



REGULAR CITY COUNCIL MEETING

MONDAY, APRIL 24, 2017 – 6:00 PM

COUNCIL CHAMBERS, CITY HALL

AMENDED AGENDA

1. Mayor Kupsik calls the meeting to order
2. Pledge of Allegiance – Alderman Howell
3. Roll Call
4. Awards, Presentations, and Proclamations
 - a. Presentation of Proclamation observing the month of May as Poppy Month
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 April 10, 2017, and the Council Organizational Meeting Minutes of April 18, 2017 as prepared and distributed
9. **Consent Agenda** – Recommended by Finance, License and Regulation on April 18, 2017
Any item listed on the consent agenda may be removed at the request of any member of the Council. The request requires no second, is not discussed, and is not voted upon.
 - a. Park Reservation Permit application filed by Harry Katch to use Library Park for a Celebration of Life for Ellyn Kehoe on May 7, 2017 from 12:30pm to 4:30pm or Seminary Park on May 7, 2017 from 12:30pm to 4:30pm in the event of bad weather, with waiver of all fees excluding the application fee for one park, and backup park would be charged at the resident rate *(This was not approved by the Board of Park Commissioners due to timing)*
 - b. Park Reservation Permit application filed by Kirk La Du on behalf of Junior Badger Baseball to use Field 5 at Veterans Park on the evenings of Monday, Wednesday and Friday commencing April 24, 2017 through July 21, 2017 from 5:00pm to 9:00pm for the Junior Badger 12U Season *(Recommended by the Board of Park Commissioners on April 5, 2017 for Monday, Wednesday and Friday only; FLR did not approve any waiver of fees)*
 - c. Park Reservation Permit application filed by Kirk La Du on behalf of Junior Badger Baseball to use Fields 1, 2, 3, and 4 at Veterans Park May 27-28, 2017 and June 17-18, 2017 from 9:00am to 6:00pm for the Junior Badger Baseball Tournament with a fee of \$300 per day plus a \$1,000 security deposit and \$25 application fee *(Recommended by the Board of Park Commissioners on April 5, 2017)*
 - d. Street Banner Display Permit application filed by VISIT Lake Geneva to use 11 banner poles starting May 2, 2017 through June 11, 2017 without fee waiver

Amended Agenda Items
11.h., 13.b., 15. and 16.a.

- e. Park Reservation Permit application filed by Ryan Bensheimer on behalf of Mt. Zion Christian Church to use Flat Iron Park including the Brunk Pavilion on May 26, 2017 from 4:00pm to 11:00pm for a Worship Service *(Recommended by the Board of Park Commissioners on April 5, 2017)*
- f. Park Reservation Permit application filed by Christian Jensen on behalf of My Team Triumph to use Library Park on May 28, 2017 from 8:00am to 5:00pm for the Muck-Suck event *(Recommended by the Board of Park Commissioners on April 5, 2017)*
- g. Temporary Class “B”/“Class B” Retailer’s License application filed by My Team Triumph for the sale of fermented malt beverages at the 900th block of Main St (Library Park), Lake Geneva, for the Muck-Suck event on May 28, 2017 from 10:00am to 2:00pm
- h. Park Reservation Permit application filed by Len Jegerski on behalf of the American Legion Post to use Flat Iron Park on May 29, 2017 from 10:00am to 11:30am for a ceremony after the Memorial Day Parade with waiver of fees *(Recommended by the Board of Park Commissioners on April 5, 2017. Parade and Street Use Permits were approved by Council on March 27, 2017 with a single application fee of \$25.00)*
- i. Park Reservation Permit application filed by Sherm Lindsey on behalf of Midwest Action Cycle Inc. to use Flat Iron Park on August 5, 2017 from 9:00am to 9:00pm and August 6, 2017 from 9:00am to 5:00pm for the Viva Lake Geneva Scooter Rally *(Recommended by the Board of Park Commissioners on April 5, 2017)*
- j. Park Reservation Permit application filed by Larry Kundert on behalf of Friends of the Library to use Library Park on August 12, 2017 from 9:00am to 3:00pm and August 13, 2017 from 11:00am to 3:00pm for a book sale *(Recommended by the Board of Park Commissioners on April 5, 2017)*
- k. Temporary Class “B”/“Class B” Retailer’s License application for the sale of fermented malt beverages and wine filed by the Lake Geneva Business Improvement District for the Taste of Lake Geneva on Sept 9, 2017 from 11:00am to 6:00pm in Flat Iron Park

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

11. Finance, License & Regulation Committee Recommendations from April 18, 2017 – Alderman Kordus

- a. Discussion/Action on Park Reservation Permit application filed by the Lake Geneva Business Improvement District for Taste of Lake Geneva with setup beginning on Sept 7, 2017 at noon and event held on Sept 8, 2017 and Sept 9, 2017 from noon to 10:00pm at Flat Iron Park with use of Brunk Pavilion and request to waive all fees *(Recommended by the Board of Park Commissioners on April 5, 2017. FLR recommended to charge the same fees as last year of \$1,155.00 plus a \$100 security deposit)*
- b. Discussion/Action on Parking Stall Bag request filed by the Lake Geneva Business Improvement District for Taste of Lake Geneva to close Center Street lot and reserve 25 parking stalls therein on Saturday, Sept 9, 2017 with request to waive all fees *(FLR took no action on this item)*
- c. Park Reservation Permit application filed by the Lake Geneva Business Improvement District to use Flat Iron Park and the Brunk Pavilion for Oktoberfest beginning on Oct 7, 2017 at 7:00am and ending on Oct 8, 2017 at 7:00pm with request for additional equipment, fork lift operator and request for waiver of fees *(Recommended by the Board of Park Commissioners on April 5, 2017. FLR recommended charging the proposed fees for 2017, waive the Brunk Pavilion fee, and invoice for the forklift operator hours after the event)*
- d. Street Use Permit application filed by the Lake Geneva Business Improvement District for closure of the 200 block of Broad Street from Main Street to Geneva Street beginning on October 7, 2017 at 7:00am to 7:00pm on October 8, 2017 and utilizing downtown area sidewalks and alleys on the 200 block of Broad Street for Oktoberfest with request to waive fees *(FLR recommended charging the application fee and waiving the permit fee)*
- e. Parking Stall Bag request filed by the Lake Geneva Business Improvement District to close Center Street lot and use the 25 parking stalls from 7:00am to 7:00pm on October 8, 2017 (1 day) for Oktoberfest with request for waiver of fees
- f. Discussion/Action on request for Host Street Water Tower temporary communication equipment relocation due to painting, in the amount of \$19,000 from the Contingency Account. *(Recommended on April 6, 2017 by the Police & Fire Commission)*

- g. Discussion/Action on Budget **Resolution 17-R12** on request for unbudgeted Contract Sick Time and Retirement Payout in the amount of \$24,000 from the Contingency Account *(Recommended on April 6, 2017 by the Police & Fire Commission)*
- h. Discussion/Action to direct staff to draft Petition for Annexation of all City owned Hillmoor Heights Park and Lots property on and near Lockwood Blvd in the Town of Lyons including Right-of-Way to the West and Center of property excluding Lockwood Blvd and send to the Plan Commission to set Public Hearing *(Recommended by the Board of Park Commissioners on Sept 7, 2016, and Public Works Committee on April 18, 2017)*
- i. Discussion/Action on Payment Request No. 2 to The Wanasek Corp. for the South Lake Shore Drive (Parking Lot I) Project in the amount of \$14,146.90 funded from the Parking Fund *(Recommended by the Board of Park Commissioners on Sept 7, 2016, Public Works Committee on April 18, 2017)*
- j. Discussion/Action on various 2017 Capital Projects

12. Discussion/Action on Resolution 17-R14, amending the designated public depositories for the City of Lake Geneva to include Westbury Bank, Community State Bank, and Fox River State Bank

13. Plan Commission Recommendations from April 17, 2017 – Alderman Skates

- a. Discussion/Action on a Precise Implementation Plan (PIP) Application filed by Kevin Madalinski, Director, Hoffman Design & Construction, 122 E College Ave., Appleton, WI 54911 on behalf of Golden Years 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 to include all affirmative findings of fact and staff recommendations including but not limited to the execution of the development agreement, looping the water service fully around the building in the next phase of project development, the detailed final review by City staff and consulting engineers for the detailed utility building and storm water management plans, improvements of the public sidewalk on the west side of Harmony Drive, and to allow the maximum height to go up to 20 feet.
- b. Discussion/Action on **Resolution 17-R15**, a Conditional Use Application (CUP) filed by Tony Besario, 6806 84th Avenue, Kenosha, WI 53142, for Indoor Commercial Entertainment for a self serve frozen yogurt store at 120 Broad Street, Tax Key No. ZOP00346 to include all affirmative findings of fact and note that operating hours will be from 11:00am to 10:00pm 7 days a week.
- c. Discussion/Action on **Resolution 17-R16**, a Conditional Use Application (CUP) filed by Emily Blincoe, 440 Frost Drive, Williams Bay, WI 53191, for Outdoor Commercial Entertainment to permit outdoor activities in the courtyard adjacent to the Olive Oil Shops at 221 Broad Street, Tax Key No. ZOP00267 to include all affirmative findings of fact and staff recommendations that the courtyard gates shall remain open when the court yard is accessible to the public, exterior lighting (other than low wattage string lights) shall comply with all illumination standards section 98-707 and amplified music or other activities shall comply with noise standards section 98-709, and operating hours from 10:00am to 9:00pm.
- d. Discussion/Action on **Resolution 17-R17**, a Conditional Use Application (CUP) filed by Dan Clifford, 1301 Promontory Drive, Lake Geneva, WI 53147, to exceed maximum accessory structure height at 1301 Promontory Drive, Tax Key No. ZEH00018 to include all affirmative findings of fact and the following staff recommendations:
 - a. The height of the structure shall not exceed 18 feet, as measured from the lowest elevation of the adjoining ground level to the mean distance of the highest gable of the roof;
 - b. No water or sewer service shall be extended to the structure;
 - c. The structure shall not contain a dwelling unit, be used for living, sleeping, eating or cooking, or be used in support of a Home Occupation as described in Section 98-206(8)(j);
 - d. The structure shall meet the required rear yard setback of three feet;
 - e. Due to the additional three feet in height, the required side yard setback for this structure shall be six feet (based on required side yard setback of three feet plus three additional feet);
 - f. The color of the structure shall be limited to “earth tones” such as gray-greens and gray-browns to ensure that the structure continues to blend in with the surrounding landscape;
 - g. Staff review will be required for any paving or driveways to ensure that the site meets Landscape Surface Ratio requirements in the SR-3 zoning district.

- e. Discussion/Action on **Resolution 17-R18**, a Conditional Use Application (CUP) filed by Nicolas Carone, 177 Valencia Parkway, Gilberts, IL 60136, for Indoor Commercial Entertainment for a hot dog restaurant and outdoor dining at 272 Broad Street, Tax Key No. ZOP00244 to include all affirmative findings of fact and the following staff recommendations:
 - a. Outdoor seating shall be limited to 16 seats;
 - b. Outdoor seating and other furnishing shall be located on-site and shall not be located in the public right-of-way;
 - c. Umbrellas for outdoor seating shall not contain advertising.
- f. Discussion/Action on a Site Plan Amendment filed by Dirk Debbink & Bert Zenker, MSI General, W215 E Wisconsin Avenue, Nashota, WI 53058, on behalf of Plasti-Coil, Inc., for a building expansion at 901 Geneva Parkway, Tax Key No. ZLGB200010.
- g. Discussion/Action on an Extraterritorial Jurisdiction (ETJ) CSM Lot Combination in the Town of Geneva filed by Todd Cauffman, Lowell Management Services, PO Box 926, Lake Geneva, WI 53147, to combine lots 5, 6, & 7 of the Longwood Subdivision at Longwood Drive south of McDonald Road, Tax Key Nos. JLW00005, JLW00006, JLW00007.

14. Presentation of Accounts

- a. Purchase Orders (none)
- b. Prepaid Bills in the amount of \$29,714.63
(Recommended by Finance, License & Regulation Committee on April 18, 2017)
- c. Regular Bills in the amount of \$210,116.47
(Recommended by Finance, License & Regulation Committee on April 18, 2017)

15. Mayoral Appointments

- **Plan Commission**
 - Appointment of Ted Horne with a term expiring May 1, 2020
 - Reappointment of John Gibb with a term expiring May 1, 2020
- **Board of Park Commissioners**
 - Reappointment of Brian Olsen with a term expiring May 1, 2020
 - Reappointment of David Quickel with a term expiring May 1, 2020
- **Police & Fire Commission**
 - Appointment of Ted Horne with an expiration of May 1, 2022
- **Cemetery Board**
 - Reappointment of Clarence Read with an expiration of May 1, 2019
 - Reappointment of Coryn Commare with an expiration of May 1, 2019
- **Historic Preservation Commission**
 - Reappointment of Ken Etten with an expiration of May 1, 2020
 - Reappointment of Mary Tanner with an expiration of May 1, 2020
- **Library Board**
 - Appointment of Scott Gelzer as a citizen representative, replacing Diane Jones, for a term expiring May 1, 2019
- **Zoning Board of Appeals**
 - Reappointment of Thomas Anthony with an expiration of May 1, 2020
 - Reappointment of Bernie Williams with an expiration of May 1, 2020

- **Avian Committee**
 - Appointment of Coryn Commare with a term expiring May 1, 2018
 - Reappointment of Sarah McConnell with an expiration of May 1, 2019
 - Reappointment of Nikki Scott with an expiration of May 1, 2019

- **Tourism Commission**
 - Appointment of Chris Gelting with a term expiring May 1, 2018
 - Appointment of Charlie Lorenzi with a term expiring May 1, 2018
 - Appointment of Andrew Fritz with a term expiring May 1, 2018
 - Appointment of Tammie Carstensen with a term expiring May 1, 2018

16. 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:

1. Police Chief Rasmussen	5. Sergeant Derrick
2. Lieutenant Gritzner	6. Sergeant Hinzpeter
3. Lieutenant Way	7. Communications Supervisor Froggatt
4. Sergeant Hall	8. Police Administrative Assistant Papenfus

- b. Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session regarding:
 - 1. 2017 Competitive General Obligation Promissory Note

17. 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

18. Discussion/Action on 2017 General Obligation Promissory Note not to exceed \$3,500,000 General Obligation Promissory Note with Westbury Bank including all requisite documentation to effectuate the borrowing including but not limited to **Resolution 17-R13**, Term Credit Agreement, Exhibit A to the Term Credit Agreement, Certificate Respecting Indebtedness and Receipt of Loan Proceeds, Certificate of Full Equalized Value, the Promissory Note, the Certificate to the Term Credit Agreement, the Arbitrage Certificate, and the Federal Tax Compliance Certificate subject to legal review

19. Discussion/Action on Quarles & Brady LLP Proposal for Bond Counsel Services not to exceed \$7,500 for 2017 Competitive General Obligation Promissory Note with PNC Bank

20. 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.

4/21/2017 11:20pm – Original Posting 4/22/2017 5:48pm – Amended Posting
 cc: Aldermen, Mayor, Administrator, Attorney, Dept. Heads, Media

CITY OF LAKE GENEVA

Proclamation

WHEREAS, America is the land of freedom, preserved and protected willingly and freely, by the men and women of the Armed Forces; and

WHEREAS, millions who have answered the call to arms have died on the field of battle; and

WHEREAS, a nation must be reminded of the price of war and the debt owed to those who have died in war; and

WHEREAS, the red crepe paper poppy has been designated as a symbol of the sacrifice of lives in all wars; and

WHEREAS, the American Legion Auxiliary Frank Kresen Unit 24 has pledged to remind citizens annually of this debt through the distribution of this memorial flower;

NOW, THEREFORE, I, Alan Kupsik, Mayor of the City of Lake Geneva, do hereby proclaim the month of May 2017 as

POPPY MONTH

throughout the City of Lake Geneva, and I commend this observance to all of our citizens.

Dated this 24th day of April, 2017.

ALAN KUPSIK, MAYOR

SABRINA WASWO, CITY CLERK



**REGULAR CITY COUNCIL MEETING
MONDAY, APRIL 10, 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 Hedlund

Roll Call. Present: Aldermen Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell. Also Present: City Attorney Draper, City Administrator Oborn and City Clerk Waswo.

Awards, Presentations, and Proclamations.

Mayor Kupsik read in a Proclamation in Recognition of Ellyn Kehoe. Mayor Kupsik presented Alderman Ted Horne and Alderman Chris Gelting with Certificates of Recognition for their service to the City of Lake Geneva.

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. None.

Acknowledgement of Correspondence. None.

Approval of Minutes. Gelting/Horne motion to approve the Regular City Council Meeting minutes of March 27, 2017, as prepared and distributed. Motion carried 7 to 0 with Ald. Chappell “abstaining.”

Consent Agenda

- a. Original 2016-2017 Operator’s (Bartender) License application filed by Crystal Bauman, Stephanie Copey, Amanda Dahl, Julianna Goza, Edward Muisenga, Klaus Nitsch, Danielle Quale, Kelsie Rammel, Noelle Warntjes, and Denita Wichman *(recommended by Finance, License & Regulation Committee on April 4, 2017)*

Kordus/Skates motion to approve.

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

Items removed from the Consent Agenda. None.

Finance, License and Regulation Committee Recommendations from April 4, 2017 – Alderman Kordus Discussion/Action on Capital Borrowing with corresponding award of General Obligation Promissory Note for up to \$3,500,000.00 from PNC Bank contingent upon City Attorney review

Kordus/Horne motion to approve PNC Bank and Town Bank as secondary. Ald. Kordus stated all things being equal PNC Bank came in at the lowest rate. Based on the time of signing or closing of the note, interest rates can fluctuate. Ald. Howell noted Town Bank was secondary in case PNC Bank did not follow through with their commitment. Mr. Oborn stated variables were ruled out and went with the fixed rates. Mr. Kordus stated rates are reflected with the fees so it is apples to apples comparison. Mr. Hedlund asked if FLR considered the variable rate at PNC. Mr. Oborn answered we decided to go with the flats, but did ask for variables. Mr. Oborn felt the flat was a good number. It’s hard to forecast as this is a 10 year loan.

Roll Call: Skates, Kordus, Flower, Horne, Hedlund, Howell voting “yes.” Motion carried 6 to 0 with Ald. Chappell and Gelting “abstaining.”

Ald. Chappell came to the bench at 6:14pm.

Discussion/Action on amending Section 74-221(d), Parking Station Zones, to include a ten-hour parking station zone at the 227 South Lake Shore Drive – Lot I

Kordus/Gelting motion to approve. Mr. Kordus explained this is the new lot that will be opening and will be available for all day parking for anyone.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Motion carried unanimously.

Discussion/Action on amending Section 74-221(h), Authorized City Parking Stickers, to include free parking from 9:00am to 7:00pm for any vehicle with a valid parking sticker at the 227 South Lake Shore Drive – Lot I, excluding overnight parking

Kordus/Gelting motion to approve. Mr. Kordus noted this will be available to residents for all day parking. It should also be advantageous to residents who are also working downtown. It is within walking distance of most of the businesses.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Motion carried unanimously.

Discussion/Action on amending Section 90-123(c), Boat Launching Facility, Rules for use and maintenance by City, to define non-boat trailer parking as a violation during on-season with a fee of \$25.00

Kordus/Gelting motion to approve and instruct the City Attorney to update the ordinance and come back as a first reading. Mr. Kordus said this went along with the remainder of the parking regulations that are being put in place. The rules need to be posted. If they aren’t posted, they are going to be hard to enforce.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Motion carried unanimously.

Discussion/Action on amending Section 74-210(e), No parking, snow removal, to add restrictions on boat trailers or stand alone trailers parking in the Sage Parking Lot D with a fee of \$25.00

Kordus/Gelting motion to approve and instruct the City Attorney to update the ordinance and come back as a first reading.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Motion carried unanimously.

Discussion/Action on amending Section 74-210(d) Overnight parking, to add overnight parking in the Sage Parking Lot – Lot D, not to exceed 24 hours

Kordus/Gelting motion to approve and instruct the City Attorney to update the ordinance and come back as a first reading.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Motion carried unanimously.

Discussion/Action on amending Section 74-210(e) No parking, snow removal, to include a violation for more than one vehicle parked in one stall with the exception of three motorcycles per stall

Kordus/Horne motion to approve and instruct the City Attorney to update the ordinance and come back as a first reading.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Motion carried unanimously.

Discussion/Action on amending Section 74-210(f) Backing into parking stalls, to include motorcycle exception

Kordus/Flower motion to approve and instruct City Attorney to update the ordinance and come back as a first reading.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Motion carried unanimously.

Discussion/Action on amending Section 74-221(k) Parking Meters, Penalties, to include no parking ticket for a handicap placard violation may be contested after 30 days and corresponding penalty contingent upon City Attorney review

Kordus/Gelting motion to approve and instruct the City Attorney to review state law, update the ordinance, and to come back as a first reading. Mr. Kordus stated there is an issue because people with handicapped placards can park

in any metered stall without paying. Oftentimes they do not remember to hang their placard and will get a ticket. The City is getting letters 4 to 6 months down the road contesting the ticket. This allows them to contest the ticket up to 30 days after the ticket has been issued. After 30 days, they waive their right to contest the ticket. We cannot be more restrictive than the state on that. Ms. Flower asked if it would be the same amount of time for any ticket. She wonders why it would be any longer or shorter period of time to contest for handicap placards than any others. City Attorney Draper is going to check but believes those are kept separate from regular traffic violations by the state. Mr. Draper noted there will be another comprehensive change to adopt a statute giving a time limit to contest tickets. If tickets are contested, it will go through the court system, a summons is issued, and the court costs will be added to it. Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting "yes." Motion carried unanimously.

Discussion/Action on the City Administrator registering and completing the Apple Developer Agreement Account for the Lake Geneva Historic Preservation Commission Historic Walking Tour I-Phone app

Kordus/Chappell motion to approve. Mr. Kordus stated this is a technicality. Someone has to be an account owner of the app with the Apple iStore. The Historic Preservation Commission does not want to be the owner. They are in the process of developing an android app. Someone has to be the owner and it will be the City of Lake Geneva. Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting "yes." Motion carried unanimously.

Discussion/Action on Resolution 17-R10, International Migratory Bird Day (Recommended by the Avian Committee on March 27, 2017). Mr. Oborn stated this is an annual resolution. It is part of what we have to do to maintain our Bird City USA status.

Gelting/Flower motion to approve.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting "yes." Motion carried unanimously.

**Presentation of Accounts – Alderman Kordus
Purchase Orders (none)**

Kordus/Chappell motion to approve the Prepaid Bills in the amount of \$1,865.69(Recommended by Finance, License & Regulation Committee on April 4, 2017)

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting "yes." Motion carried unanimously.

Kordus/Chappell motion to approve the Regular Bills in the amount of \$135,834.27(Recommended by Finance, License & Regulation Committee on April 4, 2017)

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting "yes." Motion carried unanimously.

Mayoral Appointments. None.

Mayor Kupsik announced Arbor Day will be on April 29, 2017 at 9:30am at Flat Iron Park. A tree will be planted to honor of Daniel Winkler.

Closed Session

Hedlund/Skates 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 including Alderman John Halverson, City Attorney, City Administrator and City Clerk

- a. **Building & Zoning Administrator Applicants**
- b. **Financial Analyst –Treasurer Lorraine Briere**
- c. **Senior Financial Analyst Peg Pollitt**
- d. **Police Chief Rasmussen**
- e. **Lieutenant Gritzner**
- f. **Lieutenant Way**
- g. **Sergeant Hall**
- h. **Sergeant Derrick**
- i. **Sergeant Hinzpeter**

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Motion carried unanimously.

Council entered into closed session at 6:41pm.

Open Session

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

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Motion carried unanimously.

Council returned to open session at 7:32pm.

a. Building & Zoning Administrator Applicants

Kordus/Gelting motion to move forward as discussed in closed session.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Motion carried unanimously.

b. Financial Analyst –Treasurer Lorraine Briere

Kordus/Gelting motion to accept resignation of the Treasurer position.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Motion carried unanimously.

c. Senior Financial Analyst Peg Pollitt

Kordus/Horne motion to appoint Peg Pollitt as Treasurer and proceed as discussed in closed session.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Motion carried unanimously.

d. through i. Kordus/Flower motion to proceed as discussed in closed session.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Motion carried unanimously.

Discussion/Action regarding proposed Organizational Chart amendments

City Administrator Oborn explained the proposed changes.

Kordus/Horne motion to accept the proposed changes.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Motion carried unanimously.

Adjournment. Flower/Gelting motion to adjourn at 7:44pm. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE COMMON COUNCIL

**CITY OF LAKE GENEVA
ORGANIZATIONAL MEETING OF THE CITY COUNCIL
TUESDAY, APRIL 18, 2017 - 5:00 PM
COUNCIL CHAMBERS, CITY HALL**

The meeting was called to order by Mayor Kupsik at 5:01 p.m.

