction by the building inspector and issuance of any certificate of completion or remodeling, the provisions of this section shall be complied with.

(e) Installation of conduit by owner. Each owner of premises to whom this section applies shall install or cause to be installed a conduit of at least one-half-inch diameter from the present water meter if such is installed upon the premises or from the area where a water meter would be installed to the exterior of the building where gas meters are located or to be located or where the utility designates. The requirements of this section shall also apply to owners who remodel existing structures when such remodeling takes place in an area as to permit installation of the conduit as a part of the remodeling project. This determination shall be made by the building inspector.

(f) Installation to be determined by **Utility Commission**. Owners of existing structures shall permit installation as determined by representatives of the **Utility Commission**.

Sec. 78-74.through Sec. 78-90. (Reserved)

DIVISION 4. BILLING

Sec. 78-91. Quarterly rendering; penalty for unpaid bills.

[Code 1992, § 13.31; Ord. No. 01-32, § I, 11-26-2001]

All bills shall be rendered quarterly to the premises described in a clear and definite manner, by house number when possible. All bills, except those for special readings or special purposes, shall be dated on the last day of the quarter in which such service is rendered, at the net rate. To each bill remaining unpaid 20 days after the date of such bill, a penalty of 1% per month shall be added, and the penalty shall be collectible in the same manner as the original charge. When the 20th of the month falls on a legal holiday or Sunday, the penalty rule shall apply on the next business day.

Sec. 78-92. Discontinuance of service for nonpayment of bill.

[Code 1992, § 13.32]

Service to premises for which bills for service are not paid by noon 20 days from the date of the bill will be discontinued and will not be turned on again until the bill, including the penalty, plus a fee for turning the water off and on, has been paid. If a bill for service remains unpaid at noon 15 days from the date, the owner of the property shall be notified by mail at his last known address that water will be turned off for nonpayment on the date named.

Sec. 78-93. Estimated readings.

[Code 1992, § 13.33]

Where meter readings cannot be obtained by reason of the premises being closed, an estimated bill will be submitted, based upon the consumption for the same quarter of the previous year or on such basis as may be deemed fair and equitable by the **Utility Commission**. This estimated bill shall be adjusted at the time the reading is obtainable in the course of the next reading period. When billing for service is thus based on an estimate and not on actual reading, each bill shall be accompanied by a notice from the **Utility Commission** to that effect stating the reasons why actual readings are not submitted. Where readings cannot be obtained because right of access is unduly restricted, the rule in Section [78-182](#) shall apply.

Sec. 78-94. Computation of account when meter fails to register.

[Code 1992, § 13.34]

If a meter fails to register, the account will be computed in the same manner as provided in Section [78-93](#).

Sec. 78-95. Charges for removing meter.

[Code 1992, § 13.35]

When a meter is removed from the premises for any reason other than testing or repairing, or the premises is vacated, there will be a charge made to the owner of the property to cover the cost of turning the water off and on. Water will be turned off and on and meters installed and removed only upon proper application signed by the owner of the property served, or his authorized agent, and not upon the request of a tenant.

Sec. 78-96. Failure to receive bill.

[Code 1992, § 13.36]

Failure to receive a bill does not relieve a customer of his obligation, nor relieve him from payment of the penalty if such bill is not paid before the close of business on the 20th of the month next following the quarter in which service was rendered. Claims or complaints shall be made within five days from the date of the bill.

Sec. 78-97. Deposits.

[Code 1992, § 13.37]

Where the utility is required to render services which in accordance with the state statutes are not chargeable to the premises to which such services are rendered or where for just or sufficient reason it is deemed advisable not to do so, the utility may demand a deposit for a reasonable amount as estimated by the utility to ensure prompt payment upon the date due. Such deposit shall be uniform in all cases.

Sec. 78-98. Delinquent accounts.

[Code 1992, § 13.38]

On October 1 in each year the utility shall furnish to the City Clerk a list of all lots or parcels of real estate to which water was furnished during the preceding twelve-month period and the amount due for the same, including the penalty, if the same has not been paid. The City Clerk shall spread such delinquent bills upon the tax rolls in the manner provided in W.S.A., § 66.069(1)(b), which section is hereby made a part of this division.

Sec. 78-99. through Sec. 78-115. (Reserved)

DIVISION 5. CROSS CONNECTIONS

Sec. 78-116. Definitions.

[Code 1992, § 13.46(1)]

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

CROSS CONNECTION

Any physical connection or arrangement between two otherwise separate systems, one of which contains potable water from the City water system and the other water from a private source; water of unknown or questionable safety; or steam, gases or chemicals, whereby there may be a flow from one system to the other, the direction of flow depending on the pressure differential between the two systems.

Sec. 78-117. Prohibited generally; exception.

[Code 1992, § 13.46(2); Ord. No. 04-07, § I, 3-22-2004]

Installation or replacement of cross connections is prohibited. Interconnections between the utility water supply system and another water supply source (private; auxiliary; or emergency) is prohibited unless approved and permitted by the Utility Commission and as well as the Department of Natural Resources under Section **NR 811.07**, Wisconsin Administrative Code.

Sec. 78-118. Inspections.

[Code 1992, § 13.46(3)]

The utility shall cause inspections to be made of all properties served by the public water system where cross connections with the public water system are deemed possible. The frequency of inspections and re-inspections based on potential health hazards involved shall be as established by the utility and as approved by the state Department of Natural Resources.

Sec. 78-119. Right of entry.

[Code 1992, § 13.46(4)]

Upon presentation of credentials, the representative of the utility shall have the right to request entry at any reasonable time to examine any property served by a connection to the public water system of the City for cross connections. If entry is refused, such representative shall obtain a special inspection warrant under W.S.A., § 66.0119. On request, the owner, lessee or occupant of any property so served shall furnish to the inspection agency any pertinent information regarding the piping systems on such property.

Sec. 78-120. Discontinuance—generally.

[Code 1992, § 13.46(5)]

The utility is hereby authorized and directed to discontinue water service to any property wherein any connection in violation of this division exists, and to take such other precautionary measures deemed necessary to eliminate any danger of contamination of the public water system. Water service shall be discontinued only after reasonable notice and opportunity for hearing under W.S.A., ch. 68, except as provided in Section 78-121. Water service to such property shall not be restored until the cross connection has been eliminated in compliance with this division.

Sec. 78-121. Same—emergency.

[Code 1992, § 13.46(6)]

If it is determined by the utility that a cross connection or an emergency endangers public health, safety or welfare and requires immediate action, and a written finding to that effect is filed with the City Clerk and delivered to the customer's premises, service may be immediately discontinued. The customer shall have an opportunity for a hearing under Chapter 2 of this Code within 10 days of such emergency discontinuance.

Sec. 78-122. Cross-connection control program.

[Ord. No. 04-10, § I, 3-22-2004]

Pursuant to Wisconsin Administrative Code Section NR 810.15 the Utility Commission shall develop and implement a cross-connection control program. The cross-connection control program shall include at least the minimum requirements of Section NR 810.15(1)(a)-(f). A record of the cross-connection control program shall be kept current and available for review by the public and the Department of Natural Resources.

Sec. 78-123. through Sec. 78-135. (Reserved)

DIVISION 6. PRIVATE WELLS

Sec. 78-136. Purpose of division.

[Code 1992, § 13.47(1)]

The purpose of this division is to prevent unused and improperly constructed wells from serving as a passage for contaminated surface or near surface waters or other materials to reach the groundwater. These wells shall be properly filled and sealed.

Sec. 78-137. Penalty for violation of division.

[Code 1992, § 13.47]

Any well owner violating any provision of this division shall, upon conviction, be subject to a forfeiture as provided in Section [1-12](#).

Sec. 78-138. Filling; exception.

[Code 1992, § 13.47(2); Ord. No. 04-08, § I, 3-22-2004]

All private wells located on any premises served by the utility water system shall be abandoned and properly filled pursuant to Utility Commission rule adopted under Section [NR 812.26](#), Wisconsin Administrative Code.

Sec. 78-139. Well operation permits.

[Code 1992, § 13.47(3); Ord. No. 04-09, § I, 3-22-2004]

A permit may be granted to a well owner to operate a private well for a period not to exceed 12 months if the well owner demonstrates compliance with the following requirements:

- (1) The well construction and pump installation meet the requirements of Chapter NR 812 of the Wisconsin Administrative Code.
- (2) Confirmation and/or certification that the Department of Natural Resources has approved the well construction and pump installation.
- (3) The well has a history of producing safe water and presently produces bacteriological safe water as evidenced by three samplings two weeks apart.
- (4) The proposed use of the well can be justified as being necessary in addition to water provided by the public water system.

Sec. 78-140. Methods.

[Code 1992, § 13.47(4)]

Wells to be abandoned shall be filled according to the procedures outlined in Chapter NR 112, Wis. Adm. Code. The pump and piping shall be removed and the well checked for obstructions prior to plugging. Any obstruction or liner shall be removed.

Sec. 78-141. Reports and inspection.

[Code 1992, § 13.47(5)]

A well abandonment report shall be submitted by the well owner to the DNR on forms provided by that agency and available in the office of the utility. The report shall be submitted immediately upon completion of the filling of the well. The filling shall be observed by a representative of the [Utility Commission](#).

Sec. 78-142. Wellhead protection.

Per statutory authority granted pursuant to W.S.A., §§ 61.34, 61.35, 62.23 and 66.0415, any proposed new or proposed change in the size or character of an existing business, commercial, residual or industrial use within 1,200 feet of any City groundwater supply well shall have, in addition to City approvals, the written approval of the City **Utility Commission**. Any person wishing to propose a new or changed use as described in this section must make application to the **Utility Commission** to include the description of the property to be used, description of use, drawing of the site and measures proposed to minimize groundwater contamination risk, if any. The City **Utility Commission** will review the application for compliance with the provisions of this section and its wellhead protection policy. The **Utility Commission** may withhold approval of a new or changed use for cause if the proposed new or changed use violates the wellhead protection policy. To assist in the review process, the **Utility Commission** must request that the applicant cause to be conducted a detailed engineering study at the applicant's cost to determine the potential for contaminating the groundwater resource. Enforcement and penalty procedures are as described in Section [78-227](#) in addition to state and federal remedies available.

[Sec. 78-143. through Sec. 78-155. \(Reserved\)](#)

[DIVISION 7. WATER MAIN EXTENSIONS](#)

[Sec. 78-156. Director of Public Works and Utilities Director of Utilities to have charge of work.](#)

[Code 1992, § 13.01(2)]

The ~~director of public works and utilities~~ **Director of Utilities** shall have general charge of all work of extension and improvement of the waterworks under the general direction of the **Utility Commission with additional approval when required under Section 78-8(5)**. All such work when let by formal contract, signed by the president and secretary of the **Utility Commission** and the Mayor and City Clerk, shall be under the direction of the Director and shall be carried out as may be directed by the **Utility Commission**. For any work of this nature done without a formal contract, the Director shall have general supervision, subject to such statutory requirements and such ordinance provisions as the City may make, and shall purchase the necessary materials and employ the necessary help and labor for such work.

[Sec. 78-157. Inspection when laying mains.](#)

[Code 1992, § 13.05]

When water mains are being laid, the director shall make systematic inspections of all hydrants, connections, sleeves, etc., to prevent poor or careless work and later loss of water by leakage. Each main extension shall be tested for tightness of joints before trenches are filled.

[Sec. 78-158. Contract required prior to work.](#)

[Code 1992, § 13.03]

All construction and extensions of the water system shall be performed after the award of a contract by the **Utility Commission**, signed by the President and Secretary of the **Utility Commission** and the Mayor and City Clerk, unless otherwise provided, except that the director upon approval by the **Utility Commission** shall have authority to contract directly for replacements and maintenance.

[Sec. 78-159. Construction to proceed upon order of Commission; provisions for fires; location of hydrants.](#)

[Code 1992, § 13.04]

Extension of mains shall be made whenever ordered by the **Utility Commission** and as rapidly as can reasonably be done after approval by **Utility Commission** action. When installing mains, the system shall be so laid out as to provide ample water in time of fire. The location of hydrants shall conform to the specifications of the American Waterworks Association.

Sec. 78-160. Rules for extensions.

[Code 1992, § 13.06]

Rules for extension shall be as follows:

(1) **Initiation.** Extensions to existing water mains shall be initiated by application in writing to the Utility Commission. **The Utility Commission** will authorize the preparation of the plans which will be prepared by the engineer of the **Utility Commission**.

(2) **Owners' agreement to pay share of costs.** By signing the application, the owner agrees to pay the proportionate share of the estimated cost of making such extension. Application for a new main shall be made by 51% of the abutting benefited frontage.

(3) **Billing.** When the cost of a main extension has been determined, bills of particulars shall be mailed to the abutting property owners at the address appearing in the application. If such bills have not been paid by October 1 of the year in which rendered, the amount of such bills shall be certified to the City Clerk by the director, and the Clerk shall charge the amounts on the tax rolls of the City to the property described to be collected according to law for the collection of general taxes.

(4) **Assessment of costs.** When the **Utility Commission** shall have ordered the construction of any water main which shall become part of the public water system, the cost of the improvement shall be assessed against the lots, parts of lots or parcels of land which front upon the proposed line of the water main and which are specifically benefited thereby. On corner lots where water mains are constructed on both lot sides, a credit of 125 feet against the total water assessment for both sides shall be given. However, in no case shall such assessment be less than 60 feet. Special assessments for water mains shall be in accordance with the procedures under W.S.A., § **66.0703**.

(5) **Basis of assessment; size of mains.** The amount assessed against any property shall be computed on a front footage basis using the total cost of the improvement including the construction cost for the size of main required to adequately serve and benefit the property as determined by the City, but in no case shall such main be less than six inches nor more than eight inches in a residential zone. In a commercial, business or industrial zone, the size of the main shall be not less than eight inches nor more than 12 inches, plus the costs of engineering and legal services and any other item of direct or indirect cost which is attributed to the improvement, not including the cost of that portion of the water main in intersections of streets and alleys which shall be paid by the City.

(6) **Customer-financed basis in lieu of immediate assessment.** Where the density of prospective consumers does not warrant immediate assessment for the mains, extensions will be made on a customer financed basis. The property owner shall be notified by certified mail that a deferred assessment will be levied and become payable when the property is actually hooked up to the main or portions of the property benefited by its hookup or connection thereto.

a. The cost of the extension, including fire hydrants and street intersection, will be determined and the total allocated to general service. This amount will then be divided by the total assessable footage requesting the service, and these amounts collected in advance or when an extension is put in service.

b. As additional consumers are connected to a water main that was originally paid for by customer contributions, the utility will require a contribution from each new consumer. This contribution shall be determined by the utility on a front foot basis. The assessment rate shall be calculated using current prices for whatever size main is installed. This amount shall then be refunded pro rata to all consumers along the extension whose

remaining contribution exceeds what would have been assessed under Subsections (4) and (5) of this section. Main extensions, outlots and backlots and dead-end lots, shall be assessed on the basis of a minimum lot which shall be 60 feet in width. In areas where lot dimensions are not proportionate, the utility shall make an assessment on the basis of area benefited by the main extension.

c. When refunds have reduced the contribution of any customer to the point where his contribution equals the amount that would have been assessed under Subsections (4) and (5) of this section, no premises that may connect will be assessed at the computed amount per front foot abutting the main.

d. When extension of a customer-financed main is required to serve a new customer and the cost per consumer exceeds the average remaining contribution in the original extension, the new extension will be considered as an entirely new project without refunds or other connection with the original extension.

(7) Connection to transmission mains or connecting loops; assessment. When customers connect to transmission mains or connecting loops laid at the expense of the utility, there will be assessed on a front foot basis an amount equal to the average front foot assessment in the area.

(8) New customers; basis of assessment. When the **Utility Commission** extends water mains for new customers on the basis of Subsections (4), (5) and (6) of this section, the ~~Director of Public Works and Utilities~~ **Director of Utilities** shall decide whether the extension is to be a six-inch or larger pipe.

Sec. 78-161. Maps.

[Code 1992, § 13.07]

The ~~director of public works and utilities~~ **Director of Utilities** shall cause to be prepared two maps showing the locations, sizes and types of all mains, valves, service pipes and hydrants and of the entire waterworks system and shall, from time to time, make such additions and alterations as shall correspond to the changes in the physical plant. He shall keep one of such maps in the office of the Utility Commission and one in the office of the City Clerk.

Sec. 78-162. through Sec. 78-175. (Reserved)

DIVISION 8. SERVICE CONNECTIONS

Sec. 78-176. Application.

[Code 1992, § 13.08]

Applications for water connections shall be made at the office of the **Utility Commission** on forms provided for that purpose. The application shall state the name of the owner; location of the property, designated by correct house number; the name of the licensed plumber installing the fixtures, exceptional features, if any, to be disclosed clearly; and the address of the owner in case notice has to be given for discontinuance of service for nonpayment. All applications shall be signed by the owner or his duly authorized agent. Applications shall be accompanied by the fee schedule on file in the office of the **Utility Commission**.

Sec. 78-177. Installation of service.

