



FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, MAY 23, 2016 – 6:00 PM

COUNCIL CHAMBERS, CITY HALL

AGENDA

1. Call to Order by Alderman Kordus
2. Roll Call
3. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes.
4. Approve the Finance, License and Regulation Committee Meeting minutes of May 9, 2016, as prepared and distributed.
5. **LICENSES & PERMITS**
 - a. Park Reservation Permit application filed by Angel Rejon on behalf of Liga Latina to use Veteran's Park including the use of the soccer field on Sundays only beginning May 1, 2016 through September 25, 2016 for a soccer league (*recommended by the Board of Park Commissioners on May 11, 2016 contingent upon various conditions*)
 - b. Public Assembly Permit application filed by Lake Geneva Business Improvement District for Lake Geneva Maxwell Street Days August 26 – August 28, 2016, 8:00am to 7:00pm requesting use of downtown sidewalks for business sales
 - c. Public Assembly Permit application filed by Lake Geneva Business Improvement District for Lake Geneva Paint-In June 11 – June 12, 2016, 11:00am to 4:00pm requesting use of downtown sidewalks to place tables, chairs and umbrellas for display and sale of artists drawings and paintings
 - d. Original Class “B” Fermented Malt Beverage License & “Class C” Wine License application for Breakfast Bungalow LLC d/b/a Great Eggs, 220 Cook St, Lake Geneva, Emma Setyan, Agent
 - e. Original Class “B” Fermented Malt Beverage License & “Class C” Wine License application for Marsalas Pizza Inc d/b/a Marsala’s Pizza, 820 Williams St, Lake Geneva, Miguel Barcena, Agent
 - f. **Renewal Reserve “Class B”/Class “B” Intoxicating Liquor & Fermented Malt Beverage License applications filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds:**
 - 1) Speedo’s Harborside Pub & Grill, 100 Broad St, Lake Geneva, Spyro G. Condos, Agent
 - 2) Su Wings Corp d/b/a Su Wings Chinese Restaurant, 743 North St, Lake Geneva, Siu Wing Leung, Agent
 - g. **Renewal “Class A”/Class “A” Liquor & Fermented Malt Beverage License applications filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds:**
 - 1) Prairie State Enterprises of Darien LLC d/b/a Lake Geneva Mobil, 350 N Edwards Blvd, Lake Geneva, Kenneth Kearns, Agent
 - 2) Hare Krishna Liquor Inc d/b/a Geneva Liquor, 797 Wells St, Lake Geneva, Dixit Patel, Agent

h. Renewal “Class A” Liquor License applications filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds:

- 1) Lake Geneva School of Cooking LLC d/b/a Lake Geneva School of Cooking, 727 Geneva St, Lake Geneva, John Bogan, Agent

i. Original 2016-2017 Operator’s (Bartender) License application filed by Tracy Cantu, Ashley Jastrab, Vickie Pham, Clyde Reifsteck, Rebekka Reuter, and Barbara Tonyan

j. Renewal of 2016-2017 Operator’s (Bartender) License applications as listed in packet

k. Renewal Taxi Company License applications filed by the following:

- 1) N&T Enterprises Inc d/b/a Lakes Area Taxi, 112 S 4th St, Delavan
- 2) Senior Cab Plus LLC d/b/a Senior Cab, W3099 Krueger Rd, Lake Geneva

l. Original Taxi Company License applications filed by the following:

Original Taxi Driver License application filed by Gordon Perlee III and Cathleen Vahary (*approved by Police Chief; informational only*)

m. Renewal of Taxi Driver License applications as listed in packet (*approved by Police Chief; informational only*)

6. Discussion/Recommendation on City Employee Benefits including Health, Dental, and Disability with a Presentation by Cottingham & Butler Representative
 7. Discussion/Recommendation on Sidewalk Café Outdoor Dining Ordinance modifications
 8. Discussion/Recommendation on renewal of a 2 year insurance policy with Crum and Foster for storage tank coverage in the amount of \$1,621.22 funded by the General Fund
 9. Discussion/Recommendation on **Resolution 16-R29**, approving the write off of the Primus annexation 2008 unpaid accounts receivable in the amount of \$631.85
 10. Discussion/Recommendation on **Resolution 16-R30**, authorizing a budget amendment to adjust the 2016 General Fund Budget by \$37,840.00 to cover the 1st Quarter Fire Protection charge
 11. Discussion/Recommendation on City Utility Ordinance changes and corresponding organization issues
 12. Discussion/Approval of Shad Branen/WIN Properties, LLC Theater Development Agreement TIF4 Escrow Draw Request No 1 for \$116,022.98
 13. Discussion/Recommendation of Humphreys Contracting TIF4 Escrow Draw Request No 1 for \$18,755.50 with additional funding from the General Fund
 14. Discussion/Recommendation of Tectura Designs - Wausau Tile TIF4 Escrow Final Draw Request No 1 for \$6,542.54
- 15. Presentation of Accounts**
- a. Purchase Orders (none)
 - b. Prepaid Bills in the amount of \$1,698,732.56
 - c. Regular Bills in the amount of \$116,352.86

16. Adjournment

Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the City Clerk’s office in advance so the appropriate accommodations can be made.

5/20/2016 10:15pm

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

FINANCE, LICENSE & REGULATION COMMITTEE
MONDAY, MAY 9, 2016 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL

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

Roll Call. Present: Aldermen Kordus, Gelting, Chappell, and Howell.
Also Present: City Administrator Oborn, Director of Public Works Winkler and City Clerk Waswo.

Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda, except for public hearing items. Comments will be limited to 5 minutes. None.

Approval of Minutes. Gelting/Chappell motion to approve the Finance, License and Regulation Committee Meeting minutes of April 25, 2016, as prepared and distributed. Unanimously carried.

LICENSES & PERMITS

Gelting/Chappell motion to approve Park Reservation Permit application filed by Justin Biggs for a 30th Birthday Party at Veterans Park using one soccer field on May 14, 2016 from 3:30 pm to 5:30 pm (*Board of Park Commissioners recommended on May 4, 2016*). Unanimously carried.

Gelting/Chappell motion to approve Park Reservation Permit application filed by Tracy Krueger for a High School Graduation Party at Cobb Park on May 29, 2016 from 4:00 pm to 9:00 pm (*Board of Park Commissioners recommended on May 4, 2016*). Unanimously carried.

Gelting/Chappell motion to approve Park Reservation Permit application filed by Elizabeth Salsgiver on behalf of the Universal Cheerleaders Association to use Seminary Park June 1 - June 4, 2016 from 8:00 am to 9:00 pm for the UCA Midwest Instructional Staff Training (*Board of Park Commissioners recommended on May 4, 2016*). Unanimously carried.

Gelting/Chappell motion to approve Park Reservation Permit application filed by Jeffrey Siegal on behalf of the Buffalo Grove High School to use Flat Iron Park June 19 - June 22, 2016 from 9:30 am to 6:00 pm for Cheerleading Practice/Team Building (*Board of Park Commissioners recommended on May 4, 2016*). Unanimously carried.

Gelting/Chappell motion to approve Amended Park Reservation Permit application filed by Shawn Olp and Tiffany Stroede to use Library Park on August 7, 2016 from 7:00 am to 4:00 pm for a wedding ceremony (*Originally approved by Council on October 12, 2015 (Board of Park Commissioners recommended approval of time amendment on May 4, 2016)*). Unanimously carried.

Gelting/Howell motion to approve Park Reservation Permit application filed by Dusti Ocampo on behalf of Never Say Never, Inc. to use Veteran's Park on July 9, 2016 from 12:00pm to 8:00pm for a Family Fun Walk/Run Color-A-Thon including approval of vendors/food trucks selling food and merchandise and request for waiver of fees (*Board of Park Commissioners recommended on May 4, 2016*). Alderman Kordus noted the city typically does not waive fees for fundraisers. He recommended amending the motion to deny the waiver of fees. City Administrator Oborn stated they recommended waiving the fees as this organization is raising funds for the adaptive playground equipment in Veterans Park. The proceeds will benefit the city. Unanimously carried.

Gelting/Chappell motion to approve Street Use Permit application filed by Dusti Ocampo on behalf of Never Say Never, Inc. to use Park Dr., Veteran's Parkway, E. Townline Rd. and Southwind Dr. on July 9, 2016 from 12:00pm to 8:00pm for a Family Fun Walk/Run Color-A-Thon with request for waiver of fees (*Board of Park Commissioners recommended on May 4, 2016*) Unanimously carried.

Gelting/Chappell motion to approve Street Use Permit application filed by Badger High School to close a portion of South Wells Street on May 29, 2016 from 12:30pm to 3:30pm for the Badger High School Graduation. Alderman Kordus questioned if a county permit would be required. City Clerk Waswo spoke with the school liaison who is contacting the county regarding the road closure. Unanimously carried.

Amended Park Reservation Permit application filed by Central Denison/Eastview PTO to use portions of the disc golf course for a My School Color Run on May 14, 2016 from 7:30am to 1:30pm including approval of vendors selling food and merchandise with request to waive fees (Approved by Council on April 11, 2016 including an additional \$100.00 fee for use of the concession stand)

Alderman Kordus stated we received an email from the organizers who withdrawn their request to waive fees.

Kordus/Gelting motion to leave the approval as it was passed previously and ask that it be removed from the consent agenda at council. Unanimously carried.

Gelting/Howell motion to approve Street Use Permit application filed by Jui-Han Solverson on behalf of the Maple Park Homeowners Association for closure of Geneva Street between Madison and Warren Street on June 25, 2016 from 5:00 pm to 9:00pm. Unanimously carried.

Gelting/Chappell motion to approve Original 2016-2017 Operator's (Bartender) License application filed by Alejandra Hernandez, Alex Martinsen, Traci Millard and Jaunej Ranke. Unanimously carried.

Chappell/Howell motion to approve Renewal of 2016-2017 Operator's (Bartender) License applications as listed in packet. Unanimously carried.

Gelting/Howell motion to approve an agreement with Bio-Aquatic Services LLC for lakefront and pond treatment to control aquatic weed and algae growth for the 2016 and 2017 season in the amount of \$4,675 plus WDNR permitting fees per year (Public Works Committee recommended on March 17, 2016)

Alderman Chappell questioned the labeling of the chemicals. DPW Winkler said the treatment knocks down weed growth on the beach, in the lagoon, the business park pond and along the white river/mill ways. Ms. Chappell would like to look for alternative ways to deal with weeds versus using chemicals. She suggested nontoxic methods such as vinegar that does not damage skin. Alderman Gelting pointed out this is all permitted through the DNR.

Motion carried 3 to 1 with Alderman Chappell voting "no."

Discussion/Recommendation on award of contract to Humphrey's Contracting for the Big Foot Shoreline Repairs in the amount of \$242,834 (Public Works Committee recommended on April 14, 2016)

Mr. Winkler referenced the photos in the packet of the deteriorating shoreline with more erosion this spring. Funding of \$150,000 was set aside, but it was not enough. It would cost \$100/ton for the city to purchase the boulders. The low bidder's price to install was \$80/ton with 160 to 180/ton needed. The worst will be addressed by June 30th. As there are a lot of boats and traffic in the area, Mr. Winkler did give a deadline to the end of September when things quiet down. They will be using smaller truck loads to create as little disturbance as possible with no road closures. Mr. Oborn noted he was able to find funding from other sources in capital to fill the gap.

Gelting/Howell motion to approve. Unanimously carried.

Discussion/Recommendation on award of contract to Breezy Hill Nursery in the amount of \$25,100.50 for the Parkway lawn Restoration as part of the TIF 4 Main Street Widening Project

This is to restore the grass between the sidewalk and new roadway. This is the last item to come under contract with the TIF funding. It was discussed at Public Works but did not have the bids at the time.

Howell/Gelting motion to approve. Unanimously carried.

Gelting/Howell motion to recommend approval of Resolution 16-R26, authorizing the transfer of monies from the Designated Fund Balance-Fire Vehicles account to the Used Ambulance+Equipment account in the amount \$94,231.74 for the purchase of an ambulance and equipment. Unanimously carried.

Howell/Gelting motion to recommend approval of Resolution 16-R27, authorizing a budget amendment in the Equipment Replacement fund in the amount of \$642,705 for 2016 equipment purchases

Mr. Oborn said there is one addition of a siren head replacement. There were no changes to anything approved by Public Works or Council, only the siren for Emergency Government. Unanimously carried.

Gelting/Chappell motion to recommend approval of Resolution 16-R28, authorizing a budget amendment in the Capital Project fund in the amount of \$649,625 for 2016 projects. Unanimously carried.

Discussion/Recommendation on TIF 4 Closing Escrow Agreement and Final 2016 Project Budget

Mr. Oborn explained the detailed breakdown noted in the packet. He said there is a chance the elevator will have to be put in the theater.

Kordus/Gelting motion to approve the escrow agreement and final 2016 TIF 4 Project Budget.

Mr. Oborn stated the challenge is that unspent money is escrowed out to other taxing jurisdictions. If there are overages, the city has to pay for those contracts at 100%. He tried to get a little flexibility to deal with that. Unanimously carried.

Presentation of Accounts – Alderman Kordus

Purchase Orders. None.

Gelting/Chappell motion to recommend approval of Prepaid Bills in the amount of \$21,866.21. Unanimously carried.

Gelting/Howell motion to recommend approval of Regular Bills in the amount of \$21,866.21.

Mr. Gelting questioned if they straightened out how they are paying the Lake Geneva Chamber. Mr. Oborn replied they are working on an agreement with them that will specify the payment terms. Unanimously carried.

Gelting/Chappell motion to recommend approval of Treasurer's Reports for March 2016. Unanimously carried.

Adjournment

Gelting/Chappell motion to adjourn at 6:32 p.m. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

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



REGULAR CITY COUNCIL MEETING
MONDAY, MAY 23, 2016 – 7:00 PM
COUNCIL CHAMBERS, CITY HALL

AGENDA

1. Mayor Kupsik calls the meeting to order
2. Pledge of Allegiance – Alderman Kordus
3. Roll Call
4. Awards, Presentations, and Proclamations
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 May 9, 2016 as prepared and distributed
9. **CONSENT AGENDA.** Any item listed on the consent agenda may be removed at the request of any member of the Council. The request requires no second, is not discussed, and is not voted upon.
 - a. Park Permit application filed by Angel Rejon on behalf of Liga Latina to use Veteran's Park including the use of the soccer field on Sundays only beginning May 1, 2016 through September 25, 2016 for a soccer league (*recommended by the Board of Park Commissioners on May 11, 2016 contingent upon various conditions*)
 - b. Public Assembly Permit application filed by Lake Geneva Business Improvement District for Lake Geneva Maxwell Street Days August 26 – August 28, 2016, 8:00am to 7:00pm requesting use of downtown sidewalks for business sales
 - c. Public Assembly Permit application filed by Lake Geneva Business Improvement District for Lake Geneva Paint-In June 11 – June 12, 2016, 11:00am to 4:00pm requesting use of downtown sidewalks to place tables, chairs and umbrellas for display and sale of artists drawings and paintings
 - d. Original Class “B” Fermented Malt Beverage License & “Class C” Wine License application for Breakfast Bungalow LLC d/b/a Great Eggs, 220 Cook St, Lake Geneva, Emma Setyan, Agent
 - e. Original Class “B” Fermented Malt Beverage License & “Class C” Wine License application for Marsalas Pizza Inc d/b/a Marsala’s Pizza, 820 Williams St, Lake Geneva, Miguel Barcena, Agent

- f. **Renewal Reserve “Class B”/Class “B” Intoxicating Liquor & Fermented Malt Beverage License applications filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds:**
 - 1) Speedo’s Harborside Pub & Grill, 100 Broad St, Lake Geneva, Spyro G. Condos, Agent
 - 2) Su Wings Corp d/b/a Su Wings Chinese Restaurant, 743 North St, Lake Geneva, Siu Wing Leung, Agent
- g. **Renewal “Class A”/Class “A” Liquor & Fermented Malt Beverage License applications filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds:**
 - 1) Prairie State Enterprises of Darien LLC d/b/a Lake Geneva Mobil, 350 N Edwards Blvd, Lake Geneva, Kenneth Kearns, Agent
 - 2) Hare Krishna Liquor Inc d/b/a Geneva Liquor, 797 Wells St, Lake Geneva, Dixit Patel, Agent
- h. **Renewal “Class A” Liquor License applications filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds:**
 - 1) Lake Geneva School of Cooking LLC d/b/a Lake Geneva School of Cooking, 727 Geneva St, Lake Geneva, John Bogan, Agent
- i. Original 2016-2017 Operator’s (Bartender) License application filed by Tracy Cantu, Ashley Jastrab, Vickie Pham, Clyde Reifsteck, Rebekka Reuter, and Barbara Tonyan
- j. Renewal of 2016-2017 Operator’s (Bartender) License applications as listed in packet
- k. **Renewal Taxi Company License applications filed by the following:**
 - 1) N&T Enterprises Inc d/b/a Lakes Area Taxi, 112 S 4th St, Delavan
 - 2) Senior Cab Plus LLC d/b/a Senior Cab, W3099 Krueger Rd, Lake Geneva
- l. **Original Taxi Company License applications filed by the following:**
Original Taxi Driver License application filed by Gordon Perlee III and Cathleen Vahary (*approved by Police Chief; informational only*)
- m. Renewal of Taxi Driver License applications as listed in packet (*approved by Police Chief; informational only*)

10. Item removed from the Consent Agenda

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

- a. Discussion/Action on City Employee Benefits including Health, Dental, and Disability with a Presentation by Cottingham & Butler Representative
- b. Discussion/Action on Sidewalk Café Outdoor Dining Ordinance modifications
- c. Discussion/Action on renewal of a 2 year insurance policy with Crum and Foster for storage tank coverage in the amount of \$1,621.22 funded by the General Fund
- d. Discussion/Action on **Resolution 16-R29**, approving the write off of the Primus annexation 2008 unpaid accounts receivable in the amount of \$631.85
- e. Discussion/Action on **Resolution 16-R30**, authorizing a budget amendment to adjust the 2016 General Fund Budget by \$37,840.00 to cover the 1st Quarter Fire Protection charge
- f. Discussion/Action on City Utility Ordinance changes and corresponding organization issues

- g. Discussion/Approval of Shad Branen/WIN Properties, LLC Theater Development Agreement TIF4 Escrow Draw Request No 1 for \$116,022.98
- h. Discussion/Action of Humphreys Contracting TIF4 Escrow Draw Request No 1 for \$18,755.50 with additional funding from the General Fund
- i. Discussion/Action of Tectura Designs - Wausau Tile TIF4 Escrow Final Draw Request No 1 for \$6,542.54

12. Plan Commission Recommendations – Alderman Skates

- a. **Resolution 16-R31**, authorizing the issuance of a Conditional Use Application filed by Milliette Family LP, 493 Wrigley Drive, Lake Geneva, WI 53147, to install an accessory structure (Pier) closer to the lake shore than the primary structure, within Lakeshore Overlay Zoning District located at 493 Wrigley Drive, Lake Geneva, WI 53147, Tax Key No. ZOP 00369 including pier southern extensions be located 12½ feet from the southern riparian border, DNR approval, Findings of Fact and staff recommendations *(recommended by the Plan Commission on May 16, 2016)*
- b. **Resolution 16-R32**, authorizing the issuance of a Conditional Use Application filed by Karlee Mann, W5244 Cty. Rd. ES, Elkhorn, WI 53121, for Lefty’s Too to operate a Commercial Indoor Entertainment facility (Restaurant) at 223 Cook Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00253 including Fire Department requirements, State of Wisconsin Health Department approval, obtaining any required building permits, Findings of Fact and staff recommendations *(recommended by the Plan Commission on May 16, 2016)*
- c. **Resolution 16-R33**, authorizing the issuance of a Conditional Use Application filed by Carolyn Sue Gifford to operate Family Daycare Home (Four to Eight Children) in a Single Family (SR-4) zoning district at 191 W South Street, Lake Geneva, WI 53147, Tax Key No. ZA160800001 including State of Wisconsin Department of Health and Family Services approval, Conditional Use Permit is for applicant only, parking for drop off and pick up is allowed in driveway or on Lake Geneva Blvd. only, Findings of Fact, and staff recommendations *(recommended by the Plan Commission on May 16, 2016)*
- d. Discussion/Action on authorizing the issuance of a Conditional Use Application filed by Steven Johansen for Maple Park Inn, N4590 Ostrander Road, New London, WI to operate a Bed & Breakfast establishment at 920 Geneva Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00235 *(recommended for denial including Findings of facts for denial by the Plan Commission on May 16, 2016)*
- e. Discussion/Action on a Planned Development (PD), Precise Implementation Plan (PIP) submitted by Leslie N Scherrer Pella for PSG, Inc., 448 Falcon Ridge Drive, Suite B, Burlington, WI 53105 for property located at 414 & 416 Baker Street, Tax Key Nos. ZBS 00001 & 00002 including building be professional managed, Findings of Fact, and staff recommendations *(recommended by the Plan Commission on May 16, 2016)*
- f. Discussion/Action on a General Development Plan (GDP) Application filed by Lake Geneva 50120, LLC c/o GMX Real Estate Group, LLC, 3000 Dundee Rd, Northbrook, IL 60062 for two new commercial buildings in the Planned Business zoning district at 281 N Edwards Blvd., Tax Key No. ZA297300001 including Findings of Fact, and staff recommendations *(recommended by the Plan Commission on May 16, 2016)*
- g. Discussion/Action on a General Development Plan (GDP) Application filed by Geneva Lakes Dream Homes c/o Ernie Truchscherer, PO Box 259, Lake Geneva, WI 53147 for three new commercial buildings in the Planned Business Park zoning district at lots #49 – 52 Tax Key Nos. ZLGBP200030 – 200033 including Findings of Fact, and staff recommendations *(recommended by the Plan Commission on May 16, 2016)*

- h.** Discussion/Action on a Precise Implementation Plan (PIP) Application filed by Geneva Lakes Dream Homes c/o Ernie Truchscherer, PO Box 259, Lake Geneva, WI 53147 for three new commercial buildings in the Planned Business Park zoning district at lots #49 – 52 Tax Key Nos. ZLGBP200030 – 200033 including Findings of Fact, staff comments, bushes to be planted at top of retaining wall (type to be approved by staff), bike path extended to parking lot on Northwest side, U type bike racks installed for ten bikes, retaining wall blocks and garage doors match brick on main buildings, soldier course of brick be added to trash enclosure near top, maximum 20 foot parking lot light poles, and allowing two monument signs with one located on Edwards Blvd. and one located on Veterans Parkway *(recommended by the Plan Commission on May 16, 2016)*

13. Discussion/Action on process, applications and appointment of District 2 Alderman

14. Presentation of Accounts

- a.** Purchase Orders (none)
- b.** Prepaid Bills in the amount of \$1,698,732.56
- c.** Regular Bills in the amount of \$116,352.86

15. Mayoral Appointments.

- a.** Appointment of Sarah Hill to Plan Commission with a term expiring May 1, 2019
- b.** District 2 Alderman appointments to Standing Committees and City Boards and Commissions

16. Closed Session

Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(e) for 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 concerning Police Union Labor Agreement Negotiations

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

18. 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.

5/20/2016 10:16pm

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

**REGULAR CITY COUNCIL MEETING
MONDAY, MAY 9, 2016 – 7:00 PM
COUNCIL CHAMBERS, CITY HALL**

Mayor Kupsik called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was led by Alderman Skates

Roll Call. Present: Mayor Kupsik, Aldermen Chappell, Skates, Kordus, Flower, Gelting, Hedlund, Howell.
Also Present: City Attorney Draper, City Administrator Oborn, Director of Public Works Winkler and City Clerk Waswo.

Awards, Presentations, and Proclamations.

Mayor Kupsik presented and read the Poppy Month Proclamation into the record.

Mayor Kupsik stated our condolences are with the family of Doug Elliott who passed away. He was a long time volunteer of the city and a member of past boards. Alderman Chappell noted he was honored on the mezzanine as the artwork is named the Jay Douglas Elliott collection.

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.

The City received an email from Penny Roehrer on April 14, 2016 requesting her name be considered to fill the District 2 vacancy. On May 2, 2016 the City received a letter and resume from Robert Bormes expressing interest in filling the District 2 vacancy.

Approval of Minutes. Hedlund/Skates motion to approve the Regular City Council Meeting minutes of April 25, 2016 and Special Council Meeting minutes of May 2, 2016, as prepared and distributed. Unanimously carried.

Consent Agenda

Park Reservation Permit application filed by Justin Biggs for a 30th Birthday Party at Veterans Park using one soccer field on May 14, 2016 from 3:30 pm to 5:30 pm *(Board of Park Commissioners recommended on May 4, 2016)*

Park Reservation Permit application filed by Tracy Krueger for a High School Graduation Party at Cobb Park on May 29, 2016 from 4:00 pm to 9:00 pm *(Board of Park Commissioners recommended on May 4, 2016)*

Park Reservation Permit application filed by Elizabeth Salsgiver on behalf of the Universal Cheerleaders Association to use Seminary Park June 1 - June 4, 2016 from 8:00 am to 9:00 pm for the UCA Midwest Instructional Staff Training *(Board of Park Commissioners recommended on May 4, 2016)*

Park Reservation Permit application filed by Jeffrey Siegal on behalf of the Buffalo Grove High School to use Flat Iron Park June 19 - June 22, 2016 from 9:30 am to 6:00 pm for Cheerleading Practice/Team Building *(Board of Park Commissioners recommended on May 4, 2016)*

Amended Park Reservation Permit application filed by Shawn Olp and Tiffany Stroede to use Library Park on August 7, 2016 from 7:00 am to 4:00 pm for a wedding ceremony *(Originally approved by Council on October 12, 2015. Board of Park Commissioners recommended approval of time amendment on May 4, 2016)*

Park Reservation Permit application filed by Dusti Ocampo on behalf of Never Say Never, Inc. to use Veteran's Park on July 9, 2016 from 12:00pm to 8:00pm for a Family Fun Walk/Run Color-A-Thon including approval of vendors/ food trucks selling food and merchandise and request for waiver of fees *(Board of Park Commissioners recommended on May 4, 2016)*

Street Use Permit application filed by Dusti Ocampo on behalf of Never Say Never, Inc. to use Park Dr., Veteran's Parkway, E. Townline Rd. and Southwind Dr. on July 9, 2016 from 12:00pm to 8:00pm for a Family Fun Walk/Run Color-A-Thon with request for waiver of fees (*Board of Park Commissioners recommended on May 4, 2016*)

Street Use Permit application filed by Badger High School to close a portion of South Wells Street on May 29, 2016 from 12:30pm to 3:30pm for the Badger High School Graduation

Street Use Permit application filed by Jui-Han Solverson on behalf of the Maple Park Homeowners Association for closure of Geneva Street between Madison and Warren Street on June 25, 2016 from 5:00 pm to 9:00pm

Original 2016-2017 Operator's (Bartender) License application filed by Alejandra Hernandez, Alex Martinsen, Traci Millard and Jaune Ranke

Renewal of 2016-2017 Operator's (Bartender) License applications as listed in packet

Gelting/Chappell motion to approve. Unanimously carried.

Items removed from the Consent Agenda.

Amended Park Reservation Permit application filed by Central Denison/Eastview PTO to use portions of the disc golf course for a My School Color Run on May 14, 2016 from 7:30am to 1:30pm including approval of vendors selling food and merchandise with request to waive fees (*Approved by Council on April 11, 2016 including an additional \$100.00 fee for use of the concession stand*). Originally there was a request to waive the fees; however the city received a letter from the school stating they will gladly pay all the fees associated with the use of the permit.

Kordus/Skates motion to leave the park reservation permit as it was voted on unchanged at the previous meeting. Unanimously carried.

Finance, License and Regulation Committee Recommendations – Alderman Kordus

Kordus/Gelting motion to approve the agreement with Bio-Aquatic Services LLC for lakefront and pond treatment to control aquatic weed and algae growth for the 2016 and 2017 season in the amount of \$4,675 plus WDNR permitting fees per year (*Public Works Committee recommended on March 17, 2016*)

This is a standard process that the city does annually and have used this company for years. It keeps the algae growth down in the beach, ponds and mill creek. Alderman Chappell would like to explore different ways of controlling algae not only in the lakes but in our parks.

Roll Call: Skates, Kordus, Flower, Gelting, Howell voting "yes." Motion carried 5 to 2 with Alderman Chappell voting "no" and Alderman Hedlund "abstaining."

Kordus/Gelting motion to award of contract to Humphrey's Contracting for the Big Foot Shoreline Repairs in the amount of \$242,834 contingent upon the resolution approval (*Public Works Committee recommended on April 14, 2016*)

Alderman Kordus stated the discussion during FLR is that the worst parts will be addressed prior to June 30th. They have been given till the end of September to complete all the work. Alderman Flower asked how often we do this kind of repair and why 15 contracts pulled bids but only 2 contracts submitted. DPW Winkler said this is the first time we have ever done any bids for the shoreline. Part of it is timing; spring is a busy construction time. One bid was very high as field stone boulders are very expensive. The bid came in slightly above what we estimated. Mr. Oborn has gone through the capital budget to move funding around for this. This is a permanent fix; we are looking 15 – 20 years down the road.

Ms. Flower asked the status of what the DNR had been proposing on that site. Mr. Winkler stated there is no funding for the road reroute. We would like funding from the DNR and DOT but they have not been very forthcoming and the city is stuck with the road. Mr. Winkler noted the road would be closed if we didn't do something with it this year.

Mayor Kupsik asked if the road will hold up until after Labor Day to avoid traffic congestion. Mr. Winkler replied the way he structured the contract, the worst part would be done by June 30th. The other remaining areas, and random spots could wait till fall, but this stretch can't.

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

Kordus/Gelting motion to approve award of contract to Breezy Hill Nursery in the amount of \$25,100.50 for the Parkway lawn Restoration as part of the TIF 4 Main Street Widening Project

This is the addition and reseeded/restoring the strip of grass between sidewalk and roadway. This is the last contract for approval to close the TIF. It was not in front of Public Works but knew it was coming so it was sent directly to council.

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

Kordus/Gelting motion to approve Resolution 16-R26, authorizing the transfer of monies from the Designated Fund Balance-Fire Vehicles account to the Used Ambulance+Equipment account in the amount \$94,231.74 for the purchase of an ambulance and equipment. They had previously approved up to \$20,000 for an ambulance from Darien that would replace an older ambulance. Other equipment items were part of switching the ambulances, including electric cots to get our fleet up to speed. The \$94,000 has already been designated; this is just allocating it to the line items.

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

Kordus/Gelting motion to approve Resolution 16-R27, authorizing a budget amendment in the Equipment Replacement fund in the amount of \$642,705 for 2016 equipment purchases. These items were approved at the last council meeting with one exception, an addition of a siren head replacement for \$2,500. They originally did not think there would be any siren repairs, but after further review, it was discussed they need to do that.