The Pledge of Allegiance was led by City Clerk Waswo.

Roll Call. Present: Mayor Kupsik, Aldermen Skates, Kordus, Flower, Straube, Halverson, Hedlund and Howell.
Absent: Alderman Chappell. Also present: City Attorney Draper, Administrator Oborn and City Clerk Waswo.

The Invocation was presented by Bishop Jim Schuerman.

City Clerk Waswo administered the oath of office to the newly elected officials: Aldermen Shari Straube, John Halverson, Rich Hedlund and Ken Howell.

Welcome Address by Mayor Kupsik

Mayor Kupsik welcomed the alderman to the City Council, adding that he looked forward to working with each of them during the upcoming year. He encouraged council members to utilize staff with any questions and to use them as a resource.

Election of Council President

Hedlund/Howell motion to nominate Alderman Kordus as Council President.

Hedlund/Skates motion to close the nominations. Motion carried 7 to 0.

Hedlund/Skates motion to elect Alderman Kordus as Council President by unanimous consent. Motion carried 7 to 0.

Election of Council Vice President

Kordus/Hedlund motion to nominate Alderman Howell as Council Vice President.

Kordus/Hedlund motion to close nominations. Motion carried 7 to 0.

Kordus/Flower motion to elect Alderman Howell as the Council Vice President by unanimous consent. Motion carried 7 to 0.

Appointments to the Standing Committees by Mayor Kupsik

Mayor Kupsik announced the following appointments to the Standing Committees:

FINANCE, LICENSE & REGULATION:

Bob Kordus (3), Chairman
Doug Skates (2)
John Halverson (2)
Rich Hedlund (3)
Ken Howell (4)

PIERS, HARBORS & LAKEFRONT:

Doug Skates (2), Chairman
Cindy Flower (4)
Rich Hedlund (3)
Bob Kordus (3)
Ken Howell (4)

PERSONNEL COMMITTEE:

Rich Hedlund (3), Chairman
John Halverson (2)
Shari Straube (1)
Ken Howell (4)
Cindy Flower (4)

PUBLIC WORKS COMMITTEE:

Bob Kordus (3), Chairman
Shari Straube (1)
Cindy Flower (4)
Doug Skates (2)
Rich Hedlund (3)

BOARD OF REVIEW:

- Elizabeth Chappell - Dist. 1
- Doug Skates - Dist. 2
- Bob Kordus - Dist. 3
- Ken Howell - Dist. 4
- John Halverson, Alternate
- Alan Kupsik, Mayor
- Sabrina Waswo, City Clerk

Kordus/Hedlund motion to approve the appointments to the standing committees as read.
 Roll Call: Skates, Kordus, Flower, Straube, Halverson, Hedlund and Howell voted “yes.” Motion carried 7 to 0.

Council Appointments to Boards and Commissions by Mayor Kupsik

Mayor Kupsik announced the following Council appointments to Boards and Commissions:

Oak Hill Cemetery Board	Alderman Bob Kordus
City Plan Commission	Alderman Doug Skates
Park Board of Commissioners	Alderman Doug Skates
Police & Fire Commission	Alderman Ken Howell
Utility Commission	Aldermen Hedlund and Flower
Lake Geneva Public Library Board	Alderman John Halverson
Geneva Lake Environmental Agency	Alderman Cindy Flower
Chamber of Commerce	Alderman Bob Kordus
Lake Geneva Economic Development Corporation	Aldermen Straube and Hedlund
Tree Board	Alderman Doug Skates
YMCA Board	Alderman Doug Skates
Historic Preservation Committee	Alderman Elizabeth Chappell
Museum Board Liaison	Alderman Ken Howell
Avian (Bird) Committee	Alderman John Halverson
Geneva Lake Use Committee	Alderman Cindy Flower
Emergency Management Director	Chief Michael Rasmussen
Tourism Commission	Aldermen Hedlund and Flower

Kordus/Flower motion to approve the city appointments to boards and commissions positions.
 Roll Call: Skates, Kordus, Flower, Straube, Halverson, Hedlund and Howell voted “yes.” Motion carried 7 to 0.

Forward Citizen Appointments to Boards and Commissions by Mayor Kupsik to the April 24, 2017 City Council meeting

Mayor Kupsik announced the Boards and Commissions appointments will be forwarded to the April 24th, 2017 City Council meeting.

Resolution 17-R11, designating the public depositories for the City of Lake Geneva

For the record Resolution 17-R11 would have the effect of designating the following institutions:

- U.S. Bank
- Town Bank
- PNC
- BMO Harris
- JP Morgan Chase Bank
- Local Government Investment Pool at the State Treasury
- Associated Wealth Management
- Associated Bank

Peoples Bank
First National Bank & Trust Company
Depository Trust of New York

Kordus/Skates motion to accept the depositories as presented.

Roll Call: Skates, Kordus, Flower, Straube, Halverson, Hedlund and Howell voted “yes.” Motion carried 7 to 0.

Designation of the official newspaper for the City of Lake Geneva

Kordus/Hedlund motion to designate the Lake Geneva Regional News as the official newspaper for the City of Lake Geneva.

Roll Call: Skates, Kordus, Flower, Straube, Hedlund, Howell voted “yes.” Motion carried 6 to 0 with Alderman Halverson “abstaining.”

Adjournment

Kordus/Skates motion to adjourn at 5:13 p.m. Motion carried 7 to 0.

/s/ Sabrina Waswo, City Clerk

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE COMMON COUNCIL

**FINANCE, LICENSE & REGULATION COMMITTEE
TUESDAY, APRIL 18, 2017 – 6:00 PM
MEETING ROOM 2A, CITY HALL**

Alderman Kordus called the meeting to order at 6:21pm.

Roll Call. Present: Aldermen Kordus, Skates, Halverson, Hedlund and Howell. Also Present: City Administrator Oborn, Comptroller Slater, City Clerk Waswo and Mayor Kupsik.

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.

Nan Elder, VISIT Lake Geneva at 527 Center St, requested VISIT Lake Geneva pay the same fees for the Restaurant Week street banners as last year.

Kevin Fleming, 1032 Wisconsin St, spoke on the Taste of Lake Geneva and Oktoberfest permit applications. He requested the fees to be waived for both events.

Dick Malmin, N1991 S Lake Shore Dr, spoke in opposition of the proposed Muck-Suck event.

Approval of Minutes. Skates/Hedlund motion to approve the Regular Finance, License and Regulation Committee Meeting minutes of April 4, 2017, as prepared and distributed. Motion carried unanimously.

LICENSES & PERMITS

Park Reservation Permit application filed by Harry Katch to use Library Park for a Celebration of Life on May 7, 2017 from 12:30pm to 4:30pm or Seminary Park on May 7, 2017 from 12:30pm to 4:30pm if there is bad weather with request for waiver of fees (*This has not been approved by the Board of Park Commissioners due to timing*)

Kordus/Howell motion to waive the fees on this event except for the application fee and security deposit. City Clerk Waswo noted they wanted to use the pavilion in Seminary Park in case of rain. Mr. Hedlund suggested charging the resident rates for this event. He feels they should have to pay for one park. Mr. Kordus withdrew his motion. Mr. Skates proposed waiving all the fees except the application fee and asking the family to choose one park. If they do want a backup, they would be charged for the park at the resident rate.

Skates/Hedlund motion to approve the use of either park of their choosing with waiver of fees excluding the application fee, if they want to use the backup park, they would be charged the resident rate for that park. Motion carried unanimously.

Park Reservation Permit application filed by Kirk La Du on behalf of Junior Badger Baseball to use Field 5 at Veterans Park Monday through Friday evenings starting April 24, 2017 through July 21, 2017 from 5:00pm to 9:00pm for the Junior Badger 12U Season (*Recommended by the Board of Park Commissioners on April 5, 2017 for Monday, Wednesday and Friday only*)

Mr. Oborn stated the Park Board did not address the fees for this. He spoke with the Public Works staff and does not feel it will require any extra time or call out for the evenings. He recommends waiving the fee. Mr. Skates stated this is in coordination with the YMCA. He felt they should waive the fees for field use but feels otherwise for tournaments. Mr. Oborn noted the YMCA is not charged to use the park either.

Howell/Skates motion to approve the use for Monday, Wednesday, and Friday. Motion carried unanimously.

Park Reservation Permit application filed by Kirk La Du on behalf of Junior Badger Baseball to use Fields 1, 2, 3, and 4 at Veterans Park May 27-28, 2017 and June 17-18, 2017 from 9:00am to 6:00pm for the Junior Badger Baseball Tournament (*Recommended by the Board of Park Commissioners on April 5, 2017*)

Mr. Oborn spoke with Public Works staff and came up with a fee of \$600 per 2 day weekend. Mr. Skates feels this is a good starting point. Mr. Oborn feels the security deposit can be rolled over. If the City draws from it, more money can be requested.

Skates/Hedlund motion to approve the Park Reservation Permit for the two tournaments at \$300 per day plus a \$1,000 security deposit and \$25 application fee. Motion carried unanimously.

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: Harry Katch Date of Application: 03-30-2017
2. Organization Name: _____
3. Organization Type: For Profit Non-Profit (501(c)_____) Tax ID: _____
4. Mailing Address: N4373 Whispering Pines Lane
5. City, State, Zip: Cambridge, WI 53523
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: Ellyn Kehoe - Celebration of Life
2. Date(s) of Event: May 7, 2017
3. Location(s) of Event: Library/Elm Park
4. Hours: 12:30 pm - 4:30 pm
Start Time End Time

5. Event Chair/Contact Person: Nancy KATON Phone: _____

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

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

8. Will you charge an admission fee? Yes No

9. Estimated Attendance Number: 5290

10. Basis for Estimate: close friends from the area

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.
CELEBRATION of life for Eilyn Kehoe on May 7th
From 12:30 - 3:30
Request Fees to be waived
we will have a shorter ceremony with small food
item (cakes or pies) to give out

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

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

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

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

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

Section IV - Street Use

Check if this section does not apply.

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

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

Date(s) of use: _____

Total Number of Stalls Request: _____

Stall Number(s) and Location: _____

Additional Information:

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

Anticipated Services

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

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

Section V- Fees

Application and Permit Fees		Unit Fee			Applicable Fee
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				_____
50-149 Attendees	\$150.00				150.00
150 or more Attendees	<i>Determined by Park Board</i>				_____
Park Reservation Fees - Per Location, Per Day					
Non-Profit or Resident					
49 Attendees or Less	\$30.00	x	# of Parks _____	x # of Days _____ =	_____
50-149 Attendees	\$55.00	x	_____	x _____ =	_____
150 or more Attendees	\$105.00	x	_____	x _____ =	_____
Non-Resident					
49 Attendees or Less	\$75.00	x	_____	x _____ =	_____
50-149 Attendees	\$125.00	x	1	x 1 =	125.00
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		# of Days _____ =	_____
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	_____ +	\$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: \$ _____

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: \$ _____

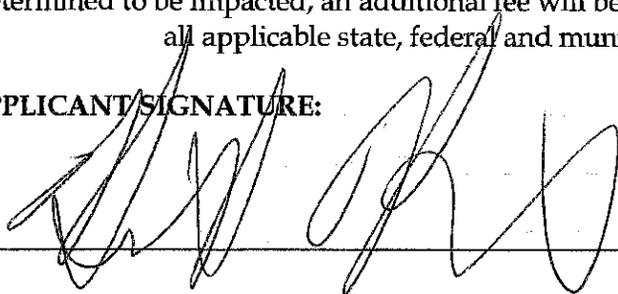
Total PAID with Application: \$ _____

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:



DATE:

9/3/2017

For Office Use Only

Date Filed with Clerk: 4/3/17 Payment with Application: \$ 25.00 Receipt: C170403-21

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 Depts: Approved Denied Signed: [Signature]

Additional services needed: ADD No stalls required

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): _____ 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: _____

From: [Harry Katch](#)
To: [City Clerk](#)
Subject: Re: City of Lake Geneva
Date: Monday, April 10, 2017 3:45:33 PM

Hi Sabrina,

If possible, can we use the Seminary Park as a Rain Date alternative for the May 7th Celebration of Life for my mother.

Kind Regards,

Harry

**FINANCE, LICENSE & REGULATION COMMITTEE
TUESDAY, APRIL 18, 2017 – 6:00 PM
MEETING ROOM 2A, CITY HALL**

Alderman Kordus called the meeting to order at 6:21pm.

Roll Call. Present: Aldermen Kordus, Skates, Halverson, Hedlund and Howell. Also Present: City Administrator Oborn, Comptroller Slater, City Clerk Waswo and Mayor Kupsik.

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.

Nan Elder, VISIT Lake Geneva at 527 Center St, requested VISIT Lake Geneva pay the same fees for the Restaurant Week street banners as last year.

Kevin Fleming, 1032 Wisconsin St, spoke on the Taste of Lake Geneva and Oktoberfest permit applications. He requested the fees to be waived for both events.

Dick Malmin, N1991 S Lake Shore Dr, spoke in opposition of the proposed Muck-Suck event.

Approval of Minutes. Skates/Hedlund motion to approve the Regular Finance, License and Regulation Committee Meeting minutes of April 4, 2017, as prepared and distributed. Motion carried unanimously.

LICENSES & PERMITS

Park Reservation Permit application filed by Harry Katch to use Library Park for a Celebration of Life on May 7, 2017 from 12:30pm to 4:30pm or Seminary Park on May 7, 2017 from 12:30pm to 4:30pm if there is bad weather with request for waiver of fees (This has not been approved by the Board of Park Commissioners due to timing)

Kordus/Howell motion to waive the fees on this event except for the application fee and security deposit. City Clerk Waswo noted they wanted to use the pavilion in Seminary Park in case of rain. Mr. Hedlund suggested charging the resident rates for this event. He feels they should have to pay for one park. Mr. Kordus withdrew his motion. Mr. Skates proposed waiving all the fees except the application fee and asking the family to choose one park. If they do want a backup, they would be charged for the park at the resident rate.

Skates/Hedlund motion to approve the use of either park of their choosing with waiver of fees excluding the application fee, if they want to use the backup park, they would be charged the resident rate for that park. Motion carried unanimously.

Park Reservation Permit application filed by Kirk La Du on behalf of Junior Badger Baseball to use Field 5 at Veterans Park Monday through Friday evenings starting April 24, 2017 through July 21, 2017 from 5:00pm to 9:00pm for the Junior Badger 12U Season (Recommended by the Board of Park Commissioners on April 5, 2017 for Monday, Wednesday and Friday only)

Mr. Oborn stated the Park Board did not address the fees for this. He spoke with the Public Works staff and does not feel it will require any extra time or call out for the evenings. He recommends waiving the fee. Mr. Skates stated this is in coordination with the YMCA. He felt they should waive the fees for field use but feels otherwise for tournaments. Mr. Oborn noted the YMCA is not charged to use the park either.

Howell/Skates motion to approve the use for Monday, Wednesday, and Friday. Motion carried unanimously.

Park Reservation Permit application filed by Kirk La Du on behalf of Junior Badger Baseball to use Fields 1, 2, 3, and 4 at Veterans Park May 27-28, 2017 and June 17-18, 2017 from 9:00am to 6:00pm for the Junior Badger Baseball Tournament (Recommended by the Board of Park Commissioners on April 5, 2017)

Mr. Oborn spoke with Public Works staff and came up with a fee of \$600 per 2 day weekend. Mr. Skates feels this is a good starting point. Mr. Oborn feels the security deposit can be rolled over. If the City draws from it, more money can be requested.

Skates/Hedlund motion to approve the Park Reservation Permit for the two tournaments at \$300 per day plus a \$1,000 security deposit and \$25 application fee. Motion carried unanimously.

CITY OF LAKE GENEVA

626 Geneva Street
Lake Geneva, WI 53147
(262) 248-3673
www.cityoflakegeneva.com



Memorandum

Date: April 14, 2017

To: Finance, License & Regulation Committee

From: Blaine Oborn, City Administrator

Subject: Park Reservation Permit Application filed by Kirk La Du on behalf of Junior Badger Baseball to use Field 5 at Veterans Park Monday through Friday evenings starting April 24, 2017 through July 21, 2017 from 5:00pm to 9:00pm for the Junior Badger 12U Season (Recommended by the Board of Park Commissioners on April 5, 2017 for Monday, Wednesday and Friday only)

The Board of Park Commissioners on April 5, 2017 recommended approval for Junior Badger Baseball to use Field 5 at Veterans Park on Monday, Wednesday and Friday evenings starting April 24, 2017 through July 21, 2017 from 5:00 PM to 9:00 PM with concurrence from the YMCA. The applicant requested Monday through Friday, however, due to conflicts with the YMCA, Monday, Wednesday and Friday were the only days available. Park Board did not address the fee issue. These weekday uses for practices and games is within normal park use as the events are expected to be used by less than 100 people and not cause any additional work for City personnel. Therefore, I recommend no fee for usage.

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: Kirk LaDu Date of Application: 3-8-17
2. Organization Name: Jr. Badger Baseball
3. Organization Type: For Profit Non-Profit (501(c)___) Tax II
4. Mailing Address: P.O. BOX 1090
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: Jr. Badger 12U Season
2. Date(s) of Event: 4-21-17 through 7-21-17
3. Location(s) of Event: Field 5 Veterans Park
4. Hours: 5 PM - 9 PM
Start Time End Time

5. Event Chair/Contact Person: Brytt Surges Phone _____
6. Day of Event Contact Name: Randy Appleby Phone: _____
7. Is the event open to the public? Yes No
8. Will you charge an admission fee? Yes No
9. Estimated Attendance Number: 40 per game
10. Basis for Estimate: Typical Youth baseball game
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 have 2 JUV Baseball teams that play weeknight games from April thru July. We are asking for a dedicated field at Veterans Park. Field 5 would make the most sense.

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

We will clean up after each game.

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

16. Will there be fireworks or pyrotechnics at your event? Yes No
 If yes, please attach a fireworks display permit or application.
17. Will your event include the sale of beer and/or wine? Yes No
 If yes, please attach a completed Temporary Alcohol License & Temporary Operator License Application.
18. Will you or any other vendors be selling food or merchandise? Yes No
 If yes, please attach list of proposed vendors, including business name and type of food/merchandise sold.

Section IV – Street Use

Check if this section does not apply.

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

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

Date(s) of use: _____

Total Number of Stalls Request: _____

Stall Number(s) and Location: _____

Additional Information:

3. Description of signage to be used during event:

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

Anticipated Services

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

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

Section V- Fees

Application and Permit Fees	Unit Fee			Applicable Fee
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			<u>25.00</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>			_____
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 _____	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 _____ +	\$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: \$ _____

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: \$ _____

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: _____

For Office Use Only

Date Filed with Clerk: 3/17/17 Payment with Application: \$ 25.00 Receipt: C170317-13

Additional Fees Collected: \$ _____ Receipt # _____

Departmental review (all that apply):

Police Chief: Lt. Gritzner Approved Denied Signed: L. Ed [Signature] #160

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 stad request

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): 4.5.17 Approved Denied

Reasons/Conditions: Adesano

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: _____

**FINANCE, LICENSE & REGULATION COMMITTEE
TUESDAY, APRIL 18, 2017 – 6:00 PM
MEETING ROOM 2A, CITY HALL**

Alderman Kordus called the meeting to order at 6:21pm.

Roll Call. Present: Aldermen Kordus, Skates, Halverson, Hedlund and Howell. Also Present: City Administrator Oborn, Comptroller Slater, City Clerk Waswo and Mayor Kupsik.

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.

Nan Elder, VISIT Lake Geneva at 527 Center St, requested VISIT Lake Geneva pay the same fees for the Restaurant Week street banners as last year.

Kevin Fleming, 1032 Wisconsin St, spoke on the Taste of Lake Geneva and Oktoberfest permit applications. He requested the fees to be waived for both events.

Dick Malmin, N1991 S Lake Shore Dr, spoke in opposition of the proposed Muck-Suck event.

Approval of Minutes. Skates/Hedlund motion to approve the Regular Finance, License and Regulation Committee Meeting minutes of April 4, 2017, as prepared and distributed. Motion carried unanimously.

LICENSES & PERMITS

Park Reservation Permit application filed by Harry Katch to use Library Park for a Celebration of Life on May 7, 2017 from 12:30pm to 4:30pm or Seminary Park on May 7, 2017 from 12:30pm to 4:30pm if there is bad weather with request for waiver of fees (*This has not been approved by the Board of Park Commissioners due to timing*)

Kordus/Howell motion to waive the fees on this event except for the application fee and security deposit. City Clerk Waswo noted they wanted to use the pavilion in Seminary Park in case of rain. Mr. Hedlund suggested charging the resident rates for this event. He feels they should have to pay for one park. Mr. Kordus withdrew his motion. Mr. Skates proposed waiving all the fees except the application fee and asking the family to choose one park. If they do want a backup, they would be charged for the park at the resident rate.

Skates/Hedlund motion to approve the use of either park of their choosing with waiver of fees excluding the application fee, if they want to use the backup park, they would be charged the resident rate for that park. Motion carried unanimously.

Park Reservation Permit application filed by Kirk La Du on behalf of Junior Badger Baseball to use Field 5 at Veterans Park Monday through Friday evenings starting April 24, 2017 through July 21, 2017 from 5:00pm to 9:00pm for the Junior Badger 12U Season (*Recommended by the Board of Park Commissioners on April 5, 2017 for Monday, Wednesday and Friday only*)

Mr. Oborn stated the Park Board did not address the fees for this. He spoke with the Public Works staff and does not feel it will require any extra time or call out for the evenings. He recommends waiving the fee. Mr. Skates stated this is in coordination with the YMCA. He felt they should waive the fees for field use but feels otherwise for tournaments. Mr. Oborn noted the YMCA is not charged to use the park either.

Howell/Skates motion to approve the use for Monday, Wednesday, and Friday. Motion carried unanimously.

Park Reservation Permit application filed by Kirk La Du on behalf of Junior Badger Baseball to use Fields 1, 2, 3, and 4 at Veterans Park May 27-28, 2017 and June 17-18, 2017 from 9:00am to 6:00pm for the Junior Badger Baseball Tournament (*Recommended by the Board of Park Commissioners on April 5, 2017*)

Mr. Oborn spoke with Public Works staff and came up with a fee of \$600 per 2 day weekend. Mr. Skates feels this is a good starting point. Mr. Oborn feels the security deposit can be rolled over. If the City draws from it, more money can be requested.

Skates/Hedlund motion to approve the Park Reservation Permit for the two tournaments at \$300 per day plus a \$1,000 security deposit and \$25 application fee. Motion carried unanimously.

CITY OF LAKE GENEVA

626 Geneva Street
Lake Geneva, WI 53147
(262) 248-3673
www.cityoflakegeneva.com



Memorandum

Date: April 14, 2017

To: Finance, License & Regulation Committee

From: Blaine Oborn, City Administrator

Subject: Park Reservation Permit Application filed by Kirk La Du on behalf of Junior Badger Baseball to use Fields 1, 2, 3, and 4 at Veterans Park May 27-28, 2017 and June 17-18, 2017 from 9:00am to 6:00pm for the Junior Badger Baseball Tournament (Recommended by the Board of Park Commissioners on April 5, 2017)

The Board of Park Commissioners on April 5, 2017 recommended approval for Junior Badger Baseball to use Fields 1, 2, 3, and 4 at Veterans Park on May 27-28, 2017 and on June 17-18, 2017 from 9:00am to 6:00pm for the Junior Badger Baseball Tournament. The Park Board made no recommendation for fees. Tournaments go beyond normal use and require additional City staff time. Attached is the Veterans Park Field Rental Agreement developed by the YMCA and Park Board a few years ago but apparently was never approved by the City Council and has never been used. The rates listed are to cover City and YMCA costs. The Street Superintendent has estimated the additional cost for the City at \$600 for each 2 day tournament. This is to cover City staff time for weekend restroom cleaning and trash pickup. It does not appear that dumpsters and portable toilets will be needed. The \$200 deposit on the form is inadequate.

I recommend a \$1,000 deposit and a \$600 City fee for each 2 day tournament. I also recommend the YMCA be allowed to charge additional fees for field use and supervision to cover their costs for the tournaments.