[Code 1992, § 13.09]

(a) **Utility Commission** responsibility. The **Utility Commission** shall furnish all fittings, with and including the curb box, at a cost to the property owner as approved by the Public Service Commission, but the City reserves the right at all times to specify the kind of pipe and material to be used, and to approve all work done up to and including the shutoff cock at the meter upon the premises supplied. Such service and connection, up to and including the curb box, shall remain the property of the City at all times and the applicant shall acquire no interest, right or title to the same by virtue of the fact that he has paid the installation costs and a fee giving him the privilege to receive water through such pipe, subject to all conditions set forth in this article.

(b) **Trenches.** No water service shall be laid through any trench having cinders, rubbish or any other material which may cause injury to or deterioration of the service pipe, unless adequate means of protection are provided by sand filling or such insulation as may be approved by the utility. Service pipes passing through curb or retaining walls shall be adequately safeguarded by the provision of a channel space or pipe casing not less than twice the diameter of the service pipe and the space between the service pipe and the channel or pipe casing shall be filled and lightly caulked with oakum, mastic cement or other resilient material and made impervious to moisture.

(c) **Backfilling.** In backfilling the pipe trench, the service pipe shall be protected against injury by carefully hand tamping the ground filling, free from hard lumps, rocks, stones or other injurious material, around and at least six inches over the pipe.

Sec. 78-178. Service pipes—maintaining.

[Code 1992, § 13.10]

The service pipe from the main to the curb box shall be maintained and kept in repair at the expense of the **Utility Commission**. However, the consumer shall maintain the service pipe from the curb box to the property and the City shall not make allowance for the loss of water which has passed through the meter and has been wasted by leakage or defective pipes and fixtures.

Sec. 78-179. Same—repairs.

[Code 1992, § 13.11]

In case of leakage in the service pipe between the curb box and the property, notice shall be given the owner or occupant to make necessary repairs, and, if repairs are not commenced within 24 hours after notice, the water will be shut off until repairs are made. In the case of minor leaks, work must be commenced within three working days of notice. If not made within a reasonable time thereafter, the City will repair the leakage at the expense of the property owner, and an additional charge will be made for turning on water after repairs have been made. The City shall not be liable in damages due to failure to locate a stop box promptly and shut off water in case of a leak on a consumer's premises.

Sec. 78-180. Same—record of locations.

[Code 1992, § 13.12]

A record of the location of each service shall be made and kept by the utility.

Sec. 78-181. Turning on water.

[Code 1992, § 13.13]

In no case may water be turned on by any person other than an employee of the **Utility Commission** authorized to do this work, with the exception of a licensed plumber who may do so only after being

specially authorized to do so by an officer of the **Utility Commission** and after having arranged for means whereby consumption of water may be determined by so doing.

Sec. 78-182. Right of access to premises.

[Code 1992, § 13.15]

Authorized employees of the **Utility Commission** shall have the right of access during reasonable hours to premises supplied with water service for the purpose of inspection or for enforcement of the rules and regulations of the **Utility Commission** as provided in this article. Whenever, in the opinion of the ~~director of public works and utilities~~ **Director of Utilities**, the right of access is unduly obstructed, the director shall cause notice to be given to the property owner that a frostproof box of an approved design will be located outside the building at a cost to the property owner of labor, material and expenses plus 10% to cover overhead charges. If installed, the cost shall be billed to the owner of the premises served, unless otherwise provided, and if such costs are not paid, they shall be collected in the manner provided by law. In lieu of the above provisions, the ~~director of public works and utilities~~ **Director of Utilities** may, in his discretion, notify the owner of the premises served that service will be discontinued unless access is given at a reasonable time.

Sec. 78-183. Water service outside the City.

[Code 1992, § 13.41]

(a) Conditions required for furnishing. Water service may be furnished to applicants living outside City limits only when such service can be furnished without adversely affecting the service inside the City and then only upon the approval of the **Utility Commission and City Council**.

(b) Water mains; laying. Water mains laid outside the City limits shall be under the supervision and specifications of the **Utility Commission**.

(c) Connection charge. If such main is laid at the instigation of the **Utility Commission** and principally for its own use as a transmission main, property owners abutting on such main who desire service shall pay a connection charge negotiated between the parties, but no less than the actual prorated cost.

(d) Costs of main installation. If a water main is laid or extended at the request of a property owner, and is not a transmission or feeder main, the entire cost of installation shall be borne by the property owner desiring the service.

(e) Privately funded water mains; connection costs. When new customers desire connection to a water main funded and constructed by other than the **Utility Commission**, the new customer shall make a contribution, and refunds shall be made to existing customers so that the contributions of all will be equalized. The **Utility Commission** will keep a separate record of each such water main extension.

(f) Further extensions of water mains; costs. Where a further extension of a water main is desired, the estimated cost of the new extension will be advanced to the **Utility Commission** by the new customer to be benefited (adjustments to be made with each customer when the exact cost is determined). The customer shall also be charged, in addition to the cost of the special construction requirement to serve them, one connection charge equal to the average investment in the main extension to which this new main is attached. This latter connection charge will be refunded by the **Utility Commission** as provided in Subsection **(e)** of this section.

(g) Ownership of mains of supplied property. The applicant agrees that the ownership of the water main laying within the property so affected shall become the property of the **Utility Commission** upon acceptance of the improvement without any compensation except that if the main benefits property which has not previously borne a portion of the cost, this property shall be assessed at the time of connection and the proceeds therefrom shall be refunded to the other property owners pro rata as provided in this section.

Sec. 78-184. Regulations for suburban service.

[Code 1992, § 13.42]

The following regulations govern water service outside the City:

(1) The applicant shall fully comply with all rules and regulations prescribed for the installation, maintenance and use of the water supply.

(2) The rates for suburban water service shall ~~be the same as for urban service, increased by 25% or pay the Public Fire Protection charge~~ in accordance with PSC Regulations.

(3) The applicant shall pay within the prescribed period the charges for water used as indicated or computed on a meter basis. The first bill is payable in advance and will be considered a deposit to guarantee future bills. Subsequent payments will be based upon the meter reading for the previous quarter; the initial bill or advance deposit will be fixed by the ~~director of public works and utilities~~ **Director of Utilities** based upon the estimated normal consumption of the type of customer being connected and will be retained by the **Utility Commission** until the property involved is annexed to the City or the service is permanently disconnected. In such cases the advance payment less any unpaid water bill will be refunded.

(4) ~~Suburban customers shall assume the cost of the water meter, plus 15% to cover the cost of setting the water utility's meter.~~

(5) The urban rules and regulations except as modified specifically for suburban use or as specifically applicable to urban service shall be applicable in the suburban territory served.

Sec. 78-185. through Sec. 78-200. (Reserved)

DIVISION 9. FIRE PROTECTION

Sec. 78-201. Service.

[Code 1992, § 13.22]

(a) Fire protection service shall consist of connections for automatic sprinkler systems, standpipes (where standpipes are connected permanently or coterminously to mains) and private hydrants.

(b) Consumers who are regular users of City water service may be supplied with larger water pipes with hydrants and hose couplings or a sprinkler system under the rules of the American Waterworks Association, to be used only in case of fire. Automatic sprinkler equipment shall be provided with controlling valve, backflow preventor or indicator post valve of a make and design to be approved by the ~~director of public works and utilities~~ **Director of Utilities** in either a valve pit near the main in the street or at the curb.

Sec. 78-202. Combination fire protection system.

[Code 1992, § 13.23]

A combination commercial and fire hydrant or sprinkler service shall consist of a pipeline with a backflow preventor and either a meter on a bypass of suitable size for commercial service required around the valve of the same diameter as the pipe placed on line, such valve to be closed and sealed so as to divert all water through the meter and opened only in case of fire, or a compound or detector meter of standard make which will register accurately all water passing through it from a no-load to a 50% overload under varying pressures.

Sec. 78-203. Valves on automatic sprinklers.

[Code 1992, § 13.24]

Automatic sprinkler service alone, as required by insurance companies, with water supplied either direct to tank of a combination or tank and direct pressure, shall have all manual valves sealed. Such seal shall be broken only in case of fire. Any abuse or illegal connection for the use of water through these services shall forfeit the right of the consumer to such service for fire protection, and the **Utility Commission**, upon receipt of a report of such illegal use, shall, at its discretion, have the power to require any such service to be provided with a compound or meter to be installed at any time the **Utility Commission** may prescribe and to make any change on just and reasonable requirements as good service may from time to time require, either as to such meter or to any other parts of such appliance pertaining to the same.

Sec. 78-204. Private fire hydrant service.

[Code 1992, § 13.25]

Private fire hydrant service, where it exists, shall consist of a pipeline with hydrants on such pipeline. Such hydrants shall have hose threads and operating nuts as found on City hydrants. All such hydrants shall be closed and sealed and opened only in case of fire. When the seal is opened on any private hydrant, the ~~director of public works and utilities~~ **Director of Utilities** shall be notified at once and shall cause the hydrant to be resealed. Private fire hydrants must be checked and flushed no less often than every two years.

Sec. 78-205. Testing of unmetered connections for fire devices.

[Code 1992, § 13.26]

Consumers having unmetered connections used for fire protection may test their fire apparatus at any time under the following conditions:

(a) Upon notice given at the **Utility Commission** office that such test is desired and the date and hour fixed when such test is to be made.

(b) When testing of fire service is made by a duly authorized insurance representative or insurance inspector, no permit shall be required to break any seals on the system, but in each instance the ~~director of public works and utilities~~ **Director of Utilities** shall be notified at once before making the test, and such seals shall be replaced by an employee of the **Utility Commission**. Such notice shall be given by the property owner or his agent.

Sec. 78-206. Restrictions on private fire protection systems.

[Code 1992, § 13.27]

Any private fire protection system which is supplied with water from the City's system shall be supplied exclusively with City water, and no connection will be allowed with any other system which draws any part of its supply from another source whereby the City's water may be contaminated by failure to close

valves or by leaking check valves, etc., and no auxiliary or secondary suction pipe to any pump taking water from a stream or any other source will be permitted. Any private fire protection system using water, in whole or in part, shall be kept separate from any such system which is supplied from the City water system.

Sec. 78-207. Discontinuance of service for repairs.

[Code 1992, § 13.28]

The **Utility Commission** reserves the right to shut off the water supply in the mains temporarily for the purpose of making repairs, alterations and additions. When circumstances will permit sufficient delay, the ~~director of public works and utilities~~ **Director of Utilities** or **Utility Commission** will give notification by newspaper publication or by written notice delivered to the premises of the discontinuance of service and the approximate length of time service will be discontinued. In such cases the utility shall not be liable for any rebate, damages or inconveniences caused by such temporary suspension of supply.

Sec. 78-208. Consumer's risk.

[Code 1992, § 13.29]

Consumers, in accepting water service for their requirements, agree to accept such service at their own risk, and the City shall not be liable for any damage caused by lack of pressure, failure to supply, leaks, breakage of machinery or facilities or any cause beyond the control of the **Utility Commission**.

Sec. 78-209. Controlling valve for hydrant nozzle.

[Code 1992, § 13.43]

The City reserves the right and the ~~director of public works and utilities~~ **Director of Utilities** is authorized to require a controlling valve to be placed upon the hydrant nozzle when water is being used for any purpose other than for fires, in order to prevent damage to fire hydrants and consequent impairment of fire protection.

Sec. 78-210. through Sec. 78-225. (Reserved)

ARTICLE III. SEWER SERVICE

DIVISION 1. GENERALLY

Sec. 78-226. Definitions.

[Code 1992, § 13.50]

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

BOD (BIOCHEMICAL OXYGEN DEMAND)

The quantity of oxygen utilized in the biochemical oxidation of organic matter in five days at 20° C., expressed as milligrams per liter (mg/l). Quantitative determination of BOD shall be made in accordance with procedures set forth in Standard Methods.

BUILDING DRAIN

That part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside the walls of the building and conveys it to the building sewer.

BUILDING SEWER

A sanitary sewer which begins immediately outside of the foundation wall of any building or structure being served and ends at its connection to the public sewer.

CATEGORY A

Those sanitary sewer users who discharge normal domestic strength wastewater with concentrations of BOD no greater than 300 mg/l and suspended solids no greater than 250 mg/l. Users whose wastewater exceeds the concentrations for any one of these parameters shall be in category B.

CATEGORY B

Those sanitary sewer users who discharge wastewater with concentrations in excess of 300 mg/l of BOD and 250 mg/l of suspended solids.

CHLORINE REQUIREMENT

The amount of chlorine, in mg/l, which must be added to sewage to produce a residual chlorine as specified in the Wisconsin Pollutant Discharge Elimination System (WPDES) permit.

CITY

~~Director of Public Works and Utilities~~ Director of Utilities, his authorized representative, or the City Building Inspector.

COMPATIBLE POLLUTANTS

BOD, suspended solids, phosphorus, nitrogen, pH or fecal coliform bacteria, plus additional pollutants identified in the City's WFDES permit for its wastewater treatment facility, provided that such facility is designed to treat such additional pollutants and, in fact, does remove such pollutants to a substantial degree.

~~DIRECTOR OF PUBLIC WORKS AND UTILITIES~~ DIRECTOR OF UTILITIES

The ~~director of public works and utilities~~ Director of Utilities for the City, or his authorized representatives.

EASEMENT

An acquired legal right for the specified use of land owned by others.

FLOATABLE OIL

Oil, fat or grease in a physical state such that it will separate by gravity from wastewater by treatment in an approved pretreatment facility. Wastewater shall be considered free of floatable oil if it is properly pretreated and the wastewater does not interfere with the collection system.

GROUND GARBAGE

The residue from the preparation, cooking, dispensing, handling, storage and sale of food products and produce that has been shredded to such a degree that all particles will be carried freely in suspension under the flow conditions normally prevailing in public sewers with no particle greater than 1/2 of an inch in any dimension.

INCOMPATIBLE POLLUTANTS

Wastewater with pollutants that will adversely affect the wastewater collection and treatment facilities or disrupt the quality of wastewater treatment if discharged to the wastewater collection and treatment facilities.

INDUSTRIAL WASTE

Any solid, liquid or gaseous substance discharged or escaping from any industrial, manufacturing or commercial establishment. Such term includes any wastewater which is not sanitary sewage.

NATURAL OUTLET

Any outlet, including storm sewers, into a watercourse, pond, ditch, lake or other body of surface water or groundwater.

NORMAL DOMESTIC STRENGTH WASTEWATER

Wastewater with concentrations of BOD no greater than 300 mg/l and suspended solids no greater than 250 mg/l.

OPERATION AND MAINTENANCE COSTS

All costs associated with the operation and maintenance of the wastewater collection and treatment facilities, including administration and replacement costs, all as determined from time to time by the **Utility Commission**.

pH

The logarithm of the reciprocal of the hydrogen ion concentration. The concentration is the weight of hydrogen ions in grams per liter of solution. Neutral water, for example, has a pH value of 7.0 and a hydrogen ion concentration of 10^{-7} .

PUBLIC SEWER

Any publicly owned sewer, storm drain or sanitary sewer.

REPLACEMENT COSTS

Expenditures for obtaining and installing equipment, accessories or appurtenances which are necessary during the useful life of the wastewater treatment facility to maintain the capacity and performance for which such facilities were designed and constructed. Operation and maintenance costs include replacement costs.

SANITARY SEWAGE

A combination of liquid and water-carried wastes discharged from toilets and/or sanitary plumbing facilities.

SANITARY SEWER

A sewer that carries sewage or wastewater.

SEWAGE

The spent water of a person or community. The preferred term is "wastewater."

SEWER

A pipe or conduit that carries wastewater or drainage water.

SEWER SERVICE CHARGE

A charge levied on users of the wastewater collection and treatment facilities for payment of operation and maintenance expenses, debt service costs and other expenses or obligations of such facilities.

SLUG

Any discharge of water or wastewater which in concentration of any given constituent or in quantity of flow exceeds for any period of duration longer than 15 minutes more than five times the average twenty-four-hour concentration of flows during normal operation and/or adversely affects the wastewater collection system and/or performance of the wastewater treatment facility.

STANDARD METHODS

The examination and analytical procedures in the most recent edition of "Standard Methods for the Examination of Water and Wastewater," published jointly by the American Public Health Association, the American Water Works Association and the Water Pollution Control Federation.

STORM SEWER OR DRAIN

A drain or sewer for conveying water, groundwater, subsurface water or unpolluted water from any source.

SUSPENDED SOLIDS

Total suspended matter that either floats on the surface of or is in suspension in water, wastewater or other liquids and that is removable by laboratory filtering as prescribed in Standard Methods and referred to as "non-filterable residue."

UNPOLLUTED WATER

Water of quality equal to or better than the effluent of the wastewater treatment facilities or water that would not cause violation of receiving water quality standards and would not be benefitted by discharge to the sanitary sewers and wastewater treatment facilities.

WASTEWATER

The spent water of a community or person. From the standpoint of source, it may be a combination of the liquid and watercarried wastes from residences, commercial buildings,

industrial plants and institutions, together with any groundwater, surface water and stormwater that may be present.