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

Kordus/Gelting motion to approve Resolution 16-R28, authorizing a budget amendment in the Capital Project fund in the amount of \$649,625 for 2016 projects. There was no money allocated in the original borrowing for the Big Foot Beach shoreline for \$250,000. Previously \$150,000 was squeezed out of the Street Improvement Program but since the bid came in higher Mr. Oborn was able to use funds from the Firehouse roof repairs and \$20,000 from Donian Park.

Ms. Flower questioned if it was the 2014-2015 Street Improvement Program. Mr. Oborn stated it is 3 years; however we are spending it all so we will have to look for additional funding for 2017. In order to find money for Big Foot Beach shoreline we recommended removing the \$150,000 in previous discussions. Mayor Kupsik stated a couple years ago we were told the whole Fire Department roof needed to be replaced. Mr. Oborn stated we are hoping the roof is good for 5 years, but at some point we will need a whole reroof.

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

Discussion/Action on TIF 4 Closing Escrow Agreement and Final 2016 Project Budget

Kordus/Gelting motion to approve and give City Attorney ability to negotiate the agreement with Chicago Title as needed. Mr. Oborn stated this is putting the remaining funds in the escrow agreement with Chicago Title. He made a list of all the contracts. One change is Alliant Energy was approved at \$630,000 but they billed us at \$650,000. Mr. Kordus noted if there is money left over when the projects are closed out, it is refunded back to the taxing jurisdictions.

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

Presentation of Accounts – Alderman Kordus

Purchase Orders. None.

Kordus/Gelting motion to approve Prepaid Bills in the amount of \$21,866.21

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

Kordus/Gelting motion to approve Regular Bills in the amount of \$204,745.92

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

Kordus/Gelting motion to approve Treasurer's Reports for March 2016

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

Mayoral Appointments. Skates/Kordus motion to approve appointment of Ann Esarco to the Board of Park Commissioners expiring May 1, 2019.

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

Closed Session

a. Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(e) for 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 concerning:

1. Riviera Concourse Space “B” Lease

b. Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(e) for 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; and pursuant to Wis. Stat. 19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (City Attorney Draper)

1. Three 2004 Curtis Street Sanitary Sewer Assessments

Kordus/Gelting motion to approve along with including City Attorney Draper, City Administrator Oborn and Director of Public Works Winkler in closed session

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

Council entered into closed session at 7:39 pm.

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

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

Council entered into open session at 8:49 pm.

a.1. Kordus/Chappell motion to authorize city staff to negotiate with the Leonard’s as discussed in closed session

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

b.1. Gelting/Hedlund motion to direct staff to accept the settlement with Basso Builders accepting the principal portion of the assessments and waiving the accrued interest on the assessment for the deferred interest due to a former staff error; on the other two properties on Curtis Street, motion to deny the requested settlement and authorize staff to continue to negotiate an acceptable settlement for the city

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

Adjournment. Kordus/Chappell motion to adjourn at 8:51pm. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE COMMON COUNCIL

**BOARD OF PARK COMMISSIONERS MINUTES
WEDNESDAY, MAY 11, 2016 – 6:00 P.M.
CITY HALL, MEETING ROOM 2A**

Meeting was called to order by President Doug Skates at 6:00 p.m.

Roll Call: Present: President Vacant, Alderman Doug Skates, Lynn Hassler, Barbara Philipps, Brian Olsen, Peggy Schneider, John Swanson and Mayor Al Kupsik. Absent: David Quickel and Secretary Daniel Winkler
Also Present: City Clerk Waswo, City Administrator Oborn, Ann Esarco and Angel Rejon

Comments from the public limited to 5 minutes - None

Discussion/Action on Election of President

Alderman Skates nominated Ann Esarco for the position of President of the Park Commission.
There were no other nominations.

Alderman Skates/Mayor Kupsik moved to close the nominations. The motion carried unanimously.

Alderman Skates/Hassler motion to nominate Ann Esarco for the position of President of the Park Commission.
The motion carried unanimously.

New Business

Discussion/Recommendation on Park Permit application filed by Angel Rejon on behalf of Liga Latina to use Veteran's Park including the soccer field on Sundays only beginning May 1,2016 through September 25, 2016 for a soccer league.

Discussion - Angel Rejon / Liga Latina

The applicant gave an overview of the permit use for Veteran's Park soccer field. The age range for participants is 8/9 years old to 14/15 years old. It is a private grassroots league but open to the public and membership cost is \$25 per child. There are two teams from Lake Geneva, one from Burlington and one from Delavan. They would play on Sundays from 10:00 am to 2:00 pm.

Administrator Oborn stated he spoke to Elkhorn's Park and Recreation person. To rent their fields it would cost \$150 per day and with a \$200 deposit. Further research revealed that on average similar parks charge \$30 per hour or \$150 per day with a deposit. Oborn suggested a \$150/day fee x 24 games totaling \$3,600. In addition a refundable \$3,600 deposit would be due.

Mayor Kupsik pointed out that at that cost they will be in the hole right away. He suggested \$1,100 for the field, \$500 for the security deposit and \$25 for the administrative fee, totaling \$1,625. The applicant would be required to have liability insurance. In addition, the application would need YMCA notification and approval and the YMCA needs would take precedence.

Alderman Skates/Olsen moved to approve the recommendation for a Park Permit application filed by Angel Rejon on behalf of Liga Latina to use Veteran's Park including the soccer field on Sundays only beginning May 1, 2016 through September 25, 2016 for a soccer league. The cost for the permit will be \$50 per day for field usage, \$500 security deposit and \$25 administrative fee (\$1,625 total). In addition the applicant would be required to have liability insurance as spelled out on the event application paperwork; a copy of the insurance certification must be kept on file with the event application contingent upon City Council approval on May 23, 2016. The motion carried 7 to 1 with Swanson "abstaining."

Adjournment

Skates/Olsen motion to adjourn at 6:38 pm. Motion carried unanimously.
The next regular meeting will be held on June 1, 2016 at 6:00 p.m.

/s/ Jackie Gregoles, Building & Zoning Administrative Assistant

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE BOARD of PARK COMMISSIONERS

May 11, 2016 Special Board of Park Commissioners Minutes

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: ANGEL R. REJON Date of Application: 4.22.16
2. Organization Name: LIGA LATINA
3. Organization Type: For Profit Non-Profit (501(c)____) Tax ID: _____
4. Mailing Address: 321 OAK TERRACE
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: LIGA LATINA
2. Date(s) of Event: MAY 1ST - SEPT 25TH (SUNDAYS ONLY)
3. Location(s) of Event: VETERAN'S PARK
4. Hours: 8:AM - 1PM
Start Time End Time

5. Event Chair/Contact Person: ANGEL R. REJON Phone: _____

6. Day of Event Contact Name: ANGEL R. REJON 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 pp

10. Basis for Estimate: TWO TEAMS OF 15 + 1 PARENT (MIN.) + REFEREE

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.

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.

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			<u>25.00</u>
Street Use Permit					
Application Fee		\$25.00			_____
Permit Fee - Events lasting 2 days or less		\$40.00			_____
Permit Fee - Events lasting more than 2 days		\$100.00			_____
Parking Stall Bag Request					
Administrative Fee		\$10.00			_____
Parking Stall Usage/Blockage Fee - Per Stall, Per Day			# of Stalls	# of Days	
March 1 - November 14	\$20.00	x	_____	x _____ =	_____
November 15 - February 29	\$10.00	x	_____	x _____ =	_____
Park Reservation Permit					
Application Fee		\$25.00			<u>25.00</u>
Security Deposit					
Non-Profit or Resident					
49 Attendees or Less	\$50.00				_____
50-149 Attendees	\$100.00				<u>500.00</u>
150 or more Attendees	<i>Determined by Park Board</i>				_____
Non-Resident					
49 Attendees or Less	\$100.00				_____
50-149 Attendees	\$150.00				_____
150 or more Attendees	<i>Determined by Park Board</i>				_____
Park Reservation Fees - Per Location, Per Day					
Non-Profit or Resident					
49 Attendees or Less	\$30.00	x	_____	x _____ =	_____
50-149 Attendees <i>Field use 50</i>	\$55.00	x	<u>1</u>	x <u>18</u> =	55.00 <u>900.00</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>					
Non-Profit or Resident	\$250.00			# of Days	x _____ = _____
Non-Resident	\$500.00			x _____ =	_____
Additional Park Amenities					
Equipment (with delivery)	Rental Fee		# Requested	Sec. Dep.	Applicable Fee
Benches	\$5.00 each	x	_____	+ \$50.00 =	_____
Picnic Tables	\$15.00 each	x	_____	+ \$50.00 =	_____
Barricades	\$5.00 each	x	_____	+ \$50.00 =	_____
Trash Receptacles	\$8.00 each	x	<u>4</u>	+ \$50.00 =	_____
Dumpster Delivery	\$50.00 each	x	_____	+ \$0 =	_____
Dumpster Pick-up	\$50.00 plus additional landfill		_____		_____
Fencing - Snow	\$30.00 per 50 feet		_____		_____
<i>Requests for equipment are subject to availability.</i>					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: 4.22.16

For Office Use Only

Date Filed with Clerk: 4/22/16 Payment with Application: \$ \$180^{CA} Receipt: 0160422-43

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: Burt Connelly

Additional services needed: _____

Additional fees or deposit: _____

Street Dept.: Approved Denied Signed: Neil Wan

Additional services needed: Garbage Cans at least 2, which field?

Additional fees or deposit: _____

Parking Dept.: Approved Denied Signed: S

Additional services needed: no stalls required

Additional fees or deposit: _____

Piers, Harbors & Lakefront: Approved Denied Signed: Cary

Additional services needed: _____

Additional fees or deposit: _____

Committee/Council review (all that apply):

Park Board: Meeting Date(s): 5/4/2016 Approved Denied *-cont'd to 5/11/16*

Reasons/Conditions: \$50 field use per day, \$500 deposit, \$25 admin fee = \$1,025 and liability insurance

Finance, License & Regulation: Meeting Date(s): 5-23-16 Approved Denied

Reasons/Conditions: _____

Council: Meeting Date(s): 5-23-16 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: _____

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).

RECEIVED

MAY 12 2016

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. **BY:** _____
- 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: Erin Thornburgh Date of Application: 05-11-16
2. Organization Name: City of Lake Geneva - Lake Geneva Business Improvement District
3. Organization Type: For Profit Non-Profit (501(c)6) 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 Maxwell Street Days
2. Date(s) of Event: Friday - Sunday, August 26th-28th
3. Location(s) of Event: Downtown Lake Geneva
4. Hours: 8:00am 7:00pm
Start Time End Time

5. Event Chair/Contact Person: Erin Thornburgh Phone: _____

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

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

8. Will you charge an admission fee? Yes No

9. Estimated Attendance Number: Unknown

10. Basis for Estimate: Weather dependent

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

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

Each business is responsible for their own set-up/displays

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.

Lake Geneva Maxwell Street Days utilizes the sidewalks Downtown Lake Geneva for downtown businesses' sales. Merchants are responsible for setting up and cleaning up their own space.

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

The event will not produce excess garbage.

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			_____
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:

_____ *erin thornburgh* _____ DATE: **05-11-16**

For Office Use Only

Date Filed with Clerk: 5/12/2016 Payment with Application: \$ _____ 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 PARKING STAY REQUESTED

Additional fees or deposit: _____

Piers, Harbors & Lakefront: Approved Denied Signed: _____

Additional services needed: _____

Additional fees or deposit: _____

Committee/Council review (all that apply):

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

Reasons/Conditions: _____

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

Reasons/Conditions: _____

Council: Meeting Date(s): _____ Approved Denied

Reasons/Conditions: _____

Clerk's Office Completion:

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

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

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

Reason withheld: _____

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?

RECEIVED

MAY 12 2016

- 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. BY: _____
- 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: Erin Thornburgh Date of Application: 05/11/16
2. Organization Name: City of Lake Geneva - Lake Geneva Business Improvement District
3. Organization Type: For Profit Non-Profit (501(c)6) 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 Paint-In
2. Date(s) of Event: Saturday, June 11th and Sunday, June 12th
3. Location(s) of Event: Main Street, Broad Street, Cook Street, and Center Street
4. Hours: 11:00am 4:00pm
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.

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			_____
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:

erin thorough DATE: 05-11-16

For Office Use Only

Date Filed with Clerk: 5/12/2016 Payment with Application: \$ _____ 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: _____

Additional services needed: No stalls required

Additional fees or deposit: _____

Piers, Harbors & Lakefront: Approved Denied Signed: _____

Additional services needed: _____

Additional fees or deposit: _____

Committee/Council review (all that apply):

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

Reasons/Conditions: _____

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

Reasons/Conditions: _____

Council: Meeting Date(s): _____ Approved Denied

Reasons/Conditions: _____

Clerk's Office Completion:

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

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

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

Reason withheld: _____

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning May 24 20 16 ;
ending June 30 20 16

TO THE GOVERNING BODY of the: Town of } LAKE GENewa
 Village of }
 City of }

County of Walworth Aldermanic Dist. No. _____ (if required by ordinance)

1. The named INDIVIDUAL PARTNERSHIP LIMITED LIABILITY COMPANY
 CORPORATION/NONPROFIT ORGANIZATION

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

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): BREAKFAST BUREAU LLC DBA GREAT EGGS

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

Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>EMMA SETYAN (PRESIDENT)</u>	<u>7246 N IROQUOIS AVE</u>	<u>GENEA WI 53147</u>
Vice President/Member			
Secretary/Member			
Treasurer/Member			
Agent	<u>EMMA SETYAN</u>		
Directors/Managers			

3. Trade Name GREAT EGGS Business Phone Number 262-810-4077
4. Address of Premises 220 COOK STREET Post Office & Zip Code LAKE GENewa 53147

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? Yes No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? Yes No
8. (a) Corporate/limited liability company applicants only: Insert state Wisconsin and date 5-6-2015 of registration.
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? Yes No
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Yes No

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

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) FIRST FLOOR, DINING AREA, KITCHEN, OUTDOOR SEATING

10. Legal description (omit if street address is given above): _____
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No
(b) If yes, under what name was license issued? _____
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] Yes No
13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776]. Yes No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME

this 18th day of April, 2016
Jim Carter (Clerk/Notary Public)
My commission expires 9-28-2018
JEANNE REUTER Notary Public
State of Wisconsin
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)
(Additional Partners/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>4/19/16</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

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

To the governing body of: Town Village City of LAKE GENEVA County of WALWORTH

The undersigned duly authorized officer(s)/members/managers of: BREAKFAST BUDGACOW LLC
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as GREAT EGGS
(trade name)

located at: 220 COOK STREET LAKE GENEVA, WI 53177

appoints EMMA SETYAW
(name of appointed agent)
7246 N IROQUOIS AVE GLENDALE WI 53217
(home address of appointed agent)

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

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

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

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

Place of residence last year: 7246 N IROQUOIS AVE GLENDALE WI 53217

For: BREAKFAST BUDGACOW LLC
(name of corporation/organization/limited liability company)

By: [Signature]
(signature of Officer/Member/Manager)

And: _____
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, EMMA SETYAW, hereby accept this appointment as agent for the
(print/type agent's name)

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

X [Signature] 4-14-16 Agent's age _____
(signature of agent) (date)
7246 N IROQUOIS AVE GLENDALE WI 53217 Date of birth: _____
(home address of agent)

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

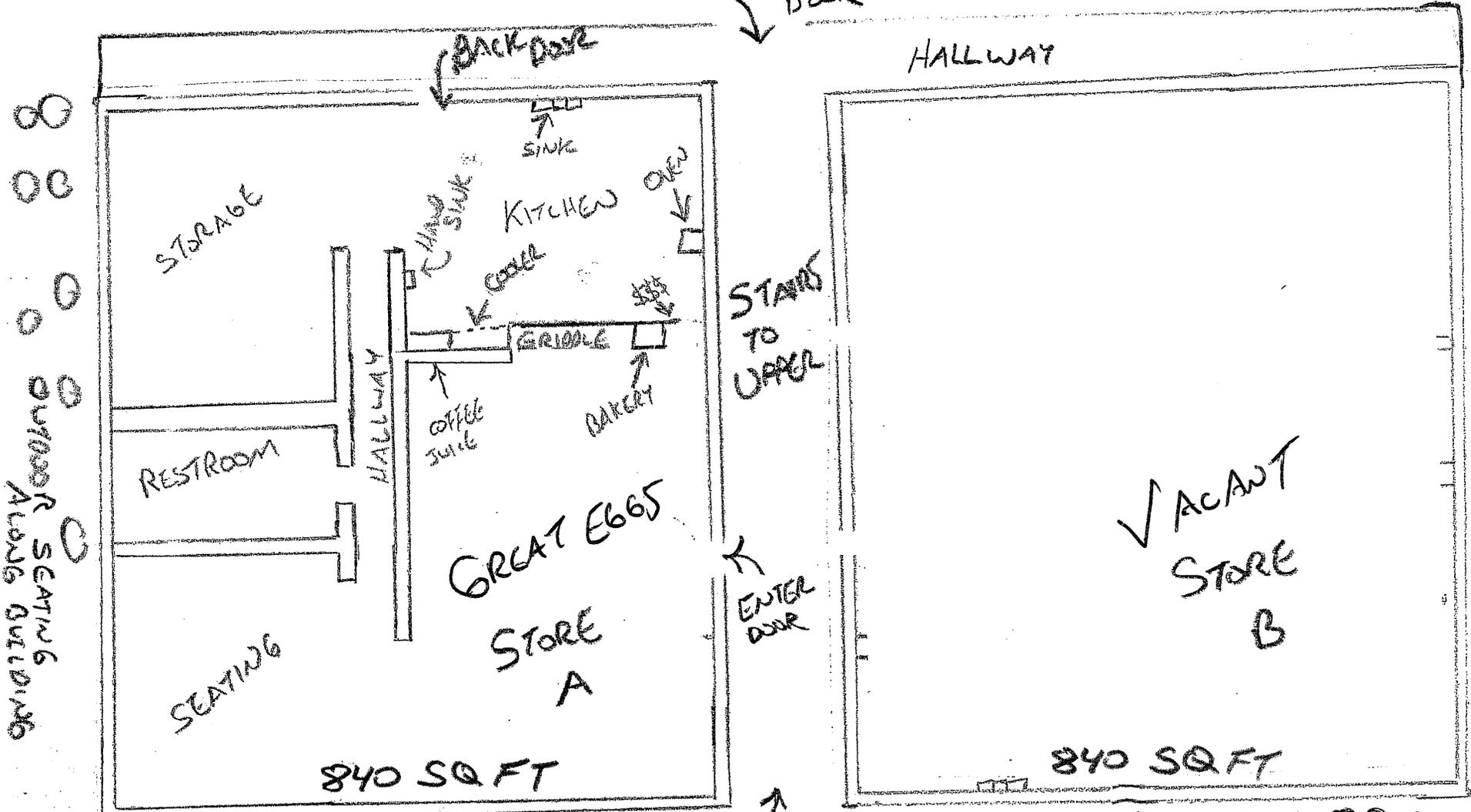
I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 5-16-16 by [Signature] Title Police Chief
(date) (signature of proper local official) (town chair, village president, police chief)

GARAGE AND DRIVEWAY



REAL OUTSIDE DOOR



OUTDOOR SEATING ALONG BUILDING

840 SQ FT

840 SQ FT

FIRST FLOOR

MAIN ENTRANCE

FIRST FLOOR
OUTDOOR SEATING ALONG BUILDING

OUTDOOR SEATING ALONG BUILDING

COOK STREET

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Applicant's WI Seller's Permit No. FEIN Number

Submit to municipal clerk.

For the license period beginning May 24 20 16 ;
 ending June 30 20 16

TO THE GOVERNING BODY of the: Town of } Lake Geneva
 Village of }
 City of }

County of Walworth Aldermanic Dist. No. _____ (if required by ordinance)

1. The named INDIVIDUAL PARTNERSHIP LIMITED LIABILITY COMPANY
 CORPORATION/NONPROFIT ORGANIZATION

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

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): _____

LICENSE REQUESTED	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ 100.00
<input checked="" type="checkbox"/> Class C wine	\$ 100.00
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>25.00</u>
TOTAL FEE	\$ 225.00

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

Title	Name	Home Address	Post Office & Zip Code
President/Member <u>PROS</u>	<u>Miguel BARCENA</u>	<u>7728 N. MORNING MARROW, EVANSVILLE, WI</u>	<u>53536</u>
Vice President/Member _____			
Secretary/Member _____			
Treasurer/Member _____			
Agent <u>Miguel BARCENA</u>			
Directors/Managers _____			

3. Trade Name MARSAK'S PIZZA Business Phone Number 262-816-4210
 4. Address of Premises 520 WILLIAMS LAKE GENEVA WI Post Office & Zip Code _____

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

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) BUILDING IS 1500 SQ FT. ALCOHOL STORED IN KITCHEN SERVED IN DINING ROOM

10. Legal description (omit if street address is given above): _____
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No
 (b) If yes, under what name was license issued? _____
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] Yes No
13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776]. Yes No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME
 this 8 day of APRIL 2016 State of Wisconsin
Sabrina M. Waswo Notary Public
 (Clerk/Notary Public)
 My commission expires 7/20/2019 Sabrina M. Waswo
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner)
 (Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK			
Date received and filed with municipal clerk <u>4/8/2016</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

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

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

The undersigned duly authorized officer(s)/members/managers of MARSALA'S PIZZA INC.
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as MARSALA'S PIZZA
(trade name)

located at 820 WILLIAM'S ST. LAKE GENEVA WI 53147

appoints MIGUEL BARCONA
(name of appointed agent)

7728 N. MORNING MADOW EVANSVILLE WI 53536
(home address of appointed agent)

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

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

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 24 YEARS

Place of residence last year 7728 N. MORNING MADOW EVANSVILLE WI 53536

For: MARSALA'S PIZZA INC
(name of corporation/organization/limited liability company)

By: [Signature]
(signature of Officer/Member/Manager)

And: _____
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, MIGUEL BARCONA, hereby accept this appointment as agent for the
(print/type agent's name)

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

[Signature] 4-8-16 Agent's age _____
(signature of agent) (date)

7728 N. MORNING MADOW EVANSVILLE WI 53536 Date of birth _____
(home address of agent)

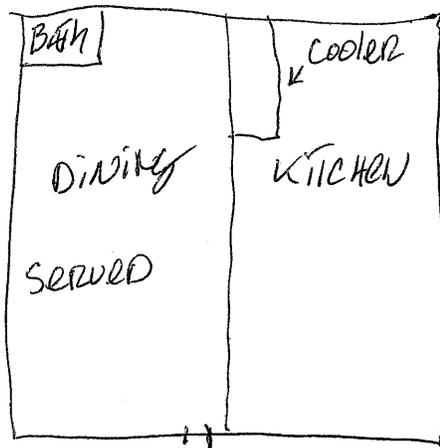
**APPROVAL OF AGENT BY MUNICIPAL AUTHORITY
(Clerk cannot sign on behalf of Municipal Official)**

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

Approved on 5-16-16 by [Signature] Title Chief of Police
(date) (signature of proper local official) (town chair, village president, police chief)

820 WILLIAM'S ST

1500 SQ. FT.



RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 07/01/2016 ending: 06/30/2017
(MM DD YYYY) (MM DD YYYY)

TO THE GOVERNING BODY of the: Town of } Lake Geneva
 Village of }
 City of }

County of Walworth Aldermanic Dist. No. 2 (if required by ordinance)

CHECK ONE Individual Partnership Limited Liability Company
 Corporation/Nonprofit Organization

LICENSE REQUESTED	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ 100.00
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input checked="" type="checkbox"/> Reserve Class B liquor	\$ 500.00
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ 25.00
TOTAL FEE	\$ 625.00

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name(s) (Last, First and Middle Name) Home Address Post Office & Zip Code
CONDOS, SPYRO GEORGE, 1760 Hillcrest Dr Lake Geneva, WI
CONDOS, PATRICIA LEE, SAME

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company

Address of Corporation/Limited Liability Company (if different from licensed premises)

All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title	Name (Inc. Middle Name)	Home Address	Post Office & Zip Code
President/Member			
Vice President/Member			
Secretary/Member			
Treasurer/Member			
Agent	<u>SPYRO CONDOS</u>		
Directors/Managers			

C.1. Trade Name SPEEDY'S HAWKINSIDE PUB & GRILL Business Phone Number 262 248 3835

2. Address of Premises 100 BROAD STREET LG Post Office & Zip Code 53147

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) CRIMINAL, BLOCK BUILDING

5. Legal description (omit if street address is given above): RESTAURANT, PAN, SIDEWALK CAFE AND STORAGE

6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete reverse side Yes No

b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side Yes No

7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain. Yes No

8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain. Yes No

9. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] Yes No

10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? Yes No

11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants must sign; partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.)

SUBSCRIBED AND SWORN TO BEFORE ME

this 4 day of May, 2016

Sabrina M. Waswo
(Clerk/Notary Public)

My commission expires 7/20/2019

Notary Public
Sabrina M. Waswo

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

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>5/4/2016</u>	Date reported to council/board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

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

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

The undersigned duly authorized officer(s)/members/managers of _____
(registered name of corporation/organization or limited liability company)

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

HARVESTIDE Pub & Grill
(trade name)

located at 100 BURNHAM STREET, LAKE GENEVA, WI

appoints SPYRO Campos
(name of appointed agent)

1760 McLeod Drive, LAKE GENEVA, WI
(home address of appointed agent)

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

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

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

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

Place of residence last year _____

For: NA
(name of corporation/organization/limited liability company)

By: _____
(signature of Officer/Member/Manager)

And: _____
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, SPYRO Campos, hereby accept this appointment as agent for the
(print/type agent's name)

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

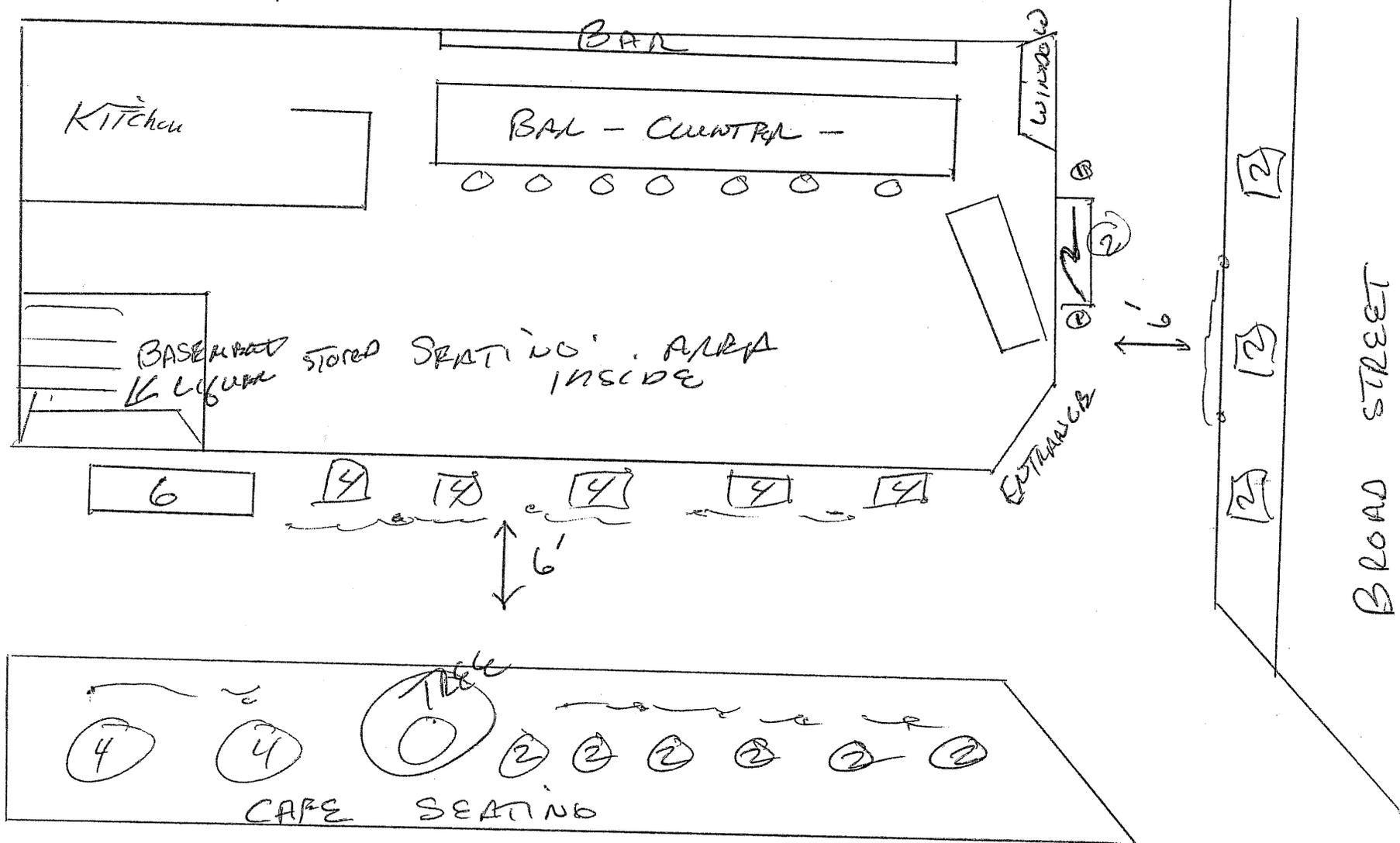
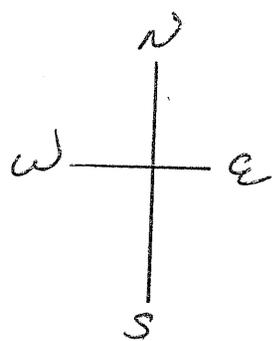
[Signature] 5/4/16 Agent's age _____
(Signature of agent) (date)

_____ Date of birth _____
(home address of agent)

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

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

Approved on 5-18-16 by _____ Title Police Chief
(date) (signature of proper local official) (town chair, village president, police chief)



WRIGLEY DRIVE
SPEEDO'S HARBORSIDE Pub. Grill

RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 07/01/2016 ending: 06/30/2017
(MM DD YYYY) (MM DD YYYY)

TO THE GOVERNING BODY of the: Town of Village of City of } Lake Geneva

County of Walworth Aldermanic Dist. No. 3 (if required by ordinance)

CHECK ONE Individual Partnership Limited Liability Company
 Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name(s) (Last, First and Middle Name) Home Address Post Office & Zip Code

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company SU WINGS CORP.