Name: _____
Contact #: _____
Event Dates: _____

GENEVA LAKES FAMILY YMCA/City of Lake Geneva Veterans Park Field Rental Agreement

Deposit: _____ Receipt # _____ Date Paid: _____ Staff: _____

Rental Fee: _____ Receipt # _____ Date Paid: _____ Staff: _____

SECTION 1: DEFINITIONS

- A. Recreation Programmer: The Lake Geneva YMCA, authorized by the City of Lake Geneva to schedule Veterans Park events, activities and programs. The Recreation Programmer, or an authorized representative, is present during the use of the facility or grounds and has access to facilities and grounds at all times and is responsible for locking and unlocking.
- B. Lease: As used herein means the written Rental Agreement issued to an applicant by the Lake Geneva YMCA or its authorized representative for use of Veterans Park or any portion there-of under the authority and conditions as herein provided, including any amendment or supplement to such an agreement.
- C. Lessee: As used herein includes any person, association, public organization, partnership, company or corporation that is granted a contract to use any part of Veterans Park in accordance with these regulations. Person responsible must be an adult (age 21).

SECTION 2: RIGHT TO ALTER REGULATIONS AND RENTAL RATES

The Lake Geneva YMCA reserves the right to change, alter, amend or cancel any or all of the regulations and rental rates contained herein at any time. The Lake Geneva YMCA reserves the right to cancel any reservation for the use of Veterans Park due to local, state or federal emergency needs. A full refund will be given in this event. Lessee may not use the facility for any other than the stated purpose. Failure to comply can cause cancellation of the event.

SECTION 3: AUTHORITY

Violations of these regulations and rental rates or any portion thereof may result in cancellation of use of facility which may impact future use of facility. The Lake Geneva YMCA, hereinafter referred to as "management," shall have full responsibility for the operation of Veterans Park and shall act on behalf of the City of Lake Geneva. The management shall be authorized to enter into agreements subject to Sec. 2 (above). The right is reserved by the manager or other duly authorized representative of the City of Lake Geneva to enter Veterans Park and all parts thereof at all times.

SECTION 4: RENTALS AND RENTAL AGREEMENT

A. All rentals of Veterans Park facilities will require a signed rental agreement between the Lessee and the Lake Geneva YMCA through its duly authorized representatives. No verbal agreements for the use of Veterans Park will be valid.

B. A reservation for Veterans Park will be considered confirmed only upon the receipt in the Lake Geneva YMCA office of a signed rental agreement accompanied by the prescribed minimum down payment or other appropriate fee as described herein.

C. Reservations for an event can be made no more than one (1) year in advance. Lake Geneva YMCA, 203 Wells St, Lake Geneva, WI 53147. 262-248-6211

SECTION 5: RESERVATION INFORMATION

A. A walk through of the facilities must be performed within two (2) days prior to the event.

B. Reservation Deposit shall be paid at the time of application. Tournament Deposit shall be calculated and paid not later than fourteen (14) days prior to the first day of the tournament or event. If the tournament or event is cancelled within fourteen (14) days of the first day of the tournament or event, the tournament deposit less any costs incurred by the Lake Geneva YMCA related to the event, shall be refunded back to the lessee. If the tournament is cancelled during the event for a serious violation of the terms of this field rental agreement, the Tournament Deposit is forfeited.

Upon completion of the tournament or event, the Lake Geneva YMCA shall calculate the final costs based upon the above fee schedule, and refund any amounts due the Lessee in accordance with this agreement.

C. NO ONE IS ALLOWED TO RENT OR RESERVE FIELDS FOR SOMEONE ELSE. IF YOU ARE CAUGHT DOING THIS, YOU WILL LOSE YOUR DEPOSIT AND PERMANENT USE OF THE FIELDS AND FACILITIES.

SECTION 6: RENTAL HOURS

- A. Games may begin at 8:00 am, with staff and Lessee preparations beginning no earlier than 7:00 am.
- B. There is a 11:00 p.m. curfew on all City-owned ball fields and parks. Any game in process must be called at 11:00 pm. It must not be continued for any reason. The lights must be turned off no later than 11:20 p.m. (This is to allow participants and spectators time to leave the park and allow Lessee time to clean up.)
- C. Lessee is responsible to be on site at all times during rental hours. If Lessee cannot be there, a designee should be appointed, and their name(s) should be turned into the Lake Geneva YMCA upon returning the lease agreement and paying all rental fees.
- D. Fields used for league play will be on a limited basis and must be approved by the LakeGeneva YMCA Sports Director

SECTION 7: LAKE GENEVA YMCA RENTAL RATES

Non-Refundable Reservation Deposit

\$200.00/tournament or event non-refundable fee for reserving the date or dates of the tournament or event.

Tournament Deposit

\$200.00/tournament site clean-up fee (refundable if the lessee leaves the park as clean after as before the event).

\$20.00/hour security and garbage can emptying fee.

\$40.00/hour City personnel bathrooms cleaning and unforeseen assistance fee (on an as needed basis)

\$100.00/field/day rental fee which includes field preparation between games and striping.

\$20.00/hour ball field lighting fee.

\$105.00/weekend/onsite portable toilet required fee for every 150 participants and spectators (minimum requirement).

\$25.00/day/portable toilet cleaning fee.

\$225.00/weekend for a 12-yard dumpster. Replacing the dumpster with an empty one is at the same rate.

Note: Reservation Deposit shall be paid at the time of application. Tournament Deposit shall be calculated and paid not later than fourteen (14) days prior to the first day of the tournament or event. If the tournament or event is cancelled within fourteen (14) days of the first day of the tournament or event, the tournament deposit less any costs incurred by the Lake Geneva YMCA related to the event, shall be refunded back to the lessee. If the tournament is cancelled during the event for a serious violation of the terms of this field rental agreement, the Tournament Deposit is forfeited.

Upon completion of the tournament or event, the Lake Geneva YMCA shall calculate the final costs based upon the above fee schedule, and refund any amounts due the Lessee in accordance with this agreement.

SECTION 8: CLEANING REQUIREMENTS

Lessee must clean up any and all trash placed anyplace other than within the dumpster or onsite trash containers and remove any equipment within the contract lease period; otherwise, additional fees may be charged or deducted from deposits for the additional time used. Lessee is responsible for cleanup of the facility similar to pre-event condition.

SECTION 9: SETUPS

A. Lake Geneva YMCA staff will unlock and lock facilities before and after event.

B. Fields will be prepared and chalked prior to the event. Lessee can request the Lake Geneva YMCA to maintain the fields in between games. Lessee should request assistance from the Lake Geneva YMCA on field maintenance at the time the rental agreement is executed.

SECTION 10: LIABILITY FOR LESSEE'S PROPERTY

Neither the City of Lake Geneva, the Lake Geneva YMCA, nor its employees shall be liable for any lost, damaged or injury to property of any kind that is shipped or otherwise delivered to or stored in or on the premises. Property shall not be received until Lessee has made proper arrangements for receiving, handling and storage of such materials with the Lake Geneva YMCA management.

SECTION 11: OBSERVANCE OF LAWS AND REGULATIONS

Lessee shall comply with all city, county, state and federal laws, and with regulations pertaining to VeteransPark. Violations by Lessee or its agents or employees may result in cancellation of the lease and/or discontinuation of use of the facility with forfeiture of fees and deposit.

PLEASE ADHERE TO THE FOLLOWING GUIDELINES:

1. DO NOT PLAY ON THE FIELD IF IT IS WET OR MUDDY.
2. REPAIR ANY DAMAGED AREAS AFTER YOUR PLAY HAS ENDED.
3. DO NOT ADD ANY DRYING AGENTS OR UNAUTHORIZED MATERIALS TO THE FIELD FOR ANY REASON.
4. CLEAN UP ANY LITTER LEFT BY PARTICIPANTS AND SPECTATORS, AND TAKE WITH YOU.
5. PROFANITY OF ANY FORM, WHETHER ON T-SHIRTS, OR SPOKEN WILL NOT BE ALLOWED IN THE PARK.
6. NO GAMBLING OF ANY FORM IS ALLOWED. VIOLATORS WILL BE PROSECUTED. RENTERS WILL LOSE THEIR DEPOSIT IF ALLOWED.
7. NO PETS ALLOWED IN THE PARK
8. NO ALCOHOL OR COMSUMPTION OF ALCOHOL IS PERMITTED

SECTION 12: OBJECTIONABLE CONDUCT

Any person at Veterans Park whose conduct is disorderly or disruptive in one or more of the following respects, may be ejected from the premises by the Lake Geneva YMCA staff on duty or any police officer:

- a. Intoxication;
- b. Use of abusive, indecent, profane or vulgar language;
- c. Making offensive gestures or displays;
- d. Abusing or threatening another person in an obviously offensive manner or fighting with another person;
- e. Making unreasonably loud noise;
- d. Vandalism.

Lessee, for the event at which any such ejection occurs, shall hold harmless, indemnify and defend the City, its officers, agents and employees against any claim related to any such ejection. Alcoholic beverages of any type are not permitted in the park under any circumstances, per the City of Lake Geneva Ordinance. Lessee is responsible for the actions of the participants and spectators as it pertains to the presence of alcohol. Lessee is to ask violators to leave the park immediately and call for police assistance to enforce the City Ordinance or violations of any rules listed on this form. Failure to report violators will result in forfeiture of Lessee's deposit and bar Lessee's right to reserve any ball field in the future. (It is suggested that a gate attendant be present at all times to discourage attendants from bringing alcoholic beverages into the park and to report any violators to Lessee and the Lake Geneva Police Department.) The Lake Geneva Police Department will be notified of the date and time that Lessee will be utilizing the ball park. The City of Lake Geneva will press charges against ordinance violators, that the police arrest for drinking and any other violation(s) in the park. Uniformed and non-uniformed police officers will be patrolling inside the park during Lessee's rental times. The Lake Geneva YMCA staff will also be making site inspections to the rented facility to check on any renter agreement violations.

SECTION 13: ABANDONED EQUIPMENT OR ARTICLES

The City of Lake Geneva or the Lake Geneva YMCA shall not be held responsible for property left on the premises. Said articles shall remain on the Veterans Park premises for seven (7) days and then shall be deemed abandoned by Lessee and may be disposed of by the Lake Geneva YMCA. The City assumes no responsibility for losses when such losses are caused by theft or disappearance. Property left on the premises that must be stored may result in the loss of deposit.

SECTION 14: SOLICITATIONS

No Lessee shall solicit or collect donations at Veterans Park without the approval of the City of Lake Geneva.

SECTION 15: FOOD AND BEVERAGE SERVICE

A. No alcoholic beverage will be allowed in Veterans Park. Full deposits will be forfeited for non-compliance, as well as possible discontinuation of the event.

B. The Lake Geneva YMCA will not allow food and beverage to be sold at Veterans Park. The City of Lake Geneva has a vendor contracted to run the Veterans Park concession stand.

SECTION 16: SALE OF TOURNAMENT SOUVENIRS AND NOVELTIES

A. Lessee may NOT solicit or sell t-shirts, ball caps and other souvenirs to its participants and spectators, unless the lessee is a qualified group and obtains a permit to do so from the City of Lake Geneva.

ABSOLUTELY NO SMOKING IS PERMITTED IN VETERANS PARK. FULL DEPOSIT WILL BE FORFEITED FOR NON-COMPLIANCE IN ACCORDANCE WITH SECTION 7 OF THIS AGREEMENT. PLEASE NOTIFY GUESTS OF THIS REGULATION.



Lake Geneva YMCA/City of Lake Geneva
Veterans ParkField Rental Agreement

Rental Date: _____ Time In: _____ am/pm Time
Out: _____ am/pm

Number attending: _____ Type of
Activity: _____

Lessee: _____

Business
Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell
hone: _____

Non-Refundable Reservation Deposit

\$200.00/tournament or event Receipt# _____ Date _____ Staff _____

Tournament Deposit

\$200.00/tournament site clean-up fee (refundable if the lessee leaves the park as clean
after as before the event).

\$20.00/hour security and garbage fee _____ total hours staffed

\$40.00/hour City personnel, as needed _____ total hours if called

\$100.00/field/day rental fee _____ total days

\$20.00/hour ball field lighting fee. _____ total hours of lighting

\$105.00/weekend/onsite portable toilet required fee for every 150 participants and
spectators (minimum requirement). _____ total people in attendance

\$25.00/day/portable toilet cleaning fee. _____ total days X # of portable toilets

\$225.00/weekend for a 12-yard dumpster. If tournament size requires emptying the
dumpster, a new dumpster will be brought in at the same rate.

*Lake Geneva YMCA must receive a copy of the lessee insurance certificate showing both
Lake Geneva YMCA and City of Lake Geneva as additionally insured prior to first day of
tournament or event.*

\$ _____ total due by Date _____ Receipt _____ Date _____ Staff _____

In order for the Lake Geneva YMCA to hold your reservation, payment and this form must be received at least fourteen (14) calendar days prior to the event. Failure to do so will result in loss of reservation. Rental fees must be paid in full fourteen (14) calendar days prior to the event.

I agree to abide by the policies and rules of the City of Lake Geneva. I understand that I am responsible for any damage to City property that may occur during my usage. I understand I should report any problems to the Lake Geneva YMCA.

WARNING: RELEASE OF CLAIMS AND WAIVER OF RIGHTS, READ CAREFULLY BEFORE SIGNING

A. **Covenant Not to Sue.** Lessee shall never institute any action or suit at law or in equity against the Lake Geneva YMCA or the City of Lake Geneva, individually or in its capacity as Recreation Programmer, its officers, directors, insurers, employees, agents, or assigns, and shall not prosecute or in any way aid in the institution or prosecution of any claim, demand, action, or cause of action for damages, costs, loss of services, property damage, expenses or compensation, attorney fees, or litigation costs for or on account of any damage, loss, or injury, either to person or property, or both, resulting or to result, known or unknown, past, present, or future, arising out of Lessee's use of Veterans Park in the City of Lake Geneva, Walworth County, Wisconsin.

B. **Indemnification and Hold Harmless Agreement.** Lessee shall indemnify and hold the Lake Geneva YMCA and City of Lake Geneva, individually and in its capacity as Recreation Programmer, its officers, directors, insurers, employees, agents, or assigns, harmless and defend them, and each of them, from and against any and all claims, actions, damages, liability, losses, expenses, attorney fees, litigation costs, or liens, arising out of any negligent act or omission by or on behalf of the Lake Geneva YMCA or City of Lake Geneva, and further arising out of any occurrence causing injury or damage to any persons or property, or resulting from or caused by any negligent acts or omissions of the Lake Geneva YMCA or City of Lake Geneva or out of any negligent acts or omissions of Lessee, its agents and assigns, while exercising any of the rights and privileges granted by this Field Rental Agreement. Lessee agrees to pay all litigation costs and all actual attorney fees incurred by the Lake Geneva YMCA or City of Lake Geneva in connection therewith, and to pay any final judgment entered in an action to which this indemnification agreement applies.

Lessee Signature: _____ Date: _____

Authorized By: _____ Date: _____

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: Kirk La Du Date of Application: 3-8-17
2. Organization Name: Jr. Badger Baseball
3. Organization Type: For Profit Non-Profit (501(c)____) Tax ID: _____
4. Mailing Address: P.O. BOX 1090
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: Jr. Badger Baseball Tournament
2. Date(s) of Event: May 27th & 28th June 17th & 18th
3. Location(s) of Event: Veterans Park Field 1-2-3-4
4. Hours: 9:00 A.M. Start Time 6:00 PM End Time

5. Event Chair/Contact Person: Randy Appleby Phone: _____

6. Day of Event Contact Name: Randy Appleby Phone: _____

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

8. Will you charge an admission fee? Yes No

9. Estimated Attendance Number: 100

10. Basis for Estimate: typical crowd for youth tournament

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.
It is a youth baseball tournament. 8-10 teams will play a double elimination tournament with a final championship game. We will be using four of the youth baseball fields at Veterans Park.

14. Description of plan for handling refuse collection and after-event clean-up:
All parents of Jr. Badger Team are expected to volunteer. We will have a crew specifically assigned to clean-up.

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

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

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

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

Section IV - Street Use

Check if this section does not apply.

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

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

Date(s) of use: _____

Total Number of Stalls Request: _____

Stall Number(s) and Location: _____

Additional Information:

3. Description of signage to be used during event:

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

Anticipated Services

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

Electricity Explain: _____

Water Explain: we would ask the restrooms are open

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			<u>25.00</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>			_____
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 _____	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 _____ +	\$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: \$ _____

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: \$ _____

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: 3-8-17

For Office Use Only

Date Filed with Clerk: 3/17/17 Payment with Application: \$ 25.00 Receipt: C170317-13

Additional Fees Collected: \$ _____ Receipt # _____

Departmental review (all that apply):

Police Chief: Approved Denied Signed: Lt. Ed [Signature] #160
Lt. Gruber

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): 4.5.17 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: _____

Street Banner Display Permit application filed by VISIT Lake Geneva to use 11 banner poles starting May 2, 2017 through June 11, 2017 with request for waiver of fees

Mr. Kordus noted he had a lengthy discussion with the City Attorney about waiving fees. The ordinance on the banners says, “this fee shall be charged.” It doesn’t give wiggle room for waiver. All banner fees should be charged. The ordinance would have to be changed to say “may” if they want to waive fees.

Howell/Halverson motion to approve the request without waiver of fees.

Mr. Kordus would like the fee ordinances discussed on the next Committee of the Whole agenda.

Motion carried unanimously.

Park Reservation Permit application filed by Ryan Bensheimer on behalf of Mt. Zion Christian Church to use Flat Iron Park including the Brunk Pavilion on May 26, 2017 from 4:00pm to 11:00pm for a Worship Service (Recommended by the Board of Park Commissioners on April 5, 2017)

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Mr. Halverson feels this is a bad idea. There is a stretch where the path is 2 inches from a cliff and there is an area that is just rocks to step on. Mayor Kupsik stated the path never came up in the Park Board meeting as they were only discussing the use of Library Park. They don’t have jurisdiction over the path. Mr. Skates thinks this is a great idea. It is a partial relay, and everyone around the lake is on board. Mr. Halverson asked if the City would have any liability. Mr. Oborn answered, not that he was aware of.

Skates/Hedlund motion to suspend the rules to allow Bridget Leech to speak and answer questions regarding the event. Motion carried unanimously.

Bridget Leech, W1336 Maureen Ct, stated this is not a race. It is a run with a silly name as it is meant to be a fun run. It is not timed. It is on Memorial Day weekend because they want people to come and stay. It is a great way to attract people to the area. She stressed it is not a competitive run. It is a relay that can be ran solo or with teams up to 4 people. Williams Bay has approved it. Fontana has given verbal confirmation. Linn Pier Road has been denied, so Mr. Jensen is speaking with private homeowners on the south shore for an exchange point. There is currently a mix of teams. Mr. Halverson asked if this is being advertised on any running websites. Ms. Leech said it is. Ms. Leech noted she will be removing herself from this event because of her employment with the BID but will pass along all of the information. Mr. Halverson requested they remove the word “race” when advertising if it truly is a fun run.

Skates/Hedlund motion to approve. Motion carried 4 to 1 with Ald. Halverson voting “no.”

Temporary Class “B”/“Class B” Retailer’s License application filed by My Team Triumph for the sale of fermented malt beverages at the 900th block of Main St (Library Park), Lake Geneva, for the Muck-Suck event on May 28, 2017 from 10:00am to 2:00pm

Skates/Hedlund motion to approve. Mr. Kordus feels apprehensive about roping off a portion of Library Park on one of the busiest weekends of the year as well as how the beer sales will be restricted to people participating in the event. Motion carried 4 to 1 with Ald. Kordus voting “no.”

Park Reservation Permit application filed by Len Jegerski on behalf of the American Legion Post to use Flat Iron Park on May 29, 2017 from 10:00am to 11:30am for a ceremony after the Memorial Day Parade with request of waiver of fees (Recommended by the Board of Park Commissioners on April 5, 2017. Parade and Street User Permits were approved by Council on March 27, 2017)

Mr. Kordus said this is a continuation because it was set at the Riviera. Last year the event moved to Flat Iron Park due to the construction at the Riviera, and they liked it there. They have already paid an application fee for the parade. Kordus/Skates motion to approve and waive all fees. Motion carried unanimously.

Park Reservation Permit application filed by Sherm Lindsey on behalf of Midwest Action Cycle Inc. to use Flat Iron Park on August 5, 2017 from 9:00am to 9:00pm and August 6, 2017 from 9:00am to 5:00pm for the Viva Lake Geneva Scooter Rally (Recommended by the Board of Park Commissioners on April 5, 2017)

Sec. 62-251 **Street banners.**

[Ord. No. 07-09, § 1, 8-27-2007]

- (a) Overhead street banners extending across any public right-of-way within the City are prohibited.
- (b) Banners may be placed on all City-owned banner poles within the City under the following conditions:
 - 1. Approval for the placement of banners shall be granted by the City Administrator. For new banners, sketches of the proposed banner shall be submitted to the Administrator for approval prior to banner production. For existing banners, one copy of the banner must be submitted to the Administrator for approval.
 - 2. Approval will be granted only for a banner which has as its sole purpose the advertisement or promotion of a facility, function or activity which, in the opinion of the Administrator, is directed to the general public interest.
 - 3. Permission for flying banners will be granted for a period of two weeks. In the case of date-sensitive banners, banners will be removed just after the event has occurred or at the end of the two-week authorized period, whichever occurs first. If no other applications have been approved for the two-week time period following the expiration of the two-week period, the party may apply for a two-week extension for banner flying.
 - a. Banners are to be of professional quality, aesthetically pleasing, in good condition, and suitable for public viewing.
 - b. Banner size, to fit the banner poles, must be approximately 67 by 30 1/2 inches.
 - c. City Street Department personnel will be responsible for installation and removal of all banners approved for flying. The City Street Department is not responsible for the storing of banners after removal. Upon removal, banners must be retrieved by their owners at the City Street Department at 1065 Carey Street, Lake Geneva, Wisconsin within five business days. Banners not retrieved within this time period are subject to disposal by the City Street Department. No City employee nor anyone acting on the part of the City will be responsible for any damage that might occur to banners. Banner owners are responsible for maintenance and storage of their banners.
 - d. A fee of \$20 per banner shall be paid, in advance, for the hanging and removing of banners by City personnel.
- (c) Issuance or denial of permit.
 - 1. Applicant shall submit a completed application form along with the full fee as stated on the banner application, with a sketch of the proposed banner to the City Administrator for consideration.
 - 2. Within 15 days the applicant will be notified of the City Administrator's decision.
 - 3. If the application is not approved, a refund check, less the application processing fee as stated on the application, will be mailed to the applicant.

Lake Geneva

March 27, 2017

Mr. Blaine Oborn
City Administrator
City of Lake Geneva
626 Geneva Street
Lake Geneva, WI 53147

Dear Mr. Oborn,

This letter is our formal request of the Lake Geneva City Council to have the Lake Geneva Restaurant Week banner fees waived again for this kick-off to summer event that promotes ten days of delicious dining.

The event will be held June 2 – 11, 2017 and we would like to display the banners in advance of the event to help generate awareness and excitement with visitors and residents. We are requesting to display the banners from May 2 thru June 11, 2017 branding Lake Geneva Restaurant Week as festive opportunity to dine, stay, shop and play.

The continued support of the City of Lake Geneva helps VISIT Lake Geneva provide the greatest return on our investment of time and dollars back to the community. Thank you for your consideration.

Best Regards,



Daren Schaefer
President and CEO
VISIT Lake Geneva

CITY OF LAKE GENEVA STREET BANNER DISPLAY APPLICATION



PLEASE FILL IN ALL BLANKS COMPLETELY.
A FEE OF \$20.00 PER BANNER SHALL BE PAID, IN ADVANCE, FOR THE
HANGING AND REMOVAL OF BANNERS BY CITY PERSONNEL.

BANNER INFORMATION

Contact Name: Nan Elder

Contact Phone: _____

Organization Name: VISIT Lake Geneva

Mailing Address: 527 Center Street

City, State, Zip: Lake Geneva, WI 53147

Phone: _____ Fax: _____

Number of Banners to be displayed: 11

Dates for Banners to be displayed: May 2 - June 11

Preferred Location (if available): would like to use all displays and design will be similar to last year's banners.

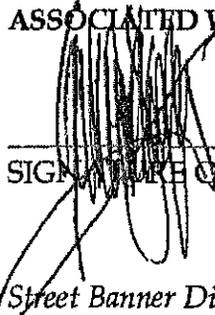
Special Notes or Requests: _____

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

NEW PREVIOUSLY DISPLAYED

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

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



SIGNATURE OF APPLICANT
PRESIDENT & CEO

DATE: 3/27/17

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CITY OF LAKE GENEVA EVENT PERMIT APPLICATION

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

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

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

Section II - Applicant Information

1. Applicant Name: Ryan Bensheimer Date of Application: March 2, 2017
2. Organization Name: Mt Zion Christian Church
3. Organization Type: For Profit Non-Profit (501(c)___) Tax ID: _____
4. Mailing Address: 2330 Wi 120 Lake Geneva
5. City, State, Zip: Lake Geneva WI 53147
6. Phone _____ mail: _____
7. Applicant's Drivers License # _____ State license issued: _____
8. Are you applying as a resident of the City of Lake Geneva? Yes No - Non-Resident
If yes, proof of residency must be attached.