WASTEWATER COLLECTION FACILITIES OR WASTEWATER COLLECTION SYSTEM

The structures and equipment required to collect and carry wastewater.

WASTEWATER TREATMENT FACILITY

An arrangement of devices and structures for treating wastewater and sludge; also referred to as "wastewater treatment plant."

WISCONSIN POLLUTANT DISCHARGE ELIMINATION SYSTEM (WPDES) PERMIT

A document issued by the state Department of Natural Resources which establishes effluent limitations and monitoring requirements for the municipal wastewater treatment facility. WPDES Permit No. WI-0021130 and modifications thereof pertain to the City wastewater treatment facility.

Sec. 78-227. Violations of article; penalties.

[Code 1992, § 13.65]

(a) Written notice of violations. Any person found to be violating any provision of this article shall be declared to be creating a public nuisance and shall be served by the **Utility Commission** with a written notice stating the nature of the violation and providing a reasonable time for the satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently cease all violations.

(b) Abatement of nuisance without notice. If the ~~director of public works and utilities~~ **Director of Utilities** determines that a public nuisance exists within the City and that there is great and immediate danger to the wastewater collection and treatment facilities or the public health, safety, peace, morals or decency, the director may cause the same to be abated and charge the cost thereof to the owner, occupant or person causing, permitting or maintaining the nuisance, as the case may be.

(c) Accidental discharge. Any person found to be responsible for accidentally allowing a deleterious discharge into the sewer system which causes damage to the wastewater collection and treatment facility, and/or receiving body of water shall, in addition to a forfeiture, pay an amount to cover any damage, both values to be established by the ~~director of public works and utilities~~ **Director of Utilities**.

(d) Continued violations. Any person who shall continue any violation beyond the notice time limit provided in Subsection (a) of this section shall, upon conviction, forfeit not more than \$500, together with the costs of prosecution. In default of payment of such forfeiture and costs, such violator shall be imprisoned in the county jail for a period not to exceed 30 days. Each day in which a violation is continued beyond the notice time limit in Subsection (a) of this section shall be deemed a separate offense.

(e) Liability to City for losses. Any person violating any provisions of this article shall become liable to the City for any expense, loss or damage occasioned by reason of such violation which the City may suffer as a result.

Sec. 78-228. Appeals from decisions of the director of **public works and utilities.**

[Code 1992, § 13.66]

Any user, permit applicant or permit holder affected by any decision, action or determination, including cease and desist orders, made by the ~~director of public works and utilities~~ **Director of Utilities** interpreting

the provisions of this article or in any permit issued in this article, may appeal such action under the procedures of Chapter 2 of this Code.

Sec. 78-229. Audit, notification and records.

[Code 1992, § 13.67]

(a) Biennial audit. The **Utility Commission** shall review, at least every two years, the wastewater contribution of its sewer users, the operation and maintenance expenses of the wastewater collection and treatment facilities and the sewer service charge system. Based on this review, the **Utility Commission** shall revise the sewer service charge system, if necessary, to accomplish the following:

- (1) Maintain a proportionate distribution of operation and maintenance expenses among sewer users based on the wastewater volume and pollutant loadings discharged by the users.
- (2) Generate sufficient revenues to pay the operation and maintenance expenses of the wastewater collection and treatment facilities.
- (3) Apply excess revenues collected from a class of users to the operation and maintenance expenses attributable to that class of users for the next year and adjust the sewer service charge rates accordingly.

(b) Annual notification. **The Utility Commission** shall notify its sewer users annually about the sewer service charge rates. The notification shall show what portion of the rates are attributable to the operation and maintenance expenses and debt service costs of the wastewater collection and treatment facilities. The notification may occur in conjunction with a regular bill or by publication.

(c) Records. The **Utility Commission** shall maintain records regarding wastewater flows and loadings, costs of the wastewater collection and treatment facilities, sampling programs and other information which is necessary to document compliance with 40 CFR 35, subpart E, of the Clean Water Act.

Sec. 78-230. Right of entry, safety and identification.

[Code 1992, § 13.55]

(a) Right of entry. The ~~director of public works and utilities~~ Director of Utilities or other authorized employee of the **Utility Commission** bearing proper credentials and identification shall be permitted to enter all properties for the purpose of inspection, observation or testing in accordance with the provisions of this article.

(b) Safety. While performing the necessary work on private premises referred to in Subsection (a) of this section, the authorized **Utility Commission** employee shall observe all safety rules applicable to the premises established by the person.

(c) Identification; right to enter easements. The ~~director of public works and utilities~~ Director of Utilities or authorized employee of the **Utility Commission**, bearing proper credentials and identification shall be permitted to enter all private properties through which the City holds an easement for the purpose of, but not limited to, inspection, observation, measurement, sampling, repair and maintenance of any portion of the sewage works lying within such easement, subject to the terms of such easement.

Sec. 78-231. through Sec. 78-245. (Reserved)

DIVISION 2. USE OF PUBLIC SEWERS

Sec. 78-246. Sanitary sewers.

[Code 1992, § 13.51(1)]

No person shall discharge or cause to be discharged any unpolluted waters such as stormwater, groundwater, roof runoff, subsurface drainage or cooling water to any sanitary sewer.

Sec. 78-247. Storm sewers.

[Code 1992, § 13.51(2); Ord. No. 98-9, § I, 10-12-1998]

(a) Discharge. Stormwater and all other unpolluted water shall be discharged to such sewers as are specifically designated as storm sewers or to a natural outlet approved by the ~~director of public works and utilities~~ Director of Utilities and other regulatory agencies. Unpolluted industrial cooling water or process waters may be discharged on approval of the ~~director of public works and utilities~~ Director of Utilities and other regulatory agencies to a storm sewer or natural outlet.

(b) Intent. The intent of this section is to utilize the building and zoning administrator to require stormwater management practices, which will reduce the amount of sediment, other pollutants, and peak flow of runoff from lands undergoing development. This section shall apply to all land disturbance activities occurring after adoption of this section.

(c) Authority. This section is adopted by the Common Council under the authority granted by W.S.A. § 62.234 to fulfill the objectives of W.S.A. § 144.266.

(d) Findings and purpose.

(1) Findings. The Common Council finds that uncontrolled storm water runoff from land development activity has a significant impact upon Lake Geneva, its watershed and other water resources; and the health, safety, and general welfare of the surrounding communities. Specifically, uncontrolled stormwater runoff can:

- a. Diminish the capacity of Lake Geneva and streams within its watershed to support fish, aquatic life, recreational, and water supply uses by increasing loading of nutrients and other urban pollutants;
- b. Degrade physical stream habitat by increasing stream bank erosion, increasing stream bed scour, diminishing groundwater recharge, and diminishing stream base flows;
- c. Alter wetland communities by changing wetland hydrology and by increasing pollutant loads;
- d. Reduce the quality of groundwater by increasing pollutant loads;
- e. Threaten public health, safety, property, and general welfare by overtaxing storm sewers, drainage ways and other minor drainage facilities;
- f. Threaten public health, safety, property, and general welfare by increasing major flood peaks and volumes;
- g. Undermine floodplain management efforts by increasing the incidence and levels of flooding; and
- h. Diminish the public enjoyment of natural resources.

(2) Purpose. It is the purpose of this section to preserve the natural resources; to protect the quality of the waters; and to protect and promote the health, safety and welfare of the people, to the extent practicable.

(e) Applicability of section. This section applies to land developing and land disturbing activities on lands situated within the corporate limits of the City.

(f) Definitions.

- (1) AGRICULTURAL LAND USE — Use of land for planting, growing, cultivating and harvesting of crops for human or livestock consumption and pasturing or yarding of livestock.
- (2) APPLICANT — The landowner or one of the landowners and/or land user or users of a site subject to this section.
- (3) CLEAN FILL — Uncontaminated rock, stone, sand, soil, brick, building stone, concrete, reinforced concrete, broken pavement, and unpainted or untreated wood.
- (4) CHANNEL — A natural or artificial watercourse constructed, with a definite bed and banks to confine and conduct the normal flow of water.
- (5) CONTROL MEASURE — A practice or combination of practices to control erosion, storm water and attendant pollution.
- (6) DEPARTMENT — The Wisconsin Department of Natural Resources.
- (7) DETENTION BASIN — A type of storm water basin which has a direct outlet and serves to reduce water velocities and peak flows by out lotting at designed flow rates (to temporarily detain water flows). A detention basin is considered wet if they are greater than three feet deep from the permanent water level to the bottom of the basin.
- (8) DESIGN STORM — A hypothetical discrete rainstorm characterized by specific duration, temporal distribution, rainfall intensity, return frequency and total depth of rainfall.
- (9) DISTURBED AREA — A site which, due to land developing or disturbing activities, has or will experience disturbance or destruction of the existing land surface and/or vegetative cover.
- (10) EROSION — The detachment and movement of soil sediment or rock fragments by means of water, ice or gravity.
- (11) IMPERVIOUS SURFACE — A surface through which rainfall does not infiltrate. Rooftops, sidewalks, parking lots, and street surfaces are examples of impervious surfaces.
- (12) LAND DEVELOPING ACTIVITY — The construction or erection of buildings, roads, parking lots, paved storage areas and other structures.
- (13) LAND DISTURBING ACTIVITY — Any man-made construction upon or change of the land surface including removal of vegetative cover, excavating, filling and grading but not including agricultural land uses such as planting, growing, cultivating and harvesting of crops; growing and tending of gardens; harvesting of trees.
- (14) LANDOWNER — Any person holding title to or having an interest in a parcel of land which includes a site subject to this section.
- (15) LAND USER — Any person operating upon, leasing, or renting land, or having made any other arrangements with the landowner by which the land user engages in uses of land which are sites subject to this section.
- (16) OFF-SITE — Located outside the property boundary described in the permit application for land development activity.
- (17) PERFORMANCE SECURITY — A performance bond, maintenance bond, surety bond, irrevocable letter of credit, or similar guarantees submitted to the City by the permit holder to assure that requirements of the section are carried out in compliance with the stormwater management plan.
- (18) PRE-DEVELOPMENT LAND USE CONDITION — Land which has runoff characteristics equivalent to runoff Curve Numbers (CNS) of: 30, 58, 71, and 78 for Hydrologic Soil Groups A, B, C, and D, respectively. This term is used for the purpose of matching of pre- and post-development stormwater peak flows and volumes as required by this section.
- (19) RETENTION BASIN — A type of stormwater basin, which has no direct outlet and empties by infiltration to the natural soil surface and by evaporation (to retain all water).
- (20) RUNOFF — The rainfall, snow melt, or irrigation water flowing over the ground surface.

(21) SEDIMENTATION BASIN — An artificially-created holding pond or other catchment for the purpose of capturing and retaining any sedimentation flowing off of sites as a result of land developing or land disturbing activities.

(22) SITE — That parcel or other division of land set forth in the legal description contained in the application on which the land disturbing or land development activity is proposed to take place.

(23) SHEET FLOW RUNOFF — Water, usually storm runoff, flowing in a thin layer of the ground surface; also called overland flow. (by convention this distance does not exceed 300 feet).

(24) STORMWATER — Precipitation runoff, snow melt runoff, surface runoff and drainage.

(25) STORMWATER BASIN — Artificially created holding pond or other catchment for the purposes of retaining or detaining storm water.

(26) STORMWATER CONTROL PLAN — A plat of survey setting forth a written description of the number, locations, sizes, and other pertinent data as to control measures designed to meet the requirements of this section submitted by the applicant for review and approval by the City.

(27) TIME OF CONCENTRATION — The time for surface runoff to travel from the farthest point in a watershed to the outlet point of the watershed. For purposes of calculations used to meet the requirements of this section; the following roughness coefficients shall be used:

Flow Regime	Pre-Development	Post-Development
Overland flow (length \leq 300 feet)	$n = 0.35$	$n \leq 0.25$
Shallow concentrated flow (Velocity = $k \times \text{slope}^{0.5}$)*	$k \leq 2.5$	$k \geq 15$
Flow in vegetated channels	$n = 0.10$	$n \leq 0.04$

* Velocity in feet/second; slope in feet/foot.

(g) Design criteria, standards and specifications for stormwater control measures. All control measures required to comply with this section shall meet with the design criteria, standards and specifications for the control measures as set forth in the Natural Resources Conservation Service Standards and Specifications Manual; criteria established by this section, or criteria identified by the City.

(h) Design, construction and maintenance of stormwater control measures. All sedimentation basins and other control measures necessary to meet the requirements of this section shall be designed, constructed and maintained by the applicant and his or her successors during the pendency of the period of land disturbance and development of the site in a satisfactory manner so as to ensure adequate performance and to prevent the occurrence of nuisances. All stormwater basins shall remain permanent and be maintained on site to the extent necessary to meet the stormwater standards set forth by this section. Standards for design, construction and maintenance of control measures shall be set forth in the Natural Resources Conservation Service Technical Guide; criteria established by this section, or criteria identified by the City. The developer shall provide an easement to the City for adequate access to structural management measures.

(i) Control of storm water and pollutants from developed land after construction.

(1) Applicability. This section applies to the following types of land disturbing or land developing activities for stormwater control purposes.

a. Those involving the implementation of a residential development with a gross aggregate impervious area of 1.5 acres or greater.

b. Those involving the development plan other than residential development with a gross aggregate area of 1.5 acres or more; or any nonresidential land development which creates an impervious area of 0.5 acres or more.

c. Those developments which in the opinion of the City are likely to result in stormwater runoff which exceeds the safe capacity of the existing drainage facilities or receiving body of water, which cause undue channel erosion, which increases water pollution by scouring or the transportation of particulate matter or which endangers down stream property.

d. This section does not apply to state, federal, or municipal highway, street, or road construction.

(2) Requirements. The following requirements shall be met on all sites described in Subsection (1):

a. Post-development release rates for the two-, ten-, and one-hundred-year twenty-four-hour storm events must be no greater than the pre-development discharge from the site. Predevelopment site conditions are defined in Subsection (f) of this section.

b. Determination of peak flow rates and volume of runoff for purposes of meeting the requirements of this section shall be computed by procedures described in Urban Hydrology for Small Watershed, TR-55 (Technical Release 55) published by the Engineering Division, United States Natural Resource Conservation Service (formally known as the Soil Conservation Service) United States Department of Agriculture, June 1992. Other calculation methods may be required by the City, or may be used by the applicant, upon approval by the City.

c. Design rainfall depths to be used in stormwater calculations must be from the point rainfall intensity-duration-frequency relationships for Milwaukee, Wisconsin according to South-eastern Wisconsin Regional Plan Commission report (Community Assistance Planning Report # 152).

d. All naturally occurring contribution runoff entering the project site must be included in the design of the drainage system. Design must take into consideration any naturally occurring storm water storage, which presently serves to reduce peak predevelopment runoff rates.

e. Contribution runoff entering the project from off site may be excluded from detention calculations if the water is routed around disturbed areas by use of stable water course(s).

f. All open channel stormwater conveyance systems shall provide safe conveyance for peak flow from a twenty-five-year frequency, twenty-four-hour rainfall event within the defined channel banks.

g. Conveyance for the peak flow runoff from a one-hundred-year twenty-four-hour event shall be provided such that no inundation of, or damage to built structures shall occur.

h. Where feasible, all permanent storm sewer inlets must be stenciled by the permit holder as part of the water quality strategy for protection of surface waters and drainage to Lake Geneva.

i. Drainage systems may not result in transfer of drainage from one delineated natural drainage area to another if reasonable alternatives exist which would preserve natural drainage patterns. Drainage area delineations must be shown on the stormwater plan.

j. All stormwater basins shall be permanent, aesthetically pleasing, if practical, and safe. Subsurface bottoms of wet basins must provide a safety ledge consistent with required design criteria identified in Subsection (h) hereinabove.

k. All calculations must be provided to the City to demonstrate that required stormwater criteria have been met. All calculations must be certified by a professional licensed engineer and be certified as complying with the technical standards and construction specifications of the City.

l. Stormwater quality practices installed in compliance with this section must remove 80% of the suspended solids. This condition may be met by stormwater practices that are

designed to store for a minimum of 24 hours, the runoff volume resulting from 1.5 inches of rain over a four-hour period. Other methods that accomplish the 80% removal of suspended solids can be used upon approval by the City.

m. Nonpoint source control measures other than wet basins may be applied to a site if: a) the use of a wet detention basin meeting the criteria of this section is not feasible for the site under review and b) the alternative BMP is approved by the City.

n. Wetlands shall not be used for reduction of nonpoint source pollution in runoff water from the site.

(j) Permit application, stormwater control plan, and permit issuance.

(1) No landowner or landowner's agent may commence a land disturbing or developing activity subject to this section without receiving prior approval of a stormwater control plan for the site and receiving a permit from the City. The land owner, or landowner's agent controlling or using the site and desiring to undertake a land disturbing or land developing activity subject to this section shall, in the capacity of applicant, submit an application for a permit and stormwater control plan and pay the required application fee to the City. By submitting an application, the applicant is authorizing the City or designee to enter the site to obtain information required for the review of the control plan.