Address of Corporation/Limited Liability Company (if different from licensed premises) SAME

All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title	Name (Inc. Middle Name)	Home Address	Post Office & Zip Code
President/Member	<u>SIU WING LEUNG</u>	<u>N3230 WILLIAMS ST. LAKE GENEVA, WI</u>	<u>53147</u>
Vice President/Member	<u>RAN SI LEI</u>	<u>W3537 PARK DRIVE LAKE GENEVA, WI</u>	<u>53147</u>
Secretary/Member	<u>LARRY SANDY</u>	<u>N6386 WOODRIDGE DR. ELKHORN, WI</u>	<u>53121</u>
Treasurer/Member	<u>SIU WING LEUNG</u>		

Directors/Managers SAME AS OFFICERS ABOVE

C.1. Trade Name SU WINGS CHINESE RESTAURANT Business Phone Number 262-248-1178

2. Address of Premises 743 NORTH ST LAKE GENEVA, WI Post Office & Zip Code 53147

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) SEE ATTACHMENT

5. Legal description (omit if street address is given above):

6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete reverse side Yes No

b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side Yes No

7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain. Yes No

8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain. Yes No

9. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] Yes No

10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? Yes No

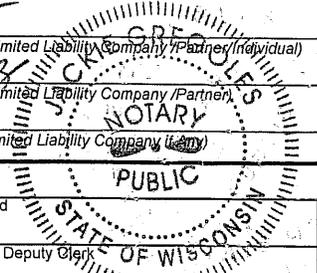
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.)

SUBSCRIBED AND SWORN TO BEFORE ME

this 29 day of April, 2016
Jackie Mezales
(Clerk/Notary Public)
 My commission expires June 2017

Larry Sandy
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)
Siu W. Leung
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)
Ran Si Lei
(Additional Partner(s)/Member/Manager of Limited Liability Company/Partner)



TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>4/29/16</u>	Date reported to council/board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

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

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

The undersigned duly authorized officer(s)/members/managers of SU WINGS CORP.
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as SU WINGS CHINESE RESTAURANT
(trade name)

located at 743 NORTH ST. LAKE GENEVA, WI 53147

appoints Siu Wing Leung
(name of appointed agent)
N3230 WILLIAMS ST. LAKE GENEVA, WI 53147
(home address of appointed agent)

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

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).
SU WINGS CORP., LAKE GENEVA, WI

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 30+ YEARS

Place of residence last year N3230 WILLIAMS ST. LAKE GENEVA, WI 53147

For: SU WINGS CORP.
(name of corporation/organization/limited liability company)
By: _____
(signature of Officer/Member/Manager)
And: Sam R. Sandy, VP
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Siu Wing Leung, hereby accept this appointment as agent for the
(print/type agent's name)

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

Siu W Leung
(signature of agent) _____ (date)
N3230 WILLIAMS ST. LAKE GENEVA, WI 53147 Date of birth _____
(home address of agent)

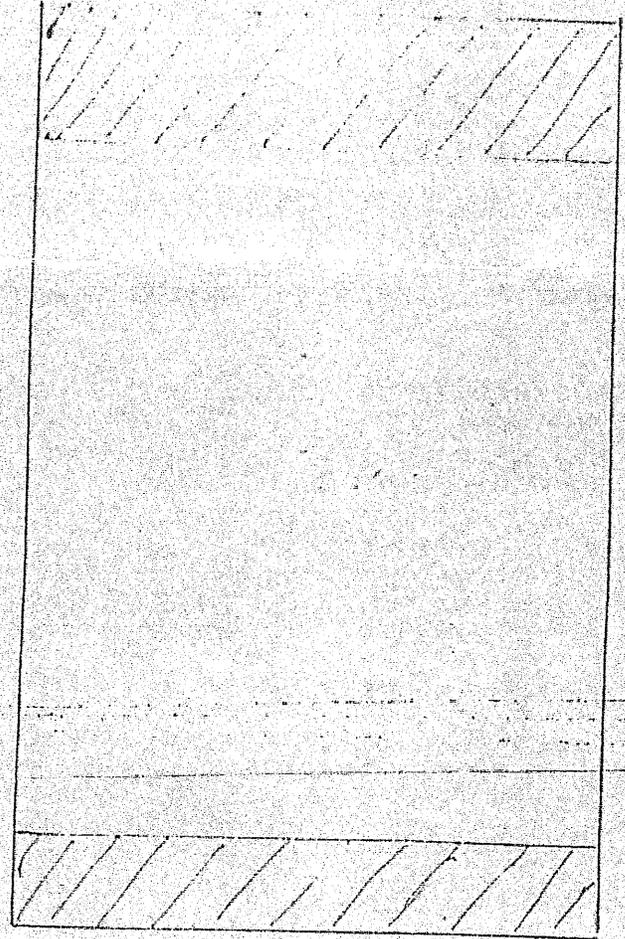
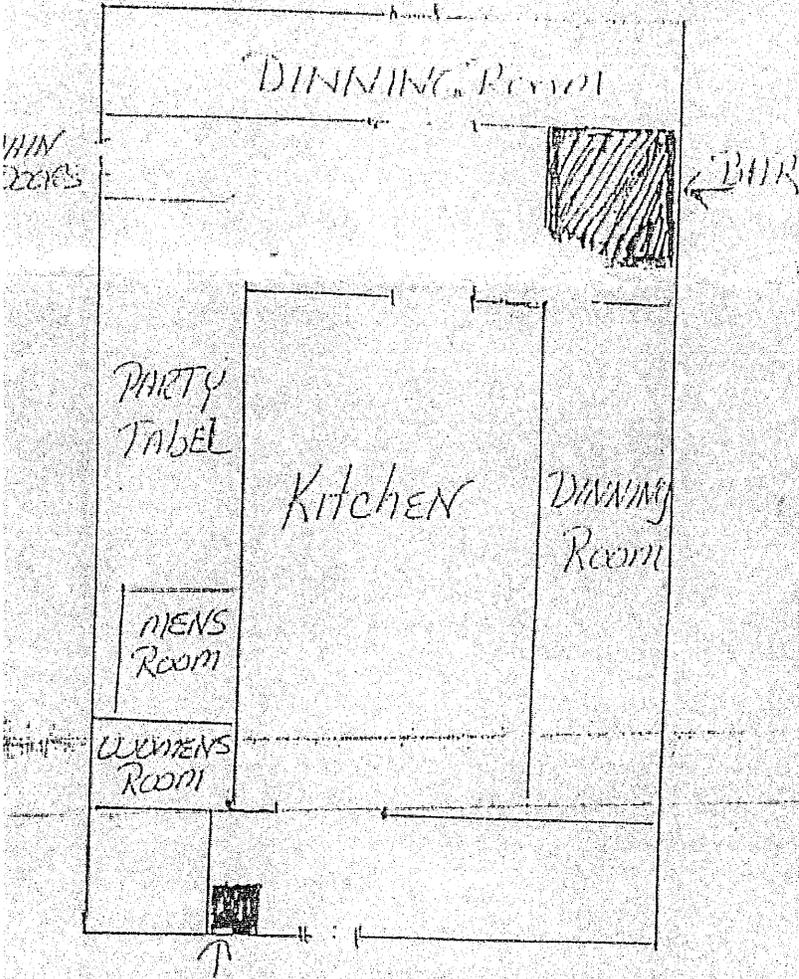
**APPROVAL OF AGENT BY MUNICIPAL AUTHORITY
(Clerk cannot sign on behalf of Municipal Official)**

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

Approved on 5-13-16 by _____ Title Police Chief
(date) (signature of proper local official) (town chair, village president, police chief)

First Floor

Basement



Storage for
LIQUOR

Su Wing's Corp.
743 North St.
Lake Geneva

RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 07/01/2016 ending: 06/30/2017
(MM DD YYYY) (MM DD YYYY)

TO THE GOVERNING BODY of the: Town of } Lake Geneva
 Village of }
 City of }

County of Walworth Aldermanic Dist. No. _____ (if required by ordinance)

CHECK ONE Individual Partnership Limited Liability Company
 Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name(s) (Last, First and Middle Name) Home Address Post Office & Zip Code

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company ► PRAIRIE STATE ENTERPRISES OF DARIEN, LLC
 Address of Corporation/Limited Liability Company (if different from licensed premises) ► 22285 N. PEPPER RD., UNIT 101, LAKE BARRINGTON, IL 60010
 All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title	Name (Inc. Middle Name)	Home Address	Post Office & Zip Code
President/Member	<u>MEMBER RICHARD JAMES MUSTRETTA</u>	<u>22751 N. BRIDLE TRAIL, KILDEER, IL</u>	<u>60047</u>
Vice President/Member	<u>MEMBER KENNETH BARTHOLOMEW KEARNS</u>	<u>5912 N. RIVER BAY RD., WATERFORD, WI</u>	<u>53185</u>
Secretary/Member			
Treasurer/Member			
Agent	<u>MEMBER KENNETH BARTHOLOMEW KEARNS</u>	<u>5912 N. RIVER BAY RD., WATERFORD, WI</u>	<u>53185</u>
Directors/Managers			

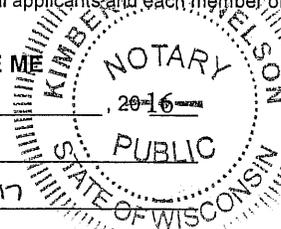
C.1. Trade Name ► LAKE GENÈVA MOBIL Business Phone Number 262-248-2305
 2. Address of Premises ► 350 N. EDWARDS BLVD. Post Office & Zip Code ► LAKE GENÈVA, WI 53147

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No
4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) CONVENIENCE STORE 1 STORY MASONRY FRAME W/COOLERS, OFFICES & 2 RESTROOMS
5. Legal description (omit if street address is given above): _____
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been **convicted of any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete reverse side Yes No
- b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side Yes No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain. Yes No
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain. Yes No
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] Yes No
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? Yes No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.)

SUBSCRIBED AND SWORN TO BEFORE ME

this 20th day of April, 2016
Kimberly Nelson
(Clerk/Notary Public)



[Signature], PRESIDENT OF THE MANAGER
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)
[Signature]
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner)

My commission expires 02-19-2017
(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>4/29/16</u>	Date reported to council/board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

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

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

The undersigned duly authorized officer(s)/members/managers of PRAIRIE STATE ENTERPRISES OF DARIEN, LLC
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as
LAKE GENEVA MOBIL
(trade name)

located at 350 N. EDWARDS BLVD., LAKE GENEVA, WI 53147

appoints KENNETH KEARNS
(name of appointed agent)
5912 N. RIVER BAY RD., WATERFORD, WI 53185
(home address of appointed agent)

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

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

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 8 YEARS

Place of residence last year 5912 N. RIVER BAY RD., WATERFORD, WI 53185

For: PRAIRIE STATE ENTERPRISES OF DARIEN, LLC
(name of corporation/organization/limited liability company)

By: *Kenneth Kearns*
(signature of Officer/Member/Manager)

And: _____
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, KENNETH KEARNS, hereby accept this appointment as agent for the
(print/type agent's name)

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

Kenneth Kearns 4-28-16 Agent's age _____
(signature of agent) (date)
5912 N. RIVER BAY RD., WATERFORD, WI 53185 Date of birth _____
(home address of agent)

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

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

Approved on 5-13-16 by _____ Title Police Chief
(date) (signature of proper local official) (town chair, village president, police chief)

RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 07/01/2016 ending: 06/30/2017
(MM DD YYYY) (MM DD YYYY)

TO THE GOVERNING BODY of the: Town of } Lake Geneva
 Village of }
 City of }

County of Walworth Aldermanic Dist. No. _____ (if required by ordinance)

CHECK ONE Individual Partnership Limited Liability Company
 Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name(s) (Last, First and Middle Name) Home Address Post Office & Zip Code
PATEL DIXIT R 6536 BISCAYNE AVE PACTIVE WI 53406

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company HARE KRISHNA LIQUOR INC
 Address of Corporation/Limited Liability Company (if different from licensed premises) 797 WELLS ST

All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:
 Title Name (Inc. Middle Name) Home Address Post Office & Zip Code
 President/Member _____
 Vice President/Member _____
 Secretary/Member _____
 Treasurer/Member _____
 Agent DIXIT PATEL
 Directors/Managers _____

C. 1. Trade Name GENEVA LIQUOR Business Phone Number 262-248-5000
 2. Address of Premises 797 WELLS ST LAKE GENEVA Post Office & Zip Code 53147

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No
4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) GENEVA LIQ COOLERS, STORAGE & Retail Floor
5. Legal description (omit if street address is given above): _____
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been **convicted of any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? **If yes, complete reverse side** Yes No
- b. Are **charges for any offenses** presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? **If yes, explain fully on reverse side** Yes No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? **If yes, explain.** Yes No
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain. Yes No
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] Yes No
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? Yes No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.)

SUBSCRIBED AND SWORN TO BEFORE ME

this 6 day of May State of Wisconsin
Sabrina M. Waswo Notary Public Dixit Patel
(Clerk/Notary Public) (Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)
 My commission expires 7/20/2019 Sabrina M. Waswo
(Additional Partner(s)/Member/Manager of Limited Liability Company If Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>5/6/2016</u>	Date reported to council/board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

Applicant's WI Seller's Permit No.:	FEIN Number:
LICENSE REQUESTED ▶	
TYPE	FEE
<input checked="" type="checkbox"/> Class A beer	\$ <u>100</u>
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input checked="" type="checkbox"/> Class A liquor	\$ <u>500</u>
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>25.00</u>
TOTAL FEE	\$ <u>625.00</u>

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

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

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

The undersigned duly authorized officer(s)/members/managers of HARE KRISHNA LIQUOR INC
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as GENEVA LIQUOR DBA HARE KRISHNA LIQUOR INC
(trade name)

located at 797 WELLS ST LAKE GENEVA, WI 53147

appoints DIXIT PATEL
(name of appointed agent)
6536 BISCAYNE AVE RACINE, WI 53147
(home address of appointed agent)

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

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

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 10 YEARS

Place of residence last year 6536 BISCAYNE AVE RACINE WI 53408

For: HARE KRISHNA LIQUOR INC
(name of corporation/organization/limited liability company)

By: DIXIT PATEL
(signature of Officer/Member/Manager)

And: MEMBER (OWNER)
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, DIXIT PATEL, hereby accept this appointment as agent for the
(print/type agent's name)

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

D P Patel 05/06/2016 Agent's age
(signature of agent) (date)

6536 BISCAYNE AVE RACINE WI 53408 Date of birth
(home address of agent)

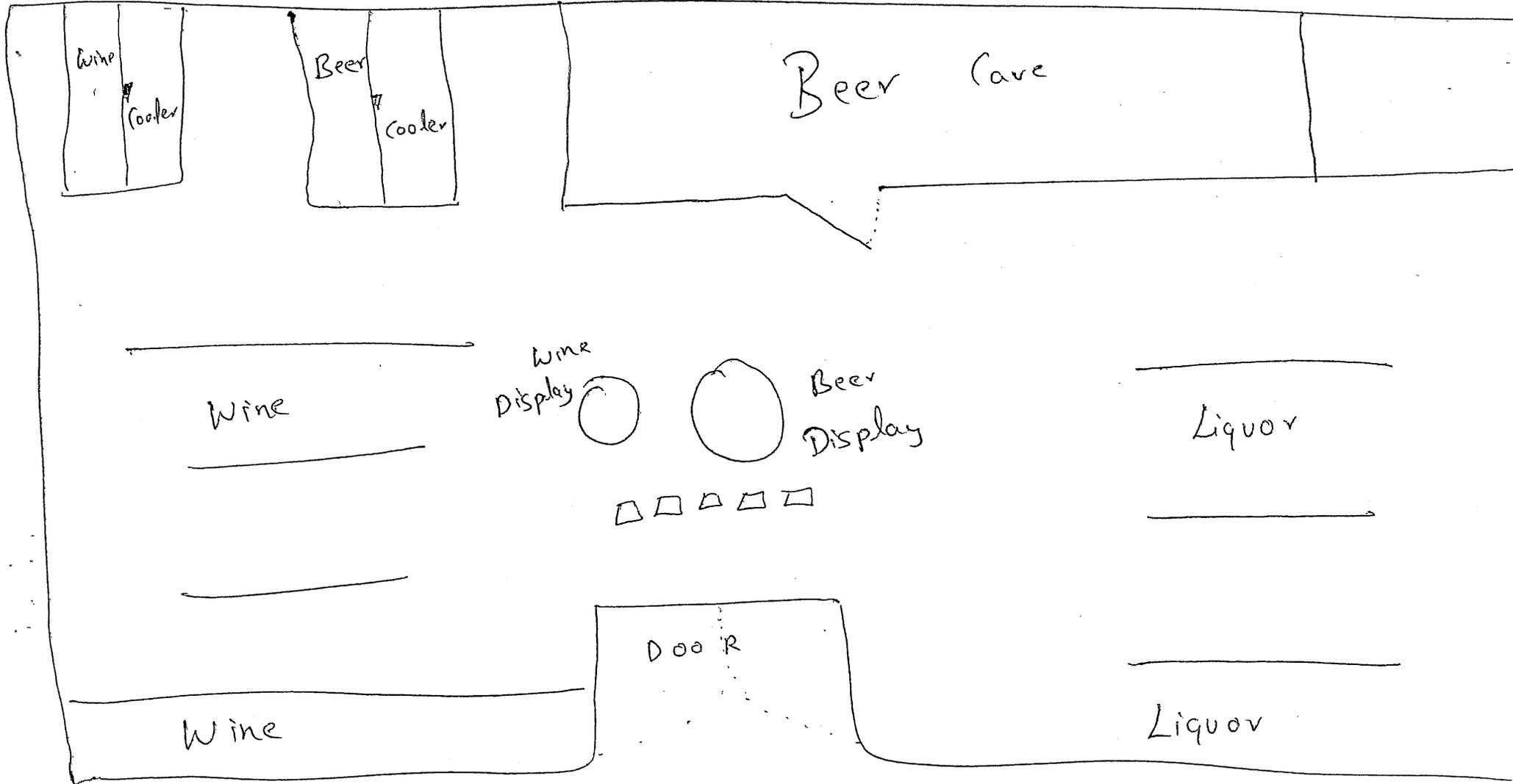
**APPROVAL OF AGENT BY MUNICIPAL AUTHORITY
(Clerk cannot sign on behalf of Municipal Official)**

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

Approved on 5-13-16 by [Signature] Title Police Chief
(date) (signature of proper local official) (town chair, village president, police chief)

Geneva Liquors

797 S Wells street



Front Parking

Road

RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

Applicant's WI Seller's Permit No.: 456-102667-8393-03	FEIN Number: 26-2852617
LICENSE REQUESTED ▶	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input checked="" type="checkbox"/> Class A liquor	\$ 500-
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ 25.00
TOTAL FEE	\$ 525-

For the license period beginning: 07/01/2016 ending: 06/30/2017
(MM DD YYYY) (MM DD YYYY)

TO THE GOVERNING BODY of the: Town of } Lake Geneva
 Village of }
 City of }

County of Walworth Aldermanic Dist. No. _____ (if required by ordinance)

CHECK ONE Individual Partnership Limited Liability Company
 Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:
Full Name(s) (Last, First and Middle Name) **Home Address** **Post Office & Zip Code**

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company ▶ Lake Geneva School of Cooking LLC
 Address of Corporation/Limited Liability Company (if different from licensed premises) ▶ _____

All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title	Name (Inc. Middle Name)	Home Address	Post Office & Zip Code
President/Member	<u>John Bernard Bogan</u>	<u>79 Congress St Williams Bay, WI 53191</u>	
Vice President/Member	<u>Ø</u>		
Secretary/Member	<u>Ø</u>		
Treasurer/Member	<u>Ø</u>		
Agent ▶	<u>John Bernard Bogan</u>	<u>79 Congress St Williams Bay, WI 53191</u>	
Directors/Managers			

C. 1. Trade Name ▶ Lake Geneva School of Cooking Business Phone Number (262) 248-3933
 2. Address of Premises ▶ _____ Post Office & Zip Code ▶ Lake Geneva, WI 53147

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No
4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Retail area within Geneva Village Shops, kitchen area for cooking, basement for storage
5. Legal description (omit if street address is given above): _____
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been **convicted of any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete reverse side Yes No
- b. Are **charges for any offenses** presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side Yes No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain. Yes No
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain. Yes No
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] Yes No
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? Yes No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.)

SUBSCRIBED AND SWORN TO BEFORE ME
 this 3rd day of MAY 2016
Sabrina M. Waswo Notary Public
 My commission expires 7/20/2019
John Bogan (Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)
Sabrina M. Waswo (Clerk/Notary Public)
John Bogan (Officer of Corporation/Member/Manager of Limited Liability Company /Partner)
 (Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK		
Date received and filed with municipal clerk <u>5/15/16</u>	Date reported to council/board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

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

Town

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

City

The undersigned duly authorized officer(s)/members/managers of Lake Geneva School of Cooking LLC
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Lake Geneva School of Cooking
(trade name)

located at 727 Geneva St. Lake Geneva, WI 53147

appoints John Bogan
(name of appointed agent)
79 Congress St. Williams Bay, WI 53191
(home address of appointed agent)

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

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

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 23 years

Place of residence last year 79 Congress St. Williams Bay, WI 53191

For: Lake Geneva School of Cooking LLC
(name of corporation/organization/limited liability company)

By: _____
(signature of Officer/Member/Manager)

And: _____
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, JOHN BOGAN, hereby accept this appointment as agent for the
(print/type agent's name)

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

John Bogan 5/3/16 Agent's age _____
(signature of agent) (date)
79 Congress St. Williams Bay, WI 53191 Date of birth _____
(home address of agent)

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

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

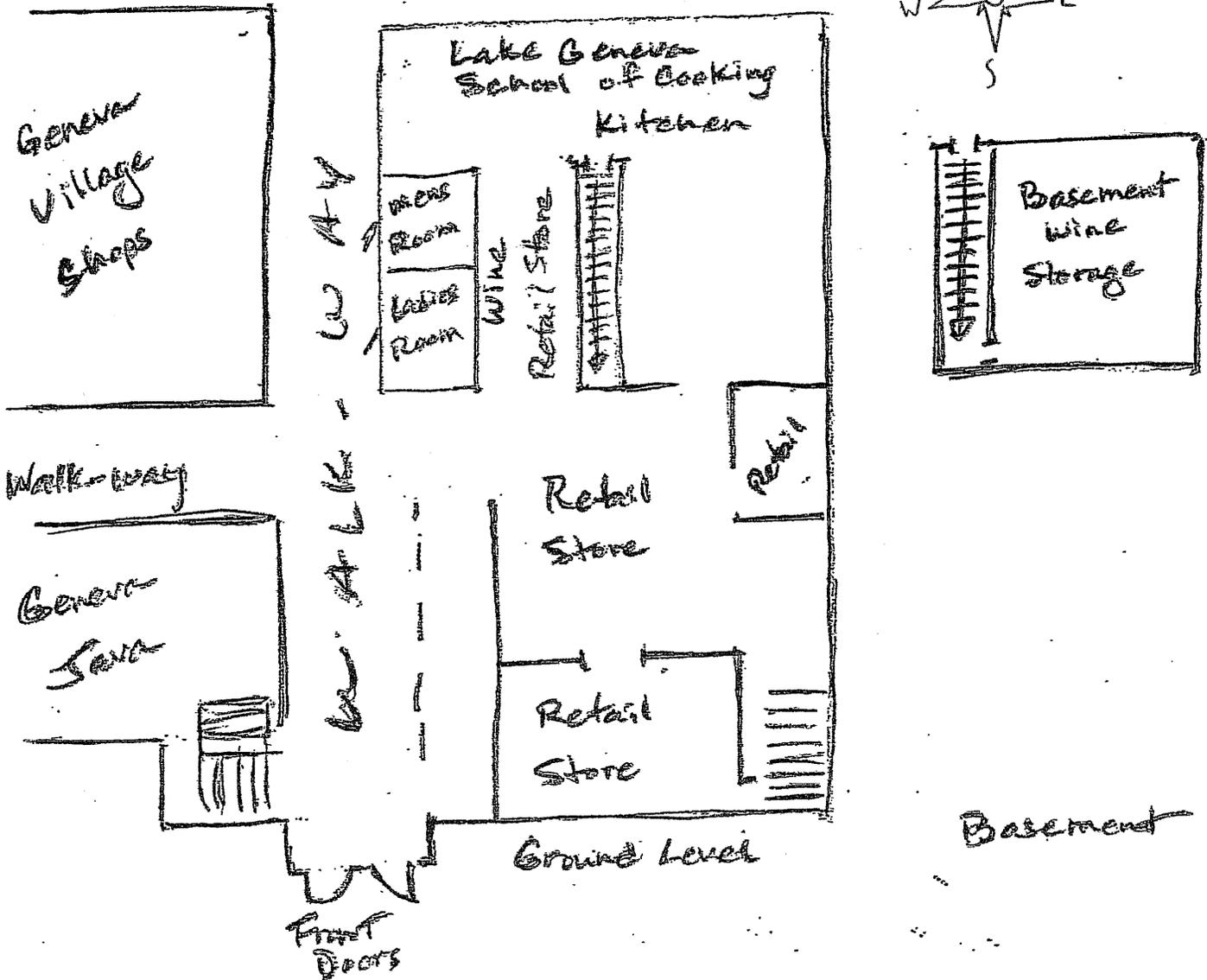
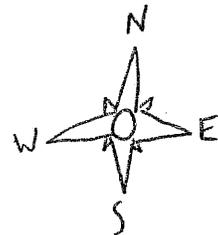
Approved on 5-13-16 by _____ Title Police Chief
(date) (signature of proper local official) (town chair, village president, police chief)



JOHN BOGAN CEC
CHEF/OWNER

727 Geneva Street
Lake Geneva, Wisconsin 53147
262-248-3933

www.lakegenevaschoolofcooking.com
info@lakegenevaschoolofcooking.com



City of Lake Geneva

Licenses Issued Between: 5/23/2016 and 5/23/2016

Date: 5/20/2016

Time: 5:31 PM

Page: 1

Operator's Regular - Original

<u>Issued</u>	<u>License No</u>	<u>Customer</u>	<u>Address</u>	<u>Total</u>	
5/23/2016	2016 -95	Tracy A. Cantu Employer: Stop N Go #265	1114 S Wells Street Apt Stop N Go of Madison, Inc	Lake Geneva, WI 5 896 Wells St. Lake Geneva, WI 53147	50.00
5/23/2016	2016 -91	Ashley M. Jastrab Employer: Prairie State Enterprises of D	400 S Edwards Blvd Unit 2 350 Edwards Blvd.	Lake Geneva, WI 5 Lake Geneva, WI 53147	50.00
5/23/2016	2016 -117	Vickie Ann Pham Employer: Two Thumbs Up LLC DBA / Thumbs	86 Congress St 260 Broad Street	Williams Bay, WI Lake Geneva, WI 53147	50.00
5/23/2016	2016 -89	Clyde A. Reifsteck Employer: Prairie State Enterprises of D	N155 Washington Ave 350 Edwards Blvd.	Lake Geneva, WI 5 Lake Geneva, WI 53147	50.00
5/23/2016	2016 -132	Rebekka C. Reuter Employer: Jackson Wine LLC d/b/a Studio	8735 380TH Ave 401 Sheridan Springs Road	Burlington, WI 53 Lake Geneva, WI 53147	50.00
5/23/2016	2016 -90	Barbara J. Tonyan Employer: Prairie State Enterprises of D	N3354 Maple Road 350 Edwards Blvd.	Lake Geneva, WI 5 Lake Geneva, WI 53147	50.00
			Count:	6	

City of Lake Geneva

Licenses Issued Between: 5/24/2016 and 5/24/2016

Date: 5/20/2016

Time: 5:30 PM

Page: 1

Operator's Regular - Renewal

<u>Issued</u>	<u>License No</u>	<u>Customer</u>	<u>Address</u>		<u>Total</u>
5/24/2016	2016 -134	Troy A. Bartz Employer: The Red Geranium Restaurant	1703 E Norwich 393 N. Edwards Blvd.	St. Francis, WI 5 Lake Geneva, WI 53147	50.00
5/24/2016	2016 -93	Nina Z. Bowler Employer: The Red Geranium Restaurant	6111 Water Street 393 N. Edwards Blvd.	Burlington, WI 53 Lake Geneva, WI 53147	50.00
5/24/2016	2016 -94	Chelsea Ann Carney Employer: Walgreens #5600	350 Constance Blvd 351 N. Edwards Blvd.	Williams Bay, WI Lake Geneva, WI 53147	50.00
5/24/2016	2016 -96	Lynda L. Colby Employer: Prairie State Enterprises of D	W1250 Condor Road, Box 23 350 Edwards Blvd.	Pell Lake, WI 531 Lake Geneva, WI 53147	50.00
5/24/2016	2016 -97	Brent A. Coleman Employer: Stone Soup LLC DBA Baker House	5801 Meadow Hill Ln 327 Wrigley Drive	McHenry, IL 60051 Lake Geneva, WI 53147	50.00
5/24/2016	2016 -98	Kevin R. Dickey Employer: Prairie State Enterprises of D	416 S. Cogswell Drive #35 350 Edwards Blvd.	Silver Lake, WI 5 Lake Geneva, WI 53147	50.00
5/24/2016	2016 -99	Laura M. Dye Employer: Kwik Trip Inc dba Kwik Trip 21	1181 Cypress Pt 710 Williams St	Twin Lakes, WI 53 Lake Geneva, WI 53147	50.00
5/24/2016	2016 -100	Cindy Gale Employer: Kwik Trip Inc dba Kwik Trip 21	719 S 6th St 710 Williams St	Po Box 1115 Lake Geneva, WI 53147	Silver Lake, WI 5 50.00
5/24/2016	2016 -102	Crystal Lynn Grace Employer: The Red Geranium Restaurant	W1338 Highland Blvd 393 N. Edwards Blvd.	Genoa City, WI 53 Lake Geneva, WI 53147	50.00
5/24/2016	2016 -103	Linzie Marie Grunt Employer: Kwik Trip Inc dba Kwik Trip 21	W4738 Potter Rd 710 Williams St	Elkhorn, WI 53121 Lake Geneva, WI 53147	50.00
5/24/2016	2016 -135	David W. Henchel, Jr. Employer: Prairie State Enterprises of D	400 S. Edwards Blvd., Apt 350 Edwards Blvd.	Lake Geneva, WI 5 Lake Geneva, WI 53147	50.00
5/24/2016	2016 -104	Tracy A. Hicks Employer: Geneva Liquors	1115 Romin Road 797 Wells Street	Lake Geneva, WI 5 Lake Geneva, WI 53147	50.00
5/24/2016	2016 -105	Damon J. Highland Employer: Stop N Go #265	1086 S Wells St. Stop N Go of Madison, Inc	Lake Geneva, WI 5 896 Wells St.	Lake Geneva, WI 53147 50.00
5/24/2016	2016 -106	Edward L. Jansen Employer: Geneva Country Store	N2020 Cty. Rd. H South, # 605 Williams St.	Lake Geneva, WI 5 Lake Geneva, WI 53147	50.00
5/24/2016	2016 -107	Thomas H. Kelley Employer: Stop N Go #265	N2425 Phyllis Wheatly Dr. Stop N Go of Madison, Inc	Burlington, WI 53 896 Wells St.	Lake Geneva, WI 53147 50.00
5/24/2016	2016 -108	Gayle Marie Krahn Employer: Kwik Trip Inc dba Kwik Trip 21	1131 Romin Rd 710 Williams St	Lake Geneva, WI 5 Lake Geneva, WI 53147	50.00
5/24/2016	2016 -109	Elizabeth Kay Krogh Employer: Stop N Go #265	1086 S. Wells St. Stop N Go of Madison, Inc	Lake Geneva, WI 5 896 Wells St.	Lake Geneva, WI 53147 50.00
5/24/2016	2016 -110	Kimberly Ann Kurowski Employer: Kwik Trip Inc dba Kwik Trip 21	2878 S County Trunk O 710 Williams St	Delavan, WI 53115 Lake Geneva, WI 53147	50.00