Section III - Event Information

1. Title of Event: Mt Zion Worship Service
2. Date(s) of Event: May 26, 2017
3. Location(s) of Event: Brunk Pavilion
4. Hours: Setup @ 4PM Event @ 6PM 11pm at Cafe
Start Time End Time

5. Event Chair/Contact Person: Ryan Bensheimer Phone: _____
6. Day of Event Contact Name: 11 Phone: _____

7. Is the event open to the public? Yes No
8. Will you charge an admission fee? Yes No

9. Estimated Attendance Number: 200
10. Basis for Estimate: Invite + Walk ups

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.
Music Worship Service

14. Description of plan for handling refuse collection and after-event clean-up:
Teen Youth group w/ Garbage Bags - but we aren't really planning on anything Garbage related

15. Description of plan for providing event security (if applicable):
Church security team & notification to LG Police

16. Will there be fireworks or pyrotechnics at your event? Yes No
If yes, please attach a fireworks display permit or application.
17. Will your event include the sale of beer and/or wine? Yes No
If yes, please attach a completed Temporary Alcohol License & Temporary Operator License Application.
18. Will you or any other vendors be selling food or merchandise? Yes No
If yes, please attach list of proposed vendors, including business name and type of food/merchandise sold.

Section IV - Street Use

Check if this section does not apply.

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

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

Date(s) of use: _____

Total Number of Stalls Request: _____

Stall Number(s) and Location: _____

Additional Information:

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

Anticipated Services

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

- Electricity Explain: BAND USE
- 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 PKA
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	<u>1</u>	x <u>1</u> =	<u>105.00</u> PKF
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>250.00</u> PKF
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>380.00</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	_____
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Beach Reservation Fees - Per Day		
Non-Profit or Resident		
		# of Days
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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: \$ _____

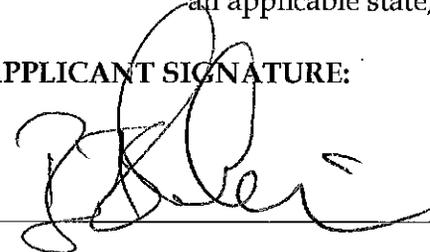
Total PAID with Application: \$ 380.00

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

PD

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: April 2, 2017

For Office Use Only

Date Filed with Clerk: 3/2/17 Payment with Application: \$ 380⁰⁰ Receipt: C17302-7
Additional Fees Collected: \$ _____ Receipt # _____

Departmental review (all that apply):

Police Chief: Approved Denied Signed: _____

Additional services needed: _____

Additional fees or deposit: _____

Fire Chief: Approved Denied Signed: _____

Additional services needed: _____

Additional fees or deposit: _____

Street Dept.: Approved Denied Signed: _____

Additional services needed: _____

Additional fees or deposit: _____

Parking Dept.: Approved Denied Signed: _____

Additional services needed: No Staffs needed

Additional fees or deposit: _____

Piers, Harbors & Lakefront: Approved Denied Signed: _____

Additional services needed: _____

Additional fees or deposit: _____

Committee/Council review (all that apply):

Park Board: Meeting Date(s): 4.5.17 Approved Denied

Reasons/Conditions: Adjourn

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

Reasons/Conditions: _____

Council: Meeting Date(s): _____ Approved Denied

Reasons/Conditions: _____

Clerk's Office Completion:

Total Addtl fee/deposit to be collected: \$ _____ Receipt # _____

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

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

Reason withheld: _____

Street Banner Display Permit application filed by VISIT Lake Geneva to use 11 banner poles starting May 2, 2017 through June 11, 2017 with request for waiver of fees

Mr. Kordus noted he had a lengthy discussion with the City Attorney about waiving fees. The ordinance on the banners says, “this fee shall be charged.” It doesn’t give wiggle room for waiver. All banner fees should be charged. The ordinance would have to be changed to say “may” if they want to waive fees.

Howell/Halverson motion to approve the request without waiver of fees.

Mr. Kordus would like the fee ordinances discussed on the next Committee of the Whole agenda.

Motion carried unanimously.

Park Reservation Permit application filed by Ryan Bensheimer on behalf of Mt. Zion Christian Church to use Flat Iron Park including the Brunk Pavilion on May 26, 2017 from 4:00pm to 11:00pm for a Worship Service (Recommended by the Board of Park Commissioners on April 5, 2017)

Hedlund/Skates motion to approve. Motion carried unanimously.

Park Reservation Permit application filed by Christian Jensen on behalf of My Team Triumph to use Library Park on May 28, 2017 from 8:00am to 5:00pm for the Muck-Suck event (Recommended by the Board of Park Commissioners on April 5, 2017)

Mr. Halverson feels this is a bad idea. There is a stretch where the path is 2 inches from a cliff and there is an area that is just rocks to step on. Mayor Kupsik stated the path never came up in the Park Board meeting as they were only discussing the use of Library Park. They don’t have jurisdiction over the path. Mr. Skates thinks this is a great idea. It is a partial relay, and everyone around the lake is on board. Mr. Halverson asked if the City would have any liability. Mr. Oborn answered, not that he was aware of.

Skates/Hedlund motion to suspend the rules to allow Bridget Leech to speak and answer questions regarding the event. Motion carried unanimously.

Bridget Leech, W1336 Maureen Ct, stated this is not a race. It is a run with a silly name as it is meant to be a fun run. It is not timed. It is on Memorial Day weekend because they want people to come and stay. It is a great way to attract people to the area. She stressed it is not a competitive run. It is a relay that can be ran solo or with teams up to 4 people. Williams Bay has approved it. Fontana has given verbal confirmation. Linn Pier Road has been denied, so Mr. Jensen is speaking with private homeowners on the south shore for an exchange point. There is currently a mix of teams. Mr. Halverson asked if this is being advertised on any running websites. Ms. Leech said it is. Ms. Leech noted she will be removing herself from this event because of her employment with the BID but will pass along all of the information. Mr. Halverson requested they remove the word “race” when advertising if it truly is a fun run.

Skates/Hedlund motion to approve. Motion carried 4 to 1 with Ald. Halverson voting “no.”

Temporary Class “B”/“Class B” Retailer’s License application filed by My Team Triumph for the sale of fermented malt beverages at the 900th block of Main St (Library Park), Lake Geneva, for the Muck-Suck event on May 28, 2017 from 10:00am to 2:00pm

Skates/Hedlund motion to approve. Mr. Kordus feels apprehensive about roping off a portion of Library Park on one of the busiest weekends of the year as well as how the beer sales will be restricted to people participating in the event. Motion carried 4 to 1 with Ald. Kordus voting “no.”

Park Reservation Permit application filed by Len Jegerski on behalf of the American Legion Post to use Flat Iron Park on May 29, 2017 from 10:00am to 11:30am for a ceremony after the Memorial Day Parade with request of waiver of fees (Recommended by the Board of Park Commissioners on April 5, 2017. Parade and Street User Permits were approved by Council on March 27, 2017)

Mr. Kordus said this is a continuation because it was set at the Riviera. Last year the event moved to Flat Iron Park due to the construction at the Riviera, and they liked it there. They have already paid an application fee for the parade. Kordus/Skates motion to approve and waive all fees. Motion carried unanimously.

Park Reservation Permit application filed by Sherm Lindsey on behalf of Midwest Action Cycle Inc. to use Flat Iron Park on August 5, 2017 from 9:00am to 9:00pm and August 6, 2017 from 9:00am to 5:00pm for the Viva Lake Geneva Scooter Rally (Recommended by the Board of Park Commissioners on April 5, 2017)

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: Christan Jensen Date of Application: 3/2/17
2. Organization Name: My Team Triumph Wisconsin
3. Organization Type: For Profit Non-Profit (501(c)) Tax ID:
4. Mailing Address: 1406 S. Jackson St.
5. City, State, Zip: Green Bay, WI 54301
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: Muck-Suck 20ish
2. Date(s) of Event: May 28, 2017
3. Location(s) of Event: Library/Elm Park + Shore Path
4. Hours: 8AM 5PM
Start Time End Time

H Questions → Bridget Leech

5. Event Chair/Contact Person: Chris Panteri Phone:

6. Day of Event Contact Name: Chris Panteri Phone:

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

8. Will you charge an admission fee? Yes No

9. Estimated Attendance Number: 300

10. Basis for Estimate: Similar 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.

Library/Elm Park - 20x40 tent w/ cement blocks - No Stakes
Area Rental - 10 cement blocks

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.

Run around lake for individuals and
4-person relay teams

See attached map

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

Staff/Volunteers assigned to garbage collection
Adequate supply of garbage containers at Start/Finish
and on path at relay exchange points

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:

3. Description of signage to be used during event:

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

Directional signs, mile markers and other basic signs + banners

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: Personnel/rescue squad at start/finish

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			<u>25.00</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>			_____
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>105.00</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>			# of Days	
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: \$ _____

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	# of Days	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: \$ 130⁰⁰

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: 3/2/17

For Office Use Only 130.00

Date Filed with Clerk: 3/16/17 Payment with Application: \$ ~~100.00~~ Receipt: C170316-14

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 stalls requested CA permit
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): 4/5 Meted 5/2017 Approved Denied
Reasons/Conditions: Approved

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

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

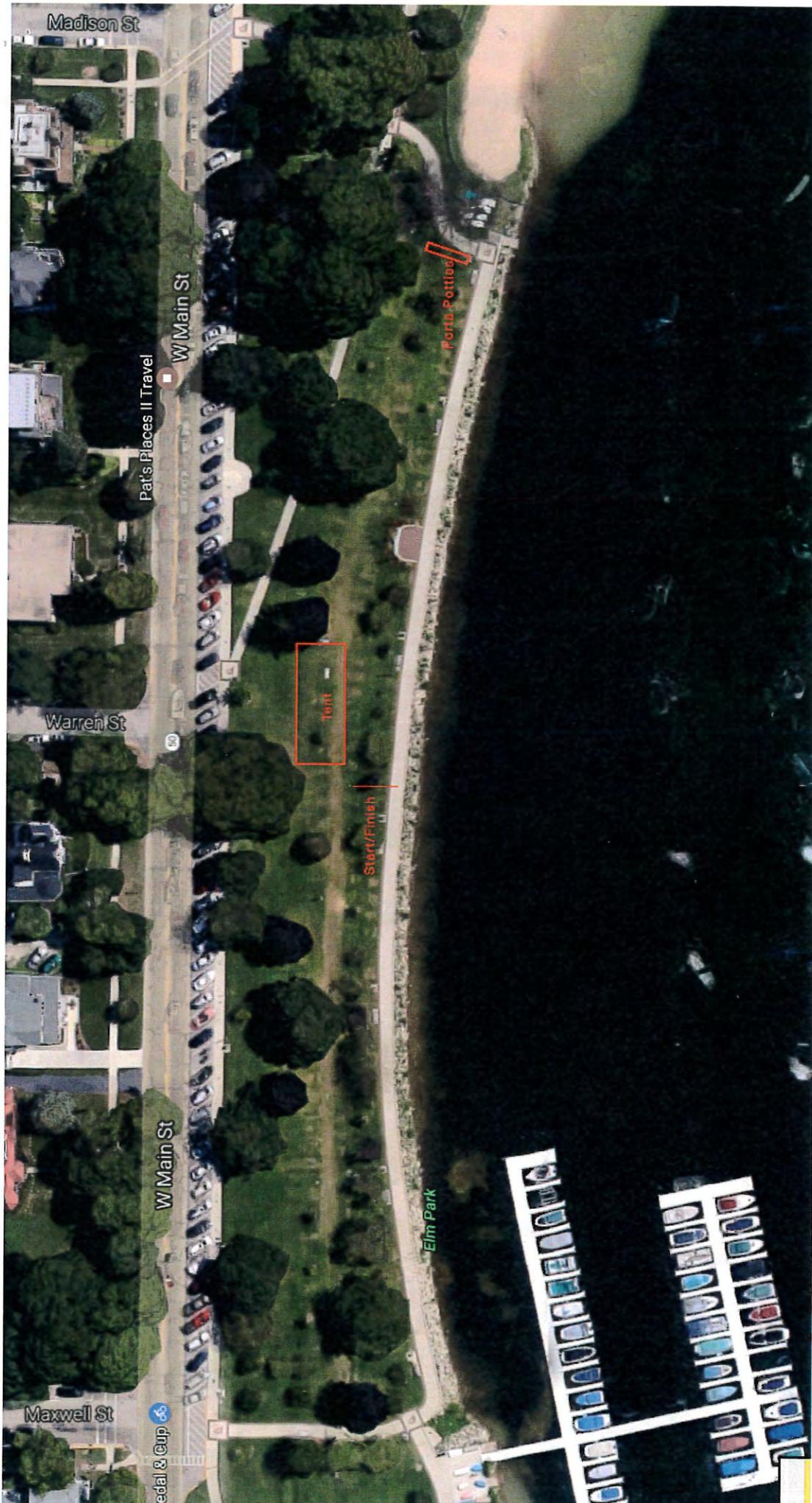
Clerk's Office Completion:

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: _____



Madison St

Pat's Places II Travel

W Main St

Porta Potties

Tent

Warren St

Start/Finish

W Main St

Elm Park

Maxwell St

edal & Cup

RACE MAP & DETAILS

LIBRARY PARK,
LAKE GENEVA

WILLIAMS BAY

LINN PEIR

FONTANA

— START & FINISH

○ RELAY EXCHANGES

START & FINISH

Library Park, 918 W. Main
Street, Lake Geneva

Muck Suck 20-ish

We are organizing a running experience around Lake Geneva, on the shore path. Participants can opt to run solo or part of a relay team, with exchange points in Williams Bay, Fontana and Linn Pier Rd. Each leg is a different distance, allowing for runners of all skill levels to participate.

We thought Muck Suck 20-ish was a fun name for a fun event! Before being re-named Lake Geneva, the city used to be named "Muck-Suck.". We say 20-ish because there isn't one exact measurement of the distance of the shore path.

The event will start and finish in Library/Elm Park. We plan to have a 20'x40' frame tent, located just down from Warren St., in the park (see attached map). We plan to rent a tent with cement blocks/water barrels, as opposed to staking, so as to not cause any problems in the park.

Under the tent, we will have registration, bag check and an after party. Each runner is welcome to the after party, as part of their race fee. In addition, non-runners/guests/public can purchase tickets to the after party so they have the opportunity to support my Team Triumph even if they aren't a runner.

At the after party, we plan to have food, beer and music. We are working with the School of Rock to hopefully provide a band for the event, as we'd like to support another local organization. We will need electricity for the band.

The tent will be closed on all sides, with bike/snow fencing, so as to allow only one entrance where we can check IDs and ensure everyone has a proper ticket to the event.

In addition to the tent, we plan to have a row of 6 porta potties near the East end of the park/closest to the beach. This is also noted on the map, submitted with the permit.



Event Overview

Description: Muck-Suck is a race around Geneva Lake on the Shore Path. It can be done by an individual or a team of up to four individuals.

Date: May 28, 2017

Start/Finish Location: Library/Elm Park, Lake Geneva

Exchange Points/Aid Station Locations: Edgewater Park, Williams Bay; Fontana Beach, Fontana, Linn Pier, Town of Linn

Schedule of Events:

Friday, May 27

Packet Pickup, Clear Water Outdoors, Lake Geneva, 11 a.m. to 5 p.m.

Saturday, May 28

Start of Race, Library/Elm Park, Lake Geneva, 8 a.m.

End of Race, Library/Elm Park, Lake Geneva, 1 p.m. (course closes)

Post-Race Celebration, Library/Elm Park, Lake Geneva, 11 a.m. to 2 p.m.



Medical Plan

- A. Rescue squad at start/finish in Library Park from 10 a.m. to 2 p.m.
- B. Notify Fontana, Town of Linn, Williams Bay police and fire of event; meet to discuss details
- C. Have captain with medical training at each aid station
- D. Have communications plan with contact numbers for all municipalities (fire and police) and each aid station captain; provide this to all staff and volunteers
- E. Have first aid kits at each aid station
- F. Have volunteers monitor the course for potential issues

MUCK-SUCK 20-ISH

21.08

577 ft

BEGINS IN: Lake Geneva, WI, United States

AVAILABLE TO:

0

CREATED BY: [Bridget Gallagher](#)

DESCRIPTION: This is a 21.08 mi route in Lake Geneva, WI, United States. The route has a total ascent of 577.66 ft and has a maximum elevation of 979.86 ft. This route was created by [gallagher.bl](#) on 02/11/2017. [View other maps](#) that [gallagher.bl](#) has done or [find similar maps](#).

TYPE: Run

MAP PRIVACY: PUBLIC

SHARE   

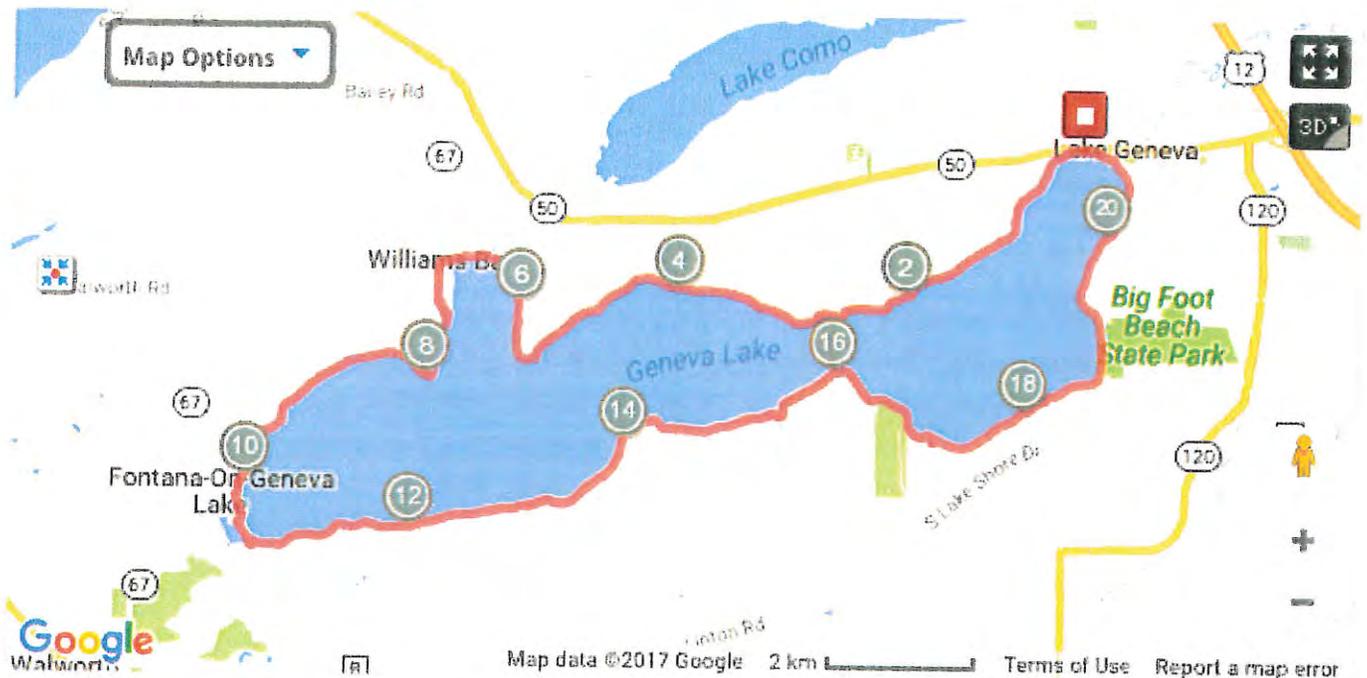
ACTIONS

PRINT

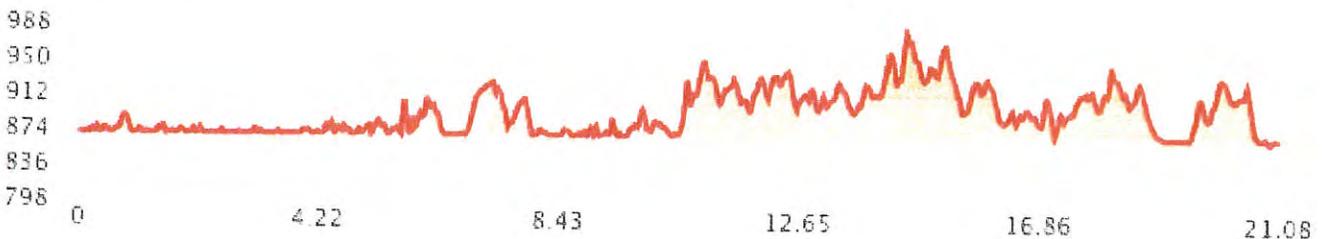
SEND TO PHONE

★ BOOKMARK

EDIT



ELEVATION (ft)



START ELEVATION

866 FT

MAX ELEVATION

979 FT

ASCENT

577 FT

MAP SOURCE

LAKE GENEVA TO WILLIAMS BAY

6.82

72 ft

BEGINS IN: Lake Geneva, WI, United States

CREATED BY: [Bridget Gallagher](#)

DESCRIPTION: This is a 6.82 mi route in Lake Geneva, WI, United States. The route has a total ascent of 72.67 ft and has a maximum elevation of 904.99 ft. This route was created by [gallagher.bl](#) on 02/11/2017. [View other maps](#) that [gallagher.bl](#) has done or [find similar maps](#).

TYPE: Run

MAP PRIVACY PUBLIC

SHARE   

ACTIONS

PRINT

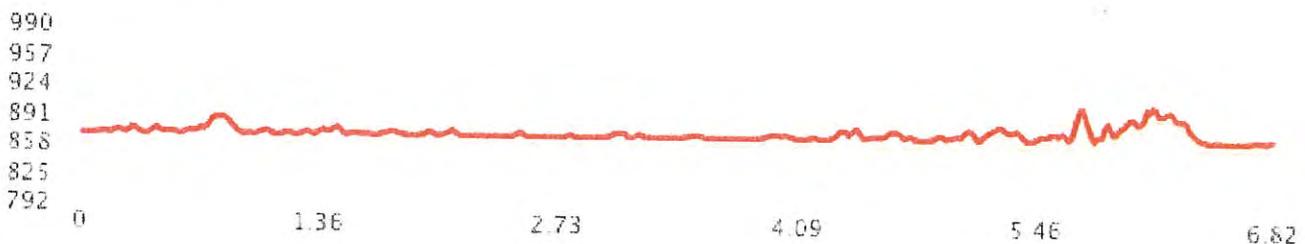
SEND TO PHONE

★ BOOKMARK

EDIT



ELEVATION (ft)



START ELEVATION

866 FT

MAX ELEVATION

904 FT

ASCENT

72 FT

↓ ELEVATION PROFILE

WILLIAMS BAY TO FONTANA

3.68

93 ft

BEGINS IN: Williams Bay, WI, United States

AVAIL TO OTHERS

0

CREATED BY: [Bridget Gallagher](#)

DESCRIPTION: This is a 3.68 mi route in Williams Bay, WI, United States. The route has a total ascent of 93.66 ft and has a maximum elevation of 922.77 ft. This route was created by [gallagher.bl](#) on 02/11/2017. [View other maps](#) that [gallagher.bl](#) has done or [find similar maps](#).

TYPE: Run

Public Map - PUBLIC

SHARE   

ACTIONS

PRINT

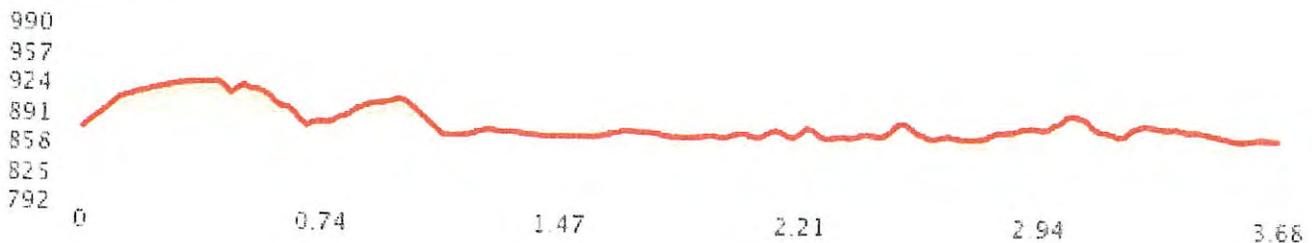
SEND TO PHONE

BOOKMARK

EDIT



ELEVATION (ft)



START ELEVATION

870 FT

MAX ELEVATION

922 FT

SAFETY

93 FT

MAP DATA © 2017 GOOGLE

FONTANA TO LINN PIER RD.