(2) Submission of an application by one of several land users or land owners of particular site shall constitute an affirmation by said applicant of authority to act on behalf of the other land users or land owners to so apply and, upon issuance of a permit, to engage in land developing or disturbing activities on the site. The City shall be under no obligation to ascertain the legal authority of the applicant to so act.

(3) Content of a storm water control plan for land developing and disturbing activities.

a. Existing site conditions. The plan must show existing site conditions on a scale of at least one inch equals 100 feet. Surrounding areas contributing runoff to the site shall be shown on a map of appropriate scale to support the required stormwater runoff calculations. Maps shall depict accurately:

1. Site boundaries and adjacent lands, which accurately identify site locations.

2. Lakes, streams, wetlands, channels, ponds, ditches and other water courses on and immediately adjacent to the site;

3. One hundred-year floodplains, flood fringes and floodways;

4. Location of the predominant soil types;

5. Vegetative cover;

6. Location and dimensions of storm water drainage systems and natural drainage patterns on and immediately adjacent to the site;

7. Locations and dimensions of utilities, structures, roads, highways, and paving; and

8. Site topography at a contour interval not to exceed two feet when construction site has more than five acres of drainage or has a 10% slope or greater. Areas with less than five acres or less than 10% slope shall not require any topography map unless the site requires storm water review according to applicability of this section or a map is specifically requested by the review technician or designee. Both existing and proposed contours must be shown on the same plan to the same scale.

b. Final site conditions. Final site conditions on the same scale as the existing site map showing the site changes.

c. All factors used to calculate peak flows from pre- and post-development conditions and storm water storage volume requirements. The stormwater control plan must specify the factors for each hydrologic unit analyzed including: per cent impervious; curve number;

soil hydrologic group; time of concentration factors (slope, length, Manning's "n" for overland, shallow, and concentrated flow); and acres of each land use.

(4) Review of control plan. Within 45 days of receipt of the application, storm water control plan, and fee, the City or designee shall review the application and control plan to determine if the requirements of this section are met. The City or its designee may request comments from other departments or agencies. If the requirements of this section are met, the City or its designee shall approve the plan, and inform the applicant of intent to issue a permit. If the conditions are not met, the City shall inform the applicant in writing and may either require needed information or disapprove the plan. Within 30 days of receipt of needed information, the City or designee shall again determine if the plan meets the requirements of this section. If the plan is disapproved, the City shall inform the applicant in writing of the reasons for the disapproval.

(5) Permits.

a. Duration. Permits shall be valid for a period of 180 days, or the length of the building permit or other construction authorizations, whichever is longer, from the date of issuance. The Planning Commission may extend the period for up to an additional 180 days. The Planning Commission may require additional control measures as a condition of the extension if they are necessary to meet the requirements of this section.

b. Performance security. As a condition of approval and issuance of the permit, the City may require the applicant to deposit a letter of credit or cash escrow in the amount of not less than the cost of constructing the storm water practices. The guarantee shall include all phases of the plan from the clearing and stockpiling operations to final grading and landscaping including a maintenance guarantee for a period of not less than two years from the recording of the document or commencement of construction, whichever occurs first. An agreement will be a part of this guarantee, which will give the City authority to use the funds to complete the project if the developer defaults or does not properly implement the approved plan. This agreement shall be received by the City prior to issuance of any permits and shall be effective for a sufficient time period to perform the activities required, make the appropriate inspections and approve the final installation. The City may extend the agreement beyond its original expiration date if necessary due to unexpected or unforeseen circumstances beyond the control of the developer. A performance bond shall be replaced with a maintenance guarantee for a stated period of time and in an amount equal to a percentage of the cost of the construction of the improvements and a cost overrun of 15%.

c. Permit conditions. All permits shall require the permittee, land user or representative to:

1. Notify the City within 72 hours of commencing any land developing or disturbing activity.
2. Notify the City of completion of any control measures within 14 days after their installation.
3. Obtain permission in writing from the City prior to modifying the control plan.
4. Install all control measures as identified in the approved control plan;
5. Maintain all road drainage systems, stormwater drainage systems, control measures and other facilities identified in the control plan.
6. Allow the City or designee to enter the site for the purpose of inspecting compliance with the stormwater control plan or performing any work necessary to bring the site into compliance with the stormwater control plan; and
7. Keep a copy of the stormwater control plan on the site.

(k) Inspection. The City or designee shall inspect stormwater control practices upon completion to insure compliance with this section.

(l) Enforcement.

(1) The City may post a stop-work order, or issue a notice of intent to the permittee, landowner or landowner's agent, to perform work necessary to comply with this section. Ten days after posting a stop-work order, the City may issue a notice of intent to the permittee or landowner or land user of the City's intent to perform work necessary to comply with the section.

The City or designee may go on the land and commence the work after 24 hours from issuing the notice of intent. The costs of the work performed by the City or designee, plus interest at the rate authorized by the City shall be billed to the permittee or the landowner. In the event a permittee or landowner fails to pay the amount due, the Clerk shall enter the amount due on the tax rolls and collect as a special assessment against the property pursuant to W.S.A. § 66.60(16).

(2) If the permittee does not cease the activity or comply with the permit conditions within 10 days, the City may revoke the permit.

(3) If the landowner or landowner's agent where no permit has been issued does not cease the activity within 10 days, the City may obtain a cease and desist order.

(4) The City may retract the stop-work order or the revocation.

(5) Any person who continues to conduct land disturbing activities on a project site after being given written notice by the City regarding need for permit review and approval prior to conducting land disturbance subject to this section shall be in violation of this section.

(6) Any person violating any of the provisions of this section shall be subject to forfeiture in accordance with the City for each violation. Each day a violation exists shall constitute a separate offense.

(7) Compliance with the provisions of this section may also be enforced by injunction.

(m) Long term maintenance and ownership. The recorded plat, certified survey, or land title for lands which shall have stormwater controls must identify the permanent location of all proposed stormwater facilities. Further the recorded plat, certified survey, or land title, in the absence of any other agreement with the City must state that the facilities shall be maintained by the property owner of record to assure its proper function as a nonpoint source control practice.

(n) Appeals.

(1) Board of appeals. The board of appeals as created pursuant to Section 98-934 of the City Zoning Ordinance functioning in accord with W.S.A. § 62.23(e) and 68.11:

a. Shall hear and decide appeals where it is alleged that there is an error in any order, decision, or determination made by the Planning Commission in administering this section.

b. Upon appeal, may authorize variances from the provisions of this section which are not contrary to the public interest and where owing to special conditions, a literal enforcement of the provisions of this section will result in unnecessary hardship; and

c. Shall use the rules, procedures, duties and powers authorized by statute in hearing and deciding appeals and authorizing variances.

(2) Who may appeal. Any applicant, permittee, landowner, or land user may appeal any order, decision or determination made by the Planning Commission in administering this section, relative to sites in which such person has an interest.

(o) Fees.

(1) The fees referred to in other subsections of this section shall be established by the in a fee schedule and may from time to time be modified by the City. The processing fees shall be related to costs involved in processing permit applications, conditional use petitions, appeals to the board of appeals and zoning amendments and changes.

(2) The City shall charge a double fee if work is started before a permit is applied for and issued. Such double fee shall not release the applicant from full compliance with this section nor from prosecution for violation of this section.

Sec. 78-248. Prohibited wastes and waters.

[Code 1992, § 13.51(3)]

Except as otherwise provided in this article, no person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewer:

(1) Gasoline, benzene, naphtha, fuel oil or other flammable or explosive liquid, solid or gas.

(2) Waters or wastes containing toxic or poisonous solids, liquids or gases in sufficient quantity, either singly or by interaction with other wastes, that could injure or interfere with any waste treatment or sludge disposal process, constitute a hazard to humans or animals or create a public nuisance in the receiving waters of the wastewater treatment facility.

(3) Waters or wastes having a pH lower than 5.0 or in excess of 9.0 or having any corrosive property capable of causing damage or hazard to structures, equipment and personnel of the wastewater collection and treatment facilities.

(4) Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in public sewers or other interference with the proper operation of the wastewater collection and treatment facilities, such as, but not limited to, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, whole blood, paunch manure, hair and fleshings, entrails and paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders.

(5) The following described substances, materials, waters or waste shall be limited in discharges to sanitary sewer systems to concentrations or quantities which will not harm either the sanitary sewers, wastewater treatment process or equipment, will not have an adverse effect on the receiving stream or groundwater, or will not otherwise endanger lives, limbs, public property or constitute a nuisance. The director of ~~public works and~~ utilities may set limitations more stringent than those established in this subsection if such limitations are necessary to meet the objectives in this subsection. The director of ~~public works and~~ utilities will give consideration to the quantity of subject waste in relation to flows and velocities in the sewers, materials of construction of the sanitary sewers, the wastewater treatment facility and other pertinent factors. Wastes or wastewaters discharged to the sanitary sewers shall not exceed the following limitations:

a. Wastewater having a temperature higher than 150° F. (65° C.).

b. Wastewater containing more than 25 mg/l of petroleum oil, nonbiodegradable cutting oils or products of mineral oil origin.

c. Wastewater from industrial plants containing floatable oils, fat or grease.

d. Any unground garbage. Garbage grinders may be connected to sanitary sewers from homes, hotels, institutions, restaurants, hospitals, catering establishments or similar places where garbage originates from the preparation of food in kitchens for the purpose of consumption on the premises or when served by caterers.

e. Any waters or wastes containing iron, chromium, copper, zinc and other toxic and nonconventional pollutants to such degree that the concentration exceeds levels specified by federal, state and local authorities.

f. Any waters or wastes containing odor-producing substances exceeding limits which may be established by the director of ~~public works and~~ utilities or limits established by any federal or state statute, rule or regulation.

g. Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the director of ~~public works and~~ utilities in compliance with applicable state or federal regulations.

h. Any waters or wastes containing substances which are not amenable to treatment or reduction by the wastewater treatment process employed or are amenable to treatment only to such degree that the wastewater treatment facility effluent cannot meet the requirements of other agencies having jurisdiction over discharge to the receiving waters.

i. Any waters or wastes which, by interaction with other waters or wastes in the sanitary sewer system, release obnoxious gases, form suspended solids which interfere with the collection system or create a condition deleterious to structures and treatment processes.

j. Materials which exert or cause:

1. Unusual BOD, chemical oxygen demand or chlorine requirements in such quantities as to constitute a significant load on the wastewater treatment facility.

2. Unusual volume of flow or concentration of wastes constituting slugs.

3. Unusual concentrations of inert suspended solids such as, but not limited to, fuller's earth, lime slurries and lime residues or of dissolved solids such as, but not limited to, sodium sulfate.

4. Excessive discoloration such as, but not limited to, dye wastes and vegetable tanning solutions.

k. Incompatible pollutants in excess of the allowed limits as determined by City, state and federal laws and regulations in reference to pretreatment standards developed by the Environmental Protection Agency, all categorical DNR standards and as contained in 40 CFR 403, as amended from time to time.

Sec. 78-249. WPDES permit.

[Code 1992, § 13.51(4)]

No person shall cause or permit a discharge into the sanitary sewers that would cause a violation of the City's WPDES permit and any modifications of such permit.

Sec. 78-250. Special arrangements.

[Code 1992, § 13.51(5)]

No statement contained in this article shall be construed as prohibiting any special agreement between the ~~director of public works and utilities~~ Director of Utilities and any person whereby a waste of unusual strength or character may be admitted to the wastewater collection and treatment facilities, either before or after pretreatment, provided that there is no impairment of the functioning of the wastewater collection and treatment facilities by reason of the admission of such wastes, and no extra costs are incurred by the City without recompense by the person, and provided that all rates and provisions set forth in this article are recognized and adhered to.

Sec. 78-251. New connections.

[Code 1992, § 13.51(6)]

New connections or extensions to the City's sanitary sewer system will be allowed only if there is available capacity in all of the downstream wastewater collection and treatment facilities.

Sec. 78-252. Sewer connection required.

[Code 1992, § 13.51(7)]

All owners of property to which sanitary sewers are available, as determined by the director of **public works and** utilities, shall connect with the sanitary sewer system and properly abandon their private disposal system. At such time as the director of **public works and** utilities determines that sewer service is available, he shall serve a notice upon the owner of the property to make the connection to the sanitary sewer within 30 days from the date of the notice. If the owner finds it difficult to comply with the terms of the notice, he shall file with the ~~director of public works and utilities~~ **Director of Utilities** a statement from a licensed plumber or other person authorized to do such work that such property owner has contracted to have such work done within a stated period of time, not to exceed six months from the expiration of the thirty-day period set forth in the notice.

Sec. 78-253. through Sec. 78-265. (Reserved)

DIVISION 3. SEWER CONSTRUCTION AND CONNECTIONS

Sec. 78-266. Work to be authorized.

[Code 1992, § 13.56(1)]

No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb the public sewers, lateral or appurtenances thereof without first obtaining a written permit from the **Utility Commission**.

Sec. 78-267. Cost of sewer connections.

[Code 1992, § 13.56(2)]

All Building Sewers and laterals located in the public right of way or easement from the point of connection to the sewer main and all facilities throughout the premises served shall be maintained free of defective conditions by and at the expense of the owner of the property being served thereby.

All costs and expenses incident to the installation and connection of the building sewer shall be borne by the person making the connection, including impact fees as applicable.

Sec. 78-268. Permit charges.

[Code 1992, § 13.56(3)]

In addition to the costs outlined in Section [78-267](#), there shall be a charge for the issuing of the permit by the utility, such charge to assist in funding past and future capital improvement to the sewer system and treatment facility. Charges shall be as set from time to time and are on file in the office of the director of **public works and** utilities. Credit shall be given for drainage units in use at that time. Any person aggrieved by the decision of the director may appeal the decision under the procedures of Chapter [2](#) of this Code.

Sec. 78-269. Permit issuance to licensed master plumber.

[Code 1992, § 13.56(4)]

A permit shall only be issued to a licensed master plumber.

Sec. 78-270. Use of old building sewers.

[Code 1992, § 13.56(5)]

Old building sewers may be used in connection with new buildings only when they are found on examination and test by the **Utility Commission** to meet all requirements for this article.

Sec. 78-271. Materials and methods of construction.

[Code 1992, § 13.56(6)]

The size, slope, alignment, materials of construction of a building sewer and the methods to be used in excavating, placing of the pipe, jointing, testing and backfilling the trench shall conform to the requirements of the building and plumbing codes or other applicable rules and regulations of the City. In the absence of code provisions or in amplification of such codes, the materials and procedures set forth in appropriate specifications of the ASTM, Department of Commerce Section 83 and WEF Manual of Practice No. 9 shall apply. All construction material products must be approved in writing by the director of **public works and** utilities prior to use.

Sec. 78-272. Building sewer grade; lifting of sewage.

[Code 1992, § 13.56(7)]

Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer.

Sec. 78-273. Stormwater and groundwater drains.

[Code 1992, § 13.56(8)]

(a) No person shall make connection of roof downspouts, exterior foundation drains, areaway drains or other sources of surface runoff or groundwater to a building sewer or building drain which is connected directly or indirectly to a sanitary sewer.

(b) All existing downspouts or groundwater drains, etc., connected directly or indirectly to a sanitary sewer shall be disconnected within 30 days of the date of an official written notice from the director of **public works and** utilities.

Sec. 78-274. Conformance to plumbing codes.

[Code 1992, § 13.56(9)]

The connection of the building sewer into the sanitary sewer shall conform to the requirements of the building and plumbing codes or other applicable rules and regulations of the City or the procedures set forth in appropriate specifications of the ASTM or WEF Manual of Practice No. 9. All such connections shall be made gastight and watertight. Any deviation from the prescribed procedures and materials shall be approved by the director of **public works and** utilities before installation.

Sec. 78-275. Inspection of connection.

[Code 1992, § 13.56(10)]

The person making connection to a public sewer shall notify the City when the building sewer is ready for inspection and connection to the public sewer. The connection shall be inspected and approved by the City.

Sec. 78-276. Guarding of excavations; restoration of surfaces.

[Code 1992, § 13.56(11)]

All excavations for a building sewer installation shall be adequately guarded with barricades and lights to protect the public from hazard. Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the City. The City may require slurry backfill in high traffic areas or when time is of the essence.

Sec. 78-277. Waiver of sewer service connection fees.

[Code 1992, § 13.56(12)]

Sewer service connection fees shall be waived with respect to any home, residence or unit as described in Section [78-268](#) in existence as of October 1, 1972, and held in fee simple ownership by the same individual or their heir from October 1, 1972, to the date of the ordinance from which this subsection is derived.

Sec. 78-278. through Sec. 78-295. (Reserved)

DIVISION 4. RATES AND CHARGES

Subdivision I

In General

Sec. 78-296. through Sec. 78-310. (Reserved)

Subdivision II

Basis for Sewer Service Charges

Sec. 78-311. Sewer users served by water utility meters.

[Code 1992, § 13.53(1)]

There is hereby levied and assessed upon each lot, parcel of land, building or premises having a connection with the wastewater collection system and being served with water solely by the water utility, a wastewater treatment service charge based, in part, on the quantity of water used as measured by the water utility meter used upon the premises.