City of Lake Geneva

Licenses Issued Between: 5/24/2016 and 5/24/2016

Date: 5/20/2016

Time: 5:30 PM

Page: 2

Operator's Regular - Renewal

<u>Issued</u>	<u>License No</u>	<u>Customer</u>	<u>Address</u>		<u>Total</u>
5/24/2016	2016 -111	Deneen A. Lichtenauer Employer: Champs Sports Bar & Grill	N1911 Linn Pier Road 747 Main St.	Lake Geneva, WI 5 Lake Geneva, WI 53147	50.00
5/24/2016	2016 -112	Britta Enre Martisse Employer: Stop N Go #265	1321 W Main Street #204A Stop N Go of Madison, Inc	PO Box 103 896 Wells St.	Lake Geneva, WI 5 Lake Geneva, WI 53147
5/24/2016	2016 -113	Amber K. McCarthy Employer: Stop N Go #265	W1518 Harvard Place Stop N Go of Madison, Inc	Genoa City, WI 53 896 Wells St.	50.00 Lake Geneva, WI 53147
5/24/2016	2016 -101	Kristen Leigh Miles Employer: Prairie State Enterprises of D	164 E Washington St Apt B 350 Edwards Blvd.	Burlington, WI 53 Lake Geneva, WI 53147	50.00
5/24/2016	2016 -114	Myles D. Mitchell Employer: Prairie State Enterprises of D	6525 373rd Ave. 350 Edwards Blvd.	Burlington, WI 53 Lake Geneva, WI 53147	50.00
5/24/2016	2016 -115	Gina L. Nocek Employer: Harry's Cafe and Place, Inc.	897 Platt Avenue 808 Main St.	Lake Geneva, WI 5 Lake Geneva, WI 53147	50.00
5/24/2016	2016 -116	Charles Edward Phinisee Employer: Kwik Trip Inc dba Kwik Trip 21	993 Bonnie Brae Lane 710 Williams St	Lake Geneva, WI 5 Lake Geneva, WI 53147	50.00
5/24/2016	2016 -118	Linda M. Pietsch Employer: The Red Geranium Restaurant	N3394 Oak Rd. 393 N. Edwards Blvd.	Lake Geneva, WI 5 Lake Geneva, WI 53147	50.00
5/24/2016	2016 -119	Freda R. Pryga Employer: Kwik Trip Inc dba Kwik Trip 21	586 N Cogswell Dr #5 710 Williams St	Silver Lake, WI 5 Lake Geneva, WI 53147	50.00
5/24/2016	2016 -120	Pamela J. Rossmiller-Pete Employer: Kwik Trip Inc dba Kwik Trip 21	N2420 Elgin Club Rd 710 Williams St	Lake Geneva, WI 5 Lake Geneva, WI 53147	50.00
5/24/2016	2016 -127	LAUREL A. STREICH Employer: The Red Geranium Restaurant	1110 S WELLS ST #6 393 N. Edwards Blvd.	Lake Geneva, WI 5 Lake Geneva, WI 53147	50.00
5/24/2016	2016 -121	Laurie Joanne Scheer Employer: Kwik Trip Inc dba Kwik Trip 21	N2455 Geneva St 710 Williams St	Lake Geneva, WI 5 Lake Geneva, WI 53147	50.00
5/24/2016	2016 -133	Brian J. Schmidt Employer: Walgreens #5600	633 Susie Street 351 N. Edwards Blvd.	Delavan, WI 53115 Lake Geneva, WI 53147	50.00
5/24/2016	2016 -123	Logan Gerald Schulte Employer: Kwik Trip Inc dba Kwik Trip 21	55 West Sedgemoadow St 710 Williams St	Elkhorn, WI 53121 Lake Geneva, WI 53147	50.00
5/24/2016	2016 -122	Hannah Rose Schultz Employer: Kwik Trip Inc dba Kwik Trip 21	W1312 West Forest Road 710 Williams St	PO Box 792 Lake Geneva, WI 53147	Pell Lake, WI 531 50.00
5/24/2016	2016 -129	Robert A. Scoville Employer: Kwik Trip Inc dba Kwik Trip 21	N3408 Walnut Rd 710 Williams St	Lake Geneva, WI 5 Lake Geneva, WI 53147	50.00
5/24/2016	2016 -124	Christina Kay Sheen Employer: Prairie State Enterprises of D	330 Oakwood Ln 350 Edwards Blvd.	Lake Geneva, WI 5 Lake Geneva, WI 53147	50.00
5/24/2016	2016 -125	Cherlyn A. Steadman Employer: Kwik Trip Inc dba Kwik Trip 21	820 Hazel Ridge Road 710 Williams St	Elkhorn, WI 53121 Lake Geneva, WI 53147	50.00

City of Lake Geneva

Licenses Issued Between: 5/24/2016 and 5/24/2016

Date: 5/20/2016
 Time: 5:30 PM
 Page: 3

Operator's Regular - Renewal

<u>Issued</u>	<u>License No</u>	<u>Customer</u>	<u>Address</u>		<u>Total</u>
5/24/2016	2016 -126	Brandon S. Stevens Employer: Sprecher's Restaurant & Pub	W828 Wisteria Rd 111 Center Street	Genoa City, WI 53 Lake Geneva, WI 53147	50.00
5/24/2016	2016 -128	Deiona Gail Villiard Employer: Stop N Go #265	W184 Hilltop Rd Stop N Go of Madison, Inc	Genoa City, WI 53 896 Wells St. Lake Geneva, WI 53147	50.00
5/24/2016	2016 -130	Treasha Warren Employer: Kwik Trip Inc dba Kwik Trip 21	806 W Court St 710 Williams St	Elkhorn, WI 53121 Lake Geneva, WI 53147	50.00
5/24/2016	2016 -131	Denise Marie Whitehead Employer: The Red Geranium Restaurant	1620 Willow Rd 393 N. Edwards Blvd.	Twin Lakes, WI 53 Lake Geneva, WI 53147	50.00
			Count:	40	



START

CITY OF LAKE GENEVA

TAXI COMPANY LICENSE APPLICATION

Please Check:

Original Application

Renewal of Current License

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

Annual License Expires June 30th each year

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

NOTE: Application must be accompanied by the following documents:

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

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

BUSINESS INFORMATION

Business Name: NET Enterprises INC dba: Lakes Area Taxi

Bus. Address (Physical): 112 S. 4th St Delavan WI, 53115

Mailing Address (if different): Po Box 382 Delavan WI, 53115

City, State, Zip: Delavan WI, 53115

Bus. Phone: 262-728-0490 Fax: 262-728-0485

E-Mail: _____

Name of Liability Carrier: Convera Insurance Service INC *Integrity Mutual Ins.*

Policy Number: _____

BUSINESS OWNER/AGENT INFORMATION

~~MT Enterprises INC~~

Owner/Agent Name: Thomas E or Nancy A Rock

Owner/Agent Address: 112 S. 4th ST Po Box 382

City, State, Zip: Delavan WI 53115

Phone: 262-728-0490 262-248-4770

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Have you been previously licensed to operate a taxicab company? YES NO

If Yes, please state where: Delavan WI + Lake Geneva WI

2. Have you ever had a license revoked? YES NO

If Yes, please explain: _____

TAXI VEHICLE INFORMATION

Total Number of Vehicles to be operated: 3

Vehicle #1 Unit #15		
<u>Ford</u>	<u>Econoline</u>	<u>2009</u>
Make	Model	Year
<u>12</u>	<u>190 BWR</u>	
Capacity	License Plate No.	
<u>1FBNE31L59DA54308</u>	<u>1014 80325006-8</u>	
VIN	Certificate of Title No.	

Vehicle #2 Unit #07		
<u>Dodge</u>	<u>Caravan</u>	<u>2007</u>
Make	Model	Year
<u>6</u>	<u>996 LKU</u>	
Capacity	License Plate No.	
<u>2D4GP44L07R22257</u>	<u>07096N30030</u>	
VIN	Certificate of Title No.	

Vehicle #3 <i>unit #14</i>		
<i>Dodge</i>	<i>Grand Caravan</i>	<i>2014</i>
Make	Model	Year
<i>6</i>	<i>ROCK N</i>	
Capacity	License Plate No.	
<i>2CHR DG BGOE R10492</i>	<i>C142160017772</i>	
VIN	Certificate of Title No.	

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

APPLICANT SIGNATURE

Nancy A. Rank _____ DATE: *5-16-16*

For Office Use Only

Date Filed: <i>5/16/16</i>	Police Chief: <i>5/17/16</i>
Receipt No: <i>C160516-14</i>	Recommendation: <i>[Signature]</i>
Total Amount: <i>\$100 ✓ \$106</i>	<input checked="" type="radio"/> Approved <input type="radio"/> Denied
Forwarded to Police Chief: _____	City Attorney Approval of Liability Insurance: _____
Forwarded to City Attorney: _____	License Date: _____
Verified: Stark <input checked="" type="checkbox"/> MSI <input checked="" type="checkbox"/>	License Number: _____
Notes: _____	
FLR Approval: _____	
Council Approval: _____	



CITY OF LAKE GENEVA

TAXI COMPANY LICENSE APPLICATION

Please Check:

- Original Application
- Renewal of Current License

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

Annual License Expires June 30th each year

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

NOTE: Application must be accompanied by the following documents:

- Copy of policy of liability insurance covering against loss from liability to the amount of one or more persons and in the amount of \$100,000 for any one accident due to negligence
- Copy of certificate of inspection signed by public garage owner certifying that the vehicle is mechanically sound and in a thoroughly safe condition for the use of passengers and in clean, fit and good appearance
- Taxi/Trolley Driver License Application(s) for any drivers who are not currently licensed with the City of Lake Geneva.

Senior Cab
24 Hr. Transportation

262-949-TAXI
262-949-8294

Airport • Parties

Lake Geneva, WI 53147



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

BUSINESS INFORMATION

Business Name: Senior Cab

Bus. Address (Physical): W3099 Kroeger Rd

Mailing Address (if different): _____

City, State, Zip: Lake Geneva, WI, 53147

Bus. Phone: _____ Fax: _____

E-Mail: _____

Name of Liability Carrier: Diversified Insurance Services

Policy Number: _____

BUSINESS OWNER/AGENT INFORMATION

Owner/ Agent Name: Larry Ryzdski
Owner/ Agent Address: W3098 Krueger Rd
City, State, Zip: Lake Geneva, WI 53147
Phone: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Have you been previously licensed to operate a taxicab company? YES NO

If Yes, please state where: Lake Geneva since 2004

2. Have you ever had a license revoked? YES NO

If Yes, please explain: OWI Walworth County, ~~Alton~~
20 yrs ago.

TAXI VEHICLE INFORMATION

Total Number of Vehicles to be operated: 5

Vehicle #1		
<u>Ford</u>	<u>Econoline</u>	<u>1996</u>
Make	Model	Year
<u>14</u>	<u>696JEG</u>	
Capacity	License Plate No.	
<u>1FBJS31H2THA97779</u>	<u>08/08N20016</u>	
VIN	Certificate of Title No.	

Vehicle #2		
<u>Dodge</u>	<u>Ram 3500</u>	<u>1997</u>
Make	Model	Year
<u>14</u>	<u>780HTC</u>	
Capacity	License Plate No.	
<u>2B5WB3521VK560315</u>	<u>11137DF830015</u>	
VIN	Certificate of Title No.	

Vehicle #3		
Make	Model	Year
Dodge	CrossVan	1998
Capacity	License Plate No.	
7	879 VFA	
VIN		Certificate of Title No.
2B4GP2334WR855157		13254N1013-0

Vehicle #4		
Make	Model	Year
Boick	Skylark	1997
Capacity	License Plate No.	
5	314 RUD	
VIN		Certificate of Title No.
1G4NJ52MSVC455475		10193N4026-2

APPLICANT SIGNATURE

Larry Ryznicki DATE: 5/2/16

Vehicle #5		
Make	Model	Year
Nissan	Quest	1997
Capacity	License Plate No.	
7	338 GTA	
VIN		Certificate of Title No.
4N2DN1117VD834733		15089N8012-2

For Office Use Only

Date Filed: <u>5/10/16</u>	Police Chief
Receipt No: <u>01160510-4 12384</u>	Recommendation: <u>[Signature]</u>
Total Amount: <u>\$150.00 (500.00)</u>	Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/>
Forwarded to Police Chief: _____	City Attorney Approval of Liability Insurance: _____
Forwarded to City Attorney: _____	License Date: _____
Verified: Stark <input checked="" type="checkbox"/> MSI <input checked="" type="checkbox"/>	License Number: _____
Notes: _____	
FLR Approval: _____	
Council Approval: _____	

City of Lake Geneva

Licenses Issued Between: 5/24/2016 and 5/24/2016

Date: 5/20/2016

Time: 5:34 PM

Page: 1

Taxi Cab Driver - Renewal

<u>Issued</u>	<u>License No</u>	<u>Customer</u>	<u>Address</u>	<u>Total</u>	
5/24/2016	2016 -11	John K. Albert Employer: N & T Enterprises, Inc. D/B/A	1119 Pleasant St. 112 S 4TH STREET	Lake Geneva, WI 5 Delavan, WI 53115	25.00
5/24/2016	2016 -6	Marcus J. Behr Employer: N & T Enterprises, Inc. D/B/A	625 Southwind Dr Apt 206 112 S 4TH STREET	Lake Geneva, WI 5 Delavan, WI 53115	25.00
5/24/2016	2016 -10	Martin Andrew Blackmore Employer: N & T Enterprises, Inc. D/B/A	516 Broad Street 112 S 4TH STREET	Lake Geneva, WI 5 Delavan, WI 53115	25.00
5/24/2016	2016 -2	Russell G. Ford Employer: N & T Enterprises, Inc. D/B/A	214 S. 6th Street 112 S 4TH STREET	Delavan, WI 53115 Delavan, WI 53115	25.00
5/24/2016	2016 -14	Sean C. Gradt Employer: Senior Cab Plus, LLC	215 Country Club Drive W3099 Krueger Rd.	Apt 1A Lake Geneva, WI 53147	25.00
5/24/2016	2016 -1	Brian A. Koszykowski Employer: N & T Enterprises, Inc. D/B/A	1119 Pleasant Street 112 S 4TH STREET	Lake Geneva, WI 5 Delavan, WI 53115	25.00
5/24/2016	2016 -13	Robert Nei Employer: Senior Cab Plus, LLC	N3175 Acacia Road W3099 Krueger Rd.	Lake Geneva, WI 5 Lake Geneva, WI 53147	25.00
5/24/2016	2016 -3	Robert K. Phelps Employer: N & T Enterprises, Inc. D/B/A	1012 Lake Geneva Blvd. 112 S 4TH STREET	Lake Geneva, WI 5 Delavan, WI 53115	25.00
5/24/2016	2016 -4	Courtney T. Riordon Employer: N & T Enterprises, Inc. D/B/A	1119 Pleasant Street 112 S 4TH STREET	Lake Geneva, WI 5 Delavan, WI 53115	25.00
5/24/2016	2016 -9	David Rock Employer: N & T Enterprises, Inc. D/B/A	1325 E Memorial Dr 112 S 4TH STREET	Janesville, WI 53 Delavan, WI 53115	25.00
5/24/2016	2016 -5	Nancy Rock Employer: N & T Enterprises, Inc. D/B/A	112 S. 4th St. 112 S 4TH STREET	P.O. Box 382 Delavan, WI 53115	25.00
5/24/2016	2016 -18	Larry D. Rygielski Employer: Senior Cab Plus, LLC	W3099 Krueger Rd. W3099 Krueger Rd.	Lake Geneva, WI 5 Lake Geneva, WI 53147	25.00
5/24/2016	2016 -8	Curtis J. Sawyer Employer: N & T Enterprises, Inc. D/B/A	2005 North Shore Drive 112 S 4TH STREET	Lower Delavan, WI 53115	25.00
5/24/2016	2016 -17	Goldie M. Stacey Employer: Senior Cab Plus, LLC	W3540 Hwy. 50 #51 W3099 Krueger Rd.	Lake Geneva, WI 5 Lake Geneva, WI 53147	25.00
5/24/2016	2016 -7	Matthew Trane Employer: N & T Enterprises, Inc. D/B/A	311 Wells St #16 112 S 4TH STREET	Lake Geneva, WI 5 Delavan, WI 53115	25.00
5/24/2016	2016 -12	Keith Woods Employer: All Star Cab	N2424 Howard Dr. W1044 Evergreen Road	Burlington, WI 53 P.O. Box 396	25.00

Taxi Cab Driver - Renewal

Count: 16

City of Lake Geneva Health Insurance Review

May 23, 2016



Cottingham & Butler

Cottingham & Butler
Dubuque, IA 52001 | 800.793.5235
www.CottinghamButler.com

Agenda

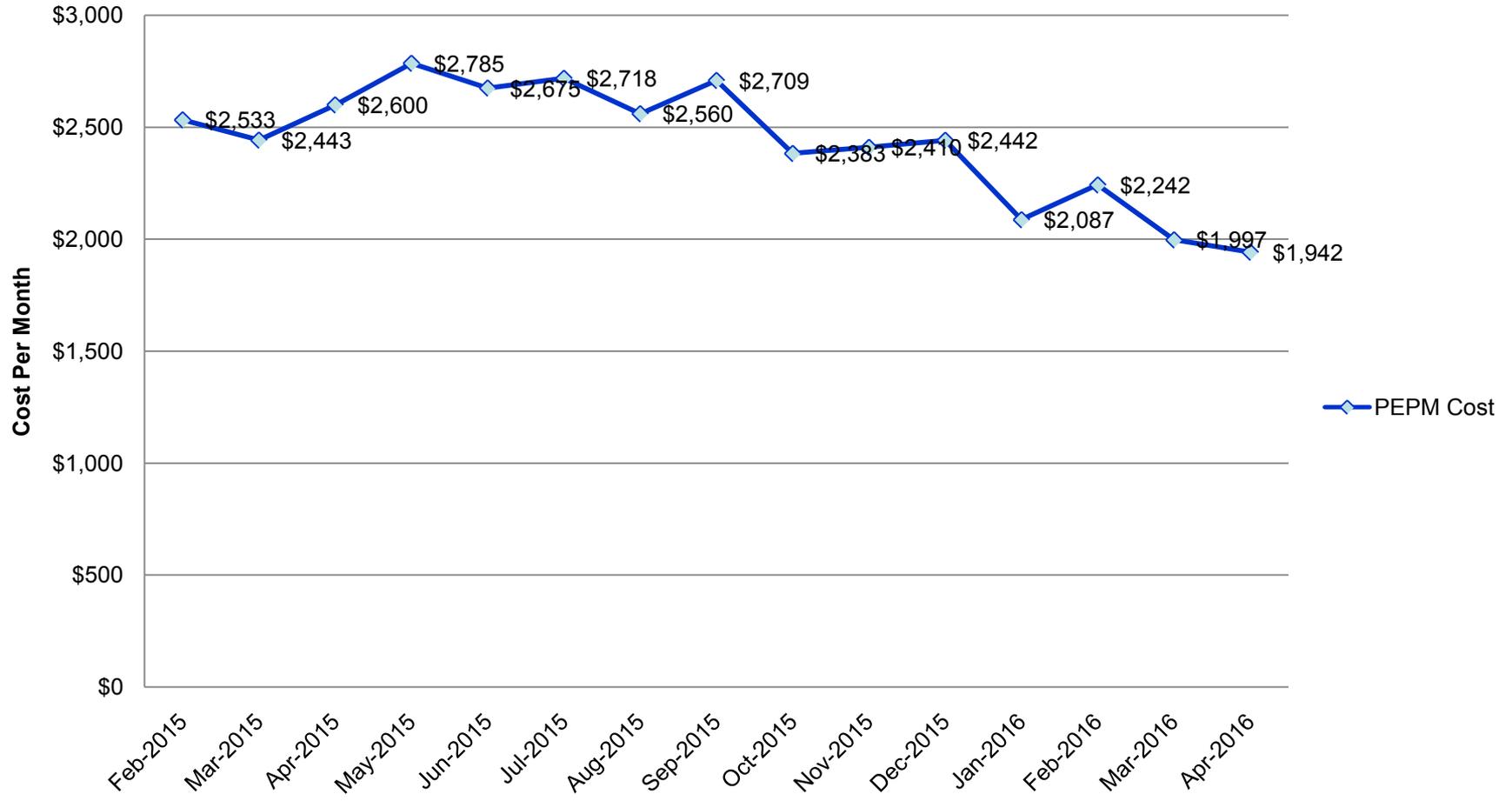
1. Recap Of Plan Strategy
2. Historical Performance
 - »Medical Program
 - »Wellness
 - »Transparency
3. Cadillac Tax Status
4. Stop Loss Renewal Options

Recap Of Strategy

- Goal is to lower health care costs
- Three Pronged Approach
 - Plan Design Change
 - Moved from \$500/\$1,000 to \$1,000/\$2,000 Deductible
 - » Actuarial difference of 14.3%
- Transparency
 - Introduced PatientCare August 1st 2015
- Wellness
 - Completed 2nd year of biometric screenings

Medical Program

Six Month Rolling Averages



Medical Program

- Enrollment from 2014/15 plan year to 2015/16 has reduced by 3.8%
- From July 2014 through June 2015, average paid claims per month was \$148,160.
 - Actual amount might be higher due to run out from previous administrator
- From July 2015 through April 2016, average paid claims per month was \$129,489.
 - Difference in paid claims represents a 12.6% reduction

Cottingham & Butler feels it's too early to know the true impact of the plan design change, but believes the trend shows positive results.

Wellness

- Members who have been in the wellness program for two years increased their score from 74.5 to 74.8.
- Of the 111 repeat participants, 46 members improved their health score.
 - 3 participants increased their scores by more than 20 points.

Wellness – Chronic Conditions

	Diabetes	High Blood Pressure	Asthma	High Cholesterol	Heart Disease
Percent Of Identified Population Compliant with Best Practices	44%	100%	100%	100%	100%
National Average	34%	39%	37%	40%	N/A

Transparency - PatientCare

67 employees have enrolled in PatientCare

There have been 84 member requests since August 2015

- Most Common Requests:

- Benefit Questions
- Claims/Billing
- Cost Transparency
- Eligibility/Choice of Plans
- Network

Areas of savings:

- City of Lake Geneva
 - \$62,644.46 saved through cost transparency and employees choosing different options.
- Employee
 - \$2,220.46 in employee savings through claims/billing issues
 - \$5,909.10 in employee savings through cost transparency
 - \$3,554.14 paid to employees via low cost rewards

Cadillac Tax

		Cadillac Plan Estimation for 2020 PPO PLAN			 Cottingham & Butler <i>Employee Benefits Consulting</i>	
Effective January 1, 2020						
Single	\$10,200	40% tax on value above \$10,200/single & \$27,500/family. Using the 2014 funding rates for the PPO plan, assuming a 8% trend, the plan would exceed the threshold by 2020 for both Single and Family Coverage. The PPO plan would be subject to Cadillac Plan Tax.				
Family	\$27,500					
Current Self Funded PPO Plan						
<i>Assumes 8% trend, used current annualized funding rates with no plan design changes</i>						
Single	\$15,791.16					
Family	\$31,214.64					
	2016	2017	2018	2019	2020	
	\$17,054	\$18,419	\$19,892	\$21,484	\$23,202	
	\$33,712	\$36,409	\$39,321	\$42,467	\$45,865	
*Single Premium Excise			\$5,201			Enrollment Count as of 4/1/2016 <hr/> Single: 17 Family: 55
*Family Premium Excise			\$7,346			
Total Estimated Excise Based on January 2016 Enrollments			\$492,436			

NOTE: This is purely an illustration. Calculations are done on stated thresholds from 2012 and are expected to change before 2020.

Stop Loss Renewal Options

- The City has two strong stop loss renewal options with the current stop loss carrier.
- Since projections are based on 24 months of claims, poor years will factor in to calculations.

	Option 1	Option 2
Specific Deductible	\$40,000	\$40,000
Premium Change	5% Decrease	3% Increase
Dollar Change	\$24,000 Decrease	\$15,000 Increase
Aggregating Specific	\$125,000	\$125,000
No New Laser Guarantee	None	Included
Not To Exceed Limit	None	Yes (45%)
Affect to Projected Funding Rates	2.51% Increase (\$50,607)	4.45% Increase (\$89,670)

Dental

- From 7/1/14 – 6/30/15, the Dental Plan ran \$20,500 below projected.
- From 7/1/15 – 4/30/16, the Dental Plan is \$4,900 below projected.
- Projected claims from both C&B and Delta Dental independently suggest the City can hold Dental Rates flat.
 - The City's administrative fees with Delta Dental will enter the final year of a 3-year rate guarantee.

Questions?

City of Lake Geneva

Group Long Term Disability
Effective Date: July 1, 2016

	SunLife (Current)	SunLife (Renewal)	UNUM	UNUM	Mutual of Omaha	Mutual of Omaha
Maximum Monthly Benefit	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
Covered Income	67% of monthly earnings	67% of monthly earnings	67% of monthly earnings	67% of monthly earnings	67% of monthly earnings	67% of monthly earnings
Elimination Period	180 days	180 days	180 days	90 days	180 days	90 days
Benefit Duration	SSNRA	SSNRA	SSNRA	SSNRA	SSNRA	SSNRA
Own Occupation	24 months	24 months	24 months Regular Occupation	24 months Regular Occupation	24 months	24 months
Residual Disability	Zero Day	Zero Day	Zero Day	Zero Day	Zero Day	Zero Day
Partial Disability (w/RTW?)	Included	Included	Included	Included	Included	Included
Social Security Offset	Family	Family	Family	Family	Family	Family
Pre-Ex Limitation	3/12	3/12	3/12	3/12	3/12	3/12
Other Limitations	See plan document	See plan document	See plan document	See plan document	See plan document	See plan document
Other Benefits	See plan document	See plan document	See plan document	See plan document	See plan document	See plan document
Contributory	Noncontributory	Noncontributory	Noncontributory	Noncontributory	Noncontributory	Noncontributory
Participation	100%	100%	100%	100%	100%	100%
Rate Guarantee		12 month	2 year	2 year	3 year	2 year
Rate per \$100 of monthly pay	.40	.476	0.37	0.48	0.38	0.51
Monthly Payroll Volume	\$326,440	\$326,440	\$326,440	\$326,440	\$326,440	\$326,440
Monthly Premium	\$1,306	\$1,554	\$1,208	\$1,567	\$1,240	\$1,665
Annual Premium	\$15,669	\$18,646	\$14,494	\$18,803	\$14,886	\$19,978
% increase over current		19%	-8%	20%	-5%	28%

We have endeavored to provide you with an accurate proposal based on the information given to us. Although we believe the rate and benefit information to be correct, please keep in mind that final rates and benefits are based upon actual enrollment and underwriting and must be approved by the Insurance Carrier. We assume no liability for rate differences and advise you not to cancel your prior coverage until final rating information and underwriting approval has been received from the carrier. This proposal is a summary of plan benefits; for complete details refer to the master Contract or Benefit Booklet.



Utilization Snapshot

Created exclusively for: **City of Lake Geneva**
 Covering the time period of: **August 1, 2015 – May 18, 2016**
 (9 months)

There are currently **67** employees enrolled with Patient Care.

During this time period our Advocates opened **84** service requests.

Service requests as a percentage of enrollment (utilization) was **125%** for the time period.

That's **167%** annualized utilization.

Categories of resolved service requests were...

<u>Category</u>	<u>Utilization %</u>
Access to Care	0%
Appeals/Grievances	0%
Authorization Issues	0%
Benefit Questions	37%
Choosing a Health Plan	6%
Claims/Billing Issues	15%
Cost Transparency	43%
Eligibility Issues	6%
FSA/HRA/HSA	0%
Network Questions	4%
Nurse Navigator	0%
Pharmacy Issues	1%
TOTAL	100%

Areas of savings were...

Claims/billing issues	\$2,220.46 employee savings
	\$0 employer savings
Cost Transparency	\$5,909.10 employee savings
	\$62,644.46 employer savings
Reward Payments	\$3,554.14

Questions? Contact your Account Manager!

Michelle Varelas

mvarelas@patientcare4u.com

Office: 414-274-4515

Mobile: 414-629-8035

City of Lake Geneva
 Stop Loss Market Summary
 07/01/2016-06/30/2017

Single	17
Family	56
Total	73

TPA or ASO Provider	CURRENT** SISCO	Renewal SISCO	Alternate 1 SISCO	Alternate 2 SISCO
PPO Network	HPS, Health EOS	HPS, Health EOS	HPS, Health EOS	HPS, Health EOS
TPA Administrative Fees (per ee/mo)				
Administration	\$19.60	\$20.70	\$20.70	\$20.70
Utilization Management	\$9.25	\$9.75	\$9.75	\$9.75
PPO Access Fee	\$3.65	\$3.65	\$3.65	\$3.65
	\$32.50	\$34.10	\$34.10	\$34.10
TOTAL ANNUAL ADMIN COSTS	\$28,470.00	\$29,871.60	\$29,871.60	\$29,871.60
Annual ACA Fees (Snapshot Factor Method)				
PCORI Fee (\$2.17 in 2016)	\$309.09	\$322.46	\$322.46	\$322.46
Reinsurance Fee (\$27 in 2016)	\$6,538.40	\$4,012.20	\$4,012.20	\$4,012.20
TOTAL ANNUAL ACA FEES	\$6,847.49	\$4,334.66	\$4,334.66	\$4,334.66
Stop Loss Contract Terms				
Stop Loss Carrier	Gerber Life	Gerber Life	Gerber Life	American Fidelity
Specific Deductible	\$40,000	\$40,000	\$40,000	\$40,000
Contract Type	24/12	24/12	24/12	24/12
Maximum Renewal Increase	none	none	45%	none
Specific Maximum Annual Benefit	Unlimited	Unlimited	Unlimited	Unlimited
Specific & Aggregate Includes	Medical & Rx Card	Medical & Rx Card	Medical & Rx Card	Medical & Rx Card
Laser Exposure	\$245,000	\$125,000	\$125,000	\$330,000
Specific Single Premium	\$246.49	\$234.25	\$255.33	\$225.64
Specific Family Premium	\$605.22	\$574.82	\$626.55	\$535.80
Aggregate Premium	\$26.91	\$25.57	\$25.57	\$16.00
Total Annual Specific Premium	\$456,991.80	\$434,066.04	\$473,131.98	\$406,088.16
Total Annual Aggregate Premium	\$23,573.16	\$22,399.32	\$22,399.32	\$14,016.00
TOTAL ANNUAL STOP LOSS PREMIUM	\$480,564.96	\$456,465.36	\$495,531.30	\$420,104.16
Estimated Total Fixed Costs & ACA Fees	\$515,882.45	\$490,671.62	\$529,737.57	\$454,310.42
Aggregate Attachment Factors				
Contract	24/12	24/12	24/12	24/12
Contract Includes	Medical & Rx Card	Medical & Rx Card	Medical & Rx Card	Medical & Rx Card
Single	\$973.86	\$1,032.99	\$1,032.99	\$1,190.92
Family	\$2,415.95	\$2,592.14	\$2,592.14	\$2,954.43
Aggregate Attachment Point				
Maximum Claims	\$1,822,186	\$1,952,648	\$1,952,648	\$2,228,325
Underwriters Expected Claims	\$1,702,749	\$1,687,118	\$1,687,118	\$2,112,660
<i>(aggregating specific + 80% of att pt + laser exp.)</i>				
Maximum Total Program Costs	\$2,583,068	\$2,568,320	\$2,607,386	\$3,012,635
Expected Total Program Costs	\$2,218,631	\$2,177,790	\$2,216,856	\$2,566,970
<i>(at 80% of attachment point + fixed)</i>				

This summary is intended to be a high level illustration. See the proposal for qualifications, contingencies including run in limits, minimum attachment points, and other qualifications/contingencies. Proposal not final and subject to disclosure, written renewal, etc. Contingencies available.