BEGINS IN: Walworth, WI, United States

AVAILABLE

DISTANCE
5.34
mi

CREATED BY: [Bridget Gallagher](#)

0

DESCRIPTION: This is a 5.34 mi route in Walworth, WI, United States. The route has a total ascent of 253.71 ft and has a maximum elevation of 979.86 ft. This route was created by [gallagher.bl](#) on 02/11/2017. [View other maps](#) that [gallagher.bl](#) has done or [find similar maps](#).

TYPE: Run

PRIVATELY PUBLIC

SHARE   

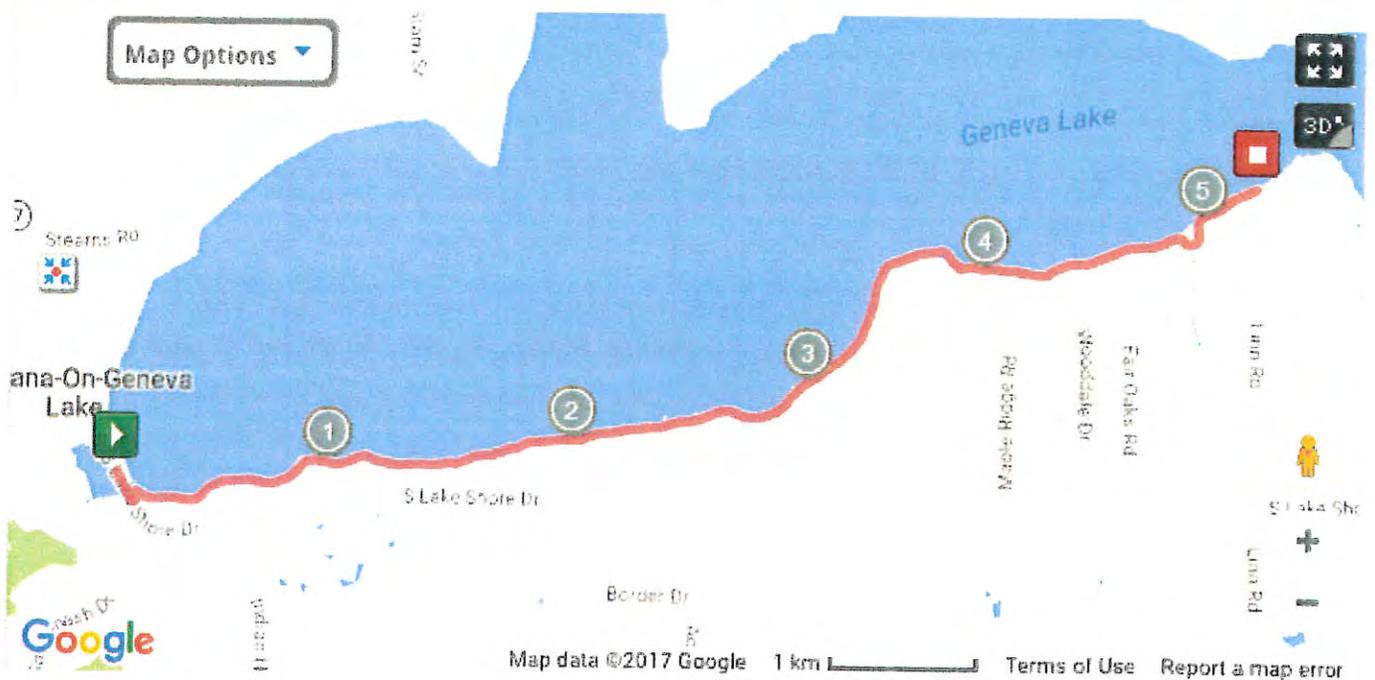
ACTIONS

PRINT

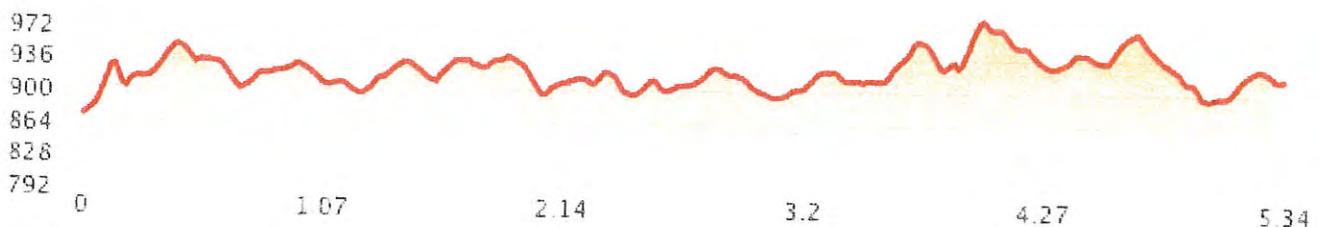
SEND TO PHONE

★ BOOKMARK

EDIT



ELEVATION (ft)



START ELEVATION

869 FT

MAX ELEVATION

979 FT

GAIN

253 FT

NUMBER ON ROUTE

LINN PIER RD TO LAKE GENEVA

DISTANCE

5.26

TIME

TIME

151 ft

BEGINS IN:

Williams Bay, WI, United States

AVAIL POINTS

0

CREATED BY:

[Bridget Gallagher](#)

DESCRIPTION:

This is a 5.26 mi route in Williams Bay, WI, United States. The route has a total ascent of 151.93 ft and has a maximum elevation of 945.28 ft. This route was created by [gallagher.bl](#) on 02/11/2017. [View other maps](#) that [gallagher.bl](#) has done or [find similar maps](#).

TYPE:

Run

ROUTE PRIVACY: PUBLIC

SHARE



ACTIONS

PRINT

SEND TO PHONE

BOOKMARK

EDIT



ELEVATION (ft)

990
957
924
891
858
825
792

0

1.05

2.1

3.15

4.21

5.26

START ELEVATION:

920 FT

MAX ELEVATION:

945 FT

ASCENT:

151 FT

1/55 0% Route

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Howell/Halverson motion to approve the request without waiver of fees.

Mr. Kordus would like the fee ordinances discussed on the next Committee of the Whole agenda.

Motion carried unanimously.

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Park Reservation Permit application filed by Sherm Lindsey on behalf of Midwest Action Cycle Inc. to use Flat Iron Park on August 5, 2017 from 9:00am to 9:00pm and August 6, 2017 from 9:00am to 5:00pm for the Viva Lake Geneva Scooter Rally (Recommended by the Board of Park Commissioners on April 5, 2017)

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: 3/8/17
County of Walworth

Town Village City of Lake Geneva

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 10AM and ending 2PM 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 My Team Triumph

(b) Address 1406 S. Jackson St.
(Street) Town Village City

(c) Date organized 9/21/2010

(d) If corporation, give date of incorporation 7/3/2013

(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 Becki Detaege - Belin Health
Vice President Lauren Tulig - Festival Foods
Secretary Sam Fenlon - Festival Foods
Treasurer Cory Spice - Rennes Group

(g) Name and address of manager or person in charge of affair: Chris Painter / Bridget Leech

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 900 Block Main Street, Lake Geneva

(b) Lot _____ Block 900 Block

(c) Do premises occupy all or part of building? No

(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:

3. Name of Event

(a) List name of the event Muck-Suck

(b) Dates of event May 28, 2017

DECLARATION

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

Officer [Signature]
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk 3/10/17

Date Granted by Council _____

my Team Triumph
(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: my Team Triumph

Name of Event: Muck Suck

Date of Event: May 28, 2017

Time of Event: 8AM - 2PM
(Beginning) (Ending)

Event Contact Person: Chris Panteri

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>3/16/17</u>	Receipt No: <u>C170316-14</u>
Total Amount: <u>10.00</u>	
Forwarded to Police Chief: <u>3/16/17</u>	
Recommendation: <u>[Signature]</u>	<u>Approved</u> 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: _____
MAIL TO: _____	Organization: _____

Street Banner Display Permit application filed by VISIT Lake Geneva to use 11 banner poles starting May 2, 2017 through June 11, 2017 with request for waiver of fees

Mr. Kordus noted he had a lengthy discussion with the City Attorney about waiving fees. The ordinance on the banners says, “this fee shall be charged.” It doesn’t give wiggle room for waiver. All banner fees should be charged. The ordinance would have to be changed to say “may” if they want to waive fees.

Howell/Halverson motion to approve the request without waiver of fees.

Mr. Kordus would like the fee ordinances discussed on the next Committee of the Whole agenda.

Motion carried unanimously.

Park Reservation Permit application filed by Ryan Bensheimer on behalf of Mt. Zion Christian Church to use Flat Iron Park including the Brunk Pavilion on May 26, 2017 from 4:00pm to 11:00pm for a Worship Service (Recommended by the Board of Park Commissioners on April 5, 2017)

Hedlund/Skates motion to approve. Motion carried unanimously.

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Mr. Halverson feels this is a bad idea. There is a stretch where the path is 2 inches from a cliff and there is an area that is just rocks to step on. Mayor Kupsik stated the path never came up in the Park Board meeting as they were only discussing the use of Library Park. They don’t have jurisdiction over the path. Mr. Skates thinks this is a great idea. It is a partial relay, and everyone around the lake is on board. Mr. Halverson asked if the City would have any liability. Mr. Oborn answered, not that he was aware of.

Skates/Hedlund motion to suspend the rules to allow Bridget Leech to speak and answer questions regarding the event. Motion carried unanimously.

Bridget Leech, W1336 Maureen Ct, stated this is not a race. It is a run with a silly name as it is meant to be a fun run. It is not timed. It is on Memorial Day weekend because they want people to come and stay. It is a great way to attract people to the area. She stressed it is not a competitive run. It is a relay that can be ran solo or with teams up to 4 people. Williams Bay has approved it. Fontana has given verbal confirmation. Linn Pier Road has been denied, so Mr. Jensen is speaking with private homeowners on the south shore for an exchange point. There is currently a mix of teams. Mr. Halverson asked if this is being advertised on any running websites. Ms. Leech said it is. Ms. Leech noted she will be removing herself from this event because of her employment with the BID but will pass along all of the information. Mr. Halverson requested they remove the word “race” when advertising if it truly is a fun run.

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Temporary Class “B”/“Class B” Retailer’s License application filed by My Team Triumph for the sale of fermented malt beverages at the 900th block of Main St (Library Park), Lake Geneva, for the Muck-Suck event on May 28, 2017 from 10:00am to 2:00pm

Skates/Hedlund motion to approve. Mr. Kordus feels apprehensive about roping off a portion of Library Park on one of the busiest weekends of the year as well as how the beer sales will be restricted to people participating in the event. Motion carried 4 to 1 with Ald. Kordus voting “no.”

Park Reservation Permit application filed by Len Jegerski on behalf of the American Legion Post to use Flat Iron Park on May 29, 2017 from 10:00am to 11:30am for a ceremony after the Memorial Day Parade with request of waiver of fees (Recommended by the Board of Park Commissioners on April 5, 2017. Parade and Street Use Permits were approved by Council on March 27, 2017)

Mr. Kordus said this is a continuation because it was set at the Riviera. Last year the event moved to Flat Iron Park due to the construction at the Riviera, and they liked it there. They have already paid an application fee for the parade. Kordus/Skates motion to approve and waive all fees. Motion carried unanimously.

Park Reservation Permit application filed by Sherm Lindsey on behalf of Midwest Action Cycle Inc. to use Flat Iron Park on August 5, 2017 from 9:00am to 9:00pm and August 6, 2017 from 9:00am to 5:00pm for the Viva Lake Geneva Scooter Rally (Recommended by the Board of Park Commissioners on April 5, 2017)

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. **FLAT IRON PARK**
 - 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: _____ Date of Application: 2/27/17
2. Organization Name: FRANK KRESEN POST 24 AMERICAN LEGION
3. Organization Type: For Profit Non-Profit (501(c)____) Tax ID: _____
4. Mailing Address: P.O. BOX 24
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: ANNUAL MEMORIAL DAY PARADE
2. Date(s) of Event: 5/29/17
3. Location(s) of Event: PARADE FROM WISCONSIN/BROAD ST TO FLAT IRON PARK
4. Hours: 1000 1130
Start Time End Time

→ FLAT IRON PARK FOR CEREMONY AFTER

5. Event Chair/Contact Person: LEN & JEGERSKI Phone: _____
6. Day of Event Contact Name: LEN JEGERSKI Phone: _____
7. Is the event open to the public? Yes No
8. Will you charge an admission fee? Yes No
9. Estimated Attendance Number: 100-150
10. Basis for Estimate: PAST EVENTS

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.

ROUTE MAP ATTACHED

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

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.

SEE MAP

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.

N/A

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			<u>25.00</u>
Street Use Permit					
Application Fee		\$25.00			<u>25.00</u>
Permit Fee - Events lasting 2 days or less		\$40.00			<u>40.00</u>
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					
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 _____ +	\$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>90.00</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: \$ <u>90.00</u>
		+ Subtotal from Page 4: \$ <u>90.00</u>
		Total PAID with Application: \$ <u>0.00</u>

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:

Ben Jagerski DATE: Mar. 1, 2017

For Office Use Only

Date Filed with Clerk: 3/6/17 Payment with Application: \$ 0.00 Receipt: _____

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 Smalls

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): 4.5.17 Approved Denied

Reasons/Conditions: Approved

Finance, License & Regulation: Meeting Date(s): 3/21/17 Approved Denied

Reasons/Conditions: Charge \$25.00 ~~per~~ parade app. Fee

Council: Meeting Date(s): 3/28/17 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

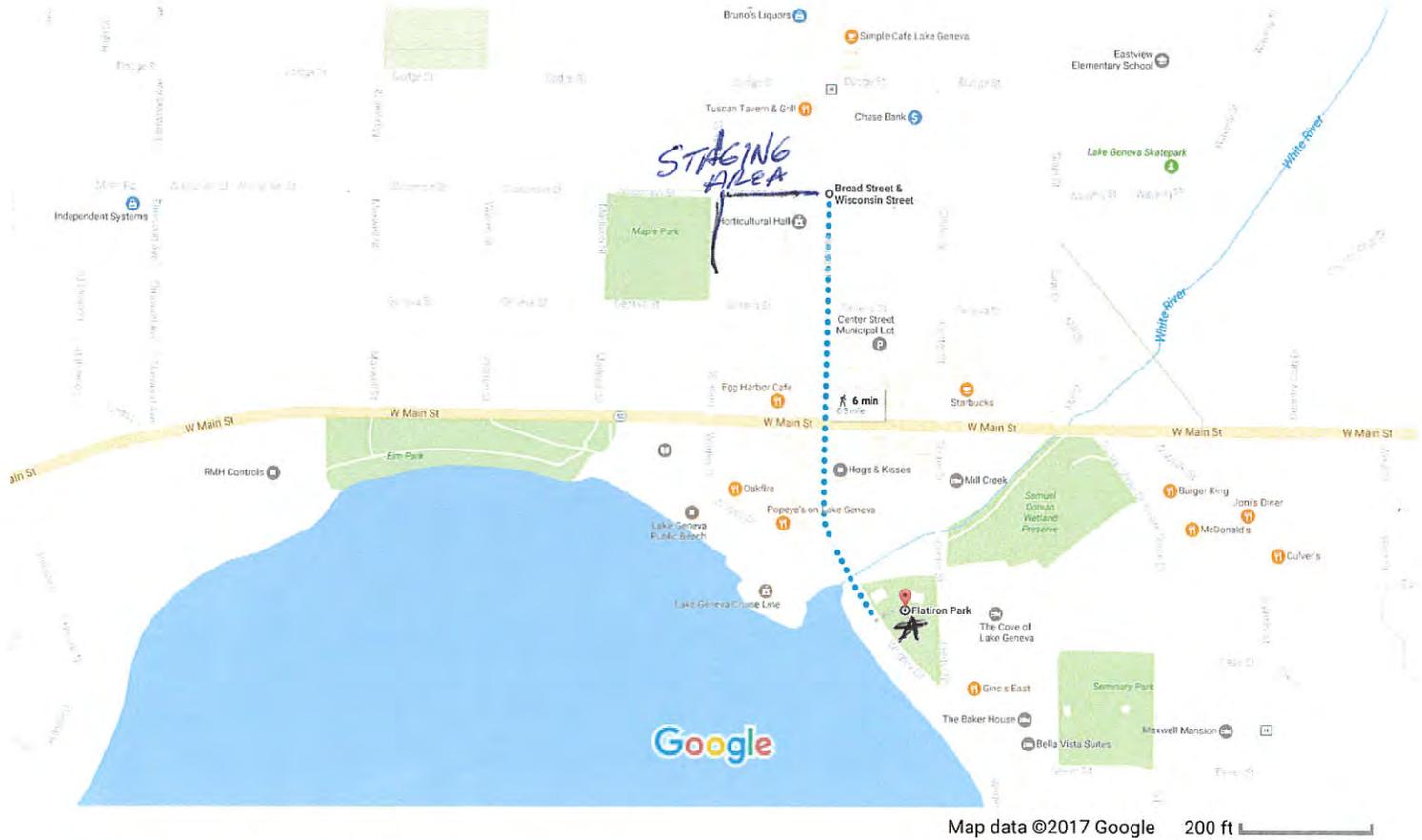
Date of issue: _____ Deposit Returned: \$ _____ Deposit withheld: \$ _____

Reason withheld: _____



Broad St & Wisconsin St to Flatiron Park, Lake Geneva, WI

Walk 0.3 mile, 6 min



Broad St & Wisconsin St

Lake Geneva, WI 53147

Use caution - may involve errors or sections not suited for walking

↑ 1. Head south on Broad St toward Geneva St

0.3 mi

↑ 2. Continue onto Wrigley Dr

348 ft

Flatiron Park

Lake Geneva, WI 53147

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.



FRANK KRESEN POST 24

Memorial Building

P.O. BOX 24
LAKE GENEVA, WI 53147

City of Lake Geneva
626 Geneva St.
Lake Geneva, WI .53147

March 3, 2017

America Legion Post 24 is requesting that the Parade Fee for the Memorial Day Ceremonies be waved by the City of Lake Geneva. The Parade is a not only a Veteran's function but a community function with the Police Dept, Fire Dept, City Officials, High School, Middle School, Boy Scouts and other organizations in participation.

Thank You,
Len Jegerski, Commander

American Legion Post 24
Lake Geneva, WI

Street Banner Display Permit application filed by VISIT Lake Geneva to use 11 banner poles starting May 2, 2017 through June 11, 2017 with request for waiver of fees

Mr. Kordus noted he had a lengthy discussion with the City Attorney about waiving fees. The ordinance on the banners says, “this fee shall be charged.” It doesn’t give wiggle room for waiver. All banner fees should be charged. The ordinance would have to be changed to say “may” if they want to waive fees.

Howell/Halverson motion to approve the request without waiver of fees.

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Skates/Hedlund motion to suspend the rules to allow Bridget Leech to speak and answer questions regarding the event. Motion carried unanimously.

Bridget Leech, W1336 Maureen Ct, stated this is not a race. It is a run with a silly name as it is meant to be a fun run. It is not timed. It is on Memorial Day weekend because they want people to come and stay. It is a great way to attract people to the area. She stressed it is not a competitive run. It is a relay that can be ran solo or with teams up to 4 people. Williams Bay has approved it. Fontana has given verbal confirmation. Linn Pier Road has been denied, so Mr. Jensen is speaking with private homeowners on the south shore for an exchange point. There is currently a mix of teams. Mr. Halverson asked if this is being advertised on any running websites. Ms. Leech said it is. Ms. Leech noted she will be removing herself from this event because of her employment with the BID but will pass along all of the information. Mr. Halverson requested they remove the word “race” when advertising if it truly is a fun run.

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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.
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 - 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: SHERM LINOSEY Date of Application: 3/3/17
2. Organization Name: MIDWEST ACTION CYCLE INC.
3. Organization Type: For Profit Non-Profit (501(c)____) Tax ID: _____
4. Mailing Address: 251 HOST DR.
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: VIVA LAKE GENEVA SCOOTER RALLY
2. Date(s) of Event: AUGUST 5th & 6th, 2017
3. Location(s) of Event: FLATIRON PARK
4. Hours: AUGUST 5th 9:00AM - 9:00PM - AUGUST 6th 9:00AM - 5:00PM
Start Time End Time

5. Event Chair/Contact Person: SHERM LINDSEY Phone: _____

6. Day of Event Contact Name: - SAME - Phone: _____

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

8. Will you charge an admission fee? Yes No

9. Estimated Attendance Number: 140

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.

USING THE PARK FOR SCOOTER PARKING, A VINTAGE SCOOTER DISPLAY, AND SCOOTER GAMES & ACTIVITIES.

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

WE ALWAYS HAVE A LARGE CREW TO FULLY CLEAN UP THE PARK BOTH DAYS.

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

AGAIN A FULL CREW OF ABOUT 15 EMPLOYEES

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.

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			<u>25.00</u> PKA
Security Deposit				
Non-Profit or Resident				
49 Attendees or Less	\$50.00			_____
50-149 Attendees	\$100.00			<u>100.00</u> PKD
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 <u>1</u>	x <u>2</u> =	<u>110.00</u> PKF
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>				
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>235.00</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: \$				_____

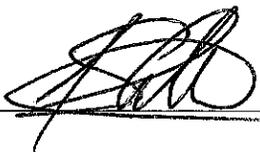
Total PAID with Application: \$ _____

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

Section VI - Signature of Applicant

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

APPLICANT SIGNATURE:



DATE: 3/3/17

For Office Use Only

Date Filed with Clerk: 3/22/17 Payment with Application: \$ 235⁰⁰ Receipt: CA0322-13

Additional Fees Collected: \$ _____ Receipt # _____

Departmental review (all that apply):

Police Chief: Approved Denied

L. Gritzer

Signed: L. Ed [Signature] #1600

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]
no stalls requested

Additional services needed: _____

Additional fees or deposit: _____

Piers, Harbors & Lakefront: Approved Denied Signed: _____

Additional services needed: _____

Additional fees or deposit: _____

Committee/Council review (all that apply):

Park Board: Meeting Date(s): 4.5.17 Approved Denied

Reasons/Conditions: As is

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

Reasons/Conditions: _____

Council: Meeting Date(s): _____ Approved Denied

Reasons/Conditions: _____

Clerk's Office Completion:

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

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

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

Reason withheld: _____

Park Reservation Permit application filed by Larry Kundert on behalf of Friends of the Library to use Library Park on August 12, 2017 from 9:00am to 3:00pm and August 13, 2017 from 11:00am to 3:00pm for a book sale (Recommended by the Board of Park Commissioners on April 5, 2017)
Skates/Hedlund motion to approve. Motion carried unanimously.

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Parking Stall Bag request filed by the Lake Geneva Business Improvement District for Taste of Lake Geneva to close Center Street lot and reserve 25 parking stalls therein on Saturday, Sept 9, 2017 with request to waive all fees. Mr. Kordus stated this is moot as it was approved in the last motion. The fee will be \$400.

Temporary Class “B”/“Class B” Retailer’s License application for the sale of fermented malt beverages and wine filed by the Lake Geneva Business Improvement District for the Taste of Lake Geneva on Sept 9, 2017 from 11:00am to 6:00pm in Flat Iron Park. Hedlund/Skates motion to approve. Motion carried unanimously.

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Kordus/Halverson motion to charge the proposed fees for 2017 minus the Brunk Pavilion fee and to charge the forklift operator fee after it is determined. Motion carried unanimously.

Street Use Permit application filed by the Lake Geneva Business Improvement District for closure of the 200 block of Broad Street from Main Street to Geneva Street beginning on October 7, 2017 at 7:00am to 7:00pm on October 8, 2017 and utilizing downtown area sidewalks and alleys on the 200 block of Broad Street for Oktoberfest with request to waive fees
Hedlund/Skates motion to charge the application fee and waive the permit fee. Motion carried unanimously.

Parking Stall Bag request filed by the Lake Geneva Business Improvement District to close Center Street lot and use the 25 parking stalls from 7:00am to 7:00pm on October 8, 2017 (1 day) for Oktoberfest with request for waiver of fees
Hedlund/Halverson motion to suspend the rules and allow Kevin Fleming to speak. Motion carried unanimously.
Kevin Fleming stated they requested the Center Street Lot for Sunday, October 8th which is 25 stalls for the pumpkin weigh in. On Saturday and Sunday they request that all the parking fees are waived for all of the meters on the 200th block of Broad Street.

Hedlund/Skates motion charge \$500 for parking for the 1 day to close the Lower Center Street lot on October 8th. Motion carried unanimously.

POLICE & FIRE COMMISSION (Recommended on April 6, 2017)

Discussion/Recommendation on request for Host Street Water Tower temporary communication equipment relocation due to painting, in the amount of \$19,000 from the Contingency Account

Howell/Kordus motion to approve. Mr. Skates questioned if this is a Utility Commission cost. Mr. Oborn said no, it is our cost. This is to pull the wires down and put them back up. Chief Rasmussen stated the City goes through GenCom who services all of the radio communication gear, so they didn’t look at any other providers. Our system is very unique. He doesn’t know what would happen with warranties if someone else moved it. The City is hoping to piggy-back with Verizon on their temporary tower. Motion carried unanimously.