Sec. 78-312. Sewer users served by private wells.

[Code 1992, § 13.53(2)]

(a) If any person discharging wastewater into the sanitary sewers procures any part or all of his water from sources other than the water utility, all or part of which is discharged into the sanitary sewers, the person shall have water meters installed by the water utility at such person's expense for the purpose of determining the volume of water obtained from these sources. Where sewer meters are already installed, water meters will not be required. The water meters shall be furnished by the water utility and installed under its supervision, all costs being at the expense of the person requiring the meter.

(b) The water utility will charge for each meter a rental charge set by the water utility to compensate for the cost of furnishing and servicing the meter. The rental charge shall be billed at the time the sewer service charge is billed.

(c) For users where, in the opinion of the director of ~~public works and~~ utilities, it is unnecessary or impractical to install meters, the quantity of wastewater may be based upon an estimate prepared by the **Utility Commission**. This estimate shall be based upon a rational determination of the wastewater discharged and may consider such factors as the number of fixtures, seating capacity, population equivalent, annual production of goods and services or such other determinants of water use necessary to estimate the wastewater volume discharged.

Sec. 78-313. Deduct meters.

[Code 1992, § 13.53(3)]

If a person feels that a significant amount of metered water does not reach the sanitary sewer, he can, at his own expense with the approval of the director of ~~public works and~~ utilities, install such additional meters or metered services as are necessary to calculate the volume of water not discharged to the sanitary sewer. Metered water not discharged to the sanitary sewers shall not be subject to sewer service charges. Requests to install additional meters shall be made in writing to the director of ~~public works and~~ utilities.

Sec. 78-314. Sewer service charges.

[Code 1992, § 13.53(4)]

A sewer service charge is hereby imposed upon each lot, parcel of land, building or premises served by the sewer system or otherwise discharging sewage, including industrial wastes, into the sewer system. Such sewer service charge shall be payable as provided in this section and in an amount determined as follows: The sewer service charge for any lot, parcel of land, building or premises within the corporate limits and for any lot, parcel of land, building or premises outside the corporate limits which is connected to the sanitary sewer system shall be based upon the quantity of water used therein or thereon and quality of wastewater generated, as measured by the water meter or sewage meter in use. Sewer service charges shall be set from time to time and are on file in the offices of the director of ~~public works and~~ utilities and City Clerk.

Sec. 78-315. Private supply water customers.

[Code 1992, § 13.53(5)]

For any parcel of land having a private supply, in addition to the City supply, the sewage charge shall consist of the sewer demand charge based upon the size of the water meter or meters used to measure such private supply. Such demand charges shall be used the same as those set forth in Section [78-314](#).

Sec. 78-316. Reassignment of sewer users.

[Code 1992, § 13.53(6)]

The **Utility Commission** will reassign sewer users into appropriate sewer service charge categories if wastewater flow monitoring and sampling programs, or other related information, indicate a change of categories is necessary.

Sec. 78-317. Operation, maintenance and replacement fund accounts.

[Code 1992, § 13.53(7)]

(a) All sewer service charge revenues collected for replacement costs shall be deposited in a separate and distinct fund to be used solely for replacement costs. All sewer service charge revenues collected for other

operation and maintenance expenses, and for payment of principal and interest on general obligation bonds, shall also be deposited in a separate and distinct fund.

(b) All revenues for the replacement fund and for operation and maintenance of the wastewater collection and treatment facilities shall be used solely for the replacement fund and operation and maintenance of the wastewater collection and treatment facilities.

Sec. 78-318. Charge for toxic pollutants.

[Code 1992, § 13.53(8)]

Any person discharging toxic pollutants which cause an increase in the cost of managing the effluent or sludge from the City's wastewater treatment facility shall pay for such increased costs, as may be determined by the director of ~~public works and~~ utilities.

Sec. 78-319. through Sec. 78-335. (Reserved)

*Subdivision III
Billing Practices*

Sec. 78-336. Sewer service charge billing period.

[Code 1992, § 13.54(2)]

Sewer service charges shall be billed by the **Utility Commission** to the sewer users on a quarterly or monthly basis.

Sec. 78-337. Payment of sewer service charges.

[Code 1992, § 13.54(3)]

Those persons billed by the **Utility Commission** for sewer service charges shall pay such charges by the due date shown on the bill. After the due date, a 1 1/2% per month penalty will be added to all unpaid charges.

Sec. 78-338. Penalties.

[Code 1992, § 13.54(4)]

(a) Such sewer service charges levied by the **Utility Commission** against the sewer users in accordance with this division shall be a debt due to the **Utility Commission** and shall be a lien upon the property. If this debt is not paid within 20 days after it shall become due, it shall be deemed delinquent and may be placed on the next year's tax roll and collected as other taxes are collected.

(b) Change of ownership or occupancy of premises found delinquent shall not be cause for reducing or eliminating these penalties.

Sec. 78-339. through Sec. 78-355. (Reserved)

DIVISION 5. SEWER EXTENSIONS

Sec. 78-356. Additions to the public sewer system.

[Code 1992, § 13.57]

(a) Levy and collection of special assessments. Whenever the City Council shall by resolution require sewer service pipes to be extended in any area, the Council may levy and collect special assessments upon the property on which such sewer benefits are conferred as provided by the state statutes. The amount assessed against any property shall not exceed the value of the benefits accruing to the property from the installation of the sewers.

(b) Preliminary cost estimates. The City Council may also, upon written request and submittal of a preliminary development plan by a developer, authorize engineers to prepare a preliminary cost estimate of required utilities for the purpose of determining the amount of cash deposit required of the developer for additional work.

Sec. 78-357. Utility district extensions.

[Code 1992, § 13.58]

(a) Preliminary cost estimate. Following the City Council's resolution, the director of ~~public works and utilities~~ will authorize the preparation of a preliminary cost estimate of the required utilities. The cost of any work or improvement to be paid, in whole or in part, by special assessment on property may include the direct and indirect cost thereof, the damages occasioned thereby, the interest on bonds or notes issued in anticipation of the collection of the assessments, a reasonable charge for the services of the administrative staff of the director of ~~public works and utilities~~ and the cost of any architectural, engineering and legal services and any other item of direct or indirect cost which may reasonably be attributed to the proposed work or improvement in accordance with state statutes.

(b) Amount assessed apportioned by Council. The amount to be assessed against all property for any such proposed work or improvement shall be apportioned among the individual parcels in the manner designated by the City Council.

(c) Notice of hearing; contents. The ~~director of public works and utilities~~ Director of Utilities shall then cause notice of a public hearing to be given stating the nature of the proposed work or improvement, the general boundary lines of the proposed assessment area including, in the discretion of the ~~director of public works and utilities~~ Director of Utilities, a small map thereof, the place and time at which the preliminary cost estimate may be inspected and the place and time at which all interested persons may appear before the City Council and be heard.

(d) Approval, disapproval or modification; Council resolution upon approval. After the hearing, the Council may approve, disapprove or modify the proposed sewer extension or assessment determinations. When the City Council determines to proceed with the improvement, it will approve the plans and specifications and adopt a resolution directing such improvement be carried out in accordance with the report as finally approved and providing for the terms of payment.

(e) Amendment, cancellation or confirmation of prior assessments. Whenever the actual cost of any project, upon completion or after the receipt of bids, varies materially from the estimate or whenever any assessment is void or invalid for any reasons, the City Council may, after public hearing, amend, cancel or confirm the prior assessment.

(f) Grinder pump installations; permit. For those single users who are to be serviced by means of grinder pump installations, the user shall furnish a grinder pump station in accordance with requirements of the director of utilities. If the director of utilities approves the grinder pump station supplied by the user, a permit for services may be issued. The grinder pump shall be installed on private property in accordance with the applicable section of Chapter 62, Wis. Adm. Code.

Sec. 78-358. Developer extensions.

[Code 1992, § 13.59]

(a) Preliminary cost estimate; deposit by developer. Upon deposit with the director of **Public Works and utilities** of 10% of a preliminary cost estimate prepared by the **Developer's** Engineer, the director of **Public Works and utilities** shall authorize the City Engineer to **review** detailed plans and specifications for the required utilities. Upon completion of the plans and specifications, copies will be forwarded to all state approving agencies, the City Council and the developer.

(b) Construction bids; advertisement. Following approval of the plans, the City Council may authorize advertising the project for construction bids and shall receive such bids all in accordance with state statutes.

(c) Developer to be informed of lowest responsible bidder. Upon receipt of construction bids and the determination of the lowest responsible bidder, the director of **public works and utilities** shall inform the developer of the amount of such bid and the name of the contractor to whom the contract shall be awarded should the project proceed.

(d) Developer's response to bid; costs for City's expenses deducted from developer's deposit. Should the developer determine that the cost of the proposed project is over that which he wishes to invest, all bids will be rejected, the contract will not be awarded and the project dropped. All costs incurred by the City for engineering, legal and administrative expenses up to this point shall be deducted from the developer's 10% deposit, and any monies remaining shall be returned to the developer. If the costs incurred by the City are greater than the developer's 10% deposit, the developer shall make appropriate payment to the City.

(e) Developer's election to proceed; deposit of 120% of bid; form of deposit. If the developer elects to proceed with construction of a sewer or water project, he shall deposit with the City a total of 120% of the construction bid. This may be made in the form of a cash deposit or an irrevocable letter of credit acceptable to the City attorney at the City Council's option.

(f) Awarding of project to contractor. Following deposit of the necessary funds to cover construction of the project and expenses to be incurred by the City, including engineering, legal, administrative and contingencies, the City Council shall award the project to the lowest responsible bidder and enter into a contract with the successful contractor in accordance with state statutes.

(g) Completion; refund to developer or additional deposit of funds. Upon completion of the construction project and the determination of final costs based on the as-built quantities, any monies remaining on deposit shall be returned to the developer. If sufficient funds for payment of all costs are not available from the deposited funds, the developer shall deposit the required additional amounts upon demand by the City.

(h) Grinder pump installations; permit. For single users who are serviced by means of grinder pump installations, the developer shall furnish a grinder pump station for each user in accordance with requirements of the director of **public works and utilities**. If the director of **public works and utilities** approves the proposed grinder pump station installations supplied by the developer, a permit for services may be issued. The grinder pump shall be installed on private property in accordance with the applicable section of Chapter ILHR 82, Wis. Adm. Code.

Sec. 78-359. through Sec. 78-375. (Reserved)

DIVISION 6. PROHIBITED DISCHARGES

Sec. 78-376. Enumeration.

[Code 1992, § 13.60(1)]

No person shall discharge or cause to be discharged, leaked, leached or spilled upon any public street, alley or public property or onto the ground, surface waters, subsurface waters or aquifers or on any private property within the City, except those areas specifically licensed for waste disposal or landfill activities and to receive such materials, any explosive, flammable or combustible solid liquid or gas; any radioactive material at or above nuclear regulatory restriction levels; etiologic agents or any solid, liquid or gas creating a hazard, potential hazard or public nuisance; or any solid, liquid or gas having a deleterious effect on the environment.

Sec. 78-377. Containment, cleanup and restoration.

[Code 1992, § 13.60(2); Ord. No. 99-13, § 1, 8-9-1999; amended 5-29-2012 by Ord. No. 12-08; 11-10-2014 by Ord. No. 14-08]

Any person in violation of Section [78-376](#) shall, upon direction of the Police Chief, Fire Chief, director of [Public Works and](#) utilities, Finance Director/Treasurer or their designees, begin immediate actions to contain, clean up and remove to any approved repository the offending material and restore the site to its original condition, with the offending person being responsible for all expenses incurred. Should any person fail to engage the necessary men and equipment to comply or to complete the requirements of this division, the office of emergency government or City may order the required actions to be taken by public or private resources and allow the recovery of any and all costs incurred by the City from any violating party.

Sec. 78-378. Site access.

[Code 1992, § 13.60(3)]

Access to any site, public or private, where a prohibited discharge is indicated or suspected will be provided to emergency government officers or City evaluating the threat to the public and monitoring containment, cleanup and restoration activities.

Sec. 78-379. Public protection.

[Code 1992, § 13.60(4)]

Should any prohibited discharge occur that threatens the life, safety or health of the public at, near or around the site of a prohibited discharge and that the situation is so critical that immediate steps must be taken to protect life and limb, the coordinator of emergency government, his assistant or the senior City police, fire or public works official on the scene of the emergency may order an evacuation of the area or take other appropriate protective steps for a period of time until the City Council can take appropriate action.

Sec. 78-380. Enforcement of division.

[Code 1992, § 13.60(5)]

The coordinator of emergency government and his deputies, as well as the City police officers, shall have authority to issue citations or complaints under this division.

Sec. 78-381. Civil liability.

[Code 1992, § 13.60(6)]

Any person in violation of this division shall be liable to the City for any expenses incurred by the City or loss or damage sustained by the City by reason of such violation.

Sec. 78-382. Penalty for violation of division.

[Code 1992, § 13.60(7)]

Any person in violation of this division shall be subject to a penalty as provided in Section [1-12](#).

Sec. 78-383. through Sec. 78-395. (Reserved)

DIVISION 7. INDUSTRIAL WASTE CONTROL

Sec. 78-396. Submission of basic data as to waste characteristics.

[Code 1992, § 13.52(1)]

The City and its **public works and utilities** director **of utilities** may require each person who discharges or seeks to discharge industrial wastes to a public sewer to prepare and file with the City, at such times as he determines, a report that shall include pertinent data relating to the quantity and characteristics of the wastes discharged to the wastewater collection and treatment facilities. In the case of a new connection, the City may require that this report be prepared prior to making the connection to the public sewers.

Sec. 78-397. Industrial discharges with deleterious effects; response by City and Director.

[Code 1992, § 13.52(2)]

If any waters or wastes are discharged or are proposed to be discharged to the public sewers which contain substances or possess the characteristics enumerated in Section [78-248](#) and which, in the judgement of the City, have a deleterious effect upon the wastewater collection and treatment facilities, processes, equipment or receiving waters or which otherwise create a hazard to life, health or constitute a public nuisance, the City, its public works and utilities director and staff may:

- (a) Reject the wastes.
- (b) Require pretreatment to an acceptable condition for discharge to the public sewers.
- (c) Require control over the quantities and rates of discharge.
- (d) Require payment to cover the added cost of handling and treating the wastes not covered by existing taxes or sewer charges under the provisions of this article.

Sec. 78-398. Control manholes.

[Code 1992, § 13.52(3)]

(a) Each person discharging industrial wastes into a public sewer shall, at the discretion of the City or its public works and utilities director, construct and maintain one or more control manholes or access points to facilitate observation, measurement and sampling of wastes, including sanitary sewage.

(b) Control manholes or access facilities shall be located and built in a manner acceptable to the City. If measuring and/or sampling devices are to be permanently installed, they shall be of a type acceptable to the director of **public works and** utilities.

(c) Control manholes, access facilities and related equipment shall be installed by the person discharging the waste, at such person's expense, and shall be maintained by the person so as to be in safe condition, accessible and in proper operating condition at all times. Plans for installation of the control manholes or access facilities and related equipment shall be approved by the City prior to the beginning of construction.

Sec. 78-399. Measurement of flow.

[Code 1992, § 13.52(4)]

The volume of flow used for computing sewer service charges shall be the metered water consumption of the person as shown in the records of meter readings maintained by the water utility, except as noted in Section [78-400](#).

Sec. 78-400. Metering of waste.

[Code 1992, § 13.59(5)]

Devices for measuring the volume of waste discharged may be required by the **Utility Commission** if this volume cannot otherwise be determined from the metered water consumption records. Metering devices for determining the volume of waste shall be installed, owned and maintained by the person discharging the wastewater. Following approval and installation, such meters may not be removed without the written consent of the **Utility Commission**.

Sec. 78-401. Waste sampling.

[Code 1992, § 13.52(6)]

(a) Industrial wastes discharged into the public sewers shall be subject to periodic inspection and a determination of character and concentration of such wastes. The determination shall be made by the industry as often as may be deemed necessary by the **Utility Commission**.

(b) Samples shall be collected in such a manner as to be representative of the composition of the wastes. The sampling may be accomplished either manually or by the use of mechanical equipment acceptable to the **Utility Commission**.

(c) Installation, operation and maintenance of the sampling facilities shall be the responsibility of the person discharging the waste and shall be subject to the approval of the **Utility Commission**. Access to sampling locations shall be granted to the **Utility Commission** at all times. Every care shall be exercised in the collection of samples to ensure their preservation in a state comparable to that at the time the sample was taken.

Sec. 78-402. Pretreatment.

[Code 1992, § 13.52(7)]

Persons discharging industrial wastes into any public sewer may be required to pretreat such wastes, if the **Utility Commission** determines pretreatment is necessary to protect the wastewater collection and treatment facilities or prevent the discharge of incompatible pollutants. In that event, such person shall provide at his expense such pretreatment or processing facilities as may be determined necessary to render wastes acceptable for admission to the sanitary sewers.