The prohibitions of Section [62-66](#) shall not apply to the following:

[\(1\)](#) Awnings, canopies and other permissible rooflike structures of which the hardware or firm portions do not extend at any point lower than seven feet above the sidewalk, street or alley, or of which the flexible cloth curtain or valance portions do not extend at any point lower than six feet, eight inches above the sidewalk, street or alley.

[\(2\)](#) Public utility encroachments authorized by the City.

[\(3\)](#) Goods, wares, merchandise or fixtures being loaded or unloaded which do not extend more than three feet on a sidewalk, provided such goods, wares, etc., do not remain thereon for more than three hours.

[\(4\)](#) Building materials when placed upon the street, alley or sidewalk, upon conditions prescribed by the City which may require such materials to be protected by barricades or appropriate lights. Parking metered areas require a permit from the Police Department.

[\(5\)](#) The delivery of fuel and other supplies for the occupant of any building on any business street by the backing of a truck or delivery vehicle on the first six feet of the sidewalk measured in from the curb, under the supervision of the Police Department between 9:00 p.m. and 10:00 a.m. on any day of the week, except Saturday and Sunday.

[\(6\)](#) Restaurants issued sidewalk cafe permits by the City Clerk for restaurant tables subject to the following conditions:

[Added 1-23-2012 by Ord. No. 12-02; 2-11-2013 by Ord. No. 13-04]

[a.](#) "Restaurant" means an establishment defined in § 254.61(5) Wis. Stats. or a **retail food establishment as defined under 97.30(1)(c) whose primary sales is composed of frozen dairy products.**

[b.](#) The use of sidewalks for restaurant tables shall only be permitted incidental to the operation of a restaurant which is contiguous to the sidewalk and within the side property lines of the contiguous restaurant under the following conditions:

[1.](#) The restaurant tables and seats shall not be located closer than two feet from the curb of the street as measured by the closest edge of the table or seat with an occupant seated therein to the street.

[2.](#) Bollards shall be strategically located at either end, and along the street edge of the outdoor restaurant seating area. Said bollards shall be temporary and not affixed to the sidewalks. From November 1 to April 30 said bollards, tables, and seats shall be removed each night when the restaurant closes.

[3.](#) All permittees shall ensure that all tables, chairs and bollards are properly secured during closing hours. Permittees shall be responsible for damage caused by their unsecured tables,

chairs and bollards, regardless of fault. Damage caused by improperly secured tables, chairs and bollards on more than one occasion may be grounds for revocation of the permit.

4. The restaurant applicant is able to meet all other existing requirements for the issuance of a permit to place restaurant tables on the public sidewalk.

5. Signs or other equipment shall not be attached to public amenities such as light poles, trees, planters, benches, street signs, etc.

6. All forms of heating devices are prohibited within the sidewalk cafe area.

7. All furnishings such as, but not limited to, bollards, umbrellas, tables, and chairs shall not include signage, logos, or text.

8. Primary (red, blue, and yellow) colors and fluorescent day glow and/or neon colors shall not be permitted. Where such colors constitute a component of a standardized corporate theme or identity, muted versions of such colors shall be used.

9. A minimum of one table shall be handicap/wheelchair accessible.

c. The application for the permit shall first be reviewed by the Director of Public Works and the Police Department, and no permit shall be issued unless a report is made by the Director of Public Works and the Police Chief that the proposed use will not unreasonably interfere with pedestrian or vehicular traffic.

1. A detailed, scaled plan of the proposed sidewalk cafe is required with the application.

d. In no event shall the uses permitted by this exception reduce the open portion of any sidewalk to less than five feet.

e. Alcohol may be served at or consumed at restaurant tables located on the sidewalk under the following conditions:

1. Bollards shall be connected in such a manner that the area where the restaurant tables are located appears as an enclosed area.

2. The holder of sidewalk cafe permit has properly included the sidewalk area under a properly issued alcohol beverage license. Service of alcoholic beverages in sidewalk cafes shall stop no later than 11:00 p.m. with all alcohol removed or consumed by 11:30 p.m. and the sidewalk cafe closing no later than 12:00 midnight.

3. Signage shall be displayed indicating that alcohol beverages may not be carried outside of the enclosed seating area.

4. Food service shall be required to be available at all times the sidewalk cafe is serving alcohol.

f. No permit shall be issued pursuant to this exception, unless the applicant furnishes to the City Clerk evidence of public liability insurance naming the City as a party insured insuring the City against liability resulting from the uses permitted herein. The coverage shall be in an amount not less than \$1,000,000.

g. Persons issued permits pursuant to this article shall maintain the sidewalk area in a clean, safe, and sanitary condition.

h. The annual permit fee for a sidewalk cafe permit shall be based upon the number of seats seated at a table. The number of seats at any table will be limited by the application and the permit fee paid. The fee per seat shall be set by resolution.

i. The permit fee issued hereunder is a privilege and not a right. A restaurant shall not permit tables and chairs to be placed on the sidewalk without a permit. A permit is valid from July 1 to June 30 of the following year. The permit may be revoked at any time for any reason in the sole discretion of the City, and the City is not obligated to return the permit fee will refund prorata a portion of any fee.

1. The permittee must submit an amended application and scaled plan and receive approval from the Director of Public Works and the Police Department prior to changing the layout or adding seats to the sidewalk cafe area.



Renewal Quotation For Crum & Forster Storage Tank Pollution Liability Coverage

May 9, 2016

INSURED:

City of Lake Geneva
626 Geneva St.
Lake Geneva, WI 53147
(262) 248-3673 Fax (262) 248-4715

We are pleased to offer this renewal quotation along with an application. Please review the application for accuracy and completeness, answer the questions, sign and return. Please advise in writing of any changes.

FACILITY ADDRESS AND NUMBER OF TANKS TO BE INSURED:

1 facilities per the attached Storage Tank Application 3 Storage Tanks

Limits of Insurance			Deductible
Per Pollution Incident	Total All Pollution Incidents	Defense Costs	Per Incident
\$1,000,000	\$1,000,000	\$250,000	\$5,000

Company: **Crum & Forster Specialty Insurance Company** Policy Form: **Claims Made** Retroactive Date: **6/14/2002**

With Terrorism Coverage Excluded (Select desired term)
 1 Year Premium \$683.00 **2 Year Premium** \$1,229.00
 + Policy Fee: \$270 (100% fully earned)
 + Supplier Fee: \$75
 + WI Tax: 3% of Premium + Fees

With Terrorism Coverage Provided: Premium, Filing Fee and Policy Fee as above

Terrorism Prem	\$100.00	Terrorism Prem	\$200.00
----------------	----------	----------------	----------

Premium is subject to 25% Minimum Earned.

Commission percentage is: 12%

Required Items in Order to Bind Coverage:

Completed Surplus Lines tax form
Completed & signed Storage Tank Application acceptable to the underwriter
 Premium payment required within 7-days of policy inception

This quotation is "Subject to" the following items:

SURPLUS LINES TAX FILING ACKNOWLEDGMENT

The producing broker is responsible for complying with surplus lines regulations in the applicable state and arranging for payment of the required state tax and /or stamping fee on this Policy. Please complete and return this form. Thank you.

INSURED INFORMATION:

Insured: City of Lake Geneva

Policy#: _____

Effective Date:#: _____

Policy Premium#: _____

Producer#: _____

Producer Mailing Address#: _____

Independently Procured Coverage(IPC)? Yes No

SURPLUS LINES BROKER INFORMATION

(The following licensed surplus line broker is handling all of the required filings and will pay the required taxes and fees, as indicated below.)

Surplus Lines Broker's Name(Person or Entry): _____

Surplus Lines Broker's Mailing Address: _____

Surplus Lines State: _____

Surplus Lines License #: _____

Surplus Lines Association #(SLA #): _____

(NJ domiciled risks only): _____

Surplus Lines Tax: _____

Surplus Lines Stamping Fee(if applicable): _____

Other Taxes or Fees: _____

**POLICYHOLDER DISCLOSURE
NOTICE OF TERRORISM
INSURANCE COVERAGE**

You are hereby notified that under the Terrorism Risk Insurance Act, as amended, you have a right to purchase insurance coverage for losses resulting from acts of terrorism, as defined in Section 102(1) of the Act: The term "act of terrorism" means human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the and the Attorney General of the United States—to be an act of terrorism; to be a violent act or an act that is dangerous to any act or acts that are certified by the Secretary of the Treasury—in consultation with the Secretary of Homeland Security case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM, SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS, WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS AN EXCLUSION FOR NUCLEAR EVENTS. UNDER THE FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES [85% through 2015; 84% beginning on January 1, 2016; 83% beginning on January 1, 2017; 82% beginning on January 1, 2018; 81% beginning on January 1, 2019 and 80% beginning on January 1, 2020] OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS THAT MAY BE COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

Acceptance or Rejection of Terrorism Insurance Coverage

<input type="checkbox"/>	I hereby elect to purchase terrorism coverage for a prospective premium of	<table border="1"> <tr> <td style="text-align: center;"><input type="checkbox"/> One Year</td> <td style="text-align: center;"><input type="checkbox"/> Two Year</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> \$100.00</td> <td style="text-align: center;"><input type="checkbox"/> \$200.00</td> </tr> </table>	<input type="checkbox"/> One Year	<input type="checkbox"/> Two Year	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$200.00	
<input type="checkbox"/> One Year	<input type="checkbox"/> Two Year						
<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$200.00						
<input type="checkbox"/>	I hereby decline to purchase terrorism coverage for certified acts of terrorism. I understand that I will have no coverage for losses resulting from certified acts of terrorism.						

City of Lake Geneva

 Named Insured

 Policyholder/Applicant's Signature

Crum & Forster Specialty Insurance Company

 Insurance Company

 Print Name

 Policy Number

 Date

NOTE: Excepting Hawaii domiciled insureds, if you do not complete and return this form or advise us otherwise in writing of your terrorism election then, a rejection of terrorism coverage will be deemed have been made. If you are domiciled in Hawaii, your failure to complete and return this form is deemed an acceptance of our terrorism offer.

EN0006-0215

<u>Tank#</u>	TANK INFORMATION			PIPING INFORMATION	TANK MONITORING INFORMATION		
3				<u>Install Date</u>	Auto Tank Gauge	N	
<u>in Use</u>	<u>Cap. Gal.</u>	<u>Contents</u>	<u>Install Date</u>	1998	Statistical Inventory	N	
Y	1,000	Diesel	1998	<u>Piping System</u>	Dipstick	Y	
	<u>Tank Position</u>	<u>Other Contents</u>	<u>Lined Date</u>	Steel, Sngl Wall	Interstitial	Y	
	Above			<u>Dispenser Type</u>	Visual	Y	
				Suction	Ground Water Mon	N	
	<u>Tank Construction</u>		<u>Tight Test Date</u>	<u>% Aboveground</u>	Oil/Water Sep	N	
	Steel, Dbl Wall			100	Spill/Overflow	Y	
					Vapor monitoring	N	
	TANK PROTECTION			PIPING PROTECTION	PIPE MONITORING		
Corrosion Protection	N	Concrete Dike	N	Corrosion Protection	N	Electronic	N
Painted/Coated	Y	Earthen Dike	N	Other	Y	Interstitial	N

- 1 - Are all tanks in compliance with current EPA and State regulations? _____
 Yes No If No, please provide details. (Attach separately)
- 2 - Do you own the tanks? _____
 Yes No If No, please provide the name & address of the tank owner. (Attach separately)
- 3 - Is the Applicant aware of any incident, fact, circumstance, or situation including any act, error or omission that may result in a claim being made against it or any other person or entity for which coverage is sought?
 Yes No
- 4 - Have any claims ever been made against the applicant or have any claims ever been reported under any Storage Tank policy?
 Yes No If Yes, please provide details. (Attach separately)
- 5 - Has the Applicant ever had any reportable releases or spills of regulated substances, hazardous waste or any other pollutants, as defined by the applicable environmental statutes and regulations?
 Yes No If Yes, please provide details. (Attach separately)
- 6 - Has there ever been any contamination at any owned facility prior to or during your tenancy, operation and/or ownership? _____
 Yes No If Yes, please provide details. (Attach separately)
- 7 - Are there any plans to close, remove or upgrade any tanks at any facility in the next 18 months? _____
 Yes No If Yes, please indicate anticipated closure/removal/upgrade date and plans. (Attach separately)
- 8 - Are there any additional insureds? _____
 Yes No If Yes, please provide the name(s) and address(es). (Attach separately)

REPRESENTATIONS AND WARRANTIES
NOTICE TO APPLICANT - PLEASE READ CAREFULLY

The undersigned authorized officer of the applicant declares that the statements set forth herein are true to the best of my knowledge and that no material fact has been omitted or misstated. The undersigned authorized officer agrees that if the information supplied on the application changes between the date of the application and the effective date of the insurance, he/she (undersigned) will immediately notify the insurer of such change, and the insurer may withdraw or modify any outstanding quotations and/or authorization or agreement to bind the insurance.

Signing of this application does not bind the applicant to purchase or the insurer to provide the insurance. Acceptance of the applicant by the company is required prior to quotation or binding of coverage or the issuance of a policy. It is agreed that this application and the reliance upon its contents shall be the basis of the issuance of a policy and shall be attached and made part of said policy.

FRAUD WARNING: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD OR DECEIVE ANY INSURANCE COMPANY, SUBMITS AN APPLICATION OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE, INCOMPLETE, OR MISLEADING INFORMATION MAY BE SUBJECT TO CIVIL OR CRIMINAL PENALTIES.

I HAVE READ AND FULLY UNDERSTAND THE QUESTIONS AND MY ANSWERS ON THIS APPLICATION. I UNDERSTAND THAT ANY OMISSION OR MISSTATEMENT OF ANY OF THE RESPONSES THAT ARE MATERIAL TO THE RISK ASSUMED (AS WELL AS ATTACHED TO THIS APPLICATION), MAY CAUSE THIS POLICY TO BECOME NULL AND VOID AND/OR MAY GIVE RISE TO A RESCISSION OF THE POLICY.

Applicant/Insured Signature: _____ Date: _____

Print Name and Title: _____

Producer Signature: _____ Date: _____

Print Name and Title: _____

Resolution 16-R29

WHEREAS, the Common Council approved the 2016 operating budget for the General Fund, and

WHEREAS, it was determined, in discussions with the City attorney, that there is a open accounts receivable item that is deemed doubtful to be collected, and

WHEREAS, it is the desire to have the City's accounts be current to report the financial status of the city in accordance with Generally Accepted Accounting Principles,

BE IT THEREFORE RESOLVED, that the Common Council adopt a resolution to write off the accounts receivable item listed below in the total of \$631.85 in the fiscal year 2016:

AP-22883	2/28/08	Primus annexation tax levy	\$631.85
----------	---------	----------------------------	----------

Adopted this 23rd day of May, 2016.

APPROVED:

Alan R. Kupsik, Mayor

ATTEST:

Sabrina Waswo, City Clerk

Resolution 16-R30

WHEREAS, the Common Council approved the 2016 General Fund Budget for the City of Lake Geneva for operations, and

WHEREAS, the Fire Department has a line item in the 2016 General Fund Budget for Fire Protection-Hydrant Rental to pay the Lake Geneva Water Utility to recover the cost of water for fighting fires and the extra capacity built into the system to rapidly deliver large volumes of water to a fire anywhere in the City as dictated by the Public Service Commission, and

WHEREAS, the Common Council decided in 2015 to move this charge to the Water Utility's users as a separate charge on the water bills but this could not happen until the PSC approved the change, and

WHEREAS, it took longer than expected for this change to be approved by the PSC and as a result the General Fund has to pay the 1st Quarter Fire Protection charge and only one month was budgeted for this, and

WHEREAS, the operating budget includes a contingency account for unforeseen expenses, which had an original budget of \$114,363.00 and has a current balance of \$95,210.14 and it is recommended to use these monies to fund this shortfall,

BE IT THEREFORE RESOLVED, that the Common Council adopt this budget resolution to adjust the 2016 General Fund Budget as follows:

Increase Acct # 11-22-10-5229, Fire Protection-Hydrant Rental by \$37,840,
Decrease Acct # 11-10-00-5780, Contingency Account, by \$37,840

Adopted this 23rd day of May, 2016.

APPROVED:

Alan R. Kupsik, Mayor

ATTEST:

Sabrina Waswo, City Clerk

CITY OF LAKE GENEVA

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



Memorandum

Date: May 20, 2016

To: Finance, License & Regulation Committee

From: Blaine Oborn, City Administrator

Subject: Discussion/Recommendation on Utility Ordinance changes and corresponding organization issues

To recap the issues of updating the Utility Ordinance and making changes to the Utility Commission, the following are the minutes of the Finance, License & Regulation Committee (FLR) from October 26, 2015:

Discussion/Recommendation on reorganization of Utility Commission and corresponding Ordinance Change

City Administrator Oborn stated the main focus will be on procedural changes, not program or physical changes. As an alternative to the Utility Commission becoming a committee, the Commission will be addressing the procedural items to align themselves more closely to the City. He went over 3 options listed in the packet and noted state statute does give them the option to mandate the City as the fiscal agent, which will reduce their independence. Mr. Kordus stated there has been a lot of discussion on this and there is a lot to go through yet. *Kordus/Wall motion to recommend continuance to the first meeting in January 2016. Unanimously carried.*

I held off on bringing the issue back to the FLR/City Council to allow the Utility Commission to make reform changes and to recommend utility ordinance changes.

At the October 26, 2015 FLR meeting I recommended at least some changes so the Utility Commission can come closer aligned with the City. The following are the recommended changes with a status update:

- 1) Implementation of City Employee Handbook. The Utility Commission has adopted an employee handbook similar to the City's.
- 2) Implement Wage Study. The Utility Commission has implemented the wage grades and provided pay changes similar to the City.
- 3) Create Budget for utility funds. The Utilities now have budgets.
- 4) Implement one audit in 2016. The City's auditor is scheduled to provide the 2016 audit in 2017.
- 5) Eliminate Utility Commission dinner. The dinner was cancelled.

- 6) Eliminated Utility Commission pay. The Utility Commission passed a motion eliminating salaries for Utility Commission member.
- 7) Allow City Administrator to become involved in Utility Commission operation through ordinance change. The Utility Commissions recommendation is attached along with other recommended changes.
- 8) Allow City to reimburse Utilities 34% for Director of Public Works services. The City has paid for 33% of the Director of Public Works salary.
- 9) Refrain from expenditures outside of water and sewer areas without City Council approval. The Utility Commission has passed a resolution to this affect.

I have attached the Utility Commissions recommended ordinance changes as Option 1. The proposal places the City Administrator on the Commission and eliminates one of the Aldermen seats on the Commission. This is not my recommendation but a step in the right direction. Other changes proposed by the Utility Commission are:

- 1) Eliminates requiring meeting at City Hall.
- 2) Updates to new Wisconsin Public Service Commission Rules.
- 3) Eliminates redundant Section 78-51 on Commission duties.
- 4) For the Water Ordinance it updates from Water Commission to Utility Commission.
- 5) Updates the Sewer Ordinance from City to Utility Commission.
- 6) Changes Sec. 78-358 so that the City's Engineer reviews instead designs new subdivisions.
- 7) Allow the Commission to be the decision maker for extending water and sewer outside City limits.

I have also presented my recommended Utility Ordinance changes as Option 2. This option eliminates the independent Utility Commission and provides for a Utility Committee to provide oversight and make recommendations to the City Council. Some of the additional changes are:

- 1) Implementation of City Employee Handbook. Ensures parity within the City.
- 2) Implementation of City's procurement and accounts payable procedures. The Utility currently manages its own finances with little oversight. One accounting system eliminates the City writing checks between departments and simplifies coordination.
- 3) Payroll/Payable staff to become under the direction of the Comptroller. More consistency and better accountability. Also allows for sharing of staff between Departments.
- 4) Update Organization with Administrator supervising the Director of Public Works & Utility. Provides for more accountability and transparency.
- 5) Implement wage study in conjunction with the rest of the City. The Utility Commission has moved toward parity under pressure but could revert back to past practice at anytime. Consolidation will ensure parity between departments.
- 6) Create Budget for utility funds and integrate into City annual budget process.
- 7) Implement one City audit in 2016. Planned for under either option assuming Commission does not revert from stated plan.
- 8) Commission dinner eliminated as it is not allowed under City policies.

- 9) Commission/Committee pay eliminated as no pay is in place in the City for Boards/Commissions/Committees.
- 10) Accounting System consolidation would likely take place in 1 to 3 years when the City Hall accounting system is anticipated to be upgraded.
- 11) Eliminate inconclusive supervision of the Director of Public Works and Utility.

The City Council could also do an in between consolidation of keeping the Utility Commission but putting the Finance under the City. This would address some of the issues.

The FLR and City Council can determine what direction to move in and direct the City Attorney to review the recommended changes. Also, the Utility Commission is postponing succession planning with the pending retirements of the Director of Public Works & Utility and Water Superintendent giving the City Council a chance to first consider possible organization changes and input on succession planning.

Option 1 - Recommended by the Utility Commission 3/10/16

Chapter 78. Utilities

ARTICLE I. IN GENERAL

Sec. 78-1. Composition and powers.

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

The Utility Commission shall be in charge of the City water and sewer utilities and shall ~~have of~~ all the power and duties of W.S.A., § 66.0805. There shall be seven members on the Utility Commission. The membership shall include the Mayor, ~~two one~~ Alderman, ~~the City Administrator,~~ and four citizens.

Sec. 78-2. Officers.

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

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

Sec. 78-3. Appointment.

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

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

Sec. 78-4. Term.

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

The citizen members shall each serve ~~four~~ ~~five~~-year terms. The terms of the citizen members shall be staggered so as to have one members' term expire each year. The Mayor, ~~Alderman,~~ and the ~~City Administrator~~ ~~Aldermen~~ shall serve ~~e~~~~terminously~~~~con~~~~terminously~~ with their respective terms/~~appointment~~ as Mayor, ~~and~~ Alderman, ~~and~~ City Administrator.

Sec. 78-5. Vacancy.

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

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

Sec. 78-6. Salary.

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

Members of the Utility Commission shall serve ~~with or~~ without a stipend.

Sec. 78-7. Quorum.

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

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

Sec. 78-8. Committee powers and duties.

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

The Utility Commission shall have the duties and powers as set forth in W.S.A., § 66.085, including those described below:

(1)

Meeting. The Utility Commission shall meet at least ~~quarterly~~ ~~semi-annually~~. The Commission may meet as necessary, or as called by the chairman or as called by a majority of the Commission. The City Clerk shall create and post all agendas for this committee. ~~All meetings shall be at City hall.~~

(2)

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

a.

Recommending utility ordinance amendments;

b.

Refining development plans;

c.

Reviewing and making recommendations on proposed improvements, additions, extensions, or changes to the facilities;

d.

Discussing issues of safety, function, maintenance needs, and policy;

e.

Planning for the effectuation of plant and infrastructure improvements; and

f.

Other planning the Commission deems necessary and essential for the improvement of the plant.

(3)

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

(4)

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

(5)

Construction work. The Commission shall immediately supervise any utility construction work.

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

ARTICLE II. WATER SERVICE

DIVISION 1. GENERALLY

Sec. 78-31. PSC rules adopted.

[Code 1992, § 13.02]

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

Schedule No.	Title
X-2	Water main extension rule
X-3	Water main installations in platted subdivisions
Cz-1	Water lateral installation charge
Mg-1	General service—Metered
F-1	Public fire—Protection service
Upf-1	Private fire—Protection service—Unmetered
Mpa-1	Public service
Ug-1	General water service—Unmetered
R-1	Reconnection charges
MgT-1	Seasonal, emergency or temporary service
X-1	Compliance with rules
X-1	Establishment of service
X-1.1	Service contract
X-1.2	Temporary metered supply, meter and deposits; water for construction
X-1.3	Use of hydrants for construction
X-1.4	Operation of valves and hydrants, and unauthorized use of water—Penalty; refunds of monetary deposits
X-1.5	Service connections (or water laterals)
X-1.6	Replacement and repair of service pipe
X-1.7	Thawing frozen services
X-1.8	Stop boxes; installation of meters; repairs to meters
X-1.9	Service piping for metered settings
X-1.10	Turning on water; failure to read meters
X-1.11	Complaint meter tests; inspection of premises; customers' deposits; new residential service
X-1.12	Existing residential service
X-1.13	Commercial and industrial service; conditions of deposit; refund of deposits
X-1.14	Other conditions; guarantee contracts
X-1.15	Disconnection and refusal of service: Reasons for disconnection; disconnection for delinquent accounts

Schedule No.	Title
X-1.16	Deferred payment agreement
X-1.17	Dispute procedures
X-1.18	Disconnection notice
X-1.19	Illness provision; deferred payment agreements
X-1.20	Surreptitious use of water
X-1.21	Vacation of premises; repairs to mains; duty of superintendent with respect to safety of the public
X-1.22	Handling water mains and service pipes in sewer or other trenches; settling main or service trenches
X-1.23	Protective devices
X-1.24	Purity of supply not to be impaired by cross connections
<u>*** See New Schedule Attached ***</u>	

Sec. 78-32. State code adopted.

[Code 1992, § 13.46(7)]

The City adopts by reference the state plumbing code, Chapters ILHR 81 — 86, Wis. Adm. Code. This section does not supersede the state and City plumbing codes but is supplementary to them.

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

[Code 1992, § 13.39]

No person other than an authorized employee of the City Utility Commission shall, without written authority, operate any valve within a stop box controlling the flow of water to any premises or break or tamper with the seal of any water meter in service or open or operate any hydrant connected with the distribution service or any valve thereon, except for purposes of extinguishing fires, whether such hydrant is the property of the City or has been placed by the owner for his own protection. No person shall wantonly injure or impair the same. Only persons authorized by the fire chief for fire purposes only and persons authorized by a proper City official are permitted to use hydrant wrenches in the operation of hydrants connected with the water supply of the utility. Permits for the use of hydrants apply only to such hydrants as are designated in the permit for the particular use specified.

Sec. 78-34. Thawing frozen services.

[Code 1992, § 13.40]

(a)

Frozen services shall be thawed out by and at the expense of the utility except where the freezing was caused by contributory fault or negligence on the part of the consumer such as reduction of the grade or undue exposure of the piping in the building or on consumer's property or failure to

comply with ~~Water Commission~~Utility Commission specifications and requirements as to depth of service, lack of sufficient backfill, etc.

(b)

Following the freezing of a service, the utility shall take such steps and issue such instructions as may be necessary to prevent the refreezing of the same service. No charge will be made for rethawing if the instructions are followed. If it is necessary to allow the water to flow to prevent refreezing, the customer shall make provision for proper disposal of the wastewater.

(c)

For the period in which the water is allowed to run, the consumer will be billed according to his meter reading, but in no event to exceed the average amount paid in the corresponding billing periods of the previous two years. A new consumer will be charged the average bill for other consumers of the same class receiving service under comparable conditions.

[Sec. 78-35. through Sec. 78-50. \(Reserved\)](#)

DIVISION 2. ADMINISTRATION

~~Sec. 78-51. Water Commission; powers and duties; composition; terms.~~

~~[Code 1992, § 13.01(1)]~~

~~The Water Commission shall have charge of the City water utility and shall have all of the powers and duties provided in W.S.A., § 66.068. The Water Commission shall consist of the following seven members: The Mayor, two Alderpersons appointed by the Mayor and approved by the Council and four citizens of the City appointed by the Mayor and approved by the Council. Citizen members shall serve five year terms, and the Mayor and Alderpersons shall serve terms coterminous with their respective terms as Mayor and Alderpersons.~~

[Sec. 78-52. through Sec. 78-65. \(Reserved\)](#)

DIVISION 3. METERS

[Sec. 78-66. Installation.](#)

[Code 1992, §§ 13.14, 13.16]

(a)

Meters will be furnished and placed by the ~~Water Commission~~Utility Commission. All meters shall be so located that they shall be safeguarded from obstructions and frost and to allow easy access thereto for reading and inspection. The location shall be designated by proper employees of the ~~Water Commission~~Utility Commission. No bypass or other connection between the meter and the main shall be maintained, unless specifically authorized by the ~~City~~Utility Commission.

(b)

In setting meters, all connections shall be made according to the rules and regulations of the ~~Water Commission~~Utility Commission. Water lines from outside the building to the meter shall be a minimum of one inch in diameter and free of any soldered joints. Meter horn or setters shall be required in installation of all meters up to and including one inch. Shutoff valves shall be

installed before and after the meter setter. A sealed bypass shall be required on all meters over one inch in size.

(c)

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

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

[Code 1992, § 13.17]

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

Sec. 78-68. Relocation.

[Code 1992, § 13.18]

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

Sec. 78-69. Testing—generally.

[Code 1992, § 13.19]

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

Sec. 78-70. Same—accuracy.

[Code 1992, § 13.21]

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

Sec. 78-71. Sealing.

[Code 1992, § 13.20]

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

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

[Code 1992, § 13.30]

(a)

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

(b)

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

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

[Code 1992, § 13.45]

(a)

Installation costs. Remote register or touch pad water meter attachments will be installed by the ~~Water Commission~~Utility Commission. The costs shall be borne by the utility.

(b)

Determination of priority of installations. The ~~Water Commission~~Utility Commission shall determine the priority of such installations for the purpose of efficiency as follows:

(1)

All new construction.

(2)

Presently difficult place to read.

(3)

All other installations desirable for the benefit of the utility.

(4)

Residences where occupants habitually or necessarily are absent.

(c)

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

(d)

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

(e)

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

(f)

Installation to be determined by ~~Water Commission~~Utility Commission. Owners of existing structures shall permit installation as determined by representatives of the ~~Water Commission~~Utility Commission.