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: Larry Kundert Date of Application: 3/2/2017
2. Organization Name: Friends of the Library
3. Organization Type: For Profit Non-Profit (501(c) 3) Tax ID: _____
4. Mailing Address: Lake Geneva Public Library, 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: Book Sale
2. Date(s) of Event: 8/12/17, 8/13/17
3. Location(s) of Event: East side of Library
4. Hours: Sat 9:00AM - 3 PM SUN 11:00 AM - 3 PM
Start Time End Time

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.

(2) Signs on the Library
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: _____
- 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			<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>			_____
Non-Resident					
49 Attendees or Less		\$100.00			_____
50-149 Attendees		\$150.00			<u>150-</u>
150 or more Attendees		<i>Determined by Park Board</i>			_____
Park Reservation Fees - Per Location, Per Day					
Non-Profit or Resident					
49 Attendees or Less	\$30.00	x	# of Parks	# of Days	
50-149 Attendees	\$55.00	x	<u>1</u>	x <u>1</u> =	<u>55</u>
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 _____ +	\$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>230.00</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: \$				_____

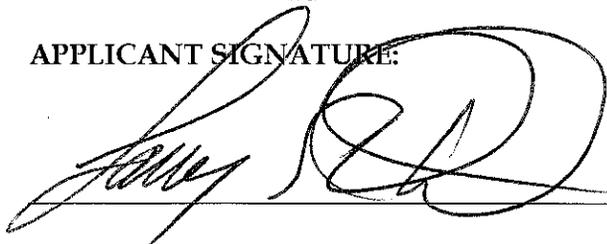
Total PAID with Application: \$ 230.00

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:

3/7/17

For Office Use Only

Date Filed with Clerk: 3/7/2017 Payment with Application: \$ 230.⁰⁰ Receipt: C170307-2

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: 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): 4.5.17 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: _____

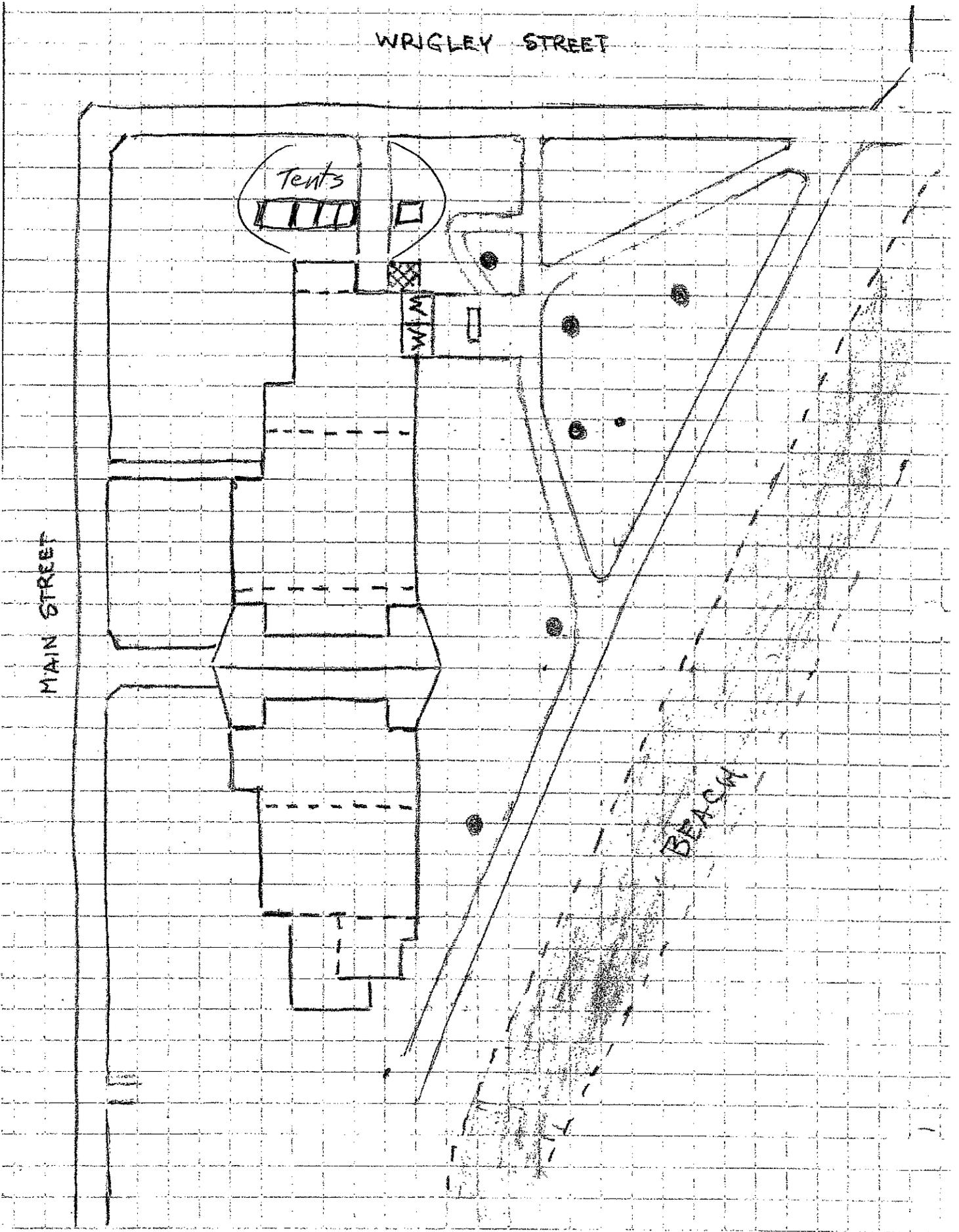
WRIGLEY STREET

MAIN STREET

Tents

W.M.

BEACH



Park Reservation Permit application filed by Larry Kundert on behalf of Friends of the Library to use Library Park on August 12, 2017 from 9:00am to 3:00pm and August 13, 2017 from 11:00am to 3:00pm for a book sale (Recommended by the Board of Park Commissioners on April 5, 2017)
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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: 2/22/17
 County of Walworth

Town Village City of Lake Geneva

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

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
 A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

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

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

(a) Name Lake Geneva Business Improvement District
 (b) Address PO Box 863 Lake Geneva, WI 53147
(Street) Town Village City

(c) Date organized 1991
 (d) If corporation, give date of incorporation _____
 (e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:
 President Mike Mooney - Lake Geneva
 Vice President Kevin Fleming - Lake Geneva
 Secretary _____
 Treasurer _____

(g) Name and address of manager, or person in charge of affair: Kevin Fleming
1032 Wisconsin Lake Geneva

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 _____
 (b) Lot _____ Block LEIGHT DRIVE/CENTER ST.
 (c) Do premises occupy all or part of building? FLAT IRON PARK
 (d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: Fenced Area of Flat Iron Park

3. Name of Event
 (a) List name of the event Taste of Lake Geneva
 (b) Dates of event Sept. 9, 2017

DECLARATION

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

Officer <u>Mike Mooney</u> <small>(Signature/date)</small> Officer <u>Kevin Fleming</u> <small>(Signature/date)</small> Date Filed with Clerk <u>2/22/17</u> Date Granted by Council _____	<u>Lake Geneva Business Improvement District</u> <small>(Name of Organization)</small> Officer _____ <small>(Signature/date)</small> Officer _____ <small>(Signature/date)</small> 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
Name of Event: Taste of Lake Geneva
Date of Event: Sept. 9, 2017
Time of Event: 11:00 am 6:00 pm
(Beginning) (Ending)
Event Contact Person: Kevin Fleming
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>3/1/17</u>	Receipt No: <u>C170301-17</u>
Total Amount: <u>10.00</u>	
Forwarded to Police Chief: <u>[Signature]</u>	
Recommendation: <u>[Signature]</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>[checkmark]</u>	
FLR Approval: _____	License Issued: _____
Council Approval: _____	License Number: _____
MAILTO: _____	License Expires: _____
Organization: _____	

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Parking Stall Bag request filed by the Lake Geneva Business Improvement District for Taste of Lake Geneva to close Center Street lot and reserve 25 parking stalls therein on Saturday, Sept 9, 2017 with request to waive all fees. Mr. Kordus stated this is moot as it was approved in the last motion. The fee will be \$400.

Temporary Class “B”/“Class B” Retailer’s License application for the sale of fermented malt beverages and wine filed by the Lake Geneva Business Improvement District for the Taste of Lake Geneva on Sept 9, 2017 from 11:00am to 6:00pm in Flat Iron Park. Hedlund/Skates motion to approve. Motion carried unanimously.

Park Reservation Permit application filed by the Lake Geneva Business Improvement District to use Flat Iron Park and the Brunk Pavilion for Oktoberfest beginning on Oct 7, 2017 at 7:00am and ending on Oct 8, 2017 at 7:00pm with request for additional equipment, fork lift operator and request for waiver of fees (Recommended by the Board of Park Commissioners on April 5, 2017)
Kordus/Halverson motion to charge the proposed fees for 2017 minus the Brunk Pavilion fee and to charge the forklift operator fee after it is determined. Motion carried unanimously.

Street Use Permit application filed by the Lake Geneva Business Improvement District for closure of the 200 block of Broad Street from Main Street to Geneva Street beginning on October 7, 2017 at 7:00am to 7:00pm on October 8, 2017 and utilizing downtown area sidewalks and alleys on the 200 block of Broad Street for Oktoberfest with request to waive fees
Hedlund/Skates motion to charge the application fee and waive the permit fee. Motion carried unanimously.

Parking Stall Bag request filed by the Lake Geneva Business Improvement District to close Center Street lot and use the 25 parking stalls from 7:00am to 7:00pm on October 8, 2017 (1 day) for Oktoberfest with request for waiver of fees
Hedlund/Halverson motion to suspend the rules and allow Kevin Fleming to speak. Motion carried unanimously.
Kevin Fleming stated they requested the Center Street Lot for Sunday, October 8th which is 25 stalls for the pumpkin weigh in. On Saturday and Sunday they request that all the parking fees are waived for all of the meters on the 200th block of Broad Street.

Hedlund/Skates motion charge \$500 for parking for the 1 day to close the Lower Center Street lot on October 8th. Motion carried unanimously.

POLICE & FIRE COMMISSION (Recommended on April 6, 2017)

Discussion/Recommendation on request for Host Street Water Tower temporary communication equipment relocation due to painting, in the amount of \$19,000 from the Contingency Account

Howell/Kordus motion to approve. Mr. Skates questioned if this is a Utility Commission cost. Mr. Oborn said no, it is our cost. This is to pull the wires down and put them back up. Chief Rasmussen stated the City goes through GenCom who services all of the radio communication gear, so they didn’t look at any other providers. Our system is very unique. He doesn’t know what would happen with warranties if someone else moved it. The City is hoping to piggy-back with Verizon on their temporary tower. Motion carried unanimously.

2017 Taste of Lake Geneva	Thursday	Friday	Saturday	2017 FEE	PRIOR YEARS	
Parking Stall Fees Only	9/7/17	9/8/17	9/9/17	TOTAL	2015	2016
PARKING STALL BAG REQUEST						
Administrative Fee			\$ 10.00	\$ 10.00	\$ 10.00	\$10.00
Parking Stall Usage			\$ 500.00	\$ 500.00	\$ 400.00	\$400.00
Parking Stalls Requested				25 stalls	20 stalls	20 stalls
			TOTAL	\$ 510.00	\$ 410.00	\$ 410.00

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: Lake Geneva Business Improvement Date of Application: 2/22/17
2. Organization Name: Lake Geneva Business Improvement District
3. Organization Type: For Profit Non-Profit (501(c)____) Tax ID: _____
4. Mailing Address: PO BOX 863
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: Taste of Lake Geneva
2. Date(s) of Event: Thursday, 9/7/17 through Saturday, 9/9/17
3. Location(s) of Event: Flat Iron Park
4. Hours: 12:00 pm(9/7/17) to 10:00pm(9/9/17)

5. Event Chair/Contact Person: Kevin Fleming Phone: _____

6. Day of Event Contact Name: Kevin Fleming Phone: _____

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

8. Will you charge an admission fee? Yes No

9. Estimated Attendance Number: 2000

10. Basis for Estimate: Previous years 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.

Please see attached

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.

Set up of tents: Thursday 9/7/17 at 12:00 pm

Setup of event: Friday 9/8/17 all day

Event: Saturday 9/9/17 from 10:00am-6:00pm

Clean up: Saturday 9/9/17 starting at 6:00 pm

Local restaurants and food related merchants will display and sell their fare.

Beer and wine will be sold on premise within the properly fenced event area.

Live entertainment will be onsite.

Portable toilets and hand washing stations will be onsite.

Please see attached map for further details.

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

Each vendor will clean up their space and event staff will handle post event clean up.

City trash receptacles will be used and emptied into a dumpster onsite.

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

Security for beer and wine will be provided.

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: Saturday 9/9/17
Total Number of Stalls Request: Lower Center St lot- whole lot
Stall Number(s) and Location: Stalls 978-1002

Additional Information:
We would like to "barricade" the parking lot and post "event staff only" as to avoid others from taking the stalls. Vendors will each be given a spot.

3. Description of signage to be used during event:
If requesting City banner poles, please include a Street Banner Display Application.
Downtown street banners
Signage/banners onsite during event

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 vendor use- refrigeration, heat
- Water Explain: _____
- Traffic Control Explain: _____
- Police Services Explain: _____
- Fire/EMS Services Explain: _____
- Other Explain: Garbage cans and picnic benches delivered to Flat Irc

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>10.00</u>
Parking Stall Usage/Blockage Fee - Per Stall, Per Day			# of Stalls	# of Days	
March 1 - November 14	\$20.00	x	_____	x _____ =	_____
November 15 - February 29	\$10.00	x	_____	x _____ =	_____
Park Reservation Permit					
Application Fee		\$25.00			<u>25.00</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>				_____
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 15 +	\$50.00 =	_____
Barricades	\$5.00 each		x 3 +	\$50.00 =	_____
Trash Receptacles	\$8.00 each		x 10 +	\$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: \$ _____

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: \$ _____

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:

Kevin Fleming

DATE: 2/22/17

For Office Use Only

Date Filed with Clerk: 3/1/17 Payment with Application: \$ 35.00 Receipt: C170301-17

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: Will need to pay for locate of City utilities

Additional fees or deposit: _____

Parking Dept.: Approved Denied Signed: [Signature]

Additional services needed: STALLS 978-1002

Additional fees or deposit: Corner Carter st. lot SATURDAY ONLY

9/9/17

Piers, Harbors & Lakefront: Approved Denied Signed: _____

Additional services needed: _____

Additional fees or deposit: _____

Committee/Council review (all that apply):

Park Board: Meeting Date(s): 4.5.17 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: _____

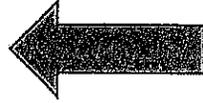
Taste of Lake Geneva 2017



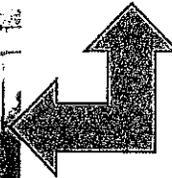
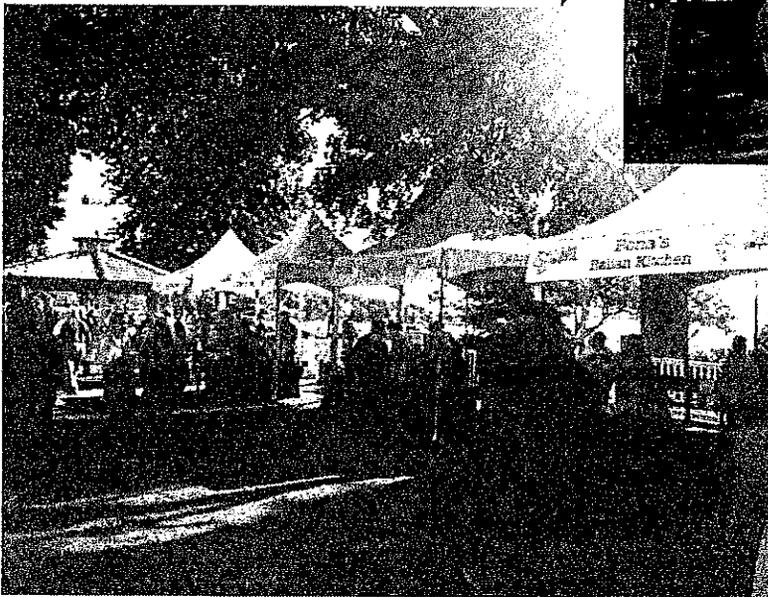
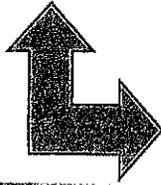
Taste of Lake Geneva 2017



Large center tent
for beer, wine,
and seating



Garbage cans and
handwashing stations
throughout event



Rows of vendor
tents (10X10)

Wednesday, February 22, 2017

Mayor, City Administrator, City Clerk, and City Council Members:

Please accept this letter as a request to waive fees in reference to our event permit for the Taste of Lake Geneva 2017. This event is put on with the intention of drawing both visitors and locals to enjoy Lake Geneva's Downtown- adding to both the vitality of the businesses in Lake Geneva and overnight stays at City lodging properties.

We understand there are certain costs incurred by the City and we hope that in working together to put on events like this, Lake Geneva will continue to grow and thrive. We ask to waive fees associated with this event as we work to bring revenue to the city as well as provide a great atmosphere for people to enjoy.

Thank you for your consideration of the above-please let us know if you have any questions.

Thank you,

Lake Geneva Downtown

Park Reservation Permit application filed by Larry Kundert on behalf of Friends of the Library to use Library Park on August 12, 2017 from 9:00am to 3:00pm and August 13, 2017 from 11:00am to 3:00pm for a book sale *(Recommended by the Board of Park Commissioners on April 5, 2017)*
Skates/Hedlund motion to approve. Motion carried unanimously.

Park Reservation Permit application filed by the Lake Geneva Business Improvement District for Taste of Lake Geneva with setup beginning on Sept 7, 2017 at noon and event held on Sept 8, 2017 and Sept 9, 2017 from noon to 10:00 pm at Flat Iron Park with use of Brunk Pavilion and request to waive all fees *(Recommended by the Board of Park Commissioners on April 5, 2017)*
Hedlund/Halverson motion to charge the same fees as last year which would be \$1155.00 plus a \$100 security deposit. Motion carried unanimously.

Parking Stall Bag request filed by the Lake Geneva Business Improvement District for Taste of Lake Geneva to close Center Street lot and reserve 25 parking stalls therein on Saturday, Sept 9, 2017 with request to waive all fees. Mr. Kordus stated this is moot as it was approved in the last motion. The fee will be \$400.

Temporary Class “B”/“Class B” Retailer’s License application for the sale of fermented malt beverages and wine filed by the Lake Geneva Business Improvement District for the Taste of Lake Geneva on Sept 9, 2017 from 11:00am to 6:00pm in Flat Iron Park. Hedlund/Skates motion to approve. Motion carried unanimously.

Park Reservation Permit application filed by the Lake Geneva Business Improvement District to use Flat Iron Park and the Brunk Pavilion for Oktoberfest beginning on Oct 7, 2017 at 7:00am and ending on Oct 8, 2017 at 7:00pm with request for additional equipment, fork lift operator and request for waiver of fees *(Recommended by the Board of Park Commissioners on April 5, 2017)*
Kordus/Halverson motion to charge the proposed fees for 2017 minus the Brunk Pavilion fee and to charge the forklift operator fee after it is determined. Motion carried unanimously.

Street Use Permit application filed by the Lake Geneva Business Improvement District for closure of the 200 block of Broad Street from Main Street to Geneva Street beginning on October 7, 2017 at 7:00am to 7:00pm on October 8, 2017 and utilizing downtown area sidewalks and alleys on the 200 block of Broad Street for Oktoberfest with request to waive fees
Hedlund/Skates motion to charge the application fee and waive the permit fee. Motion carried unanimously.

Parking Stall Bag request filed by the Lake Geneva Business Improvement District to close Center Street lot and use the 25 parking stalls from 7:00am to 7:00pm on October 8, 2017 (1 day) for Oktoberfest with request for waiver of fees
Hedlund/Halverson motion to suspend the rules and allow Kevin Fleming to speak. Motion carried unanimously. Kevin Fleming stated they requested the Center Street Lot for Sunday, October 8th which is 25 stalls for the pumpkin weigh in. On Saturday and Sunday they request that all the parking fees are waived for all of the meters on the 200th block of Broad Street.

Hedlund/Skates motion charge \$500 for parking for the 1 day to close the Lower Center Street lot on October 8th. Motion carried unanimously.

POLICE & FIRE COMMISSION *(Recommended on April 6, 2017)*

Discussion/Recommendation on request for Host Street Water Tower temporary communication equipment relocation due to painting, in the amount of \$19,000 from the Contingency Account

Howell/Kordus motion to approve. Mr. Skates questioned if this is a Utility Commission cost. Mr. Oborn said no, it is our cost. This is to pull the wires down and put them back up. Chief Rasmussen stated the City goes through GenCom who services all of the radio communication gear, so they didn’t look at any other providers. Our system is very unique. He doesn’t know what would happen with warranties if someone else moved it. The City is hoping to piggy-back with Verizon on their temporary tower. Motion carried unanimously.

2017 Oktoberfest	Saturday	Sunday	2017 FEE	PRIOR YEARS	
Park Fees Only	10/7/17	10/8/17	TOTAL	2015	2016
PARK RESERVATION					
Flat Iron Park					
Application Fee	\$ 25.00		\$ 25.00	\$ 25.00	\$25.00
Park Reservation Fee	\$ 105.00	\$ 105.00	\$ 210.00	\$ 210.00	\$210.00
Security Deposit	TBD by Park Board		\$ -	Waived	Waived
Brunk Pavilion	\$ 250.00	\$ 250.00	\$ 500.00	N/A	Waived
Additional Amenities					
Barricades	\$100.00		\$ 100.00	\$ 70.00	\$100.00
Security Deposit	\$50.00		\$ 50.00	\$ 50.00	\$50.00
			Total	\$ 355.00	\$385.00
			Less Security Deposit	\$ (50.00)	\$ (50.00)
			TOTAL	\$ 305.00	\$ 335.00

	Saturday	Sunday	2017 FEE	PRIOR YEARS	
	10/7/17	10/8/17	TOTAL	2015	2016
Additional Services			\$50/hour	9 hours labor	9 hours labor
Fork lift and Operator	Invoiced after event			\$ 450.00	\$ 450.00

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: Lake Geneva Business Improvement Date of Application: 2/22/17
2. Organization Name: Lake Geneva Business Improvement District
3. Organization Type: For Profit Non-Profit (501(c)____) Tax ID: _____
4. Mailing Address: PO BOX 863
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: Lake Geneva Oktoberfest
2. Date(s) of Event: Saturday 10/7/17-Sunday 10/8/17
3. Location(s) of Event: 200 Block of Broad St and Flat Iron Park
4. Hours: 7:00am 10/7/17-7:00pm 10/8/17

Start Time

End Time

5. Event Chair/Contact Person: Kevin Fleming Phone: _____

6. Day of Event Contact Name: Kevin Fleming Phone: _____

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

8. Will you charge an admission fee? Yes No

9. Estimated Attendance Number: 10,000

10. Basis for Estimate: previous year 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: Ponies: 6-8

13. Detailed description of proposed event with map of exact location of the event and/or route.
Use of Downtown sidewalks for vendors
Use of alleys on the 200 Block of Broad Street (bathrooms, dumpster, food storage, etc.)
Closing of 200 Block of Broad Street

Use of Center Street lot adjacent to Flat Iron Park for giant pumpkin weigh in site
Vendors; Pumpkin and log carving in Flat Iron Park

Live music at both locations

Please see attached map for details.

14. Description of plan for handling refuse collection and after-event clean-up:
A dumpster will be provided and event staff will monitor 200 block of Broad Street garbage receptacles, emptying them as needed.
Garbage will also be monitored at Flat Iron Park and emptied as needed.

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.
Closing of the 200 block of Broad Street from Main Street to Geneva Street.

Please see attached map.