Sec. 78-403. Grease, oil and sand interceptors.

[Code 1992, § 13.52(8)]

Grease, oil and sand interceptors shall be provided when, in the opinion of the **Utility Commission**, they are necessary for the proper handling of liquid wastes containing floatable grease in amounts in excess of those specified in this article, or any flammable wastes, sand or other harmful ingredients. Such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the City and shall be located as to be readily and easily accessible for cleaning and inspection. In maintaining these interceptors, the owner shall be responsible for the proper removal and disposal by appropriate means of the captured material and shall maintain records of the dates and means of disposal which are subject to review by the **director of utilities**. Disposal of the collected materials performed by owner's personnel or currently licensed waste disposal firms shall be in accordance with currently acceptable DNR rules and regulations.

Sec. 78-404. Analyses.

[Code 1992, § 13.52(9)]

All measurements, tests and analyses of the characteristics of waters and wastes to which reference is made in this article shall be determined in accordance with the latest edition of Standard Methods and with the federal regulations, 40 CFR 136, "Guidelines Establishing Test Procedures for Analysis of Pollutants," as amended from time to time. Sampling methods, location, time, durations and frequencies are to be determined on an individual basis, subject to approval by the City.

Sec. 78-405. Submission of pertinent information by discharger.

[Code 1992, § 13.52(10)]

Plans, specifications and any other pertinent information relating to proposed flow equalization, pretreatment or grease and/or sand interceptor facilities shall be submitted for review and approval of the **director of utilities** prior to the start of their construction if the effluent from such facilities is to be discharged into the public sewers. No construction of such facilities shall commence until such approval has been granted.

Sec. 78-406. Review fees.

[Code 1992, § 13.52(11)]

Any fees that are incurred by the **Utility Commission** for review of plans and specifications, compliance reports, operational reports or other analysis and any costs associated with taking and analyzing samples shall be the responsibility of the person discharging the waste. The **director of utilities or his or her designee** will advise the owner regarding the anticipated fees prior to the performance of the work. Any such fees incurred and not paid shall become a lien upon the property upon which such services were rendered.

ARTICLE IV. WATER SOFTENERS

[Added 3-12-2012 by Ord. No. 12-05]

Sec. 78-407. Regulation in new construction.

All water softeners installed in residential and commercial buildings after April 1, 2012, shall regenerate water based upon a metering device or sensor, or be equipped with a regeneration tank within the contents

of the tank that can be removed and disposed of off-site. Water softeners which regenerate based on a time clock are prohibited.

2. That this ordinance shall take effect upon passage and publication, as provided by law.

Adopted, passed, and approved by the Common Council of the City of Lake Geneva, Walworth County, Wisconsin, this ____th day of _____, 20__.

ALAN KUPSİK, Mayor

Attest:

SABRINA WASWO, City Clerk

First Reading: 2/27/2017
Second Reading: 3/13/2017
Adopted: _____
Published: _____

CITY OF LAKE GENEVA



EMPLOYEE HANDBOOK

Adopted December 23, 2013

Modified January 27, 2014

Modified March 13, 2017



missed due to inclement weather is without regular pay for non-salaried employees. Employees may request to use paid time off or compensatory time, but in the event of severe weather or other extreme circumstance as determined by the employer, the City's need for the employee's attendance to perform his or her duties will prevail.

603. Overtime

Because of the nature of work, employees may occasionally be asked to work overtime on weekends or holidays or additional hours during the regular workday and are expected to comply with such requests. Overtime compensation is paid to all non-exempt employees at one and one-half times the employee's regular rate for all hours worked in excess of forty (40) hours per week. Non-exempt City employees must receive authorization from their supervisors before working any overtime. After an employee has worked approved overtime, it must be recorded on a timesheet for the period it was worked.

Overtime pay is based on actual hours worked and holidays; therefore, any time taken for unpaid breaks or meals will not be included as time worked for the purposes of calculating overtime hours. Time off due to PTO, Medical Leave Bank, compensatory time or any leave of absence will not be factored into hours worked when calculating overtime. [Work required to be performed on an actual Holiday \(as provided in Section 503\) will be paid as overtime \(one and one-half times the employee's regular pay\).](#)

604. Pay Schedule

Employees will be paid on a biweekly basis, with each pay-week's timesheet reflecting all work performed from Monday through Sunday. Compensation for employee salary and wages shall be administered through direct deposit of funds to the banking account(s) specified by each employee; no individual paychecks will be issued by the City. Each employee is responsible, upon hire, for providing the City Comptroller with the banking information required to establish this direct deposit arrangement. During the course of employment with the City, each employee shall be responsible for notifying the City Comptroller of any changes to this information as soon as possible.

605. Timekeeping

Each non-exempt employee is responsible for and required to accurately record his or her work times and break times for each workday, including any use of paid time off. Each employee will be held accountable for any failure to completely and accurately record his or her time. Each employee will be required to verify the completeness and accuracy of hours documented on his or her time card by



503. Holidays

The City of Lake Geneva will grant holiday time off to all eligible employees on the holidays listed below:

- New Year's Day (January 1)
- Spring Holiday (Friday before Easter)
- Memorial Day (last Monday of May)
- Independence Day (July 4)
- Labor Day (first Monday of September)
- Thanksgiving Day (fourth Thursday of November) the Friday-after Thanksgiving Day
- Christmas Eve (December 24)
- Christmas (December 25)
- New Year's Eve (December 31)

The City will grant paid holiday time off on the above days to all eligible full-time employees who have worked at least 30 days at the City and who have worked the last scheduled day immediately preceding the holiday and the first scheduled day immediately following the holiday, unless the employee has been previously authorized to use vacation, compensatory or personal leave for those days. Holiday pay will be calculated based on the employee's straight-time pay rate as of the date of the holiday, multiplied by eight hours.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday, and a recognized holiday that falls on a Sunday will be observed on the following Monday.

Due to business needs, some employees may be required to work on holidays observed by the City. If an eligible non-exempt employee works on a recognized holiday, he or she will receive holiday pay plus straight-time wages for the hours worked on the holiday (double pay).

504. Compensatory Time

The Employer and non-exempt employees may agree to take compensatory time off in lieu of overtime payment, limited to eighty (80) hours banked at any one time. Compensatory time will accrue at the rate for which it is earned, and must be used during the calendar year in which it was earned. Compensatory time not scheduled off by December 1 in any year will be paid on the employee's final paycheck for that year at the employee's current rate of pay. Any planned use of compensatory time off must be scheduled with the employee's supervisor no less than two (2) days in advance.

Horne/Gelting motion to approve the Temporary Operator License Application filed by Sarah McConnell on behalf of the Geneva Lake Arts Foundation for the Spring Open House Reception on March 17 and 18, 2017. Unanimously carried.

Horne/Gelting motion to approve the Original 2016-2017 Operator's (Bartender) License application filed by Carly Sertzel and Balvinder Singh. Unanimously carried.

Discussion/Recommendation on Amendment to Employee Handbook for overtime pay for Holidays

City Administrator Oborn stated they are working on language to allow an overtime provision. This would apply when an employee uses PTO and gets called in on a holiday.

Kordus/Horne motion to approve based on Attorney review. Unanimously carried.

Presentation of Accounts – Alderman Kordus

Purchase Orders (none)

Gelting/Horne motion to approve the Prepaid bills in the amount of \$28,528.32. Unanimously carried.

Gelting/Horne motion to approve the Regular bills in the amount of \$99,235.87. Unanimously carried.

Closed Session

Alderman Kordus stated items a. Police Chief Rasmussen, b. Assistant Police Chief Reuss, c. Lieutenant Gritzner, d. Lieutenant Way, e. Sergeant Hall, f. Sergeant Derrick, and g. Sergeant Hinzpeter are still being discussed at the Personnel Committee.

Horne/Gelting motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding employee contracts, pay, and benefits for:

h. Building & Zoning Administrator Applicants

to include Mayor Kupsik, City Administrator Oborn, Comptroller Slater and City Clerk Waswo.

Roll Call: Aldermen Kordus, Gelting, Howell, Horne, and Chappell voting “yes.” Unanimously carried.

Committee went into closed session at 6:16pm.

Open Session

Gelting/Horne 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: Aldermen Kordus, Gelting, Howell, Horne, and Chappell voting “yes.” Unanimously carried.

Committee returned to open session at 6:21pm.

Horne/Howell motion to move forward as indicated by Personnel Committee. Unanimously carried.

Adjournment

Gelting/Horne motion to adjourn at 6:22pm. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

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

Resolution 17-R02

WHEREAS, the Police Department received \$4,342.00 as a result of State seizures during 2016, and

WHEREAS, the Police Department had \$5,237.49 in the Designated Fund Balance-PD State Seizures account as of 1/1/16, and

WHEREAS, the Police Department spent \$559.96 of their State seizure monies in 2016 which left 2016 unspent seizure monies of \$3,782.04 and therefore, the balance in the Designated Fund Balance-PD State Seizures account as of 12/31/16 should be \$9,019.53, and

WHEREAS, the Police & Fire Commission approved this transfer at their meeting held on March 9, 2017,

BE IT THEREFORE RESOLVED, that the Common Council approves the adjustment in the Designated Fund Balance-PD State Seizures account as follows:

Increase Acct # 11 00-00 3468, Designated FB-PD State Seizures, by \$3,782.04
Decrease Acct # 11 00-00 3480, Undesignated Fund Balance, by \$3,782.04

Adopted this 13th day of March, 2017.

APPROVED:

Alan Kupsik, Mayor

ATTEST:

Sabrina Waswo, City Clerk

Resolution 17-R03

WHEREAS, the Police Department received \$0 in donations during 2016 of which \$3,000.00 was budgeted, and

WHEREAS, the Police Department had \$2,842.08 in the Designated Fund Balance-PD Donations account as of 1/1/16, and

WHEREAS, the Police Department spent \$37.75 of their donated monies in 2016, therefore the 12/31/16 balance in the Designated Fund Balance-PD Donations account should be \$2,804.33, and

WHEREAS, the Police & Fire Commission approved this adjustment at their meeting held on March 9, 2017,

BE IT THEREFORE RESOLVED, that the Common Council approves an adjustment in the Designated Fund Balance-PD Donations account as follows:

Decrease Acct # 11 00-00 3467, Designated FB-PD Donations, by \$37.75
Increase Acct #11 00-00 3480, Undesignated Fund Balance, by \$37.75

Adopted this 13th day of March, 2017.

APPROVED:

Alan Kupsik, Mayor

ATTEST:

Sabrina Waswo, City Clerk

Resolution 17-R04

WHEREAS, the Police Department has a Designated Fund Balance-PD Uniform Allowance account to reserve monies equal to the unspent employee uniform allowance balances that may be carried over from year to year per Union agreement, and

WHEREAS, this Designated Fund Balance-PD Uniform Allowance Account had a balance of \$8,479.20 as of 1/1/16, and

WHEREAS, the Police employees' unspent uniform allowance balance at 12/31/16 amounts to \$10,366.97, and

WHEREAS, the Police & Fire Commission approved this resolution at their meeting held on March 9, 2017,

BE IT THEREFORE RESOLVED, that the Common Council adopt this resolution to adjust the 2016 Fund Balance accounts as follows:

Increase Acct # 11 00-00 3439, Designated FB-PD Uniform Allowance, by \$1,887.77,
Decrease Acct # 11 00-00 3480, Undesignated Fund Balance by \$1,887.77

Adopted this 13th day of March, 2017.

APPROVED:

Alan Kupsik, Mayor

ATTEST:

Sabrina Waswo, City Clerk

Resolution 17-R05

WHEREAS, the Fire Department received Act 102 monies from the State of Wisconsin in the amount of \$5,924.77 in 2016, and,

WHEREAS, the Fire Department had \$3,046.16 in the Designated Fund Balance-EMS Act 102 Program account as of 1/1/16, and

WHEREAS, the Fire Department spent \$1,954.78 of their Act 102 monies in 2016, therefore, the 12/31/16 ending balance in this account should be adjusted to \$7,016.15, and

WHEREAS, the Police & Fire Commission have approved this transfer at their meeting held on March 9, 2017,

BE IT THEREFORE RESOLVED, that the Common Council approves the adjustment of the Designated Fund Balance-EMS Act 102 Program account as follows:

Increase Acct #11 00-00 3449, Designated Fund Balance-EMS Act 102, by \$3,969.99.
Decrease Acct #11 00-003480, Undesignated Fund Balance, by \$3,969.99.

Adopted this 13th day of March, 2017.

APPROVED:

Alan Kupsik, Mayor

ATTEST:

Sabrina Waswo, City Clerk

Resolution 17-R06

WHEREAS, the Fire Department received CPR Donations in the amount of \$2,810.00 and incurred CPR related expenses in the amount of \$2,028.40 in 2016, and

WHEREAS, the Fire Department had \$5,121.36 in the Designated Fund Balance-CPR Revenue account as of 1/1/16, and the new ending balance for 12/31/16 should now be \$5,902.96, and

WHEREAS, the Police & Fire Commission approved this transfer at their meeting held on March 9, 2017,

BE IT THEREFORE RESOLVED, that the Common Council approves the adjustment in the Designated Fund Balance-Fire CPR Revenue account as follows:

Increase Acct # 11 00-00 3438, Designated Fund Balance-Fire CPR Revenue, by \$781.60,
Decrease Acct # 11 00-00 3480, Undesignated Fund Balance, by \$781.60

Adopted this 13th day of March, 2017.

APPROVED:

Alan Kupsik, Mayor

ATTEST:

Sabrina Waswo, City Clerk

Resolution 17-R07

WHEREAS, the Fire Department received donated monies in the amount of \$870.00 in 2016, and,

WHEREAS, the Fire Department had \$12,174.10 in the Designated Fund Balance-Fire Donations account as of 1/1/16, and

WHEREAS, the Fire Department spent \$747.76 of their donated monies in 2016 and therefore, the 12/31/16 ending balance for this account should be adjusted to \$12,296.34, and

WHEREAS, the Police & Fire Commission approved this transfer at their meeting held on March9, 2017,

BE IT THEREFORE RESOLVED, that the Common Council approves the adjustment of the Designated Fund Balance-Fire Donations account as follows:

Increase Acct # 11 00-00 3437, Designated Fund Balance-Fire Donations, by \$122.24
Decrease Acct # 11 00-003480, Undesignated Fund Balance, by \$122.24

Adopted this 13th day of March, 2017.

APPROVED:

Alan Kupsik, Mayor

ATTEST:

Sabrina Waswo, City Clerk

**City of Lake Geneva
Finance, License, & Regulation Committee
March 7, 2017**

Prepaid Checks

3/1/17 - 3/3/17

Total:

\$28,528.32

Checks over \$5,000:

\$ 26,947.02 *Prophoenix - FD Support Fees & Google Map Application*

**City of Lake Geneva
Finance, License, & Regulation Committee
March 7, 2017**

Accounts Payable

	<u>Fund #</u>	
1. General Fund	11	\$ 50,116.48
2. Debt Service	20	\$ -
3. TID #4	34	\$ -
4. Lakefront	40	\$ 7,722.13
5. Capital Projects	41	\$ 12,760.00
6. Parking	42	\$ 1,873.58
7. Cemetery	48	\$ 111.71
8. Equipment Replacement	50	\$ -
9. Library Fund	99	\$ 26,286.97
10. Impact Fees	45	\$ 365.00
11. Tax Agency Fund	89	\$ -
Total All Funds		<u><u>\$99,235.87</u></u>

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

**FINANCE, LICENSE, & REGULATION COMMITTEE
FLR Meeting Date: 3/7/2017**

TOTAL UNPAID ACCOUNTS PAYABLE \$ **99,235.87**

ITEMS > \$5,000

Lakeshores Library System - 2017 Sirsi & Share Fee (Library)	\$ 18,812.70
YMCA - March/April Contribution	\$ 9,000.00
Timeless Flooring - Buff & Refinish Riviera Wood Floor	\$ 7,375.00
Baycom - Mobile Data Computer (Fire Department)	\$ 6,390.00
Prophoenix - Licenses	\$ 5,850.00

Balance of Other Items \$ 51,808.17

INVOICES DUE ON/BEFORE 03/14/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT

A+	A+ GRAPHICS & PRINTING						
12836	01/25/17	01	BIZ CARDS, ENVELOPES	1122005310		03/14/17	110.78
						INVOICE TOTAL:	110.78
						VENDOR TOTAL:	110.78
ABDO	ABDO SPOTLIGHT MAGIC WAGON						
209896	01/31/17	01	BOOKS	9900005411		03/14/17	1,223.85
						INVOICE TOTAL:	1,223.85
						VENDOR TOTAL:	1,223.85
ADVANAU	ADVANCE AUTO PARTS						
7193705928299	02/28/17	01	AIR FILTER-AMB #1	1122005351		03/14/17	32.49
						INVOICE TOTAL:	32.49
7193705939318	02/28/17	01	AIR FILTER-AMB #1	1122005351		03/14/17	12.89
		02	HEADLIGHT-CAR #4	1122005351			9.99
						INVOICE TOTAL:	22.88
						VENDOR TOTAL:	55.37
ADVAND	ADVANCED DISPOSAL SERVICES						
A40000008020	02/15/17	02	LANDFILL USE-BULK	1136005296		03/14/17	371.72
						INVOICE TOTAL:	371.72
						VENDOR TOTAL:	371.72
AMYS	AMY'S SHIPPING EMPORIUM						
7501	02/01/17	01	UPS-SENSIT TECHNOLOGIES	1122005312		03/14/17	10.53
						INVOICE TOTAL:	10.53
7734	02/15/17	01	UPS-SENSENIICH RETURN	1122005312		03/14/17	84.54
						INVOICE TOTAL:	84.54
7786	02/17/17	01	UPS-KNOX CO	1122005312		03/14/17	34.66
						INVOICE TOTAL:	34.66
						VENDOR TOTAL:	129.73