[Sec. 78-74. through Sec. 78-90. \(Reserved\)](#)

[DIVISION 4. BILLING](#)

[Sec. 78-91. Quarterly rendering; penalty for unpaid bills.](#)

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

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

[Sec. 78-92. Discontinuance of service for nonpayment of bill.](#)

[Code 1992, § 13.32]

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

[Sec. 78-93. Estimated readings.](#)

[Code 1992, § 13.33]

Where meter readings cannot be obtained by reason of the premises being closed, an estimated bill will be submitted, based upon the consumption for the same quarter of the previous year or on such basis as may be deemed fair and equitable by the ~~City~~Utility Commission. This estimated bill shall be adjusted at the time the reading is obtainable in the course of the next reading period. When billing for service is thus based on an estimate and not on actual reading,

each bill shall be accompanied by a notice from the ~~Water Commission~~Utility Commission to that effect stating the reasons why actual readings are not submitted. Where readings cannot be obtained because right of access is unduly restricted, the rule in Section 78-182 shall apply.

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

[Code 1992, § 13.34]

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

Sec. 78-95. Charges for removing meter.

[Code 1992, § 13.35]

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

Sec. 78-96. Failure to receive bill.

[Code 1992, § 13.36]

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

Sec. 78-97. Deposits.

[Code 1992, § 13.37]

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

Sec. 78-98. Delinquent accounts.

[Code 1992, § 13.38]

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

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

DIVISION 5. CROSS CONNECTIONS

Sec. 78-116. Definitions.

[Code 1992, § 13.46(1)]

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

CROSS CONNECTION

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

Sec. 78-117. Prohibited generally; exception.

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

Installation or replacement of cross connections is prohibited. Interconnections between the utility water supply system and another water supply source (private; auxiliary; or emergency) is prohibited unless approved and permitted by the Utility Commission and as well as the Department of Natural Resources under Section NR 811.09(2), Wisconsin Administrative Code.

Sec. 78-118. Inspections.

[Code 1992, § 13.46(3)]

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

Sec. 78-119. Right of entry.

[Code 1992, § 13.46(4)]

Upon presentation of credentials, the representative of the utility shall have the right to request entry at any reasonable time to examine any property served by a connection to the public water system of the City for cross connections. If entry is refused, such representative shall obtain a special inspection warrant under W.S.A., § 66.122. On request, the owner, lessee or occupant of any property so served shall furnish to the inspection agency any pertinent information regarding the piping systems on such property.

Sec. 78-120. Discontinuance—generally.

[Code 1992, § 13.46(5)]

The utility is hereby authorized and directed to discontinue water service to any property wherein any connection in violation of this division exists, and to take such other precautionary measures deemed necessary to eliminate any danger of contamination of the public water system. Water

service shall be discontinued only after reasonable notice and opportunity for hearing under W.S.A., ch. 68, except as provided in Section [78-121](#). Water service to such property shall not be restored until the cross connection has been eliminated in compliance with this division.

[Sec. 78-121. Same—emergency.](#)

[Code 1992, § 13.46(6)]

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

[Sec. 78-122. Cross-connection control program.](#)

[Ord. No. 04-10, § I, 3-22-2004]

Pursuant to Wisconsin Administrative Code Section NR 811-09(1) the Utility Commission shall develop and implement a cross-connection control program. The cross-connection control program shall include at least the minimum requirements of Section NR 811-09(1)(a)(f). A record of the cross-connection control program shall be kept current and available for review by the public and the Department of Natural Resources.

[Sec. 78-123. through Sec. 78-135. \(Reserved\)](#)

[DIVISION 6. PRIVATE WELLS](#)

[Sec. 78-136. Purpose of division.](#)

[Code 1992, § 13.47(1)]

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

[Sec. 78-137. Penalty for violation of division.](#)

[Code 1992, § 13.47]

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

[Sec. 78-138. Filling; exception.](#)

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

All private wells located on any premises served by the utility water system shall be abandoned and properly filled pursuant to Utility Commission rule adopted under Section NR 811.10, Wisconsin Administrative Code.

Sec. 78-139. Well operation permits.

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

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

(1)

The well construction and pump installation meet the requirements of Chapter NR 812 of the Wisconsin Administrative Code.

(2)

Confirmation and/or certification that the Department of Natural Resources has approved the well construction and pump installation.

(3)

The well has a history of producing safe water and presently produces bacteriological safe water as evidenced by three samplings two weeks apart.

(4)

The proposed use of the well can be justified as being necessary in addition to water provided by the public water system.

Sec. 78-140. Methods.

[Code 1992, § 13.47(4)]

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

Sec. 78-141. Reports and inspection.

[Code 1992, § 13.47(5)]

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

Sec. 78-142. Wellhead protection.

Per statutory authority granted pursuant to W.S.A., §§ 61.34, 61.35, 62.23 and 66.052, any proposed new or proposed change in the size or character of an existing business, commercial, residual or industrial use within 1,200 feet of any City groundwater supply well shall have, in addition to City approvals, the written approval of the City [Water Commission Utility Commission](#). Any person wishing to propose a new or changed use as described in this section must make application to the [Water Commission Utility Commission](#) to include the description of the property to be used, description of use, drawing of the site and measures proposed to minimize groundwater contamination risk, if any. The City [Water Commission Utility Commission](#) will review the application for compliance with the provisions of this section and its wellhead protection policy. The [Water Commission Utility Commission](#) may withhold approval of a new or changed use for cause if the proposed new or changed use violates the wellhead

protection policy. To assist in the review process, the ~~Water Commission~~Utility Commission must request that the applicant cause to be conducted a detailed engineering study at the applicant's cost to determine the potential for contaminating the groundwater resource. Enforcement and penalty procedures are as described in Section 78-227 in addition to state and federal remedies available.

Sec. 78-143. through Sec. 78-155. (Reserved)

DIVISION 7. WATER MAIN EXTENSIONS

Sec. 78-156. Director of Public Works and Utilities to have charge of work.

[Code 1992, § 13.01(2)]

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

Sec. 78-157. Inspection when laying mains.

[Code 1992, § 13.05]

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

Sec. 78-158. Contract required prior to work.

[Code 1992, § 13.03]

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

Sec. 78-159. Construction to proceed upon order of Commission; provisions for fires; location of hydrants.

[Code 1992, § 13.04]

Extension of mains shall be made whenever ordered by the ~~Water Commission~~Utility Commission and as rapidly as can reasonably be done after approval by ~~Water Commission~~Utility Commission action. When installing mains, the system shall be so laid out as

to provide ample water in time of fire. The location of hydrants shall conform to the specifications of the American Waterworks Association.

Sec. 78-160. Rules for extensions.

[Code 1992, § 13.06]

Rules for extension shall be as follows:

(1)

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

(2)

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

(3)

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

(4)

Assessment of costs. When the ~~Water Commission~~Utility Commission shall have ordered the construction of any water main which shall become part of the public water system, the cost of the improvement shall be assessed against the lots, parts of lots or parcels of land which front upon the proposed line of the water main and which are specifically benefited thereby. On corner lots where water mains are constructed on both lot sides, a credit of 125 feet against the total water assessment for both sides shall be given. However, in no case shall such assessment be less than 60 feet. Special assessments for water mains shall be in accordance with the procedures under W.S.A., § 66.60.

(5)

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

(6)

Customer-financed basis in lieu of immediate assessment. Where the density of prospective consumers does not warrant immediate assessment for the mains, extensions will be made on a customer financed basis. The property owner shall be notified by certified mail that a deferred

assessment will be levied and become payable when the property is actually hooked up to the main or portions of the property benefited by its hookup or connection thereto.

a.

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

b.

As additional consumers are connected to a water main that was originally paid for by customer contributions, the utility will require a contribution from each new consumer. This contribution shall be determined by the utility on a front foot basis. The assessment rate shall be calculated using current prices for whatever size main is installed. This amount shall then be refunded pro rata to all consumers along the extension whose remaining contribution exceeds what would have been assessed under Subsections (4) and (5) of this section. Main extensions, outlots and backlots and dead-end lots, shall be assessed on the basis of a minimum lot which shall be 60 feet in width. In areas where lot dimensions are not proportionate, the utility shall make an assessment on the basis of area benefited by the main extension.

c.

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

d.

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

(7)

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

(8)

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

Sec. 78-161. Maps.

[Code 1992, § 13.07]

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

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

DIVISION 8. SERVICE CONNECTIONS

Sec. 78-176. Application.

[Code 1992, § 13.08]

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

Sec. 78-177. Installation of service.

[Code 1992, § 13.09]

(a)

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

(b)

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

(c)

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

Sec. 78-178. Service pipes—maintaining.

[Code 1992, § 13.10]

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

Sec. 78-179. Same—repairs.

[Code 1992, § 13.11]

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

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

[Code 1992, § 13.12]

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

Sec. 78-181. Turning on water.

[Code 1992, § 13.13]

In no case may water be turned on by any person other than an employee of the ~~Water Commission~~Utility Commission authorized to do this work, with the exception of a licensed plumber who may do so only after being specially authorized to do so by an officer of the ~~Water Commission~~Utility Commission and after having arranged for means whereby consumption of water may be determined by so doing.

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

[Code 1992, § 13.15]

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

discretion, notify the owner of the premises served that service will be discontinued unless access is given at a reasonable time.

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

[Code 1992, § 13.41]

(a)

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

(b)

Water mains; laying. Water mains laid outside the City limits shall be under the supervision and specifications of the ~~Water Commission~~ Utility Commission.

(c)

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

(d)

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

(e)

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

(f)

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

(g)

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

Sec. 78-184. Regulations for suburban service.

[Code 1992, § 13.42]

The following regulations govern water service outside the City:

(1)

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

(2)

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

(3)

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

(4)

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

(5)

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

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

DIVISION 9. FIRE PROTECTION

Sec. 78-201. Service.

[Code 1992, § 13.22]

(a)

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

(b)

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

Sec. 78-202. Combination fire protection system.

[Code 1992, § 13.23]

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

Sec. 78-203. Valves on automatic sprinklers.

[Code 1992, § 13.24]

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

Sec. 78-204. Private fire hydrant service.

[Code 1992, § 13.25]

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

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

[Code 1992, § 13.26]

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

(a)

Upon notice given at the ~~Water Commission~~Utility Commission office that such test is desired and the date and hour fixed when such test is to be made.

(b)

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

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

[Code 1992, § 13.27]

Any private fire protection system which is supplied with water from the City's system shall be supplied exclusively with City water, and no connection will be allowed with any other system which draws any part of its supply from another source whereby the City's water may be contaminated by failure to close valves or by leaking check valves, etc., and no auxiliary or secondary suction pipe to any pump taking water from a stream or any other source will be permitted. Any private fire protection system using water, in whole or in part, shall be kept separate from any such system which is supplied from the City water system.

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

[Code 1992, § 13.28]

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

Sec. 78-208. Consumer's risk.

[Code 1992, § 13.29]

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

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

[Code 1992, § 13.43]

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

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

ARTICLE III. SEWER SERVICE

DIVISION 1. GENERALLY

Sec. 78-226. Definitions.

[Code 1992, § 13.50]

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

[BOD \(BIOCHEMICAL OXYGEN DEMAND\)](#)

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

[BUILDING DRAIN](#)

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

[BUILDING SEWER](#)

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

[CATEGORY A](#)

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

[CATEGORY B](#)

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

[CHLORINE REQUIREMENT](#)

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

[CITY](#)

[Director of Public Works and Utilities, his authorized representative, or the City Building Inspector.](#)

[COMPATIBLE POLLUTANTS](#)

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

[DIRECTOR OF PUBLIC WORKS AND UTILITIES](#)

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

[EASEMENT](#)

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

[FLOATABLE OIL](#)

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

[GROUND GARBAGE](#)

The residue from the preparation, cooking, dispensing, handling, storage and sale of food products and produce that has been shredded to such a degree that all particles will be

carried freely in suspension under the flow conditions normally prevailing in public sewers with no particle greater than 1/2 of an inch in any dimension.

INCOMPATIBLE POLLUTANTS

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

INDUSTRIAL WASTE

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

NATURAL OUTLET

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

NORMAL DOMESTIC STRENGTH WASTEWATER

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

OPERATION AND MAINTENANCE COSTS

All costs associated with the operation and maintenance of the wastewater collection and treatment facilities, including administration and replacement costs, all as determined from time to time by the [City Utility Commission](#).

pH

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

PUBLIC SEWER

Any publicly owned sewer, storm drain or sanitary sewer.

REPLACEMENT COSTS

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

SANITARY SEWAGE

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

SANITARY SEWER

A sewer that carries sewage or wastewater.

SEWAGE

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

SEWER

A pipe or conduit that carries wastewater or drainage water.

SEWER SERVICE CHARGE

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

SLUG

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

STANDARD METHODS

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

STORM SEWER OR DRAIN

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

SUSPENDED SOLIDS

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

UNPOLLUTED WATER

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

WASTEWATER

The spent water of a community or person. From the standpoint of source, it may be a combination of the liquid and watercarried wastes from residences, commercial buildings, industrial plants and institutions, together with any groundwater, surface water and stormwater that may be present.

WASTEWATER COLLECTION FACILITIES OR WASTEWATER COLLECTION SYSTEM

The structures and equipment required to collect and carry wastewater.

WASTEWATER TREATMENT FACILITY

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

WISCONSIN POLLUTANT DISCHARGE ELIMINATION SYSTEM (WPDES) PERMIT

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

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

[Code 1992, § 13.65]

(a)

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

[\(b\)](#)

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

[\(c\)](#)

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

[\(d\)](#)

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

[\(e\)](#)

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

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

[Code 1992, § 13.66]

Any user, permit applicant or permit holder affected by any decision, action or determination, including cease and desist orders, made by the director of public works and utilities interpreting the provisions of this article or in any permit issued in this article, may appeal such action under the procedures of Chapter [2](#) of this Code.

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

[Code 1992, § 13.67]

[\(a\)](#)

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

[\(1\)](#)

Maintain a proportionate distribution of operation and maintenance expenses among sewer users based on the wastewater volume and pollutant loadings discharged by the users.

[\(2\)](#)

Generate sufficient revenues to pay the operation and maintenance expenses of the wastewater collection and treatment facilities.

(3)

Apply excess revenues collected from a class of users to the operation and maintenance expenses attributable to that class of users for the next year and adjust the sewer service charge rates accordingly.

(b)

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

(c)

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

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

[Code 1992, § 13.55]

(a)

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

(b)

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

(c)

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

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

DIVISION 2. USE OF PUBLIC SEWERS

Sec. 78-246. Sanitary sewers.

[Code 1992, § 13.51(1)]

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

Sec. 78-247. Storm sewers.

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

(a)

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

(b)

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

(c)

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

(d)

Findings and purpose.

(1)

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

a.

Diminish the capacity of Lake Geneva and streams within its watershed to support fish, aquatic life, recreational, and water supply uses by increasing loading of nutrients and other urban pollutants;

b.

Degrade physical stream habitat by increasing stream bank erosion, increasing stream bed scour, diminishing groundwater recharge, and diminishing stream base flows;

c.

Alter wetland communities by changing wetland hydrology and by increasing pollutant loads;

d.

Reduce the quality of groundwater by increasing pollutant loads;

e.

Threaten public health, safety, property, and general welfare by overtaxing storm sewers, drainage ways and other minor drainage facilities;

f.

Threaten public health, safety, property, and general welfare by increasing major flood peaks and volumes;

g.

Undermine floodplain management efforts by increasing the incidence and levels of flooding; and

h.

Diminish the public enjoyment of natural resources.

[\(2\)](#)

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

[\(e\)](#)

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

[\(f\)](#)

Definitions.

[\(1\)](#)

AGRICULTURAL LAND USE — Use of land for planting, growing, cultivating and harvesting of crops for human or livestock consumption and pasturing or yarding of livestock.

[\(2\)](#)

APPLICANT — The landowner or one of the landowners and/or land user or users of a site subject to this section.

[\(3\)](#)

CLEAN FILL — Uncontaminated rock, stone, sand, soil, brick, building stone, concrete, reinforced concrete, broken pavement, and unpainted or untreated wood.

[\(4\)](#)

CHANNEL — A natural or artificial watercourse constructed, with a definite bed and banks to confine and conduct the normal flow of water.

[\(5\)](#)

CONTROL MEASURE — A practice or combination of practices to control erosion, storm water and attendant pollution.

[\(6\)](#)

DEPARTMENT — The Wisconsin Department of Natural Resources.

[\(7\)](#)

DETENTION BASIN — A type of storm water basin which has a direct outlet and serves to reduce water velocities and peak flows by out lotting at designed flow rates (to temporarily detain water flows). A detention basin is considered wet if they are greater than three feet deep from the permanent water level to the bottom of the basin.

[\(8\)](#)

DESIGN STORM — A hypothetical discrete rainstorm characterized by specific duration, temporal distribution, rainfall intensity, return frequency and total depth of rainfall.

[\(9\)](#)

DISTURBED AREA — A site which, due to land developing or disturbing activities, has or will experience disturbance or destruction of the existing land surface and/or vegetative cover.

[\(10\)](#)

EROSION — The detachment and movement of soil sediment or rock fragments by means of water, ice or gravity.

[\(11\)](#)

IMPERVIOUS SURFACE — A surface through which rainfall does not infiltrate. Rooftops, sidewalks, parking lots, and street surfaces are examples of impervious surfaces.

[\(12\)](#)

LAND DEVELOPING ACTIVITY — The construction or erection of buildings, roads, parking lots, paved storage areas and other structures.

[\(13\)](#)

LAND DISTURBING ACTIVITY — Any man-made construction upon or change of the land surface including removal of vegetative cover, excavating, filling and grading but not including agricultural land uses such as planting, growing, cultivating and harvesting of crops; growing and tending of gardens; harvesting of trees.

[\(14\)](#)

LANDOWNER — Any person holding title to or having an interest in a parcel of land which includes a site subject to this section.

[\(15\)](#)

LAND USER — Any person operating upon, leasing, or renting land, or having made any other arrangements with the landowner by which the land user engages in uses of land which are sites subject to this section.

[\(16\)](#)

OFF-SITE — Located outside the property boundary described in the permit application for land development activity.

[\(17\)](#)

PERFORMANCE SECURITY — A performance bond, maintenance bond, surety bond, irrevocable letter of credit, or similar guarantees submitted to the City by the permit holder to assure that requirements of the section are carried out in compliance with the stormwater management plan.

[\(18\)](#)

PRE-DEVELOPMENT LAND USE CONDITION — Land which has runoff characteristics equivalent to runoff Curve Numbers (CNs) of: 30, 58, 71, and 78 for Hydrologic Soil Groups A, B, C, and D, respectively. This term is used for the purpose of matching of pre- and post-development stormwater peak flows and volumes as required by this section.

[\(19\)](#)

RETENTION BASIN — A type of stormwater basin, which has no direct outlet and empties by infiltration to the natural soil surface and by evaporation (to retain all water).

[\(20\)](#)

RUNOFF — The rainfall, snow melt, or irrigation water flowing over the ground surface.

[\(21\)](#)

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

[\(22\)](#)

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

[\(23\)](#)

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

[\(24\)](#)

STORMWATER — Precipitation runoff, snow melt runoff, surface runoff and drainage.

[\(25\)](#)

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

[\(26\)](#)

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

(27)

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

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

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

(g)

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

(h)

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

(i)

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

(1)

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

a.

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

b.

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

c.

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

d.

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

(2)

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

a.

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

b.

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

c.

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

d.

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

e.

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

f.

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

g.

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

h.

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

i.

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

j.

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

k.

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

l.

Stormwater quality practices installed in compliance with this section must remove 80% of the suspended solids. This condition may be met by stormwater practices that are designed to store for a minimum of 24 hours, the runoff volume resulting from 1.5 inches of rain over a four-hour period. Other methods that accomplish the 80% removal of suspended solids can be used upon approval by the City.

m.

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

n.

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

(j)

Permit application, stormwater control plan, and permit issuance.

(1)

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

(2)

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

(3)

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

a.

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

1.

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

2.

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

3.

One hundred-year floodplains, flood fringes and floodways;

4.

Location of the predominant soil types;

5.

Vegetative cover;

6.

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

7.

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

8.

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

b.

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

c.

All factors used to calculate peak flows from pre- and post-development conditions and storm water storage volume requirements. The stormwater control plan must specify the factors for each hydrologic unit analyzed including: per cent impervious; curve number; soil hydrologic group; time of concentration factors (slope, length, Manning's "n" for overland, shallow, and concentrated flow); and acres of each land use.

(4)

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

(5)

Permits.

a.

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

b.

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

c.

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

1.

Notify the City within 72 hours of commencing any land developing or disturbing activity.

2.

Notify the City of completion of any control measures within 14 days after their installation.

3.

Obtain permission in writing from the City prior to modifying the control plan.

4.

Install all control measures as identified in the approved control plan;

5.

Maintain all road drainage systems, stormwater drainage systems, control measures and other facilities identified in the control plan.

6.

Allow the City or designee to enter the site for the purpose of inspecting compliance with the stormwater control plan or performing any work necessary to bring the site into compliance with the stormwater control plan; and

7.

Keep a copy of the stormwater control plan on the site.

(k)

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

(l)

Enforcement.

(1)

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

The City or designee may go on the land and commence the work after 24 hours from issuing the notice of intent. The costs of the work performed by the City or designee, plus interest at the

rate authorized by the City shall be billed to the permittee or the landowner. In the event a permittee or landowner fails to pay the amount due, the Clerk shall enter the amount due on the tax rolls and collect as a special assessment against the property pursuant to W.S.A. § 66.60(16).

(2)

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

(3)

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

(4)

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

(5)

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

(6)

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

(7)

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

(m)

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

(n)

Appeals.

(1)

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

a.

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

b.

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

c.

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

(2)

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

(o)

Fees.

(1)

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

(2)

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

Sec. 78-248. Prohibited wastes and waters.

[Code 1992, § 13.51(3)]

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

(1)

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

(2)

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

(3)

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

(4)

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

(5)

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

Wastes or wastewaters discharged to the sanitary sewers shall not exceed the following limitations:

a.

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

b.

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

c.

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

d.

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

e.

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

f.

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

g.

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

h.

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

i.

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

j.

Materials which exert or cause:

1.

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

2.

Unusual volume of flow or concentration of wastes constituting slugs.

3.

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

4.

Excessive discoloration such as, but not limited to, dye wastes and vegetable tanning solutions.
[k.](#)

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

Sec. 78-249. WPDES permit.

[Code 1992, § 13.51(4)]

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

Sec. 78-250. Special arrangements.

[Code 1992, § 13.51(5)]

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

Sec. 78-251. New connections.

[Code 1992, § 13.51(6)]

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

Sec. 78-252. Sewer connection required.

[Code 1992, § 13.51(7)]

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

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

DIVISION 3. SEWER CONSTRUCTION AND CONNECTIONS

Sec. 78-266. Work to be authorized.

[Code 1992, § 13.56(1)]

No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb the public sewers, lateral or appurtenances thereof without first obtaining a written permit from the [CityUtility Commission](#).

Sec. 78-267. Cost of sewer connections.

[Code 1992, § 13.56(2)]

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

Sec. 78-268. Permit charges.

[Code 1992, § 13.56(3)]

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

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

[Code 1992, § 13.56(4)]

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

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

[Code 1992, § 13.56(5)]

Old building sewers may be used in connection with new buildings only when they are found on examination and test by the [CityUtility Commission](#) to meet all requirements for this article.

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

[Code 1992, § 13.56(6)]

The size, slope, alignment, materials of construction of a building sewer and the methods to be used in excavating, placing of the pipe, jointing, testing and backfilling the trench shall conform to the requirements of the building and plumbing codes or other applicable rules and regulations of the City. In the absence of code provisions or in amplification of such codes, the materials and procedures set forth in appropriate specifications of the ASTM, Department of Commerce

Section 83 and WEF Manual of Practice No. 9 shall apply. All construction material products must be approved in writing by the director of public works and utilities prior to use.

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

[Code 1992, § 13.56(7)]

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

Sec. 78-273. Stormwater and groundwater drains.

[Code 1992, § 13.56(8)]

(a)

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

(b)

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

Sec. 78-274. Conformance to plumbing codes.

[Code 1992, § 13.56(9)]

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

Sec. 78-275. Inspection of connection.

[Code 1992, § 13.56(10)]

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

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

[Code 1992, § 13.56(11)]

All excavations for a building sewer installation shall be adequately guarded with barricades and lights to protect the public from hazard. Streets, sidewalks, parkways and other public property

disturbed in the course of the work shall be restored in a manner satisfactory to the City. The City may require slurry backfill in high traffic areas or when time is of the essence.

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

[Code 1992, § 13.56(12)]

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

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

DIVISION 4. RATES AND CHARGES

*Subdivision I
In General*

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

*Subdivision II
Basis for Sewer Service Charges*

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

[Code 1992, § 13.53(1)]

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

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

[Code 1992, § 13.53(2)]

(a)

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

(b)

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

(c)

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

Sec. 78-313. Deduct meters.

[Code 1992, § 13.53(3)]

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

Sec. 78-314. Sewer service charges.

[Code 1992, § 13.53(4)]

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

Sec. 78-315. Private supply water customers.

[Code 1992, § 13.53(5)]

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

Sec. 78-316. Reassignment of sewer users.

[Code 1992, § 13.53(6)]

The [CityUtility Commission](#) will reassign sewer users into appropriate sewer service charge categories if wastewater flow monitoring and sampling programs, or other related information, indicate a change of categories is necessary.

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

[Code 1992, § 13.53(7)]

(a)

All sewer service charge revenues collected for replacement costs shall be deposited in a separate and distinct fund to be used solely for replacement costs. All sewer service charge revenues collected for other operation and maintenance expenses, and for payment of principal and interest on general obligation bonds, shall also be deposited in a separate and distinct fund.

(b)

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

Sec. 78-318. Charge for toxic pollutants.

[Code 1992, § 13.53(8)]

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

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

Subdivision III Billing Practices

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

[Code 1992, § 13.54(2)]

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

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

[Code 1992, § 13.54(3)]

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

Sec. 78-338. Penalties.

[Code 1992, § 13.54(4)]

(a)

Such sewer service charges levied by the CityUtility Commission against the sewer users in accordance with this division shall be a debt due to the CityUtility Commission and shall be a lien upon the property. If this debt is not paid within 20 days after it shall become due, it shall be

deemed delinquent and may be placed on the next year's tax roll and collected as other taxes are collected.

(b)

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

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

DIVISION 5. SEWER EXTENSIONS

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

[Code 1992, § 13.57]

(a)

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

(b)

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

Sec. 78-357. Utility district extensions.

[Code 1992, § 13.58]

(a)

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

(b)

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

(c)

Notice of hearing; contents. The director of public works and utilities shall then cause notice of a public hearing to be given stating the nature of the proposed work or improvement, the general boundary lines of the proposed assessment area including, in the discretion of the director of

public works and utilities, a small map thereof, the place and time at which the preliminary cost estimate may be inspected and the place and time at which all interested persons may appear before the City Council and be heard.

(d)

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

(e)

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

(f)

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

Sec. 78-358. Developer extensions.

[Code 1992, § 13.59]

(a)

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

(b)

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

(c)

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

(d)

Developer's response to bid; costs for City's expenses deducted from developer's deposit. Should the developer determine that the cost of the proposed project is over that which he wishes to invest, all bids will be rejected, the contract will not be awarded and the project dropped. All

costs incurred by the City for engineering, legal and administrative expenses up to this point shall be deducted from the developer's 10% deposit, and any monies remaining shall be returned to the developer. If the costs incurred by the City are greater than the developer's 10% deposit, the developer shall make appropriate payment to the City.

(e)

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

(f)

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

(g)

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

(h)

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

[Sec. 78-359. through Sec. 78-375. \(Reserved\)](#)

[DIVISION 6. PROHIBITED DISCHARGES](#)

[Sec. 78-376. Enumeration.](#)

[Code 1992, § 13.60(1)]

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

[Sec. 78-377. Containment, cleanup and restoration.](#)

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

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

Sec. 78-378. Site access.

[Code 1992, § 13.60(3)]

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

Sec. 78-379. Public protection.

[Code 1992, § 13.60(4)]

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

Sec. 78-380. Enforcement of division.

[Code 1992, § 13.60(5)]

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

Sec. 78-381. Civil liability.

[Code 1992, § 13.60(6)]

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

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

[Code 1992, § 13.60(7)]

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

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

DIVISION 7. INDUSTRIAL WASTE CONTROL

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

[Code 1992, § 13.52(1)]

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

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

[Code 1992, § 13.52(2)]

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

[\(a\)](#)

Reject the wastes.

[\(b\)](#)

Require pretreatment to an acceptable condition for discharge to the public sewers.

[\(c\)](#)

Require control over the quantities and rates of discharge.

[\(d\)](#)

Require payment to cover the added cost of handling and treating the wastes not covered by existing taxes or sewer charges under the provisions of this article.

Sec. 78-398. Control manholes.

[Code 1992, § 13.52(3)]

[\(a\)](#)

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

[\(b\)](#)

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

[\(c\)](#)

Control manholes, access facilities and related equipment shall be installed by the person discharging the waste, at such person's expense, and shall be maintained by the person so as to be

in safe condition, accessible and in proper operating condition at all times. Plans for installation of the control manholes or access facilities and related equipment shall be approved by the City prior to the beginning of construction.

Sec. 78-399. Measurement of flow.

[Code 1992, § 13.52(4)]

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

Sec. 78-400. Metering of waste.

[Code 1992, § 13.59(5)]

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

Sec. 78-401. Waste sampling.

[Code 1992, § 13.52(6)]

[\(a\)](#)

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

[\(b\)](#)

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

[\(c\)](#)

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

Sec. 78-402. Pretreatment.

[Code 1992, § 13.52(7)]

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

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

[Code 1992, § 13.52(8)]

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

Sec. 78-404. Analyses.

[Code 1992, § 13.52(9)]

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

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

[Code 1992, § 13.52(10)]

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

Sec. 78-406. Review fees.

[Code 1992, § 13.52(11)]

Any fees that are incurred by the [CityUtility Commission](#) for review of plans and specifications, compliance reports, operational reports or other analysis and any costs associated with taking and analyzing samples shall be the responsibility of the person discharging the waste. The Department of Public Works will advise the owner regarding the anticipated fees prior to the performance of the work. Any such fees incurred and not paid shall become a lien upon the property upon which such services were rendered.

ARTICLE IV. WATER SOFTENERS

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

Sec. 78-407. Regulation in new construction.

All water softeners installed in residential and commercial buildings after April 1, 2012, shall regenerate water based upon a metering device or sensor, or be equipped with a regeneration tank within the contents of the tank that can be removed and disposed of off-site. Water softeners which regenerate based on a time clock are prohibited.

Option 2 - Recommended by the City Administrator 5/20/16

Chapter 78. Utilities

ARTICLE I. IN GENERAL

Sec. 78-1. Composition and powers.

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

The Water Utility and the Wastewater Utilities shall operate as separate utilities under the administration of the Utility Committee Commission shall be in charge of the City water and sewer utilities and shall have of all the power and duties of W.S.A., § 66.0805. There shall be seven members on the Utility Committee Commission. The membership shall include the Mayor, two Aldermen, and four citizens.