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

Date(s) of use: Sunday 10/8/17

Total Number of Stalls Request: Lower Center Street lot- whole lot

Stall Number(s) and Location: 978-1002- Lower Center Street lot

Additional Information:

3. Description of signage to be used during event:

If requesting City banner poles, please include a Street Banner Display Application.
Downtown city street banner poles
Signage onsite during event

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: all pole outlets on Broad Street from Main St to Geneva
- Water Explain: _____
- Traffic Control Explain: Cones in place- see attached map
- Police Services Explain: _____
- Fire/EMS Services Explain: _____
- Other Explain: Fork lift and operater for giant pumpkin weigh in

Section V- Fees

Application and Permit Fees		Unit Fee			Applicable Fee
Parade Permit					
Application Fee		\$25.00			_____
Street Use Permit					
Application Fee		\$25.00			<u>25.00</u>
Permit Fee - Events lasting 2 days or less		\$40.00			_____
Permit Fee - Events lasting more than 2 days		\$100.00			_____
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>25.00</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>			_____
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	_____	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	_____ +	\$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: \$ _____

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/Clearing 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: \$ _____

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:

Kevin Downing

DATE: 2/22/17

For Office Use Only

Date Filed with Clerk: 3/1/17 Payment with Application: \$ 50.00 Receipt: C170301-17

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: STAIRS needed 978-1002

Additional fees or deposit: Lower Center Street
SUNDAY ONLY 10-8-17

Piers, Harbors & Lakefront: Approved Denied Signed: _____

Additional services needed: _____

Additional fees or deposit: _____

Committee/Council review (all that apply):

Park Board: Meeting Date(s): 4-5-17 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: _____

Oktoberfest 2017

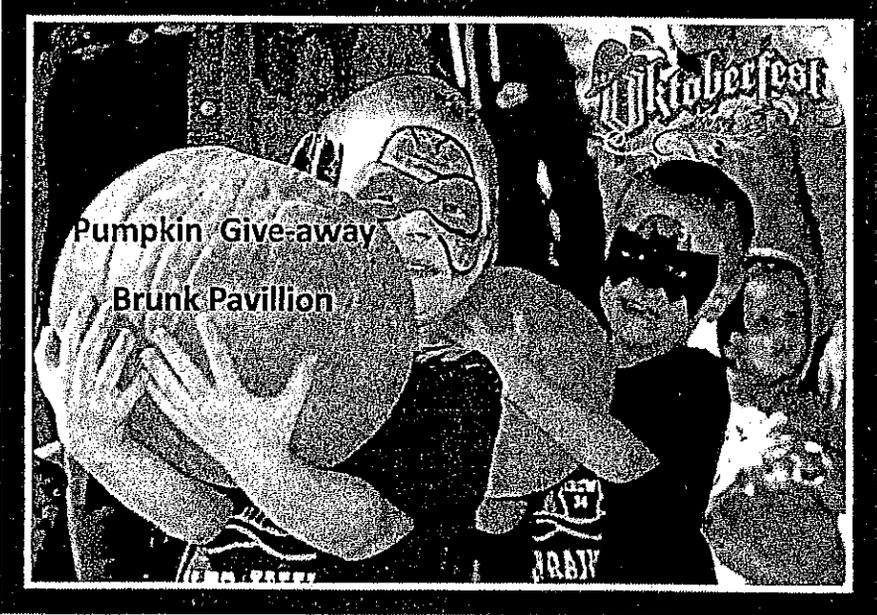




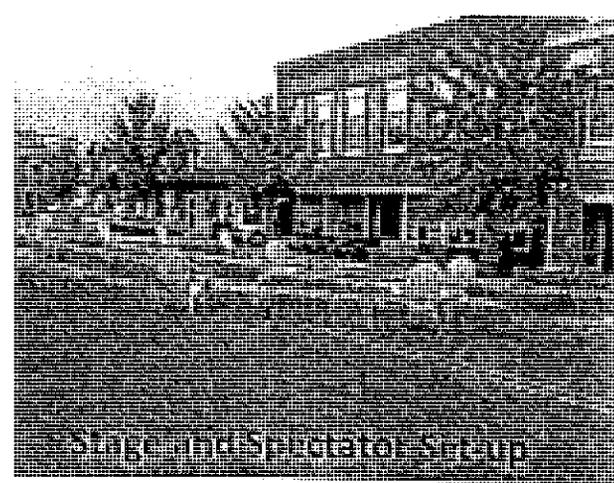
Giant Pumpkin Weigh-in
Flat Iron Park



Food Set-up: Corner of
Broad St & Main St



Pumpkin Give-away
Brunk Pavillion



Stage and Stage Set-up

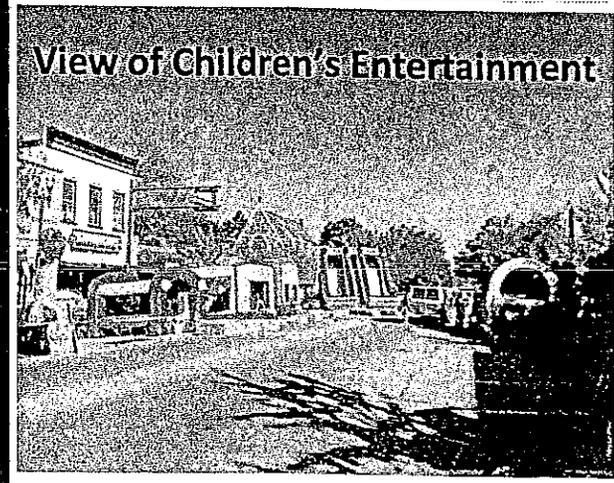
Pony Rides
Flat Iron Park



Scooter Games
Flat Iron Park

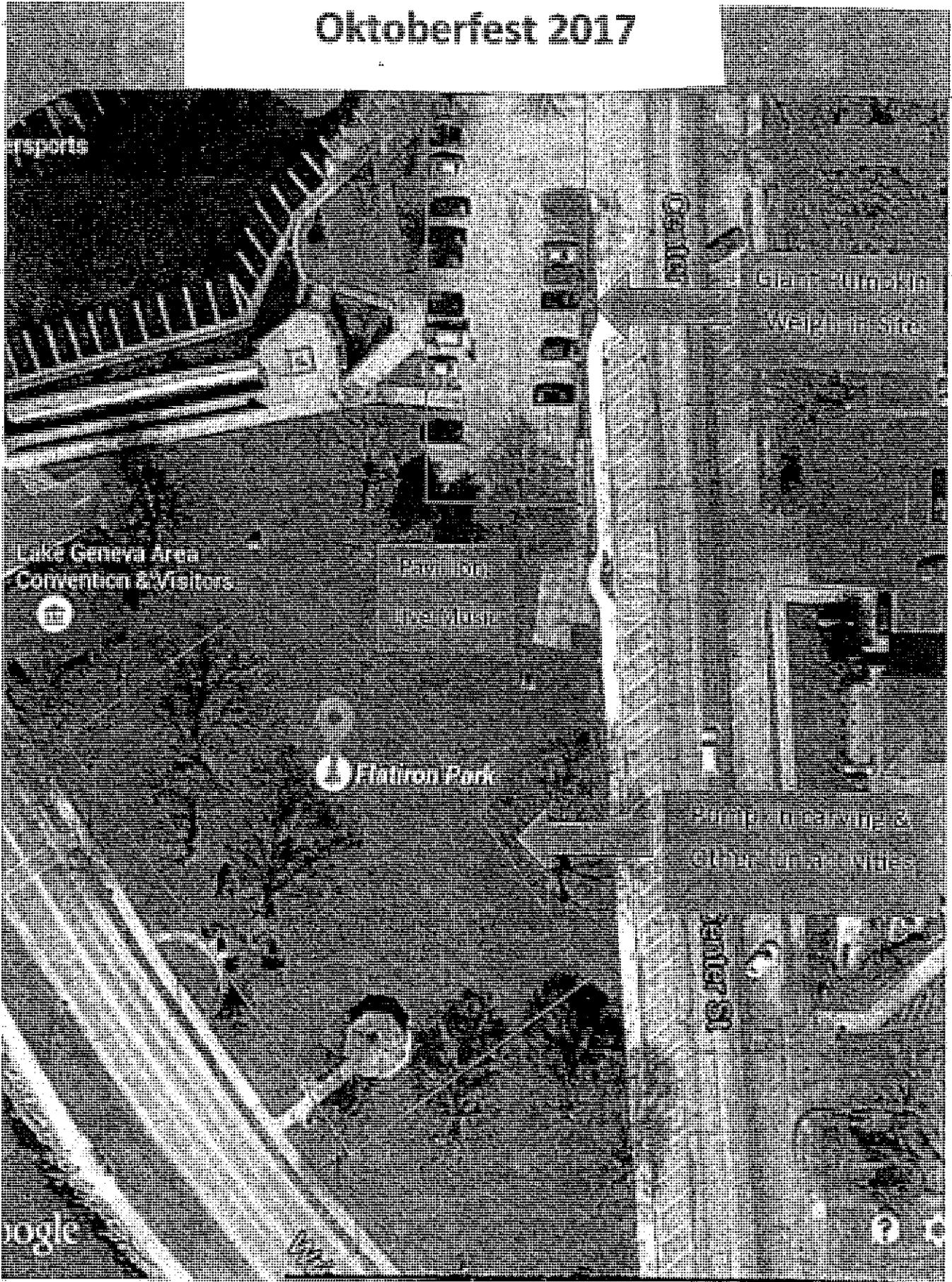


Stage Set-up
West Side of Broad St



View of Children's Entertainment

Oktoberfest 2017



Wednesday, February 22, 2017

Mayor, City Administrator, City Clerk, and City Council Members:

Please accept this letter as a request to waive fees in reference to our event permit for Oktoberfest 2017. This event is put on with the intention of drawing both visitors and locals to enjoy Lake Geneva's Downtown- adding to both the vitality of the businesses in Lake Geneva and overnight stays at City lodging properties.

We understand there are certain costs incurred by the City and we hope that in working together to put on events like this, Lake Geneva will continue to grow and thrive. We ask to waive fees associated with this event as we work to bring revenue to the city as well as provide a great atmosphere for people to enjoy.

Thank you for your consideration of the above-please let us know if you have any questions.

Thank you,

Lake Geneva Downtown

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POLICE & FIRE COMMISSION (Recommended on April 6, 2017)

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2017 Oktoberfest	Saturday	Sunday	2017 FEE	PRIOR YEARS	
Street Use Fees Only	10/7/17	10/8/17	TOTAL	2015	2016
STREET USE					
Application Fee	\$ 25.00		\$ 25.00	\$ 25.00	\$25.00
Permit Fee	\$ 40.00		\$ 40.00	\$ 40.00	Waived
			TOTAL	\$ 65.00	\$ 25.00

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2017 Oktoberfest	Saturday	Sunday	2017 FEE	PRIOR YEARS	
Parking Stall Fees Only	10/7/17	10/8/17	TOTAL	2015	2016
PARKING STALL BAG REQUEST					Only Charged 1 day
Center Street Lot					
Administrative Fee		\$ 10.00	\$ 10.00	\$ 10.00	\$10.00
Parking Stall Usage		\$ 500.00	\$ 500.00	\$ 740.00	\$500.00
Amount of Parking Stalls		25 Stalls		37 Stalls	25 Stalls
Closure of 200 Block of Broad Street btwn Main and Geneva					
Parking Stall Usage	\$ 840.00	\$ 840.00	\$ 1,680.00	Waived	Waived
Amount of Parking Stalls	42 Stalls	42 Stalls			
			TOTAL	\$ 750.00	\$ 510.00
			\$ 2,190.00		

**Lake Geneva Police
Department**

Memo

To: Finance Committee
From: Chief Michael S. Rasmussen 
Date: April 12, 2017
Re: Host Street Water Tower

The Host Street Water Tower is scheduled for painting in August 2017. The cost of relocating the Police Department communication gear temporarily from the water tower and replacing it on the water tower after the painting is complete is approximately \$19,000.00.

A motion was made and carried at the April 6, 2017, Police and Fire Commission meeting recommending that the cost of moving the Police Department communication gear from the water tower be charged to the city contingency fund.

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RESOLUTION 17-R12

WHEREAS, the Common Council approved the 2017 General Fund Operating Budget for the City of Lake Geneva, and

WHEREAS, a Contingency account was budgeted at \$123,000 for 2017 unbudgeted, approved expenditures, and

WHEREAS, the Common Council, in January, 2017, approved the negotiated Police Union contract that included a sick bank pay-out totaling \$24,000, and

WHEREAS, this sick bank payout was not included in the 2017 Operating Budget and utilizing Contingency funds for this purpose would be appropriate, and

BE IT THEREFORE RESOLVED, that the Common Council adopt a budget amendment allowing for a transfer in the 2017 Operating Budget as follows:

Decrease Acct # 11-10-00-5780, 2017 Contingency Account, by \$24,000, and
Increase Acct # 11-21-00-5127, PD Compensation Per Contract, by \$24,000.

Adopted this 24th day of April, 2017.

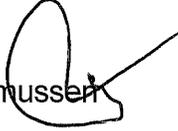
APPROVED:

Alan Kupsik, Mayor

ATTEST:

Sabrina Waswo, City Clerk

Memo

To: Finance Committee
From: Chief Michael S. Rasmussen 
Date: April 11, 2017
Re: Compensation per Contract sick time payout/Retirement payout

In February 2017, \$23,918.57 was taken out of the PD Compensation per Contract account 11-21-00 5127. The agreement between the Police Union negotiations and the City of Lake Geneva in early 2017 resulted in the sick pay summary payout of \$20,984.65. Additionally, a retirement agreement in February 2017 resulted in an additional payout of \$2,933.92. This money was not included in the 2017 budget. Therefore, it was recommended at the Police and Fire Commission meeting that the money be reimbursed to the Lake Geneva Police Department's 2017 budget.

Commissioner Hartz motioned to have the city council reimburse the Lake Geneva Police Department \$20,984.65 for sick summary payout and \$2,933.92 for retirement payout for a total of \$23,918.57 in the PD Compensation per Contract Account 11-21-00 5127. Commissioner Pollard seconded the motion. The motion was carried 5-0 in a roll call vote at the April 6, 2017 Police and Fire Commission meeting.

Discussion/Recommendation on request for unbudgeted Contract Sick Time & Retirement Payout in the amount of \$24,000 from the Contingency Account

Mr. Oborn stated the budget was done in October, and in January the contracts were settled. In the contracts, the City wanted to limit future liabilities for sick leave buyouts so it was cashed out. A similar thing was done with the City employees. This was discussed at the Police and Fire Commission. They recommended adjusting the budget accordingly. He recommends that their budget is augmented for that cash out so the Chief can focus on the items that were budgeted for.

Howell/Hedlund motion to approve. Mr. Skates asked what the relationship is with the PFC account and the City account. He questioned if they have access to the PFC accounts. Mr. Oborn said yes, they make the recommendations but the City controls the purse strings. Mr. Kordus said this money will be put into the PD budget. Motion carried unanimously.

PUBLIC WORKS COMMITTEE (Pending consideration from PWC on April 18, 2017)

Discussion/Action/Recommendation on annexation of City owned Hillmoor Heights Park property on Lockwood Blvd in the Town of Lyons (Recommended by the Board of Park Commissioners on Sept 7, 2016)

Mr. Oborn did not put a cost in as there may be surveying that needs to be done. Mr. Kordus added it does include the right of way by the bike path. Mr. Oborn said there is also a right of way in the middle as well. The City will take the right of way to the west, the one in the middle, but we won't take the right of way on Lockwood.

Skates/Hedlund motion to approve. Motion carried unanimously.

Discussion/Recommendation of Payment Request No. 2 to The Wanasek Corp. for the South Lake Shore Drive (Parking Lot I) Project in the amount of \$14,146.90 funded from the Parking Fund

Mr. Hedlund noted the City is retaining \$10,000 for completion.

Hedlund/Skates motion to approve. Motion carried unanimously.

Discussion/Action/Recommendation on 2017 Capital Projects

Public Works approved the Manning Way playground, the Visitor's Center restrooms, the shop generator, the capital roads project, the street crack filling, and the storm sewer line repairs. Mr. Oborn added the City Hall items. He stated they are doing the borrowing. A dollar amount was approved of up to \$3,500,000 but the Council or committees never finalized the particular projects. He wants approval for the two City Hall items, the parking lot landscaping, the City Hall office changes, the Fire Department wall hydrant repair, Fire Department bay light switches, and the Police Department second ALPR. Mr. Kordus requested leaving out the City Hall Office Changes item as he would like to see more specifics.

Hedlund/Howell motion to approve the Capital Projects for the parking lot landscaping, the wall fire hydrant repair, the bay light switches, the Manning Way playground, the Visitor's Center restrooms, the second ALPR, the shop generator, the capital road projects, the street crack filling, and the storm sewer line repairs.

Motion carried unanimously.

Discussion/Recommendation on additional funding for the Treasurer/Sr. Financial Analyst position for \$34,000 from the Contingency Account

Howell/Halverson motion to approve. Motion carried unanimously.

Presentation of Accounts

Purchase Orders (none)

Hedlund/Skates motion to approve the Prepaid Bills in the amount of \$29,714.63. Motion carried unanimously.

Hedlund/Skates motion to approve the Regular Bills in the amount of \$210,116.47. Motion carried unanimously.

Adjournment – Hedlund/Skates motion to adjourn at 8:00pm. Motion carried unanimously.

/s/ Stephanie Gunderson, Assistant City Clerk

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b) Update from YMCA: Baseball/Softball Program, Fall 2016 Plans, Park and YMCA Program Improvement – presented by Mike Coolidge, YMCA (taken out of order 2nd, Skates, Kupsik, 8-0).

Mr. Coolidge provided his end of the year participant report as well as his wish list of improvements. The numbers reported were: 462 kid's softball/baseball, 170 kid's soccer, 18 kid's lacrosse. The wish list included: finishing field #5 infield, foul ball netting at the main fields, foul line chain link fencing 8' high as it is currently 4', and make the unfenced infields larger and light them. Mr. Coolidge was asked to obtain pricing for the netting.

c) Discussion on Disc Golf with Josh Moore

Mr. Moore attended to inquire about his concerns for the condition of the bridges and some warning signs in select locations for people out for a walk on the asphalt trails. The condition of the bridges was acknowledged as an unfunded concern to the Committee which we need to address in the next year. Mr. Moore was asked to provide his recommended locations for signage and the DPW would check into pricing.

d) Never Say Never Play Land at Veterans Park – Dusti Ocampo

Ms. Ocampo appeared to present an update on the site plan for the accessible play equipment project. The design called for changes which sparked a series of discussions and several questions. The new design removed the existing modular play equipment on both sides of the trail as well as the open shelter adjacent to the project and incorporation of the space into the new plan. She also wished to take in another 2,000 square feet into the design. After discussing the priority need for an open shelter by Molitor field and the continued need for the existing play equipment if it is replaced with new at the donor/fundraiser cost, the consensus was to allow the changes to the design. It was then moved by Mayor Kupsik and seconded by Commissioner Quickel to approve the additional 2,000 square feet to the north of the approved area, the existing pavilion stays or is located close to Molitor Field at a location acceptable to the City, it would be useful to shift the east boundary of the layout toward the west as possible, and the existing playground on both sides of the bike trail is fair game to be removed and incorporated into the proposed facility at the donor's cost. The motion passed 8-0.

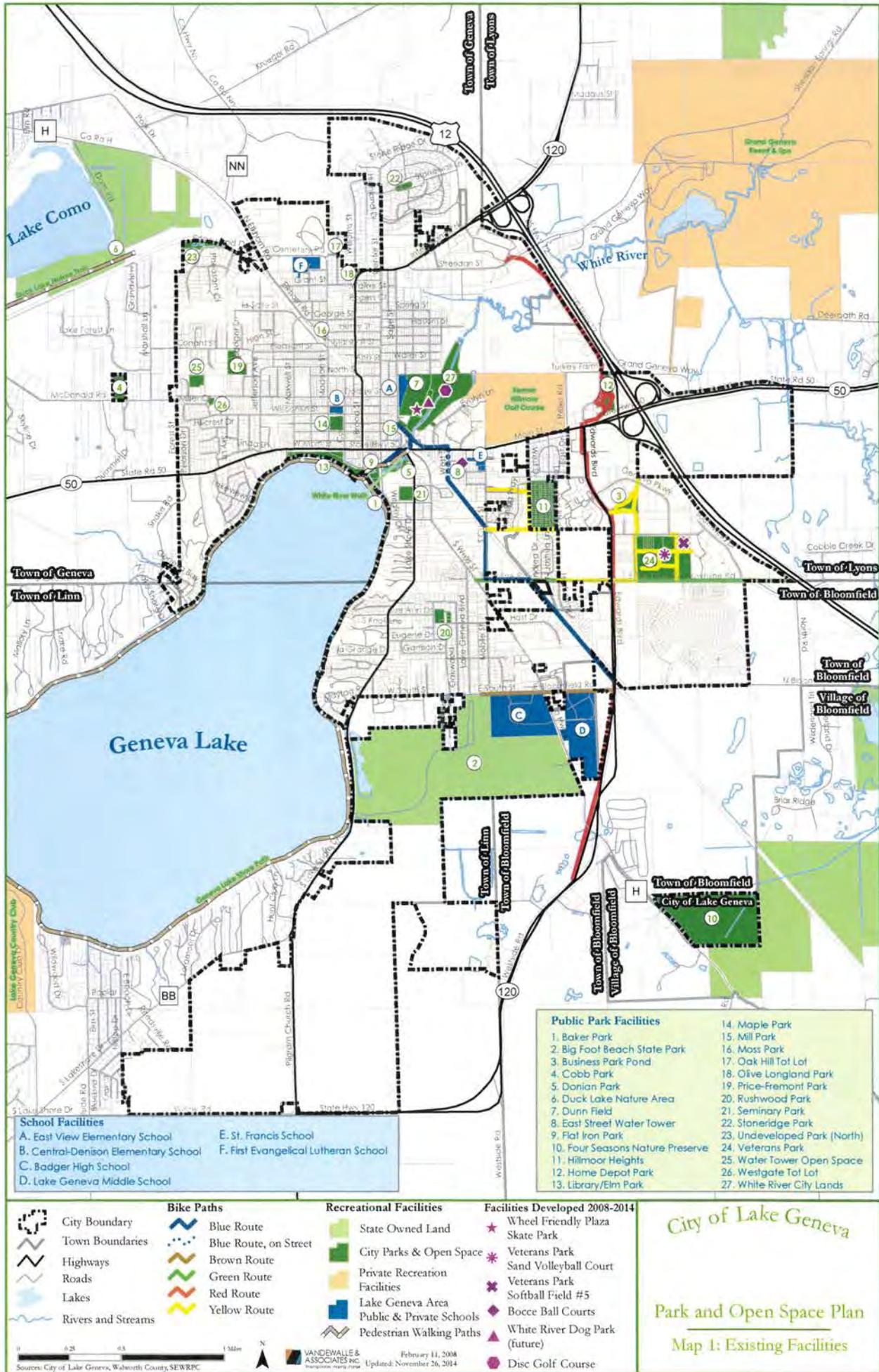
e) Hillmoor Heights Park Annexation

DPW Winkler explained the history of how the City acquired the property with a park grant and it includes platted roads which are in the town. Alderman Skates wished to annex it which gives the City the flexibility to improve the park as we see fit in the future. Mr. Oborn said the City as owner can take it by direct annexation. It was moved by Alderman Skates to recommend to Council to annex the property. The motion was seconded by Mayor Kupsik and was approved on an 8-0 vote.

(This item needs to go to Council for approval).

f) Manning Way design Options

DPW Winkler included a GIS aerial as well as photographs of the site. He recommended that if play equipment was to be installed that it be located in the open lot in front of the woods. Alderman Skates noted the subdivision is filling up with buildouts and now is the time to plan the improvements. He would like to see a meeting with the neighbors to build a consensus for what to place there. It was moved by Ald. Skates and seconded by Mayor Kupsik to propose capital funding of \$30,000 to apply to the project, with \$15,000 to come from the park fund. The motion passed 8-0.