INVOICES DUE ON/BEFORE 03/14/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT

AT&T81	AT&T						
RE030217	02/13/17	01	262 R42-8188 663 1 CITY HALL	1116105221		03/14/17	279.66
		02	262 R42-8188 663 1-POLICE	1121005221			279.66
		03	262 R42-8188 663 1-COURT	1112005221			31.08
		04	262 R42-8188 663 1-METER	4234505221			31.07
		06	262 248-2264 368 9-FIRE DEPT	1122005221			317.14
		07	262 248-4567 367 1-911 MODEM	1121005221			217.10
		08	262 248-4715 125 4-CITY HALL	1116105221			269.56
		10	262 248-4913 601 4-STR FAX/DSL	1132105221			182.27
		12	262 249-5299 313 5-6 LIB LINES	9900005221			140.19
		13	262 249-5299 313 5-1 STR LINE	1132105221			23.36
		14	262 249-5299 313 5-COURT FAX	1112005221			23.36
		15	262 249-5299 313 5-CH ALARM	1116105221			46.72
		16	262 249-5299 313 5-CEM 1 LINE	4800005221			23.36
		17	262 249-5299 313 5-LOWER RIV	4055205221			23.36
		18	262 249-5299 313 5-UPPER RIV	4055105221			46.72
		19	262 249-5299 313 5-FIRE 2 LINE	1122005221			46.72
		20	262 249-5299 313 5-POL 3 LINES	1121005221			70.15
		21	262 248-6837 457 9-POL 911 CON	1121005221			119.64
						INVOICE TOTAL:	2,171.12
						VENDOR TOTAL:	2,171.12
BAYCOM	BAYCOM INC						
EQUIPINV-006183	12/31/16	01	MOBILE DATA COMPUTER	4122001505		03/14/17	6,390.00
						INVOICE TOTAL:	6,390.00
						VENDOR TOTAL:	6,390.00
BEARG	BEAR GRAPHICS						
765143	02/22/17	01	ABSENTEE ENVELOPES	1114305311		03/14/17	457.17
						INVOICE TOTAL:	457.17
						VENDOR TOTAL:	457.17
BEK	BEK SPECIALTIES						

INVOICES DUE ON/BEFORE 03/14/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT

BEK	BEK SPECIALTIES						
17786	02/09/17	01	NAME TAGS	9900005211		03/14/17	90.00
						INVOICE TOTAL:	90.00
						VENDOR TOTAL:	90.00
BESTT	BEST STAMPS						
355373	02/24/17	01	STAMP-GRITZNER	1121005310		03/14/17	17.67
						INVOICE TOTAL:	17.67
						VENDOR TOTAL:	17.67
BOTTS	BOTTS WELDING & TRK SERV INC						
613592	02/28/17	01	TRAILER EYELITE	1132135420		03/14/17	31.53
						INVOICE TOTAL:	31.53
						VENDOR TOTAL:	31.53
BUDGET	BUDGET LIBRARY SUPPLIES						
15122	02/06/17	01	DVD CASES	9900005512		03/14/17	135.00
						INVOICE TOTAL:	135.00
						VENDOR TOTAL:	135.00
BUMPL	BUMPER TO BUMPER AUTO PARTS						
662-359198	02/04/17	01	4 CYCLE FUEL	1122005341		03/14/17	12.98
						INVOICE TOTAL:	12.98
662-359265	02/06/17	01	BACK-UP LAMP-SQUAD #1	1122005351		03/14/17	16.26
						INVOICE TOTAL:	16.26
662-359644	02/11/17	01	BATTERY BOX, STRAPS-BOAT 1	1122005351		03/14/17	56.96
						INVOICE TOTAL:	56.96
662-359677	02/12/17	01	BACK-UP LAMP-SQUAD #1	1122005351		03/14/17	16.26
						INVOICE TOTAL:	16.26

INVOICES DUE ON/BEFORE 03/14/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT

BUMPL	BUMPER TO BUMPER AUTO PARTS						
662-359885	02/15/17	01	BATTERY BOX-BOAT #1	1122005351		03/14/17	13.49
						INVOICE TOTAL:	13.49
662-359900	02/15/17	01	2 BATTERY BOX RETURNS	1122005351		03/14/17	-26.98
						INVOICE TOTAL:	-26.98
662-360596	02/24/17	01	WIPER BLADES	1121005342		03/14/17	17.38
						INVOICE TOTAL:	17.38
662-360720	02/27/17	01	CLEANER,ERASER PAD	1122005350		03/14/17	38.37
						INVOICE TOTAL:	38.37
662-360806	02/28/17	01	AIR FILTER-AMB #1	1122005351		03/14/17	11.71
						INVOICE TOTAL:	11.71
662-360833	03/01/17	01	WIPER PARTS-#15	1132105351		03/14/17	17.96
						INVOICE TOTAL:	17.96
						VENDOR TOTAL:	174.39
CDW	CDW GOVERNMENT INC						
GSD0901	01/13/17	01	UPS-SERVERS	1121005305		03/14/17	590.91
						INVOICE TOTAL:	590.91
						VENDOR TOTAL:	590.91
CHICAGO	CHICAGO TRIBUNE						
60002868-2017	01/26/17	01	1 YR SUBSCRIPTION	9900005412		03/14/17	519.48
						INVOICE TOTAL:	519.48
						VENDOR TOTAL:	519.48
CITYLG	CITY OF LAKE GENEVA						
Z-01545	02/24/17	01	PPT Z-01545 ISSUED IN ERROR	1110005741		03/14/17	170.24
						INVOICE TOTAL:	170.24
						VENDOR TOTAL:	170.24

INVOICES DUE ON/BEFORE 03/14/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT

CITYWA	CITY OF WAUWATOSA						
DUES-2017	02/17/17	01	ALPR DUES	1121005399		03/14/17	100.00
						INVOICE TOTAL:	100.00
						VENDOR TOTAL:	100.00
COMPL	COMPLETE OFFICE OF WISCONSIN						
767085	02/28/17	01	TONER-DISPATCH	1121005310		03/14/17	51.30
						INVOICE TOTAL:	51.30
						VENDOR TOTAL:	51.30
CSIM	CSI MEDIA LLC						
2171861	01/29/17	01	HW-B&Z ADMIN	1124005399		03/14/17	153.05
						INVOICE TOTAL:	153.05
						VENDOR TOTAL:	153.05
DEMCO	DEMCO						
6058147	02/02/17	01	VISTAFOIL,LABELS	9900005512		03/14/17	391.41
						INVOICE TOTAL:	391.41
						VENDOR TOTAL:	391.41
DOUSM	DOUSMAN TRANSPORT CO						
45-07,246	02/16/17	01	SHUTTLE-2/4,2/5	4234505399		03/14/17	1,749.33
						INVOICE TOTAL:	1,749.33
						VENDOR TOTAL:	1,749.33
DPI	WI DEPT OF PUBLIC INSTRUCTION						
255-0000012612	02/08/17	01	WISCAT LICENSE-2017	9900005510		03/14/17	200.00
						INVOICE TOTAL:	200.00
						VENDOR TOTAL:	200.00
DRAEG	DRAEGER, INC						

INVOICES DUE ON/BEFORE 03/14/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
DRAEG DRAEGER, INC							
919953172	02/23/17	01	SCBA REPAIR	1122005240		03/14/17	201.25
						INVOICE TOTAL:	201.25
						VENDOR TOTAL:	201.25
DSPS STATE OF WISCONSIN							
429848	02/02/17	01	PERMIT FEES-BOILER	1122005820		03/14/17	100.00
						INVOICE TOTAL:	100.00
						VENDOR TOTAL:	100.00
DUNN DUNN LUMBER & TRUE VALUE							
674433	02/06/17	01	LATCH PIN,KEY RINGS	1121005342		03/14/17	6.08
		02	DISCOUNT	1100004819			-0.30
						INVOICE TOTAL:	5.78
674515	02/07/17	01	TOILET SEAT	1122005350		03/14/17	25.99
		02	DISCOUNT	1100004819			-1.30
						INVOICE TOTAL:	24.69
675213	02/14/17	01	12 GAUGE WIRE	1122005350		03/14/17	4.00
		02	DISCOUNT	1100004819			-0.20
						INVOICE TOTAL:	3.80
675219	02/14/17	01	PADLOCK,KEYS	1121005342		03/14/17	22.45
		02	DISCOUNT	1100004819			-1.12
						INVOICE TOTAL:	21.33
675339	02/15/17	01	NUTS,BOLTS	1122005340		03/14/17	3.80
		02	DISCOUNT	1100004819			-0.19
						INVOICE TOTAL:	3.61
675924	02/22/17	01	KNOB,WIRE SUPPLIES	9900005250		03/14/17	6.97
		02	DISCOUNT	9900004819			-0.70
						INVOICE TOTAL:	6.27

INVOICES DUE ON/BEFORE 03/14/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
DUNN DUNN LUMBER & TRUE VALUE							
676166	02/24/17	01	PROJECT TARP	9900005350		03/14/17	4.00
						INVOICE TOTAL:	4.00
676309	02/27/17	01	FOAM BRUSHES	4055105360		03/14/17	8.62
		02	DISCOUNT	1100004819			-0.43
						INVOICE TOTAL:	8.19
676432	02/28/17	01	GRIT DISCS,PAD	1152005352		03/14/17	50.98
		02	DISCOUNT	1100004819			-1.10
						INVOICE TOTAL:	49.88
676436	02/28/17	01	LANDSCAPE GLUE	1132105340		03/14/17	7.99
		02	DISCOUNT	1100004819			-0.40
						INVOICE TOTAL:	7.59
676438	02/28/17	01	SAW BLADES	1132105340		03/14/17	16.99
		02	DISCOUNT	1100004819			-0.85
						INVOICE TOTAL:	16.14
676593	03/01/17	01	SCREW SET,MAGNIFIER-#16	1132105351		03/14/17	15.48
		02	DISCOUNT	1100004819			-0.77
						INVOICE TOTAL:	14.71
676630	03/01/17	01	PAINT-BIRD HOUSE	1152005352		03/14/17	10.98
		02	DISCOUNT	1100004819			-0.45
						INVOICE TOTAL:	10.53
676702	03/02/17	01	TACKS	1132105340		03/14/17	1.49
		02	DISCOUNT	1100004819			-0.07
						INVOICE TOTAL:	1.42
						VENDOR TOTAL:	177.94
DUO DUO SAFETY LADDER CORPORATION							
447222	12/23/14	01	RUNG REAMER TOOL RETURN	1122005351		03/16/16	-126.00

INVOICES DUE ON/BEFORE 03/14/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
DUO SAFETY LADDER CORPORATION							
447222	12/23/14	02	REFUND CK RECD-TOOL RETURN	1122005351		03/16/16	126.00
						INVOICE TOTAL:	0.00
						VENDOR TOTAL:	0.00
EMS MEDICAL BILLING ASSOCIATES							
1/17	01/31/17	01	COMMISSIONS-JAN	1122005214		03/14/17	1,624.84
						INVOICE TOTAL:	1,624.84
						VENDOR TOTAL:	1,624.84
FASTENAL COMPANY							
WIELK129396	02/15/17	01	SHOP SUPPLIES	1132105351		03/14/17	57.68
						INVOICE TOTAL:	57.68
						VENDOR TOTAL:	57.68
FIRST CARE TACTICAL LLC							
1050	01/16/17	01	RTF MEDICAL SUPPLIES	1122005736		03/14/17	3,877.93
						INVOICE TOTAL:	3,877.93
						VENDOR TOTAL:	3,877.93
FORD OF LAKE GENEVA							
56558	02/07/17	01	OIL,FILTER CHG-#211	1121005361		03/14/17	36.35
						INVOICE TOTAL:	36.35
56560	02/07/17	01	TESTING-GASKET LEAK-A3	1122005240		03/14/17	318.27
						INVOICE TOTAL:	318.27
56567	02/07/17	01	OIL,FILTER CHG-#203	1121005361		03/14/17	30.95
						INVOICE TOTAL:	30.95
56654	02/13/17	01	NEW BATTERY-#204	1121005361		03/14/17	150.90
						INVOICE TOTAL:	150.90

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FORD	FORD OF LAKE GENEVA						
56693	02/16/17	01	TIRE MOUNT-CAR #1	1122005351		03/14/17	90.64
						INVOICE TOTAL:	90.64
						VENDOR TOTAL:	627.11
FRS	FIRE-RESCUE SUPPLY LLC						
6942	01/30/17	01	SCBA CLEANING PADS	1122005800		03/14/17	47.00
						INVOICE TOTAL:	47.00
						VENDOR TOTAL:	47.00
GALLS	GALLS LLC						
6977609	02/10/17	01	UNIFORM-REUSS	1121005138		03/14/17	19.99
						INVOICE TOTAL:	19.99
6998380	02/15/17	01	UNIFORM-REUSS	1121005138		03/14/17	286.36
						INVOICE TOTAL:	286.36
						VENDOR TOTAL:	306.35
GATEWAY	GATEWAY TECHNICAL COLLEGE						
22140	12/19/16	01	EMT EXAM-MILLS	1122005510		03/14/17	110.00
						INVOICE TOTAL:	110.00
						VENDOR TOTAL:	110.00
GENAU	GENEVA AUTO BODY						
24757	02/06/17	01	FORD F-150-TAILGATE	1110005245		03/14/17	1,000.00
		02	FORD F-150 TAILGATE FIX	1121005361			547.12
						INVOICE TOTAL:	1,547.12
						VENDOR TOTAL:	1,547.12
GENERC	GENERAL COMMUNICATIONS INC						
210641	12/29/16	01	VHF RADIO,SPEAKER	1122005262		03/14/17	1,433.24
						INVOICE TOTAL:	1,433.24

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GENERC	GENERAL COMMUNICATIONS INC						
236692	02/17/17	01	BATTERIES-HANDHELDS	1122005262		03/14/17	577.44
						INVOICE TOTAL:	577.44
236881	02/20/17	01	RADIO-#207	1121005342		03/14/17	229.50
						INVOICE TOTAL:	229.50
						VENDOR TOTAL:	2,240.18
GENON	GENEVA ONLINE INC						
1043279	03/01/17	01	EMAIL SVC-FEB	1112005221		03/14/17	2.00
						INVOICE TOTAL:	2.00
1043348	03/01/17	01	EMAIL SVC-MAR	1121005221		03/14/17	39.00
						INVOICE TOTAL:	39.00
						VENDOR TOTAL:	41.00
GENPD	GENEVA PAINT STORE						
3639	01/30/17	01	PAINT-FITNESS RM	1121005399		03/14/17	110.43
						INVOICE TOTAL:	110.43
						VENDOR TOTAL:	110.43
GENUP	GENEVA UPHOLSTERING CORP						
702186	02/23/17	01	RECOVER SEAT-GARBAGE TRK	1132105351		03/14/17	197.74
						INVOICE TOTAL:	197.74
						VENDOR TOTAL:	197.74
GLOBAI	GLOBAL IMPORTS INC						
390923	01/30/17	01	BATTERIES	1122005340		03/14/17	313.61
						INVOICE TOTAL:	313.61
						VENDOR TOTAL:	313.61
GRANI	GRANITE RIDGE LAWN & LANDSCAPE						

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GRANI	GRANITE RIDGE LAWN & LANDSCAPE						
10351	02/06/17	01	SALT SVC-JAN	9900005360		03/14/17	480.00
						INVOICE TOTAL:	480.00
						VENDOR TOTAL:	480.00
GREAT	GREAT AMERICA LEASING CORP						
20185867	02/13/17	01	BIZHUB-FEB	1122005340		03/14/17	170.31
						INVOICE TOTAL:	170.31
						VENDOR TOTAL:	170.31
HBS	HEARTLAND BUSINESS SYSTEMS LLC						
220000-H	01/27/17	01	MICROFILM READER CONTRACT	9900005532		03/14/17	815.00
						INVOICE TOTAL:	815.00
						VENDOR TOTAL:	815.00
HEIN	HEIN ELECTRIC SUPPLY CO						
324189-01	02/24/17	01	BALLAST-STREET LIGHT	1134105261		03/14/17	73.57
						INVOICE TOTAL:	73.57
						VENDOR TOTAL:	73.57
INITIAL	INITIAL DESIGNS						
5846	02/03/17	01	UNIF SHIRT-HALL	1122005138		03/14/17	21.00
						INVOICE TOTAL:	21.00
5848	02/03/17	01	T-SHIRTS-28	1122005138		03/14/17	367.00
						INVOICE TOTAL:	367.00
						VENDOR TOTAL:	388.00
ITU	ITU ABSORB TECH INC						
6741609	02/10/17	01	MATS	1122005360		03/14/17	115.95
						INVOICE TOTAL:	115.95