Sec. 78-2. Officers.

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

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

Sec. 78-3. Appointment.

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

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

Sec. 78-4. Term.

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

The citizen members shall each serve four ~~five~~-year terms. The terms of the citizen members shall be staggered so as to have one members' term expire each year. The Mayor and the Aldermen shall serve conterminously with their respective terms as Mayor and Aldermen.

Sec. 78-5. Vacancy.

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

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

Sec. 78-6. Salary.

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

Members of the Utility Committee Commission shall serve ~~with or~~ without a stipend.

Sec. 78-7. Quorum.

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

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

Sec. 78-8. Committee powers and duties.

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

The Utility ~~Committee~~Commission shall have the duties ~~and powers as set forth in W.S.A., § 66.085, including those~~as described below:

(1)

Meeting. The Utility ~~Committee~~Commission shall meet at least ~~quarterly~~semi-annually. The ~~Committee~~Commission may meet as necessary, or as called by the chairman or as called by a majority of the ~~Commission. The City~~Committee Clerk shall create and post all agendas for this committee. ~~All meetings shall be at City hall.~~

(2)

Duties. The Utility ~~Committee~~Commission shall ~~advise the City Council and City Administrator have the entire charge, regarding~~ management and direction of the City water and sewer utilities of the City. The duties of the Utility ~~Committee~~Commission shall include, but shall not be limited to:

a.

Recommending utility ordinance amendments;

b.

Refining water and sewer utility development plans;

c.

Reviewing and making recommendations on proposed improvements, additions, extensions, or changes to the water and sewer facilities;

d.

Discussing issues of safety, function, maintenance needs, and policy concerning water and sewer utilities;

e.

Planning for the effectuation of water and sewer plants and infrastructure improvements; and

f.

Other planning the ~~Committee~~Commission deems necessary and essential for the improvement of the water and sewer plants.

(3)

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

(4)

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

(5)

~~Construction work. The Commission shall immediately supervise any utility construction work.~~

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

ARTICLE II. WATER SERVICE

DIVISION 1. GENERALLY

Sec. 78-31. PSC rules adopted.

[Code 1992, § 13.02]

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

Schedule No.	Title
X-2	Water main extension rule
X-3	Water main installations in platted subdivisions
Cz-1	Water lateral installation charge
Mg-1	General service—Metered
F-1	Public fire—Protection service
Upf-1	Private fire—Protection service—Unmetered
Mpa-1	Public service
Ug-1	General water service—Unmetered
R-1	Reconnection charges
MgT-1	Seasonal, emergency or temporary service
X-1	Compliance with rules
X-1	Establishment of service
X-1.1	Service contract
X-1.2	Temporary metered supply, meter and deposits; water for construction
X-1.3	Use of hydrants for construction
X-1.4	Operation of valves and hydrants, and unauthorized use of water—Penalty; refunds of monetary deposits
X-1.5	Service connections (or water laterals)
X-1.6	Replacement and repair of service pipe
X-1.7	Thawing frozen services
X-1.8	Stop boxes; installation of meters; repairs to meters
X-1.9	Service piping for metered settings
X-1.10	Turning on water; failure to read meters
X-1.11	Complaint meter tests; inspection of premises; customers' deposits; new residential service
X-1.12	Existing residential service
X-1.13	Commercial and industrial service; conditions of deposit; refund of deposits

Schedule No.	Title
X-1.14	Other conditions; guarantee contracts
X-1.15	Disconnection and refusal of service; Reasons for disconnection; disconnection for delinquent accounts
X-1.16	Deferred payment agreement
X-1.17	Dispute procedures
X-1.18	Disconnection notice
X-1.19	Illness provision; deferred payment agreements
X-1.20	Surreptitious use of water
X-1.21	Vacation of premises; repairs to mains; duty of superintendent with respect to safety of the public
X-1.22.	Handling water mains and service pipes in sewer or other trenches; settling main or service trenches
X-1.23	Protective devices
X-1.24	Purity of supply not to be impaired by cross connections
*** <u>See New Schedule Attached</u> ***	

Sec. 78-32. State code adopted.

[Code 1992, § 13.46(7)]

The City adopts by reference the state plumbing code, Chapters ILHR 81 — 86, Wis. Adm. Code. This section does not supersede the state and City plumbing codes but is supplementary to them.

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

[Code 1992, § 13.39]

No person other than an authorized employee of the City shall, without written authority, operate any valve within a stop box controlling the flow of water to any premises or break or tamper with the seal of any water meter in service or open or operate any hydrant connected with the distribution service or any valve thereon, except for purposes of extinguishing fires, whether such hydrant is the property of the City or has been placed by the owner for his own protection. No person shall wantonly injure or impair the same. Only persons authorized by the fire chief for fire purposes only and persons authorized by a proper City official are permitted to use hydrant wrenches in the operation of hydrants connected with the water supply of the utility. Permits for the use of hydrants apply only to such hydrants as are designated in the permit for the particular use specified.

Sec. 78-34. Thawing frozen services.

[Code 1992, § 13.40]

(a)

Frozen services shall be thawed out by and at the expense of the utility except where the freezing was caused by contributory fault or negligence on the part of the consumer such as reduction of the grade or undue exposure of the piping in the building or on consumer's property or failure to comply with ~~Water Commission~~City specifications and requirements as to depth of service, lack of sufficient backfill, etc.

(b)

Following the freezing of a service, the utility shall take such steps and issue such instructions as may be necessary to prevent the refreezing of the same service. No charge will be made for rethawing if the instructions are followed. If it is necessary to allow the water to flow to prevent refreezing, the customer shall make provision for proper disposal of the wastewater.

(c)

For the period in which the water is allowed to run, the consumer will be billed according to his meter reading, but in no event to exceed the average amount paid in the corresponding billing periods of the previous two years. A new consumer will be charged the average bill for other consumers of the same class receiving service under comparable conditions.

[Sec. 78-35. through Sec. 78-50. \(Reserved\)](#)

DIVISION 2. ADMINISTRATION

~~Sec. 78-51. Water Commission; powers and duties; composition; terms.~~

~~[Code 1992, § 13.01(1)]~~

~~The Water Commission shall have charge of the City water utility and shall have all of the powers and duties provided in W.S.A., § 66.068. The Water Commission shall consist of the following seven members: The Mayor, two Alderpersons appointed by the Mayor and approved by the Council and four citizens of the City appointed by the Mayor and approved by the Council. Citizen members shall serve five-year terms, and the Mayor and Alderpersons shall serve terms coterminous with their respective terms as Mayor and Alderpersons.~~

[Sec. 78-52. through Sec. 78-65. \(Reserved\)](#)

DIVISION 3. METERS

[Sec. 78-66. Installation.](#)

[Code 1992, §§ 13.14, 13.16]

(a)

Meters will be furnished and placed by the ~~City~~Water Commission. All meters shall be so located that they shall be safeguarded from obstructions and frost and to allow easy access thereto for reading and inspection. The location shall be designated by proper employees of the ~~City~~Water Commission. No bypass or other connection between the meter and the main shall be maintained, unless specifically authorized by the City.

(b)

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

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

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

[Code 1992, § 13.17]

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

Sec. 78-68. Relocation.

[Code 1992, § 13.18]

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

Sec. 78-69. Testing—generally.

[Code 1992, § 13.19]

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

Sec. 78-70. Same—accuracy.

[Code 1992, § 13.21]

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

Sec. 78-71. Sealing.

[Code 1992, § 13.20]

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

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

[Code 1992, § 13.30]

(a)

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

(b)

Premises which are entirely vacant, the service to which has been cut off at the curb box by the [Water CommissionCity](#), shall be considered permanently vacant.

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

[Code 1992, § 13.45]

(a)

Installation costs. Remote register or touch pad water meter attachments will be installed by the [Water CommissionCity](#). The costs shall be borne by the utility.

(b)

Determination of priority of installations. The [Water CommissionCity](#) shall determine the priority of such installations for the purpose of efficiency as follows:

(1)

All new construction.

(2)

Presently difficult place to read.

(3)

All other installations desirable for the benefit of the utility.

(4)

Residences where occupants habitually or necessarily are absent.

(c)

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

(d)

Compliance with section. Each owner of any building constructed hereafter which is or is required to be served by a public water utility shall comply with the provisions of this section.

Prior to final approval of construction by the building inspector and issuance of any certificate of completion or remodeling, the provisions of this section shall be complied with.

(e)

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

(f)

Installation to be determined by ~~Water Commission~~City. Owners of existing structures shall permit installation as determined by representatives of the ~~Water Commission~~City.

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

DIVISION 4. BILLING

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

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

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

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

[Code 1992, § 13.32]

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

Sec. 78-93. Estimated readings.

[Code 1992, § 13.33]

Where meter readings cannot be obtained by reason of the premises being closed, an estimated bill will be submitted, based upon the consumption for the same quarter of the previous year or on such basis as may be deemed fair and equitable by the City. This estimated bill shall be adjusted at the time the reading is obtainable in the course of the next reading period. When

billing for service is thus based on an estimate and not on actual reading, each bill shall be accompanied by a notice from the [Water Commission](#) City to that effect stating the reasons why actual readings are not submitted. Where readings cannot be obtained because right of access is unduly restricted, the rule in Section [78-182](#) shall apply.

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

[Code 1992, § 13.34]

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

Sec. 78-95. Charges for removing meter.

[Code 1992, § 13.35]

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

Sec. 78-96. Failure to receive bill.

[Code 1992, § 13.36]

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

Sec. 78-97. Deposits.

[Code 1992, § 13.37]

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

Sec. 78-98. Delinquent accounts.

[Code 1992, § 13.38]

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

[Sec. 78-99. through Sec. 78-115. \(Reserved\)](#)

[DIVISION 5. CROSS CONNECTIONS](#)

[Sec. 78-116. Definitions.](#)

[Code 1992, § 13.46(1)]

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

[CROSS CONNECTION](#)

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

[Sec. 78-117. Prohibited generally; exception.](#)

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

Installation or replacement of cross connections is prohibited. Interconnections between the utility water supply system and another water supply source (private; auxiliary; or emergency) is prohibited unless approved and permitted by the [Utility Commission](#) and as well as the Department of Natural Resources under Section NR 811.09(2), Wisconsin Administrative Code.

[Sec. 78-118. Inspections.](#)

[Code 1992, § 13.46(3)]

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

[Sec. 78-119. Right of entry.](#)

[Code 1992, § 13.46(4)]

Upon presentation of credentials, the representative of the utility shall have the right to request entry at any reasonable time to examine any property served by a connection to the public water system of the City for cross connections. If entry is refused, such representative shall obtain a special inspection warrant under W.S.A., § 66.122. On request, the owner, lessee or occupant of any property so served shall furnish to the inspection agency any pertinent information regarding the piping systems on such property.

[Sec. 78-120. Discontinuance—generally.](#)

[Code 1992, § 13.46(5)]

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

[Sec. 78-121. Same—emergency.](#)

[Code 1992, § 13.46(6)]

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

[Sec. 78-122. Cross-connection control program.](#)

[Ord. No. 04-10, § I, 3-22-2004]

Pursuant to Wisconsin Administrative Code Section NR 811-09(1) the ~~Utility Commission~~City shall develop and implement a cross-connection control program. The cross-connection control program shall include at least the minimum requirements of Section NR 811-09(1)(a)(f). A record of the cross-connection control program shall be kept current and available for review by the public and the Department of Natural Resources.

[Sec. 78-123. through Sec. 78-135. \(Reserved\)](#)

[DIVISION 6. PRIVATE WELLS](#)

[Sec. 78-136. Purpose of division.](#)

[Code 1992, § 13.47(1)]

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

[Sec. 78-137. Penalty for violation of division.](#)

[Code 1992, § 13.47]

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

[Sec. 78-138. Filling; exception.](#)

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

All private wells located on any premises served by the utility water system shall be abandoned and properly filled pursuant to ~~Utility Commission~~City rule adopted under Section NR 811.10, Wisconsin Administrative Code.

Sec. 78-139. Well operation permits.

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

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

(1)

The well construction and pump installation meet the requirements of Chapter NR 812 of the Wisconsin Administrative Code.

(2)

Confirmation and/or certification that the Department of Natural Resources has approved the well construction and pump installation.

(3)

The well has a history of producing safe water and presently produces bacteriological safe water as evidenced by three samplings two weeks apart.

(4)

The proposed use of the well can be justified as being necessary in addition to water provided by the public water system.

Sec. 78-140. Methods.

[Code 1992, § 13.47(4)]

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

Sec. 78-141. Reports and inspection.

[Code 1992, § 13.47(5)]

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

Sec. 78-142. Wellhead protection.

Per statutory authority granted pursuant to W.S.A., §§ 61.34, 61.35, 62.23 and 66.052, any proposed new or proposed change in the size or character of an existing business, commercial, residual or industrial use within 1,200 feet of any City groundwater supply well shall have, in addition to City approvals, the written approval of the City ~~Water Commission~~. Any person wishing to propose a new or changed use as described in this section must make application to the ~~Water Commission~~City to include the description of the property to be used, description of use, drawing of the site and measures proposed to minimize groundwater contamination risk, if

any. The City ~~Water Commission~~City will review the application for compliance with the provisions of this section and its wellhead protection policy. The ~~Water Commission~~City may withhold approval of a new or changed use for cause if the proposed new or changed use violates the wellhead protection policy. To assist in the review process, the ~~Water Commission~~City must request that the applicant cause to be conducted a detailed engineering study at the applicant's cost to determine the potential for contaminating the groundwater resource. Enforcement and penalty procedures are as described in Section 78-227 in addition to state and federal remedies available.

Sec. 78-143. through Sec. 78-155. (Reserved)

DIVISION 7. WATER MAIN EXTENSIONS

Sec. 78-156. Director of Public Works and Utilities to have charge of work.

[Code 1992, § 13.01(2)]

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

Sec. 78-157. Inspection when laying mains.

[Code 1992, § 13.05]

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

Sec. 78-158. Contract required prior to work.

[Code 1992, § 13.03]

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

Sec. 78-159. Construction to proceed upon order of ~~Commission~~City; provisions for fires; location of hydrants.

[Code 1992, § 13.04]

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

Sec. 78-160. Rules for extensions.

[Code 1992, § 13.06]

Rules for extension shall be as follows:

(1)

Initiation. Extensions to existing water mains shall be initiated by application in writing to the [Water Commission City](#). The [Water Commission City](#) will authorize the preparation of the plans which will be prepared by the engineer of the [Water Commission City](#).

(2)

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

(3)

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

(4)

Assessment of costs. When the [Water Commission City](#) shall have ordered the construction of any water main which shall become part of the public water system, the cost of the improvement shall be assessed against the lots, parts of lots or parcels of land which front upon the proposed line of the water main and which are specifically benefited thereby. On corner lots where water mains are constructed on both lot sides, a credit of 125 feet against the total water assessment for both sides shall be given. However, in no case shall such assessment be less than 60 feet. Special assessments for water mains shall be in accordance with the procedures under W.S.A., § 66.60.

(5)

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

(6)

Customer-financed basis in lieu of immediate assessment. Where the density of prospective consumers does not warrant immediate assessment for the mains, extensions will be made on a

customer financed basis. The property owner shall be notified by certified mail that a deferred assessment will be levied and become payable when the property is actually hooked up to the main or portions of the property benefited by its hookup or connection thereto.

a.

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

b.

As additional consumers are connected to a water main that was originally paid for by customer contributions, the utility will require a contribution from each new consumer. This contribution shall be determined by the utility on a front foot basis. The assessment rate shall be calculated using current prices for whatever size main is installed. This amount shall then be refunded pro rata to all consumers along the extension whose remaining contribution exceeds what would have been assessed under Subsections (4) and (5) of this section. Main extensions, outlots and backlots and dead-end lots, shall be assessed on the basis of a minimum lot which shall be 60 feet in width. In areas where lot dimensions are not proportionate, the utility shall make an assessment on the basis of area benefited by the main extension.

c.

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

d.

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

(7)

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

(8)

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

Sec. 78-161. Maps.

~~[Code 1992, § 13.07]~~

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

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

DIVISION 8. SERVICE CONNECTIONS

Sec. 78-176. Application.

[Code 1992, § 13.08]

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

Applications shall be accompanied by the fee schedule on file in the office of the Director of Public Works and Utilities~~Water Commission~~.

Sec. 78-177. Installation of service.

[Code 1992, § 13.09]

(a)

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

(b)

Trenches. No water service shall be laid through any trench having cinders, rubbish or any other material which may cause injury to or deterioration of the service pipe, unless adequate means of protection are provided by sand filling or such insulation as may be approved by the utility.

Service pipes passing through curb or retaining walls shall be adequately safeguarded by the provision of a channel space or pipe casing not less than twice the diameter of the service pipe and the space between the service pipe and the channel or pipe casing shall be filled and lightly caulked with oakum, mastic cement or other resilient material and made impervious to moisture.

(c)

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

Sec. 78-178. Service pipes—maintaining.

[Code 1992, § 13.10]

The service pipe from the main to the curb box shall be maintained and kept in repair at the expense of the City. However, the consumer shall maintain the service pipe from the curb box to

the property and the City shall not make allowance for the loss of water which has passed through the meter and has been wasted by leakage or defective pipes and fixtures.

Sec. 78-179. Same—repairs.

[Code 1992, § 13.11]

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

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

[Code 1992, § 13.12]

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

Sec. 78-181. Turning on water.

[Code 1992, § 13.13]

In no case may water be turned on by any person other than an employee of the ~~Water Commission~~City authorized to do this work, with the exception of a licensed plumber who may do so only after being specially authorized to do so by an officer of the ~~Water Commission~~City and after having arranged for means whereby consumption of water may be determined by so doing.

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

[Code 1992, § 13.15]

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

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

[Code 1992, § 13.41]

(a)

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

(b)

Water mains; laying. Water mains laid outside the City limits shall be under the supervision and specifications of the [Water Commission City](#).

(c)

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

(d)

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

(e)

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

(f)

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

(g)

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

Sec. 78-184. Regulations for suburban service.

[Code 1992, § 13.42]

The following regulations govern water service outside the City:

(1)

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

(2)

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

(3)

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

(4)

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

(5)

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

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

DIVISION 9. FIRE PROTECTION

Sec. 78-201. Service.

[Code 1992, § 13.22]

(a)

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

(b)

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

Sec. 78-202. Combination fire protection system.

[Code 1992, § 13.23]

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

Sec. 78-203. Valves on automatic sprinklers.

[Code 1992, § 13.24]

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

Sec. 78-204. Private fire hydrant service.

[Code 1992, § 13.25]

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

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

[Code 1992, § 13.26]

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

(a)

Upon notice given at the ~~Water Commission~~City office that such test is desired and the date and hour fixed when such test is to be made.

(b)

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

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

[Code 1992, § 13.27]

Any private fire protection system which is supplied with water from the City's system shall be supplied exclusively with City water, and no connection will be allowed with any other system which draws any part of its supply from another source whereby the City's water may be contaminated by failure to close valves or by leaking check valves, etc., and no auxiliary or secondary suction pipe to any pump taking water from a stream or any other source will be

permitted. Any private fire protection system using water, in whole or in part, shall be kept separate from any such system which is supplied from the City water system.

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

[Code 1992, § 13.28]

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

Sec. 78-208. Consumer's risk.

[Code 1992, § 13.29]

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

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

[Code 1992, § 13.43]

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

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

ARTICLE III. SEWER SERVICE

DIVISION 1. GENERALLY

Sec. 78-226. Definitions.

[Code 1992, § 13.50]

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

BOD (BIOCHEMICAL OXYGEN DEMAND)

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

BUILDING DRAIN

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

BUILDING SEWER

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

CATEGORY A

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

CATEGORY B

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

CHLORINE REQUIREMENT

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

CITY

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

COMPATIBLE POLLUTANTS

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

DIRECTOR OF PUBLIC WORKS AND UTILITIES

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

EASEMENT

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

FLOATABLE OIL

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

GROUND GARBAGE

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

INCOMPATIBLE POLLUTANTS

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

INDUSTRIAL WASTE

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

NATURAL OUTLET

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

NORMAL DOMESTIC STRENGTH WASTEWATER

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

OPERATION AND MAINTENANCE COSTS

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

pH

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

PUBLIC SEWER

Any publicly owned sewer, storm drain or sanitary sewer.

REPLACEMENT COSTS

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

SANITARY SEWAGE

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

SANITARY SEWER

A sewer that carries sewage or wastewater.

SEWAGE

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

SEWER

A pipe or conduit that carries wastewater or drainage water.

SEWER SERVICE CHARGE

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

SLUG

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

STANDARD METHODS

The examination and analytical procedures in the most recent edition of "Standard Methods for the Examination of Water and Wastewater," published jointly by the

American Public Health Association, the American Water Works Association and the Water Pollution Control Federation.

STORM SEWER OR DRAIN

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

SUSPENDED SOLIDS

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

UNPOLLUTED WATER

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

WASTEWATER

The spent water of a community or person. From the standpoint of source, it may be a combination of the liquid and watercarried wastes from residences, commercial buildings, industrial plants and institutions, together with any groundwater, surface water and stormwater that may be present.

WASTEWATER COLLECTION FACILITIES OR WASTEWATER COLLECTION SYSTEM

The structures and equipment required to collect and carry wastewater.

WASTEWATER TREATMENT FACILITY

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

WISCONSIN POLLUTANT DISCHARGE ELIMINATION SYSTEM (WPDES) PERMIT

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

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

[Code 1992, § 13.65]

(a)

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

(b)

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

(c)

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

(d)

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

(e)

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

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

[Code 1992, § 13.66]

Any user, permit applicant or permit holder affected by any decision, action or determination, including cease and desist orders, made by the director of public works and utilities interpreting the provisions of this article or in any permit issued in this article, may appeal such action under the procedures of Chapter 2 of this Code.

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

[Code 1992, § 13.67]

(a)

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

(1)

Maintain a proportionate distribution of operation and maintenance expenses among sewer users based on the wastewater volume and pollutant loadings discharged by the users.

(2)

Generate sufficient revenues to pay the operation and maintenance expenses of the wastewater collection and treatment facilities.

(3)

Apply excess revenues collected from a class of users to the operation and maintenance expenses attributable to that class of users for the next year and adjust the sewer service charge rates accordingly.

(b)

Annual notification. The City shall notify its sewer users annually about the sewer service charge rates. The notification shall show what portion of the rates are attributable to the operation and

maintenance expenses and debt service costs of the wastewater collection and treatment facilities. The notification may occur in conjunction with a regular bill or by publication.

(c)

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

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

[Code 1992, § 13.55]

(a)

Right of entry. The director of public works and utilities or other authorized employee of the City bearing proper credentials and identification shall be permitted to enter all properties for the purpose of inspection, observation or testing in accordance with the provisions of this article.

(b)

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

(c)

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

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

DIVISION 2. USE OF PUBLIC SEWERS

Sec. 78-246. Sanitary sewers.

[Code 1992, § 13.51(1)]

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

Sec. 78-247. Storm sewers.

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

(a)

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

(b)

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

(c)

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

(d)

Findings and purpose.

(1)

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

a.

Diminish the capacity of Lake Geneva and streams within its watershed to support fish, aquatic life, recreational, and water supply uses by increasing loading of nutrients and other urban pollutants;

b.

Degrade physical stream habitat by increasing stream bank erosion, increasing stream bed scour, diminishing groundwater recharge, and diminishing stream base flows;

c.

Alter wetland communities by changing wetland hydrology and by increasing pollutant loads;

d.

Reduce the quality of groundwater by increasing pollutant loads;

e.

Threaten public health, safety, property, and general welfare by overtaxing storm sewers, drainage ways and other minor drainage facilities;

f.

Threaten public health, safety, property, and general welfare by increasing major flood peaks and volumes;

g.

Undermine floodplain management efforts by increasing the incidence and levels of flooding; and

h.

Diminish the public enjoyment of natural resources.

(2)

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

(e)

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

(f)

Definitions.

(1)

AGRICULTURAL LAND USE — Use of land for planting, growing, cultivating and harvesting of crops for human or livestock consumption and pasturing or yarding of livestock.

[\(2\)](#)

APPLICANT — The landowner or one of the landowners and/or land user or users of a site subject to this section.

[\(3\)](#)

CLEAN FILL — Uncontaminated rock, stone, sand, soil, brick, building stone, concrete, reinforced concrete, broken pavement, and unpainted or untreated wood.

[\(4\)](#)

CHANNEL — A natural or artificial watercourse constructed, with a definite bed and banks to confine and conduct the normal flow of water.

[\(5\)](#)

CONTROL MEASURE — A practice or combination of practices to control erosion, storm water and attendant pollution.

[\(6\)](#)

DEPARTMENT — The Wisconsin Department of Natural Resources.

[\(7\)](#)

DETENTION BASIN — A type of storm water basin which has a direct outlet and serves to reduce water velocities and peak flows by out lotting at designed flow rates (to temporarily detain water flows). A detention basin is considered wet if they are greater than three feet deep from the permanent water level to the bottom of the basin.

[\(8\)](#)

DESIGN STORM — A hypothetical discrete rainstorm characterized by specific duration, temporal distribution, rainfall intensity, return frequency and total depth of rainfall.

[\(9\)](#)

DISTURBED AREA — A site which, due to land developing or disturbing activities, has or will experience disturbance or destruction of the existing land surface and/or vegetative cover.

[\(10\)](#)

EROSION — The detachment and movement of soil sediment or rock fragments by means of water, ice or gravity.

[\(11\)](#)

IMPERVIOUS SURFACE — A surface through which rainfall does not infiltrate. Rooftops, sidewalks, parking lots, and street surfaces are examples of impervious surfaces.

[\(12\)](#)

LAND DEVELOPING ACTIVITY — The construction or erection of buildings, roads, parking lots, paved storage areas and other structures.

[\(13\)](#)

LAND DISTURBING ACTIVITY — Any man-made construction upon or change of the land surface including removal of vegetative cover, excavating, filling and grading but not including agricultural land uses such as planting, growing, cultivating and harvesting of crops; growing and tending of gardens; harvesting of trees.

[\(14\)](#)

LANDOWNER — Any person holding title to or having an interest in a parcel of land which includes a site subject to this section.

[\(15\)](#)

LAND USER — Any person operating upon, leasing, or renting land, or having made any other arrangements with the landowner by which the land user engages in uses of land which are sites subject to this section.

[\(16\)](#)

OFF-SITE — Located outside the property boundary described in the permit application for land development activity.

[\(17\)](#)

PERFORMANCE SECURITY — A performance bond, maintenance bond, surety bond, irrevocable letter of credit, or similar guarantees submitted to the City by the permit holder to assure that requirements of the section are carried out in compliance with the stormwater management plan.

[\(18\)](#)

PRE-DEVELOPMENT LAND USE CONDITION — Land which has runoff characteristics equivalent to runoff Curve Numbers (CNs) of: 30, 58, 71, and 78 for Hydrologic Soil Groups A, B, C, and D, respectively. This term is used for the purpose of matching of pre- and post-development stormwater peak flows and volumes as required by this section.

[\(19\)](#)

RETENTION BASIN — A type of stormwater basin, which has no direct outlet and empties by infiltration to the natural soil surface and by evaporation (to retain all water).

[\(20\)](#)

RUNOFF — The rainfall, snow melt, or irrigation water flowing over the ground surface.

[\(21\)](#)

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

[\(22\)](#)

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

[\(23\)](#)

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

[\(24\)](#)

STORMWATER — Precipitation runoff, snow melt runoff, surface runoff and drainage.

[\(25\)](#)

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

[\(26\)](#)

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

[\(27\)](#)

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

Flow Regime	Pre-Development	Post-Development
Overland flow (length \leq 300 feet)	$n = 0.35$	$n \leq 0.25$

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

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

(g)

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

(h)

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

(i)

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

(1)

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

a.

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

b.

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

c.

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

d.

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

(2)

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

a.

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

b.

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

c.

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

d.

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

e.

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

f.

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

g.

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

h.

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

i.

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

j.

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

k.

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

l.

Stormwater quality practices installed in compliance with this section must remove 80% of the suspended solids. This condition may be met by stormwater practices that are designed to store for a minimum of 24 hours, the runoff volume resulting from 1.5 inches of rain over a four-hour period. Other methods that accomplish the 80% removal of suspended solids can be used upon approval by the City.

m.

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

n.

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

(j)

Permit application, stormwater control plan, and permit issuance.

(1)

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

(2)

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

(3)

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

a.

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

1.

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

2.

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

3.

One hundred-year floodplains, flood fringes and floodways;

4.

Location of the predominant soil types;

5.

Vegetative cover;

6.

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

7.

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

8.

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

b.

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

c.

All factors used to calculate peak flows from pre- and post-development conditions and storm water storage volume requirements. The stormwater control plan must specify the factors for each hydrologic unit analyzed including: per cent impervious; curve number; soil hydrologic group; time of concentration factors (slope, length, Manning's "n" for overland, shallow, and concentrated flow); and acres of each land use.

(4)

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

(5)

Permits.

a.

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

b.

Performance security. As a condition of approval and issuance of the permit, the City may require the applicant to deposit a letter of credit or cash escrow in the amount of not less than the cost of constructing the storm water practices. The guarantee shall include all phases of the plan from the clearing and stockpiling operations to final grading and landscaping including a maintenance guarantee for a period of not less than two years from the recording of the document or commencement of construction, whichever occurs first. An agreement will be a part of this guarantee, which will give the City authority to use the funds to complete the project if the developer defaults or does not properly implement the approved plan. This agreement shall be received by the City prior to issuance of any permits and shall be effective for a sufficient time period to perform the activities required, make the appropriate inspections and approve the

final installation. The City may extend the agreement beyond its original expiration date if necessary due to unexpected or unforeseen circumstances beyond the control of the developer. A performance bond shall be replaced with a maintenance guarantee for a stated period of time and in an amount equal to a percentage of the cost of the construction of the improvements and a cost overrun of 15%.

c.

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

1.

Notify the City within 72 hours of commencing any land developing or disturbing activity.

2.

Notify the City of completion of any control measures within 14 days after their installation.

3.

Obtain permission in writing from the City prior to modifying the control plan.

4.

Install all control measures as identified in the approved control plan;

5.

Maintain all road drainage systems, stormwater drainage systems, control measures and other facilities identified in the control plan.

6.

Allow the City or designee to enter the site for the purpose of inspecting compliance with the stormwater control plan or performing any work necessary to bring the site into compliance with the stormwater control plan; and

7.

Keep a copy of the stormwater control plan on the site.

(k)

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

(l)

Enforcement.

(1)

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

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

(2)

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

(3)

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

(4)

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

(5)

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

(6)

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

(7)

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

(m)

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

(n)

Appeals.

(1)

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

a.

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

b.

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

c.

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

(2)

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

(o)

Fees.

(1)

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

(2)

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

Sec. 78-248. Prohibited wastes and waters.

[Code 1992, § 13.51(3)]

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

(1)

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

(2)

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

(3)

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

(4)

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

(5)

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

a.