School Facilities

A. East View Elementary School	E. St. Francis School
B. Central-Denison Elementary School	F. First Evangelical Lutheran School
C. Badger High School	
D. Lake Geneva Middle School	

Public Park Facilities

1. Baker Park	14. Maple Park
2. Big Foot Beach State Park	15. Mill Park
3. Business Park Pond	16. Moss Park
4. Cobb Park	17. Oak Hill Tot Lot
5. Donian Park	18. Olive Longland Park
6. Duck Lake Nature Area	19. Price-Fremont Park
7. Dunn Field	20. Rushwood Park
8. East Street Water Tower	21. Seminary Park
9. Flat Iron Park	22. Stoneridge Park
10. Four Seasons Nature Preserve	23. Undeveloped Park (North)
11. Hillmoor Heights	24. Veterans Park
12. Home Depot Park	25. Water Tower Open Space
13. Library/Elm Park	26. Westgate Tot Lot
	27. White River City Lands

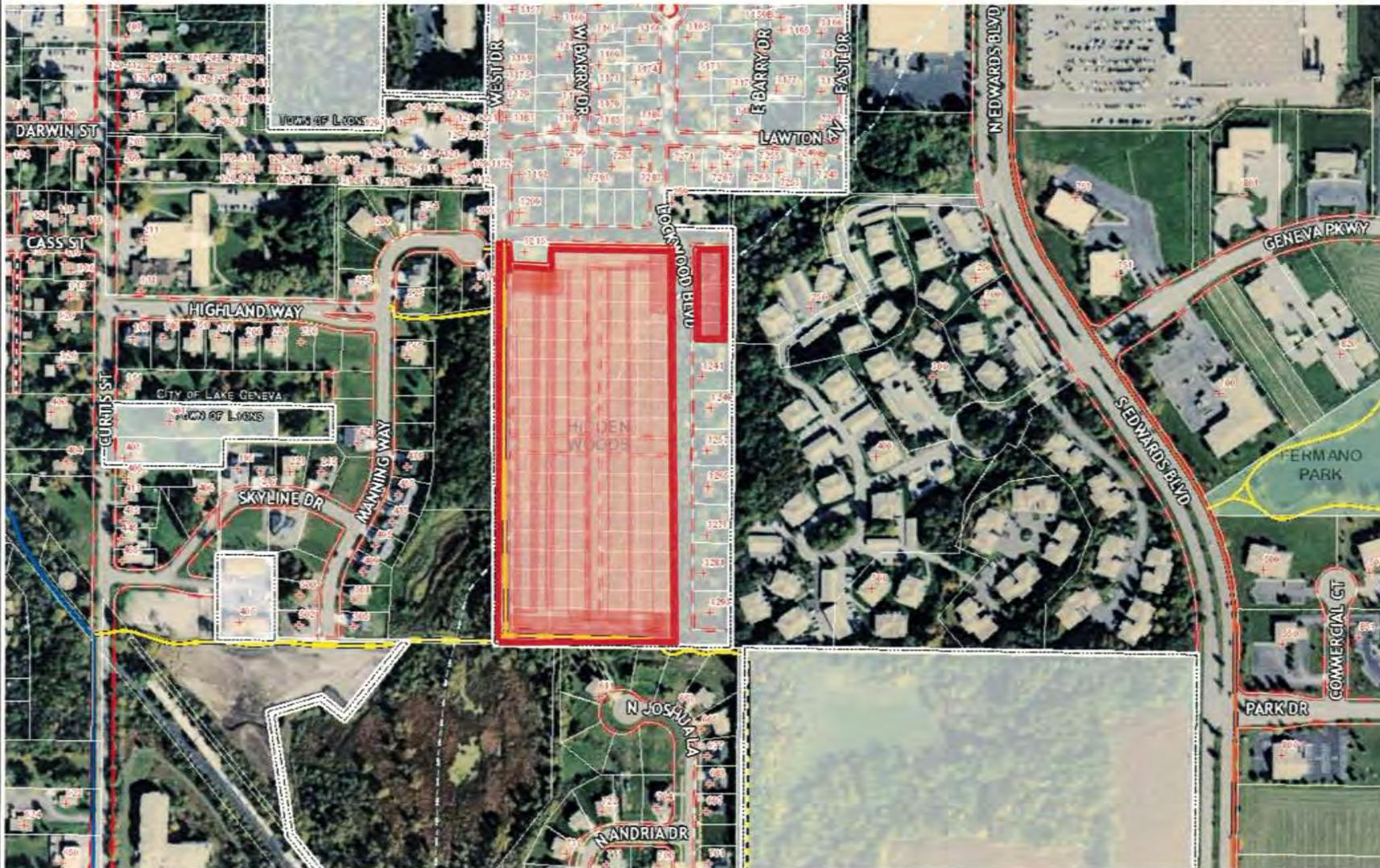
City Boundary	Bike Paths	Recreational Facilities	Facilities Developed 2008-2014
Town Boundaries	Blue Route, on Street	City Parks & Open Space	Veterans Park
Highways	Brown Route	Private Recreation Facilities	Sand Volleyball Court
Roads	Green Route	Lake Geneva Area Public & Private Schools	Veterans Park Softball Field #5
Lakes	Red Route	Pedestrian Walking Paths	Boce Ball Courts
Rivers and Streams	Yellow Route		White River Dog Park (future)
			Disc Golf Course

City of Lake Geneva

Park and Open Space Plan

Map 1: Existing Facilities

Lake Geneva



- Legend**
- Street Names
 - Private Roads
 - Addresses @ 5000
 - County Municipalities
 - Tax Parcels (Air Photo)
 - Parks
 - Sidewalk
 - Bike Trails
 - Existing Path, Brown Route
 - On Street, Blue Route
 - Existing Path, Blue Route
 - Future Path, Yellow Route
 - Existing Path, Green Route
 - Existing Path, Yellow Route
 - Existing Path, Red Route
 - Alley
 - Right-Of-Way
 - Hydrology
 - ETZ
 - Building Footprints
 - City Limits Boundary
 - City Limits Mask

Notes
This map was automatically generated using Geocontext Essentials.

0.1 0 0.07 0.1 Miles

WGS_1984_Web_Mercator_Auxiliary_Sphere
© City of Lake Geneva, WI 10/20/2016

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

Wisconsin State Statute Section:

66.0223 Annexation of territory owned by a city or village.

(1) In addition to other methods provided by law and subject to sub. (2) and ss. 66.0301 (6) (d) and 66.0307 (7), territory owned by and lying near but not necessarily contiguous to a village or city may be annexed to a village or city by ordinance enacted by the board of trustees of the village or the common council of the city, provided that in the case of noncontiguous territory the use of the territory by the city or village is not contrary to any town or county zoning regulation. The ordinance shall contain the exact description of the territory annexed and the names of the towns from which detached, and attaches the territory to the village or city upon the filing of 7 certified copies of the ordinance with the secretary of administration, together with 7 copies of a plat showing the boundaries of the territory attached. The city or village shall also file with the county clerk or board of election commissioners the report required by s. 5.15 (4) (bg). Two copies of the ordinance and plat shall be forwarded by the secretary of administration to the department of transportation, one copy to the department of administration, one copy to the department of natural resources, one copy to the department of revenue and one copy to the department of public instruction. Within 10 days of filing the certified copies, a copy of the ordinance and plat shall be mailed or delivered to the clerk of the county in which the annexed territory is located. Sections 66.0203 (8) (c) and 66.0217 (11) apply to annexations under this section.

(2) No territory may be annexed by a city or village under this section if no part of the city or village is located in the same county as the territory that is subject to the proposed annexation unless all of the following occur:

(a) The town board adopts a resolution approving the proposed annexation.

(b) The county board of the county in which the territory is located adopts a resolution approving the proposed annexation.

(c) The city or village, and the town, enter into a boundary agreement under s. 66.0225, 66.0301, or 66.0307.

History: 1973 c. 90; 1977 c. 29 s. 1654 (8) (c); 1991 a. 269; 1993 a. 329; 1995 a. 27 s. 9145 (1); 1995 a. 201; 1997 a. 27; 1999 a. 150 s. 69; Stats. 1999 s. 66.0223; 2003 a. 171, 317, 327; 2007 a. 43; 2013 a. 80; 2015 a. 55.

A challenge to annexation under this section is not subject to the time limit under s. 66.021 (10) [now s. 66.0217 (11)]. *Kaiser v. City of Mauston*, 99 Wis. 2d 345, 299 N.W.2d 259 (Ct. App. 1980).

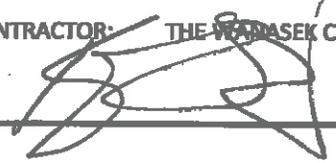
APPLICATION AND CERTIFICATE FOR PAYMENT		AIA DOCUMENT G702	PAGE
To (Owner):	PROJECT: <u>Cove Parking Lot</u>	APPLICATION: <u>2</u>	DISTRIBUTION
City of Lake Geneva 626 Geneva Street Lake Geneva, WI	JOB #: _____	PERIOD TO: <u>02/28/2017</u>	OWNER
From (Contractor):	VIA (ARCHITECT) _____	ARCHITECTS _____	ARCHITECT
The Wansek Corp 29606 Durand Ave. Burlington, WI 53105	_____	PROJECT NO: _____	CONTRACTOR
Contract For:	_____	CONTRACT DATE: <u>11/01/2016</u>	16-793

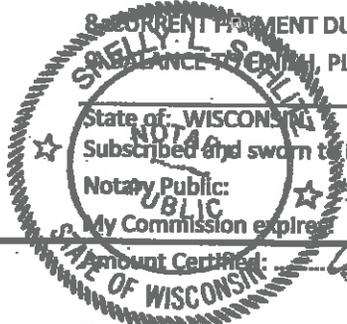
CHANGE ORDER SUMMARY		
Change Orders approved in previous months by Owner	ADDITIONS	DEDUCTIONS
TOTAL	\$ -	\$ -
Approved this Month		
NUMBER	DATE APPROVED	
TOTAL	\$ -	\$ -
Net Change by Change Orders \$ -		

Application is made for Payment, as shown below, in connection with the contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM.....(column C on G703).....	\$ 119,444.00
2. NET CHANGE BY CHANGE ORDERS.....	\$ -
3. CONTRACT SUM TO DATE.....(line 1 + 2).....	\$ 119,444.00
4. TOTAL COMPLETED & STORED TO DATE.....(column G on G703).....	\$ 132,653.25
5. RETAINAGE:	
a. % of Completed Work (Column D + E on G703)	\$ 2,986.10
b. % of Stored Materials (Column F on G703)	\$ -
Total Retainage.....(line 5a + 5b).....	\$ 2,986.10
6. TOTAL EARNED LESS RETAINAGE.....(line 4 - line 5 total).....	\$ 129,667.15
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT...(line 6 from prior certificate)	\$ 115,520.25
8. CURRENT PAYMENT DUE.....	\$ 14,146.90
9. BALANCE TO OWNER, PLUS RETAINAGE.....(line 3-6).....	\$ (10,223.15)

The undersigned Contractor certifies that to the best of the Contractor's knowledge and belief, the work covered by this Application for Payment has been completed in accordance with the contract Documents; that all amounts have been paid by the Contractor for work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment showing herein is now due.

CONTRACTOR: THE WANSEK CORP.
 BY: 
 DATE: 2/21/17



State of: WISCONSIN County of: RACINE
 Subscribed and sworn to before me this 21 day of February, 2017
 Notary Public: Shelly J. Phillips
 My Commission expires July 30, 2018
 Amount Certified: \$ 14,146.90

ARCHITECT'S CERTIFICATE FOR PAYMENT
 In accordance with the contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the work has progressed as indicated, the quality of the work is in accordance with the contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

(Attach explanation if amount certified differs from the amount applied for)
 ARCHITECT:
 By: Angi Aronson DATE: 2/2/2017
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to the Owner or Contractor under this Contract.

4 pages
#10

ITEM	DESCRIPTION	UNIT	UNIT PRICE	ESTIMATED QUANTITY	SCHEDULE OF VALUES AMOUNT	QUANTITY COMPLETED	AMOUNT COMPLETED	%
204.0150	REMOVING CURB AND GUTTER	LF	\$ 12.00	135.00	\$ 1,620.00	135.00	\$ 1,620.00	100%
204.0155	REMOVING CONCRETE SIDEWALK	SY	\$ 32.00	10.00	\$ 320.00	16.00	\$ 512.00	160%
205.0100	EXCAVATION COMMON	CY	\$ 26.00	770.00	\$ 20,020.00	1,259.00	\$ 32,734.00	164%
305.0120	BASE AGGREGATE DENSE 1 1/4-	TON	\$ 20.00	826.00	\$ 16,520.00	2,041.88	\$ 40,837.60	247%
460.5223	HMA PAVEMENT 3 LT 58-28 S	TON	\$ 85.00	206.00	\$ 17,510.00	196.39	\$ 16,693.15	95%
460.5224	HMA PAVEMENT 4 LT 58-28 S	TON	\$ 90.00	160.00	\$ 14,400.00		\$ -	0%
601.0407	CONCRETE CURB & GUTTER 18-INCH TYPE D	LF	\$ 18.00	871.00	\$ 15,678.00	871.00	\$ 15,678.00	100%
601.0411	CONCRETE CURB & GUTTER 30-INCH TYPE D	LF	\$ 25.00	80.00	\$ 2,000.00	60.00	\$ 1,500.00	75%
602.0405	CONCRETE SIDEWALK 4-INCH	SF	\$ 6.00	260.00	\$ 1,560.00	317.50	\$ 1,905.00	122%
602.0505	CURB RAMP DETECTABLE WARNING FIELD YELLOW	SF	\$ 45.00	8.00	\$ 360.00	8.00	\$ 360.00	100%
608.0312	STORM SEWER PIPE REINFORCED CONCRETE CLASS	LF	\$ 100.00	23.00	\$ 2,300.00	23.00	\$ 2,300.00	100%
611.0624	INLET COVERS TYPE H	EA	\$ 525.00	1.00	\$ 525.00	1.00	\$ 525.00	100%
611.3230	INLETS 2X3-FT	EA	\$ 2,340.00	1.00	\$ 2,340.00	1.00	\$ 2,340.00	100%
628.1504	SILT FENCE	LF	\$ 3.20	365.00	\$ 1,168.00	365.00	\$ 1,168.00	100%
628.2004	EROSION MAT URBAN CLASS I, TPE B (NON-NETTED)	SY	\$ 2.25	800.00	\$ 1,800.00	854.00	\$ 1,921.50	107%
628.7015	INLET PROTECTION TYPE C	EA	\$ 85.00	1.00	\$ 85.00	1.00	\$ 85.00	100%
637.2200	SIGNS REFLECTIVE TYPE II	SF	\$ 40.00	31.25	\$ 1,250.00	32.00	\$ 1,280.00	102%
646.0106	PAVEMENT MARKING EPOXY 4-INCH (WHITE)	LS	\$ 8.00	970.00	\$ 7,760.00		\$ -	0%
647.0156	PAVEMENT MARKING ARROWS EPOXY TYPE I	EA	\$ 220.00	3.00	\$ 660.00		\$ -	0%
647.0256	PAVEMENT MARKING SYMBOLS	EA	\$ 240.00	2.00	\$ 480.00		\$ -	0%
690.0150	SAWING ASPHALT	LF	\$ 5.00	95.00	\$ 475.00	95.00	\$ 475.00	100%
690.0250	SAWING CONCRETE	LF	\$ 10.00	10.00	\$ 100.00	10.00	\$ 100.00	100%
SPV.0060.01	SIGN POST V-LOC SIGN SUPPORT & SQUARE POST	EA	\$ 190.00	8.00	\$ 1,520.00	6.00	\$ 1,140.00	75%
SPV.0105.01	TRAFFIC CONTROL	LS	\$ 1,793.00	1.00	\$ 1,793.00	1.00	\$ 1,793.00	100%
SPV.0180.01	RESTORE DISTURBED AREAS - INCLUDED TOPSOIL (625.0100), FERTILIZER TYPE A (629.0205), SEEDING MIX NO. 40 (630.0140)	SY	\$ 9.00	800.00	\$ 7,200.00	854.00	\$ 7,686.00	107%
TOTAL					\$ 119,444.00		\$ 132,653.25	111%

Note: Total Schedule of Values Amount should equal the current Contract Price



THE WANASEK CORP.
EXCAVATION & UTILITY CONTRACTOR

Invoice Number : 16-793-02
Invoice Date : 02/21/2017
Customer Number : 2212
Job Number : 16-793
Due Date : 03/23/2017

LAKE GENEVA, CITY OF
626 GENEVA STREET
PO BOX 187
LAKE GENEVA, WI 53147

LG - Cove Parking Lot
S. Lakeshore Drive
Lake Geneva WI

COVE PARKING LOT - LAKE GENEVA, WI

02/21/2017	CONTRACT - DRAW #2	14,146.90
GROSS BILLINGS :		<hr/> 14,146.90
NET BILLINGS :		<hr/> 14,146.90



Since 1903

MEMORANDUM TO THE CITY OF LAKE GENEVA

To: Tom Earle
 From: Greg Governatori
 Date: March 2, 2017
 Re: Pay Request for Wanasek Corporation
 Cove Parking Lot Project

227 S. Lakeshore
 10+

A review of the Request for Payment No. 2 from The Wanasek for the Cove Parking Lot Project construction contract has been completed.

Payment in the amount of \$14,146.90 for this Payment Request has been recommended for approval by the Construction Manager on site. Retainage in the amount of \$2,986.10 is being held until final documents are received and restoration is complete.

The Contractor's documents are enclosed for the City's approval.

Payment amounts are broken up as follows:

Cove Parking Lot Project:

	<u>New Invoice Amount</u>	<u>Previously Invoiced</u>	<u>Total</u>
Invoiced	\$14,146.90	\$118,506.35	\$132,653.25
Retainage (5%, until 50% complete)	\$0.00	(\$ 2,986.10)	(\$ 2,986.10)
Total Approved for Payment	\$14,146.90	\$115,520.25	\$129,667.15

Contract Base Bid, based on plan quantities:	\$119,444.00
Contract Work Completed to Date	\$132,653.25
Less Retainage	(\$2986.10)
<u>Contract Adjustments for Actual quantities:</u>	<u>\$37,049.25</u>
Subtotal – Base Bid & Contract Adjustments	\$156,493.25
<u>Invoiced to date</u>	<u>\$132,653.25</u>
Estimated Remaining to Completion Including Retainage	\$23,840.00

Please feel free to contact me if you have any questions.

Please send Payment to: **The Wanasek Corp.**

Attention:
 Shelly Schlitz
 The Wanasek Corp.
 2906 Durand Avenue
 Burlington, WI 53105

DATE APPROVED	16 March 2017
APPROVED BY	FE
ACCOUNT #(S)	
DESCRIPTION	227 S. Lakeshore
PO #	Parking lot

Blaine



Kapur & Associates, inc. ~ 1224 S. Pine Street ~ Burlington, WI 53105 ~ Phone 262.767.2747 ~ Fax 262.767.2750 www.kapurengineers.com

I:\bur\data\W\worth_Co\Lake Geneva_CityGov\160303_Test 08 Cove Parking Lot\Construction Management\Pay Applications\Pay_App_2\Pay2_Memo.doc

Discussion/Recommendation on request for unbudgeted Contract Sick Time & Retirement Payout in the amount of \$24,000 from the Contingency Account

Mr. Oborn stated the budget was done in October, and in January the contracts were settled. In the contracts, the City wanted to limit future liabilities for sick leave buyouts so it was cashed out. A similar thing was done with the City employees. This was discussed at the Police and Fire Commission. They recommended adjusting the budget accordingly. He recommends that their budget is augmented for that cash out so the Chief can focus on the items that were budgeted for.

Howell/Hedlund motion to approve. Mr. Skates asked what the relationship is with the PFC account and the City account. He questioned if they have access to the PFC accounts. Mr. Oborn said yes, they make the recommendations but the City controls the purse strings. Mr. Kordus said this money will be put into the PD budget. Motion carried unanimously.

PUBLIC WORKS COMMITTEE (Pending consideration from PWC on April 18, 2017)

Discussion/Action/Recommendation on annexation of City owned Hillmoor Heights Park property on Lockwood Blvd in the Town of Lyons (Recommended by the Board of Park Commissioners on Sept 7, 2016)

Mr. Oborn did not put a cost in as there may be surveying that needs to be done. Mr. Kordus added it does include the right of way by the bike path. Mr. Oborn said there is also a right of way in the middle as well. The City will take the right of way to the west, the one in the middle, but we won't take the right of way on Lockwood.

Skates/Hedlund motion to approve. Motion carried unanimously.

Discussion/Recommendation of Payment Request No. 2 to The Wanasek Corp. for the South Lake Shore Drive (Parking Lot I) Project in the amount of \$14,146.90 funded from the Parking Fund

Mr. Hedlund noted the City is retaining \$10,000 for completion.

Hedlund/Skates motion to approve. Motion carried unanimously.

Discussion/Action/Recommendation on 2017 Capital Projects

Public Works approved the Manning Way playground, the Visitor's Center restrooms, the shop generator, the capital roads project, the street crack filling, and the storm sewer line repairs. Mr. Oborn added the City Hall items. He stated they are doing the borrowing. A dollar amount was approved of up to \$3,500,000 but the Council or committees never finalized the particular projects. He wants approval for the two City Hall items, the parking lot landscaping, the City Hall office changes, the Fire Department wall hydrant repair, Fire Department bay light switches, and the Police Department second ALPR. Mr. Kordus requested leaving out the City Hall Office Changes item as he would like to see more specifics.

Hedlund/Howell motion to approve the Capital Projects for the parking lot landscaping, the wall fire hydrant repair, the bay light switches, the Manning Way playground, the Visitor's Center restrooms, the second ALPR, the shop generator, the capital road projects, the street crack filling, and the storm sewer line repairs.

Motion carried unanimously.

Discussion/Recommendation on additional funding for the Treasurer/Sr. Financial Analyst position for \$34,000 from the Contingency Account

Howell/Halverson motion to approve. Motion carried unanimously.

Presentation of Accounts

Purchase Orders (none)

Hedlund/Skates motion to approve the Prepaid Bills in the amount of \$29,714.63. Motion carried unanimously.

Hedlund/Skates motion to approve the Regular Bills in the amount of \$210,116.47. Motion carried unanimously.

Adjournment – Hedlund/Skates motion to adjourn at 8:00pm. Motion carried unanimously.

/s/ Stephanie Gunderson, Assistant City Clerk

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

City of Lake Geneva
2017-2019 Capital Projects

4/21/2017

Pending
Council
Approval

<u>Dept./Projects</u>	<u>Year</u>	<u>Amount</u>	<u>Notes</u>	
City Hall				
<i>Parking lot landscaping</i>	2017	5,000	6	5,000
City Hall Office Changes	2017	15,000		
Fire Department				
<i>Wall Hydrant Repair</i>	2017	7,000	4,6	7,000
<i>Bay light switches</i>	2017	4,165	4,6	4,165
Parks				
2017 Bicycle & Pedestrian Plan	2017	25,000	3	
White River Bridges	2017	55,000	1	
<i>Manning Way Playground</i>	2017	40,000	2,3,5,6	40,000
White River Crossing	2017	300,000		
<i>Visitor Center Restrooms</i>	2017	110,000	3,5,6	110,000
Center Street Park	2017	20,000		
Police Department				
<i>Second ALPR</i>	2017	21,500	4,6	21,500
Carpet Replacement	2018	2,000		
Garage Floor Seal	2018	6,000		
Streets				
<i>Shop Generator</i>	2017	10,000	5,6	10,000
<i>Capital Road Projects</i>	2017	750,000	5,7	750,000
<i>Street Crack-filling</i>	2017	30,000	5,8	30,000
<i>Storm Sewer Line Repairs</i>	2017	25,000	5,9	25,000
Capital Road Projects	2018	750,000		
Street Crack-filling	2018	30,000		
Storm Sewer Line Repairs	2018	25,000		
Exhaust system/lighting 1055 Carey St.	2018	20,000		
Capital Road Projects	2019	750,000		
Street Crack-filling	2019	30,000		
Storm Sewer Line Repairs	2019	25,000		
Fencing, brush drop off and lock up area	2019	30,000		
Total		3,085,665		1,002,665

Notes:

- 1 - Bridge could be charged to Equipment Replacement Fund
- 2 - Additional \$20,000 from Park Impact Fees
- 3 - Recommended by Park Board
- 4 - Recommended by Police & Fire Commission
- 5 - Recommended by Public Works Committee

6 - Recommended by Finance, License, & Regulation Committee

Additional Items from Lakefront Fund

- Beach Wall ?
- Riviera Renovation ?

Discussion/Recommendation on request for unbudgeted Contract Sick Time & Retirement Payout in the amount of \$24,000 from the Contingency Account

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/s/ Stephanie Gunderson, Assistant City Clerk

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Resolution 17-R14

A RESOLUTION DESIGNATING PUBLIC DEPOSITORIES
FOR THE CITY OF LAKE GENEVA PURSUANT TO
SECTION 34.05, WISCONSIN STATUTES

WHEREAS, the City of Lake Geneva is required under the provisions of § 34.05, Wisconsin Statutes, to designate by resolution one or more public depositories, organized and doing business under the laws of the State or federal law and located in the State of Wisconsin, in which the Treasurer–Senior Financial Analyst shall deposit all public monies received by her.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Lake Geneva as follows:

1. That the following institutions and their successors in interest be and are hereby designated as public depositories for the City of Lake Geneva, in which all public moneys shall be deposited:

U.S. Bank
Town Bank
PNC
BMO Harris
JP Morgan Chase Bank
Local Government Investment Pool at the State Treasury
Associated Wealth Management
Associated Bank
Peoples Bank
First National Bank & Trust Company
Depository Trust of New York
Westbury Bank
Community State Bank
Fox River State Bank

Approved this 24th day of April, 2017.

Alan Kupsik, Mayor

Attest:

Sabrina Waswo, City Clerk