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ITU	ITU ABSORB TECH INC						
6749449	02/24/17	01	MOP, MATS, FRAGRANCE	4055105360		03/14/17	66.05
						INVOICE TOTAL:	66.05
6749450	02/24/17	01	MATS	1116105360		03/14/17	93.44
						INVOICE TOTAL:	93.44
						VENDOR TOTAL:	275.44
JAMES	JAMES IMAGING SYSTEMS INC						
731055	02/20/17	01	ES3555-FEB OVERAGE	1121005531		03/14/17	124.16
						INVOICE TOTAL:	124.16
731056	02/20/17	01	ES357-FEB OVERAGE	1121005531		03/14/17	28.82
						INVOICE TOTAL:	28.82
						VENDOR TOTAL:	152.98
JANIK	JANI-KING OF MILWAUKEE						
MIL03170395	03/01/17	01	CLEANING-MAR	9900005360		03/14/17	1,083.00
						INVOICE TOTAL:	1,083.00
						VENDOR TOTAL:	1,083.00
JAPPL	J.APPLESEED PUBLISHERS CO-OP						
153126	02/07/17	01	YOUTH BOOKS	9900005411		03/14/17	1,303.51
						INVOICE TOTAL:	1,303.51
153199	02/20/17	01	YOUTH MATERIALS	9900005411		03/14/17	17.95
						INVOICE TOTAL:	17.95
						VENDOR TOTAL:	1,321.46
JEFFE	JEFFERSON FIRE & SAFETY INC						
230948	10/18/16	01	HELMET	1122005800		03/14/17	343.00
						INVOICE TOTAL:	343.00

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JEFFERSON FIRE & SAFETY INC							
233840	01/26/17	01	6 GEAR BAGS	1122005800		03/14/17	249.86
						INVOICE TOTAL:	249.86
233963	01/30/17	01	FIRE BOOTS	4522005962		03/14/17	365.00
						INVOICE TOTAL:	365.00
234542	02/15/17	01	FOAM	1122005800		03/14/17	485.00
						INVOICE TOTAL:	485.00
						VENDOR TOTAL:	1,442.86
JERRY WILLKOMM INC							
231410	02/17/17	01	1502 GALS GAS	1132105341		03/14/17	3,227.80
						INVOICE TOTAL:	3,227.80
						VENDOR TOTAL:	3,227.80
KAPUR & ASSOCIATES, INC							
89956A	02/06/17	01	JAN ENG-2017	1130005216		03/14/17	826.00
						INVOICE TOTAL:	826.00
						VENDOR TOTAL:	826.00
EMILY KORNAK							
REIMB-02/17	02/13/17	01	BOARD MTG/OPEN HOUSE FOOD	9900005211		03/14/17	142.42
						INVOICE TOTAL:	142.42
REIMB-2/17	02/07/17	01	STAFF DINNER	9900005211		03/14/17	35.27
		02	PROGRAM CANDY,CARDS	9900005211			36.25
						INVOICE TOTAL:	71.52
REIMB-2/27/17	02/27/17	01	PKNG-CONF-MADISON	9900005211		03/14/17	5.85
		02	MEAL-CONF-MADISON	9900005211			14.24
						INVOICE TOTAL:	20.09
						VENDOR TOTAL:	234.03

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LANGE	LANGE ENTERPRISES INC						
61053	02/23/17	01	TRAFFIC SIGNS	1134105375		03/14/17	785.23
						INVOICE TOTAL:	785.23
						VENDOR TOTAL:	785.23
LARK	LARK UNIFORM OUTFITTERS INC						
237848	02/04/17	01	UNIFORM-THORNBURGH	1121005138		03/14/17	163.85
						INVOICE TOTAL:	163.85
237969	02/07/17	01	UNIFORM-WAY	1121005138		03/14/17	239.85
						INVOICE TOTAL:	239.85
238297	02/10/17	01	UNIFORM-NETTESHEIM	1121005138		03/14/17	112.74
						INVOICE TOTAL:	112.74
						VENDOR TOTAL:	516.44
LASERW	LASER WORKS UNLIMITED LLC						
1224	02/13/17	01	PLAQUE-A/C	1121005190		03/14/17	26.50
		02	PLAQUE-A/C	1121005399			76.20
						INVOICE TOTAL:	102.70
						VENDOR TOTAL:	102.70
LGANIM	LAKE GENEVA ANIMAL HOSPITAL						
479860	02/02/17	01	PICKUP/BOARD DOG	1121005291		03/14/17	42.00
						INVOICE TOTAL:	42.00
						VENDOR TOTAL:	42.00
LLS	LAKESHORES LIBRARY SYSTEM						
1785	02/01/17	01	2017 SIRSI&SHARE FEE	9900005510		03/14/17	18,812.70
						INVOICE TOTAL:	18,812.70
						VENDOR TOTAL:	18,812.70

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MALEK	MALEK & ASSOCIATES CONSULTANTS						
5542	01/30/17	01	PLAN REV-CARRIAGE HOUSE	1122005750		03/14/17	420.00
						INVOICE TOTAL:	420.00
5547	02/17/17	01	PLAN REV-ALDI	1122005750		03/14/17	235.00
						INVOICE TOTAL:	235.00
5548	02/17/17	01	FA-WHITETAIL APT	1122005750		03/14/17	172.50
						INVOICE TOTAL:	172.50
						VENDOR TOTAL:	827.50
MARED	MARED MECHANICAL						
101128	01/31/17	01	INSTALL 2 THERMOSTATS	1122005241		03/14/17	1,686.00
						INVOICE TOTAL:	1,686.00
						VENDOR TOTAL:	1,686.00
MARSA	MARSARS WATER RESCUE SYS INC						
10829	01/26/17	01	RESCUE SLING,ICE AWLS	1122005800		03/14/17	197.13
						INVOICE TOTAL:	197.13
						VENDOR TOTAL:	197.13
MARTIN	MARTIN GROUP						
1212325	02/21/17	01	KONICA 20-FEB	1121005531		03/14/17	12.70
						INVOICE TOTAL:	12.70
						VENDOR TOTAL:	12.70
MENAR	MENARD CONSULTING INC						
897	02/22/17	01	OPEB STUDY	1115105212		03/14/17	1,500.00
						INVOICE TOTAL:	1,500.00
						VENDOR TOTAL:	1,500.00
MINUT	MINUTEMAN PRESS						

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MINUT	MINUTEMAN PRESS						
29800	02/06/17	01	ENVELOPES	1121005310		03/14/17	508.00
						INVOICE TOTAL:	508.00
						VENDOR TOTAL:	508.00
NAPAE	ELKHORN NAPA AUTO PARTS						
66400	02/23/17	01	HEAVY DUTY OIL 30 QT	1132105341		03/14/17	31.68
		02	NON-DETER 30 QT	1132105341			-34.80
						INVOICE TOTAL:	-3.12
66460	02/24/17	01	OIL FILTERS	1132105351		03/14/17	17.92
						INVOICE TOTAL:	17.92
						VENDOR TOTAL:	14.80
PARAT	PARATECH AMBULANCE SERVICE						
1/17	01/31/17	01	INTERCEPTS-JAN	1122005218		03/14/17	397.69
						INVOICE TOTAL:	397.69
23644	01/27/17	01	13 CPR CARDS	1122005610		03/14/17	91.00
						INVOICE TOTAL:	91.00
						VENDOR TOTAL:	488.69
PATS	PATS SERVICES INC						
A-138596	02/16/17	01	PORT A POTTY SVC-FEB	4800005360		03/14/17	80.00
						INVOICE TOTAL:	80.00
						VENDOR TOTAL:	80.00
PAUL	PAUL CONWAY SHIELDS INC						
397611-IN	01/20/17	01	SCBA/COMPRESSOR TESTING	1122005820		03/14/17	1,402.79
						INVOICE TOTAL:	1,402.79
						VENDOR TOTAL:	1,402.79

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT

PCL	PETTY CASH - LIBRARY						
FEB 2017	02/22/17	01	USPS-RHINELANDER,WI	9900005312		03/14/17	2.50
		02	USPS-OKLAHOMA CITY,OK	9900005312			2.97
		03	USPS-COLORADO SPRINGS,CO	9900005312			12.43
		04	USPS-MALIA,IL	9900005312			3.44
		05	USPS-BOLINGBROOK,IL	9900005312			2.50
						INVOICE TOTAL:	23.84
						VENDOR TOTAL:	23.84
PIRAN	PIRANHA PAPER SHREDDING LLC						
12490022017	02/20/17	01	SHREDDING SVC-FEB 2 BINS	1121005531		03/14/17	70.00
						INVOICE TOTAL:	70.00
						VENDOR TOTAL:	70.00
PJELE	PJ ELECTRIC CO						
13503	02/03/17	01	DEDICATED AMP SERVICE	1121005262		03/14/17	1,450.00
						INVOICE TOTAL:	1,450.00
						VENDOR TOTAL:	1,450.00
PROPH	PROPHOENIX						
2017117	12/31/16	01	PROPHOENIX LICENSE	4122008063		03/14/17	1,950.00
		02	2 PROPHOENIX LICENSES	4122001505			3,900.00
						INVOICE TOTAL:	5,850.00
						VENDOR TOTAL:	5,850.00
RCELEC	RC ELECTRONICS						
641740	01/08/17	01	ANTENNA-LOADER	1132105262		03/14/17	24.95
						INVOICE TOTAL:	24.95
642856	12/28/16	01	RADIO-TRUCK #23	1132105262		03/14/17	75.00
						INVOICE TOTAL:	75.00
						VENDOR TOTAL:	99.95

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RED	RED THE UNIFORM TAILOR						
00W65777	02/21/17	01	UNIFORM-DERRICK	1121005138		03/14/17	169.97
						INVOICE TOTAL:	169.97
0W65206B	02/08/17	01	UNIFORM-TRACY	1121005138		03/14/17	73.80
						INVOICE TOTAL:	73.80
0W65400A	02/16/17	01	UNIFORM-DERRICK	1121005138		03/14/17	127.80
						INVOICE TOTAL:	127.80
						VENDOR TOTAL:	371.57
RYMAR	SHARYN RYMARZ						
MILEAGE-1/17	02/27/17	01	23 MILES-TRNG-ELKHORN	9900005332		03/14/17	12.31
						INVOICE TOTAL:	12.31
						VENDOR TOTAL:	12.31
SENSE	SENSENICH PROPELLER						
AB-23602	02/14/17	01	AIRBOAT PROPELLER	1122005351		03/14/17	893.30
						INVOICE TOTAL:	893.30
						VENDOR TOTAL:	893.30
SHERP	SHERPER'S						
AAA274966	01/22/17	01	UNIFORM-WAY	1121005138		03/14/17	84.99
						INVOICE TOTAL:	84.99
						VENDOR TOTAL:	84.99
SHERW	SHERWIN-WILLIAMS COMPANY						
0081-4	02/14/17	01	PAINT-GARBAGE CANS	1152005352		03/14/17	116.47
						INVOICE TOTAL:	116.47
						VENDOR TOTAL:	116.47
SOMAR	SOMAR TEK LLC/SOMAR ENTERPRISE						

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SOMAR SOMAR TEK LLC/SOMAR ENTERPRISE							
100171	02/02/17	01	UNIFORM-HINZPETER	1121005138		03/14/17	57.98
						INVOICE TOTAL:	57.98
100186	02/10/17	01	UNIFORM-WALSER	1121005138		03/14/17	210.97
						INVOICE TOTAL:	210.97
						VENDOR TOTAL:	268.95
T0001399 VERIZON WIRELESS-VSAT NORTH							
160280504	02/16/17	01	FATAL CRASH PHONE RECORDS	1121005380		03/14/17	50.00
						INVOICE TOTAL:	50.00
						VENDOR TOTAL:	50.00
T0001400 NOTTESTAD MEMORIAL FUND							
REFUND	02/27/17	01	NOTTESTAD-SEC DEP BARR 2/25	1100002353		03/14/17	50.00
						INVOICE TOTAL:	50.00
						VENDOR TOTAL:	50.00
T0001401 VICTORIA ANN HENNING							
REFUND	02/23/17	01	REF CIT CN80F3SSMN 10/23	1112004510		03/14/17	100.80
						INVOICE TOTAL:	100.80
						VENDOR TOTAL:	100.80
TIME TIME WARNER CABLE							
10404710897601-2/17	02/20/17	01	INTERNET SVC-FEB	1121005221		03/14/17	202.49
						INVOICE TOTAL:	202.49
						VENDOR TOTAL:	202.49
TIMEL TIMELESS FLOORING							
2017-0512	02/22/17	01	BUFF,RECOAT WOOD FLOOR	4055105360		03/14/17	7,375.00
						INVOICE TOTAL:	7,375.00
						VENDOR TOTAL:	7,375.00

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TROM	MARIO TROMBETTA						
22981	12/28/16	01	MDC INSTALL	4122001505		03/14/17	520.00
						INVOICE TOTAL:	520.00
						VENDOR TOTAL:	520.00
TSC	TRACTOR SUPPLY CREDIT PLAN						
100457952	02/09/17	01	WATER TANK PARTS	1132135430		03/14/17	976.42
						INVOICE TOTAL:	976.42
100459164	02/15/17	01	TRAILER JACK	1132105351		03/14/17	31.99
		02	HITCH PINS-TRK #15 & #16	1132125250			9.98
						INVOICE TOTAL:	41.97
						VENDOR TOTAL:	1,018.39
UNIQ	UNIQUE MANAGEMENT SERVICES INC						
440547	02/01/17	01	COLLECTION FEES-JAN	9900005510		03/14/17	44.75
						INVOICE TOTAL:	44.75
						VENDOR TOTAL:	44.75
UNITE	UNITED LABORATORIES						
INV181709	02/21/17	01	WAX STRIPPER	4055105360		03/14/17	195.53
						INVOICE TOTAL:	195.53
						VENDOR TOTAL:	195.53
USCELL	US CELLULAR						
RE030217	02/12/17	01	HARBORMASTER CELL-FEB	4055105221		03/14/17	6.35
		02	MAYOR'S CELL-FEB	1116105221			34.95
		03	BLDG INSP CELL-FEB	1124005262			53.15
		05	CITY ADMIN CELL-FEB	1116105221			88.86
		07	BEACH CELL-FEB	4054105221			0.50
		08	PARKING MTR 1 CELL-FEB	4234505221			0.50

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USCELL US CELLULAR							
RE030217	02/12/17	09	PARKING MTR 2 CELL-FEB	4234505221		03/14/17	0.50
		10	CITY HALL CELL-FEB	1116105221			7.85
		12	PARKING SUPERVISOR-FEB	4234505221			45.65
		13	CEMETERY CELL-FEB	4800005221			8.35
		14	ST DIRECTOR CELL-FEB	1132105221			39.90
		15	ST FOREMAN CELL-FEB	1132105221			58.90
		16	PARKING MGR CELL-FEB	4234505221			46.53
		17	CITY CLERK CELL-FEB	1116105221			36.60
						INVOICE TOTAL:	428.59
						VENDOR TOTAL:	428.59
VORPA VORPAGEL SERVICE INC							
38767	01/27/17	01	FURNACE FIX	9900005360		03/14/17	726.78
						INVOICE TOTAL:	726.78
						VENDOR TOTAL:	726.78
WALCOT WALWORTH COUNTY TREASURER							
INV 64-246 2/17	02/28/17	01	COURT FINES-FEB 2017	1112002420		03/14/17	2,053.75
						INVOICE TOTAL:	2,053.75
						VENDOR TOTAL:	2,053.75
WALLA DARCY BREWSTER-WALLACE							
MILEAGE-1/17	02/27/17	01	LAC MTG-42.8 MILES	9900005211		03/14/17	22.90
						INVOICE TOTAL:	22.90
						VENDOR TOTAL:	22.90
WIDOA WI DEPT OF ADMINISTRATION							
505-0000015867	02/08/17	01	SGT EXAM	1121005411		03/14/17	175.00
						INVOICE TOTAL:	175.00
						VENDOR TOTAL:	175.00

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT

WISC	STATE OF WISCONSIN						
INV 64-246 2/17	02/28/17	01	COURT FINES-FEB 2017	1112002424		03/14/17	3,699.15
						INVOICE TOTAL:	3,699.15
						VENDOR TOTAL:	3,699.15
YMCA	YMCA						
RE030217	03/01/17	01	MAR/APR PAYMENT	1170005760		03/01/17	9,000.00
						INVOICE TOTAL:	9,000.00
						VENDOR TOTAL:	9,000.00
						TOTAL ALL INVOICES:	99,235.87