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

b.

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

c.

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

d.

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

e.

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

f.

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

g.

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

h.

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

i.

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

j.

Materials which exert or cause:

1.

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

2.

Unusual volume of flow or concentration of wastes constituting slugs.

3.

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

4.

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

k.

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

Sec. 78-249. WPDES permit.

[Code 1992, § 13.51(4)]

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

Sec. 78-250. Special arrangements.

[Code 1992, § 13.51(5)]

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

Sec. 78-251. New connections.

[Code 1992, § 13.51(6)]

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

Sec. 78-252. Sewer connection required.

[Code 1992, § 13.51(7)]

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

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

DIVISION 3. SEWER CONSTRUCTION AND CONNECTIONS

Sec. 78-266. Work to be authorized.

[Code 1992, § 13.56(1)]

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

Sec. 78-267. Cost of sewer connections.

[Code 1992, § 13.56(2)]

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

Sec. 78-268. Permit charges.

[Code 1992, § 13.56(3)]

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

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

[Code 1992, § 13.56(4)]

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

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

[Code 1992, § 13.56(5)]

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

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

[Code 1992, § 13.56(6)]

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

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

[Code 1992, § 13.56(7)]

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

Sec. 78-273. Stormwater and groundwater drains.

[Code 1992, § 13.56(8)]

(a)

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

(b)

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

Sec. 78-274. Conformance to plumbing codes.

[Code 1992, § 13.56(9)]

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

Sec. 78-275. Inspection of connection.

[Code 1992, § 13.56(10)]

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

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

[Code 1992, § 13.56(11)]

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

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

[Code 1992, § 13.56(12)]

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

[Sec. 78-278. through Sec. 78-295. \(Reserved\)](#)

DIVISION 4. RATES AND CHARGES

*Subdivision I
In General*

[Sec. 78-296. through Sec. 78-310. \(Reserved\)](#)

*Subdivision II
Basis for Sewer Service Charges*

[Sec. 78-311. Sewer users served by water utility meters.](#)

[Code 1992, § 13.53(1)]

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

[Sec. 78-312. Sewer users served by private wells.](#)

[Code 1992, § 13.53(2)]

[\(a\)](#)

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

[\(b\)](#)

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

[\(c\)](#)

For users where, in the opinion of the director of public works and utilities, it is unnecessary or impractical to install meters, the quantity of wastewater may be based upon an estimate prepared by the City. This estimate shall be based upon a rational determination of the wastewater discharged and may consider such factors as the number of fixtures, seating capacity, population

equivalent, annual production of goods and services or such other determinants of water use necessary to estimate the wastewater volume discharged.

Sec. 78-313. Deduct meters.

[Code 1992, § 13.53(3)]

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

Sec. 78-314. Sewer service charges.

[Code 1992, § 13.53(4)]

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

Sec. 78-315. Private supply water customers.

[Code 1992, § 13.53(5)]

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

Sec. 78-316. Reassignment of sewer users.

[Code 1992, § 13.53(6)]

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

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

[Code 1992, § 13.53(7)]

(a)

All sewer service charge revenues collected for replacement costs shall be deposited in a separate and distinct fund to be used solely for replacement costs. All sewer service charge revenues collected for other operation and maintenance expenses, and for payment of principal and interest on general obligation bonds, shall also be deposited in a separate and distinct fund.

(b)

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

Sec. 78-318. Charge for toxic pollutants.

[Code 1992, § 13.53(8)]

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

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

*Subdivision III
Billing Practices*

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

[Code 1992, § 13.54(2)]

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

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

[Code 1992, § 13.54(3)]

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

Sec. 78-338. Penalties.

[Code 1992, § 13.54(4)]

(a)

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

(b)

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

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

DIVISION 5. SEWER EXTENSIONS

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

[Code 1992, § 13.57]

(a)

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

(b)

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

Sec. 78-357. Utility district extensions.

[Code 1992, § 13.58]

(a)

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

(b)

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

(c)

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

(d)

Approval, disapproval or modification; Council resolution upon approval. After the hearing, the Council may approve, disapprove or modify the proposed sewer extension or assessment

determinations. When the City Council determines to proceed with the improvement, it will approve the plans and specifications and adopt a resolution directing such improvement be carried out in accordance with the report as finally approved and providing for the terms of payment.

(e)

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

(f)

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

Sec. 78-358. Developer extensions.

[Code 1992, § 13.59]

(a)

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

(b)

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

(c)

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

(d)

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

(e)

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

(f)

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

(g)

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

(h)

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

[Sec. 78-359. through Sec. 78-375. \(Reserved\)](#)

DIVISION 6. PROHIBITED DISCHARGES

[Sec. 78-376. Enumeration.](#)

[Code 1992, § 13.60(1)]

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

[Sec. 78-377. Containment, cleanup and restoration.](#)

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

Any person in violation of Section [78-376](#) shall, upon direction of the Police Chief, Fire Chief, Director of Public Works and Utilities, Finance Director/Treasurer or their designees, begin immediate actions to contain, clean up and remove to any approved repository the offending

material and restore the site to its original condition, with the offending person being responsible for all expenses incurred. Should any person fail to engage the necessary men and equipment to comply or to complete the requirements of this division, the office of emergency government or City may order the required actions to be taken by public or private resources and allow the recovery of any and all costs incurred by the City from any violating party.

Sec. 78-378. Site access.

[Code 1992, § 13.60(3)]

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

Sec. 78-379. Public protection.

[Code 1992, § 13.60(4)]

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

Sec. 78-380. Enforcement of division.

[Code 1992, § 13.60(5)]

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

Sec. 78-381. Civil liability.

[Code 1992, § 13.60(6)]

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

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

[Code 1992, § 13.60(7)]

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

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

DIVISION 7. INDUSTRIAL WASTE CONTROL

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

[Code 1992, § 13.52(1)]

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

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

[Code 1992, § 13.52(2)]

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

[\(a\)](#)

Reject the wastes.

[\(b\)](#)

Require pretreatment to an acceptable condition for discharge to the public sewers.

[\(c\)](#)

Require control over the quantities and rates of discharge.

[\(d\)](#)

Require payment to cover the added cost of handling and treating the wastes not covered by existing taxes or sewer charges under the provisions of this article.

Sec. 78-398. Control manholes.

[Code 1992, § 13.52(3)]

[\(a\)](#)

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

[\(b\)](#)

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

[\(c\)](#)

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

Sec. 78-399. Measurement of flow.

[Code 1992, § 13.52(4)]

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

Sec. 78-400. Metering of waste.

[Code 1992, § 13.59(5)]

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

Sec. 78-401. Waste sampling.

[Code 1992, § 13.52(6)]

[\(a\)](#)

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

[\(b\)](#)

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

[\(c\)](#)

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

Sec. 78-402. Pretreatment.

[Code 1992, § 13.52(7)]

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

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

[Code 1992, § 13.52(8)]

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

Sec. 78-404. Analyses.

[Code 1992, § 13.52(9)]

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

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

[Code 1992, § 13.52(10)]

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

Sec. 78-406. Review fees.

[Code 1992, § 13.52(11)]

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

ARTICLE IV. WATER SOFTENERS

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

Sec. 78-407. Regulation in new construction.

All water softeners installed in residential and commercial buildings after April 1, 2012, shall regenerate water based upon a metering device or sensor, or be equipped with a regeneration tank within the contents of the tank that can be removed and disposed of off-site. Water softeners which regenerate based on a time clock are prohibited.

**

WATER UTILITY OPERATING RULES

Compliance with Rules

All persons now receiving water service from this water utility, or who may request service in the future, shall be considered as having agreed to be bound by the rules and regulations as filed with the Public Service Commission of Wisconsin.

Establishment of Service

Application for water service may be made in writing on a form furnished by the water utility. The application will contain the legal description of the property to be served, the name of the owner, the exact use to be made of the service, and the size of the service lateral and meter desired. Note particularly any special refrigeration, fire protection, or water-consuming air-conditioning equipment.

Service will be furnished only if (1) the premises have a frontage on a properly platted street or public strip in which a cast iron or other long-life water main has been laid, or where the property owner has agreed to and complied with the provisions of the water utility's filed main extension rule, (2) the property owner has installed or agrees to install a service lateral from the curb stop to the point of use that is not less than 6 feet below the surface of an established or proposed grade and meets the water utility's specifications, and (3) the premises have adequate piping beyond the metering point.

The owner of a multi-unit dwelling has the option of being served by individual metered water service to each unit. The owner, by selecting this option, is required to provide interior plumbing and meter settings to enable individual metered service to each unit and individual disconnection without affecting service to other units. Each meter and meter connection will be treated as a separate water utility account for the purpose of the filed rules and regulations.

No division of the water service lateral to any lot or parcel of land shall be made for the extension and independent metering of the supply to an adjoining lot or parcel of land. Except for duplexes, no division of a water service lateral shall be made at the curb for separate supplies for two or more separate premises having frontage on any street or public service strip, whether owned by the same or different parties. Duplexes may be served by one lateral provided (1) individual metered service and disconnection is provided and (2) it is permitted by local ordinance.

Buildings used in the same business, located on the same parcel, and served by a single lateral may have the customer's water supply piping installed to a central point so that volume can be metered in one place.

The water utility may withhold approval of any application where full information of the purpose of such supply is not clearly indicated and set forth by the applicant property owner.

**

WATER UTILITY OPERATING RULES

Reconnection of Service

Where the water utility has disconnected service at the customer’s request, a reconnection charge shall be made when the customer requests reconnection of service. See Schedule R-1 for the applicable rate.

A reconnection charge shall also be required from customers whose services are disconnected (shut off at curb stop box) because of nonpayment of bills when due. See Schedule R-1 for the applicable rate.

If reconnection is requested for the same location by any member of the same household, or, if a place of business, by any partner of the same business, it shall be considered as the same customer.

Temporary Metered Service, Meter, and Deposits

An applicant for temporary water service on a metered basis shall make and maintain a monetary deposit for each meter installed as security for payment for use of water and for such other charges which may arise from the use of the supply. A charge shall be made for setting the valve and furnishing and setting the meter. See Schedule BW-1 for the applicable rate.

Water for Construction

When water is requested for construction purposes or for filling tanks or other such uses, an application shall be made to the water utility, in writing, giving a statement of the amount of construction work to be done or the size of the tank to be filled, etc. Payment for the water for construction may be required in advance at the scheduled rates. The service lateral must be installed into the building before water can be used. No connection with the service lateral at the curb shall be made without special permission from the water utility. In no case will any employee of the water utility turn on water for construction work unless the contractor has obtained permission from the water utility.

Customers shall not allow contractors, masons, or other persons to take unmetered water from their premises without permission from the water utility. Any customer failing to comply with this provision may have water service discontinued and will be responsible for the cost of the estimated volume of water used.

**

WATER UTILITY OPERATING RULES

Use of Hydrants

In cases where no other supply is available, permission may be granted by the water utility to use a hydrant. No hydrant shall be used until the proper meter, valve, and backflow preventer are installed. In no case shall any valve be installed or moved except by an employee of the water utility.

Before a valve is set, payment must be made for its setting and for the water to be used at the scheduled rates. Where applicable, see Schedule BW-1 for deposits and charges. Upon completing the use of the hydrant, the customer must notify the water utility to that effect.

Operation of Valves and Hydrants and Unauthorized Use of Water - Penalty

Any person who shall, without authority of the water utility, allow contractors, masons, or other unauthorized persons to take water from their premises, operate any valve connected with the street or supply mains, or open any fire hydrant connected with the distribution system, except for the purpose of extinguishing fire, or who shall wantonly damage or impair the same, shall be subject to a fine as provided by municipal ordinance. Utility permission for the use of hydrants applies only to such hydrants that are designated for the specific use.

Refunds of Monetary Deposits

All money deposited as security for payment of charges arising from the use of temporary water service on a metered basis, or for the return of a hydrant valve and fixtures if the water is used on an unmetered basis, will be refunded to the depositor on the termination of the use of water, the payment of all charges levied against the depositor, and the return of the water utility's equipment.

Service Laterals

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

In backfilling the pipe trench, the service lateral must be protected against injury by carefully hand tamping the ground filling around the pipe. There should be at least 6 inches of ground filling over the pipe, and it should be free from hard lumps, rocks, stones, or other injurious material.

**

WATER UTILITY OPERATING RULES

Service Laterals (continued)

All water service laterals shall be of undiminished size from the street main into the point of meter placement. Beyond the meter outlet valve, the piping shall be sized and proportioned to provide, on all floors, at all times, an equitable distribution of the water supply for the greatest probable number of fixtures or appliances operating simultaneously.

Replacement and Repair of Service Laterals

The service lateral from the main to and through the curb stop will be maintained and kept in repair and, when worn out, replaced at the expense of the water utility. The property owner shall maintain the service lateral from the curb stop to the point of use.

If an owner fails to repair a leaking or broken service lateral from the curb to the point of metering or use within such time as may appear reasonable to the water utility after notification has been served on the owner by the water utility, the water will be shut off and will not be turned on again until the repairs have been completed.

Abandonment of Service

If a property owner changes the use of a property currently receiving water service such that water service will no longer be needed in the future, the water utility may require the abandonment of the water service at the water main. In such case, the property owner may be responsible for all removal and/or repair costs, including the water main and the utility portion of the water service lateral.

Charges for Water Wasted Due to Leaks

See Wis. Admin. Code § PSC 185.35 or Schedule X-4, if applicable.

Thawing Frozen Service Laterals

See Wis. Admin. Code § PSC 185.88 or Schedule X-4, if applicable.

Curb Stop Boxes

The curb stop box is the property of the water utility. The water utility is responsible for its repair and maintenance. This includes maintaining, through adjustment, the curb stop box at an appropriate grade level where no direct action by the property owner or occupant has contributed to an elevation problem. The property owner is responsible for protecting the curb stop box from situations that could obstruct access to it or unduly expose it to harm. The water utility shall not be liable for failure to locate the curb stop box and shut off the water in case of a leak on the owner’s premises.

EFFECTIVE:

PSCW AUTHORIZATION:

**

WATER UTILITY OPERATING RULES

Installation of Meters

Meters will be owned, furnished, and installed by the water utility or a utility-approved contractor and are not to be disconnected or tampered with by the customer. All meters shall be so located that they shall be protected from obstructions and permit ready access for reading, inspection, and servicing, such location to be designated or approved by the water utility. All piping within the building must be supplied by the owner. Where additional meters are desired by the owner, the owner shall pay for all piping. Where applicable, see Schedule Am-1 for rates.

Repairs to Meters

Meters will be repaired by the water utility, and the cost of such repairs caused by ordinary wear and tear will be borne by the water utility.

Repair of any damage to a meter resulting from the carelessness of the owner of the premises, owner's agent, or tenant, or from the negligence of any one of them to properly secure and protect same, including any damage that may result from allowing a water meter to become frozen or to be damaged from the presence of hot water or steam in the meter, shall be paid for by the customer or the owner of the premises.

Service Piping for Meter Settings

Where the original service piping is installed for a new metered customer, where existing service piping is changed for the customer's convenience, or where a new meter is installed for an existing unmetered customer, the owner of the premises at his/her expense shall provide a suitable location and the proper connections for the meter. The meter setting and associated plumbing shall comply with the water utility's standards. The water utility should be consulted as to the type and size of the meter setting.

Turning on Water

The water may only be turned on for a customer by an authorized employee of the water utility. Plumbers may turn the water on to test their work, but upon completion must leave the water turned off.

Sprinkling Restrictions and Emergency Water Conditions

Where the municipality has a policy regarding sprinkling restrictions and/or emergency water conditions, failure to comply with such may result in disconnection of service.

See Wis. Admin. Code § PSC 185.37.

EFFECTIVE:

PSCW AUTHORIZATION:

**

WATER UTILITY OPERATING RULES

Failure to Read Meters

Where the water utility is unable to read a meter, the fact will be plainly indicated on the bill, and either an estimated bill will be computed or the minimum charge applied. The difference shall be adjusted when the meter is again read, that is, the bill for the succeeding billing period will be computed with the gallons or cubic feet in each block of the rate schedule doubled, and credit will be given on that bill for the amount of the bill paid the preceding period. Only in unusual cases shall more than three consecutive estimated or minimum bills be rendered.

If the meter is damaged (see Surreptitious Use of Water) or fails to operate, the bill will be based on the average use during the past year, unless there is some reason why the use is not normal. If the average use cannot be properly determined, the bill will be estimated by some equitable method.

See Wis. Admin. Code § PSC 185.33.

Complaint Meter Tests

See Wis. Admin. Code § PSC 185.77.

Inspection of Premises

During reasonable hours, any officer or authorized employee of the water utility shall have the right of access to the premises supplied with service for the purpose of inspection or for the enforcement of the water utility's rules and regulations. Whenever appropriate, the water utility will make a systematic inspection of all unmetered water taps for the purpose of checking waste and unnecessary use of water.

See Wis. Stat. § 196.171.

Vacation of Premises

When premises are to be vacated, the water utility shall be notified, in writing, at once, so that it may remove the meter and shut off the water supply at the curb stop. The owner of the premises shall be liable for prosecution for any damage to the water utility's property. See "Abandonment of Service" in Schedule X-1 for further information.

Deposits for Residential Service

See Wis. Admin. Code § PSC 185.36.

**

WATER UTILITY OPERATING RULES

Deposits for Nonresidential Service

See Wis. Admin. Code § PSC 185.361.

Deferred Payment Agreement

See Wis. Admin. Code § PSC 185.38 or Schedule X-4, if applicable.

Dispute Procedures

See Wis. Admin. Code § PSC 185.39.

Disconnection and Refusal of Service

See Wis. Admin. Code § PSC 185.37.

The following is an example of a disconnection notice that the utility may use to provide the required notice to customers.

DISCONNECTION NOTICE

Dear Customer:

The bill enclosed with this notice includes your current charge for water utility service and your previous unpaid balance.

You have 10 days to pay the water utility service arrears or your service is subject to disconnection.

If you fail to pay the service arrears or fail to contact us within the 10 days allowed to make reasonable deferred payment arrangement or other suitable arrangement, we will proceed with disconnection action.

To avoid the inconvenience of service interruption and an additional charge of (amount) for reconnection, we urge you to pay the full arrears IMMEDIATELY AT ONE OF OUR OFFICES.

If you have entered into a Deferred Payment Agreement with us and have failed to make the deferred payments you agreed to, your service will be subject to disconnection unless you pay the entire amount due within 10 days.

If you have a reason for delaying the payment, call us and explain the situation.

EFFECTIVE:

PSCW AUTHORIZATION:

**

WATER UTILITY OPERATING RULES

Disconnection and Refusal of Service (continued)

DISCONNECTION NOTICE (continued)

PLEASE CALL THIS TELEPHONE NUMBER, (telephone number), IMMEDIATELY IF:

1. You dispute the notice of delinquent account.
2. You have a question about your water utility service arrears.
3. You are unable to pay the full amount of the bill and are willing to enter into a deferred payment agreement with us.
4. There are any circumstances you think should be taken into consideration before service is discontinued.
5. Any resident is seriously ill.

Illness Provision: If there is an existing medical emergency in your home and you furnish the water utility with a statement signed by either a licensed Wisconsin physician or a public health official, we will delay disconnection of service up to 21 days. The statement must identify the medical emergency and specify the period of time during which disconnection will aggravate the existing emergency.

Deferred Payment Agreements: If you are a residential customer and, for some reason, you are unable to pay the full amount of the water utility service arrears on your bill, you may contact the water utility to discuss arrangements to pay the arrears over an extended period of time.

This time payment agreement will require:

1. Payment of a reasonable amount at the time the agreement is made.
2. Payment of the remainder of the outstanding balance in monthly installments over a reasonable length of time.
3. Payment of all future water utility service bills in full by the due date.

In any situation where you are unable to resolve billing disputes or disputes about the grounds for proposed disconnection through contacts with our water utility, you may make an appeal to the Public Service Commission of Wisconsin by calling (800) 225-7729.

(WATER UTILITY NAME)

EFFECTIVE:

PSCW AUTHORIZATION:

**

WATER UTILITY OPERATING RULES

Collection of Overdue Bills

An amount owed by the customer may be levied as a tax as provided in Wis. Stat. § 66.0809.

Surreptitious Use of Water

When the water utility has reasonable evidence that a person is obtaining water, in whole or in part, by means of devices or methods used to stop or interfere with the proper metering of the water utility service being delivered, the water utility reserves the right to estimate and present immediately a bill for unmetered service as a result of such interference, and such bill shall be payable subject to a 24-hour disconnection of service. If the water utility disconnects the service for any such reason, the water utility will reconnect the service upon the following conditions:

- A. The customer will be required to deposit with the water utility an amount sufficient to guarantee the payment of the bills for water utility service.
- B. The customer will be required to pay the water utility for any and all damages to water utility equipment resulting from such interference with the metering.
- C. The customer must further agree to comply with reasonable requirements to protect the water utility against further losses.

See Wis. Stat. § 943.20.

Repairs to Mains

The water utility reserves the right to shut off the water supply in the mains temporarily to make repairs, alterations, or additions to the plant or system. When the circumstances will permit, the water utility will give notification, by newspaper publication or otherwise, of the discontinuance of the water supply. No credit will be allowed to customers for such temporary suspension of the water supply.

See Wis. Admin. Code § PSC 185.87.

Duty of Water Utility with Respect to Safety of the Public

It shall be the duty of the water utility to see that all open ditches for water mains, hydrants, and service laterals are properly guarded to prevent accident to any person or vehicle, and at night there shall be displayed proper signal lighting to insure the safety of the public.

EFFECTIVE:
PSCW AUTHORIZATION:

**

WATER UTILITY OPERATING RULES

Handling Water Mains and Service Laterals in Excavation Trenches

Contractors must call Digger’s Hotline and ensure a location is done to establish the existence and location of all water mains and service laterals as provided in Wis. Stat. § 182.0175. Where water mains or service laterals have been removed, cut, or damaged during trench excavation, the contractors must, at their own expense, cause them to be replaced or repaired at once. Contractors must not shut off the water service laterals to any customer for a period exceeding 6 hours.

Protective Devices

- A. Protective Devices in General: The owner or occupant of every premise receiving water supply shall apply and maintain suitable means of protection of the premise supply and all appliances against damage arising in any manner from the use of the water supply, variation of water pressure, or any interruption of water supply. Particularly, such owner or occupant must protect water-cooled compressors for refrigeration systems by means of high and/or low pressure safety cutout devices. There shall likewise be provided means for the prevention of the transmission of water ram or noise of operation of any valve or appliance through the piping of their own or adjacent premises.

- B. Relief Valves: On all "closed systems" (i.e., systems having a check valve, pressure regulator, reducing valve, water filter, or softener), an effective pressure relief valve shall be installed at or near the top of the hot water tank or at the hot water distribution pipe connection to the tank. No stop valve shall be placed between the hot water tank and the relief valve or on the drain pipe. See applicable plumbing codes.

- C. Air Chambers: An air chamber or approved shock absorber shall be installed at the terminus of each riser, fixture branch, or hydraulic elevator main for the prevention of undue water hammer. The air chamber shall be sized in conformance with local plumbing codes. Where possible, the air chamber should be provided at its base with a valve for water drainage and replenishment of air.

Cross-Connections

Every person owning or occupying a premise receiving municipal water supply shall maintain such municipal water supply free from any connection, either of a direct or of an indirect nature, with a water supply from a foreign source or of any manner of connection with any fixture or appliance whereby water from a foreign supply or the waste from any fixture, appliance, or waste or soil pipe may flow or be siphoned or pumped into the piping of the municipal water system.

See Wis. Admin. Code § NR 811.06.

EFFECTIVE:
PSCW AUTHORIZATION:

CITY OF LAKE GENEVA

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



Memorandum

Date: May 20, 2016

To: Finance, License & Regulation Committee

From: Blaine Oborn, City Administrator

Subject: Discussion/Recommendation of Shad Branen/WIN Properties, LLC Theater Development Agreement Escrow Draw Request No 1 for \$116,022.98

Attached is the first Theater Funds Draw Request for the Geneva Theater Project from the TIF 4 Escrow Account for \$895,000.00. The construction has been confirmed by the City Building and Zoning Administrator and the detail reviewed by the Comptroller. I recommend approval of the draw.

WINN MEDIA

Shad Branen
448 Milwaukee Ave
Burlington, WI 53105

Phone: 262-210-1362

REQUEST FOR THEATER FUNDS

Developer requests reimbursement for Draw:	1
Total Draw Request:	\$136,497.62
Developer Portion @ 15%:	\$20,474.64
City Portion @ 85%:	\$116,022.98



Shad Branen

5/20/16
Date

Geneav Bay Construction
 May 18, 2016 - Draw 1
 Lake Geneva Theater, 244 Broad St, Lake Geneva, WI

Name of Contractor/Subcontractor or Supplier	Type of Work	Base Contract Amount	Paid
Casper & Sons Contracting, LLC	Total Cost \$58,226.50 Less Deposit (\$15,387.12) Paid by Shad Branen	\$ 42,839.38	
Lakeland Trash Services	Two 30 yd. Dumpsters	\$ 997.50	
Patera Architecture	Total Cost \$5,500 Less Deposit (\$2,800) Paid by Shad Branen	\$ 2,700.00	
Corporate Builders	Demo - \$2,240.00		
	Roof Carpentry/Materials - \$973.66		
	Equipment/Materials/Deposit - \$10,000		
	Total Due	\$ 13,213.66	
First Class Seating, LLC	Required Deposit	\$ 36,943.55	
Shad Branen			
Home Depot	Insulation - \$1770.82		
Casper & Sons	Deposit - \$15387.12		
Geneva Bay Construction	Deposit - \$10,000.00		
Patera Architecture	Deposit - \$2,800.00		
	Total	\$ 29,957.94	
Geneva Bay Construction	Demo - \$2,489.50		
	Tuck Point - \$1,792.50		
	Permits - \$426.00		
	Misc. - \$19.00		
	Contracting Fee - \$8,452.59		
	Total - \$13,179.59		
	Less 1/3 Deposit - (\$3,334.00)		
	Net Due	\$ 9,845.59	
	TOTAL DRAW:	\$ 136,497.62	

CITY OF LAKE GENEVA

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



Memorandum

Date: May 20, 2016

To: Finance, License & Regulation Committee

From: Blaine Oborn, City Administrator

Subject: Discussion/Recommendation of Humphreys Contracting Escrow Draw Request No 1 for \$18,755.50 with additional funding from the General Fund

Humphreys Contracting Escrow Draw Request No 1 for \$18,755.50 as follows.

- 1) Main Street Widening with escrow of \$11,520.00 for Main Street Sidewalks with request of \$1,960.00
- 2) Dunn Field Sidewalks with escrow of \$7,500.00 for Sidewalk in 4 Areas with request of \$7,201.50
- 3) Flat Iron Park Sidewalks with escrow of \$9,360.00 for Sidewalk along Wrigley Drive with request of \$9,594 and overage of \$234.00 from General Funds

Payment is approved by the Director of Public Works and Utility

CITY OF LAKE GENEVA

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



Memorandum

Date: May 20, 2016

To: Finance, License & Regulation Committee

From: Blaine Oborn, City Administrator

Subject: Discussion/Recommendation of Tectura Designs - Wausau Tile Escrow Final Draw Request No 1 for \$6,542.54

For Riviera Grounds with escrow of \$6,542.54 for Planters with payment request of \$6,542.54.

Payment is approved by the Director of Public Works and Utility



City of Lake Geneva
Building and Zoning
626 Geneva Street
Lake Geneva, WI 53147

To the Mayor and Common Council,

At the May 16, 2016 meeting of the Plan Commission these items were recommended for denial.

A Conditional Use Permit filled by Steven Johansen, N4590 Ostrander Road, New London, WI for Maple Park Inn, for a Bed and Breakfast establishment in a Single Family Residential District (SR-4) at 920 Geneva Street, Lake Geneva, WI 53147 was recommended for denial on a unanimous 6-0 vote.

At the May 16, 2016 meeting of the Plan Commission these items were recommended for approval.

A Precise Implementation Plan (PIP) for a Planned Development filed by Leslie N Scherreer Pella to allow for Commercial Indoor Lodging at 414 & 416 Baker Street was recommended 5-0 with one abstaining, including all staff recommendations, findings of fact, and that building be professionally managed.

A General Development Plan (GDP) for a Planned Development filed by 50120 LLC c/o GMX Real Estate Group LLC, 3000 Dundee Road, Northbrook, IL 60062 for the property at 281 N Edwards Blvd. to allow for two commercial buildings on a vacant property which will include two Commercial Indoor and Outdoor Entertainment Facilities (Restaurants) and two retain occupancies. GDP was recommended for approval 6-0 including Findings of Fact, and Staff comments.

A General Development Plan (GDP) for a Planned Development filed by Geneva Lakes Dream Homes c/o Ernie Truscherer, PO Box 259, Lake Geneva, WI 53147, for property between Veterans Parkway and Edwards Blvd. to allow for three commercial buildings. GDP was recommended for approval 6-0 including Findings of Fact, and Staff comments.

A Precise Implementation Plan (PIP) for a Planned Development filed by Geneva Lakes Dream Homes c/o Ernie Truscherer, PO Box 259, Lake Geneva, WI 53147, for property between Veterans Parkway and Edwards Blvd. to allow for three commercial buildings. GDP was recommended for approval 6-0 including Findings of Fact, Staff comments, bushes be planted at top of retaining wall (type to be approved by Staff), bike path be extended to parking lot on Northwest side, U type bike racks be installed for ten bikes, retaining wall blocks and garage doors match brick on main buildings, soldier course of brick be added to trash enclosure near top, maximum 20 foot parking lot light poles, and allowing two monument signs with one located on Edwards Blvd. and one located on Veterans Parkway .

As the Building and Zoning Administrator I am therefore requesting that the City Council take into consideration the vote of the Plan Commission on all of the items and approve them with the Plan Commission requirements and any City Council requirements.

Sincerely,
Kenneth Robers
Building and Zoning Administrator

CONDITIONAL USE RESOLUTION 16-R31

A resolution authorizing the issuance of a Conditional Use Permit to Milliette Family LP, 493 Wrigley Drive, Lake Geneva, WI 53147.

WHEREAS, the City Plan Commission has considered the application of Milliette Family LP, 493 Wrigley Drive, Lake Geneva, WI 53147; and,

WHEREAS, The City Plan Commission held a Public Hearing thereon pursuant to proper notice given on May 16, 2016.

NOW, THEREFORE, BE IT RESOLVED, that the Zoning Administrator be, and is hereby authorized, to issue a Conditional Use Permit to install an accessory structure (pier) closer to the lake shore than the primary structure, within the Lakeshore Overlay Zoning District including the Findings of Fact, Staff recommendations, pier Southern extensions be located 12½ feet from the southern riparian border and DNR approval of the pier.

Granted by action of the Common Council of the City of Lake Geneva this 23rd day of May, 2016.

Alan Kupsik, Mayor

ATTEST:

Sabrina Waswo, City Clerk

7. **Continued Public Hearing and Recommendation on a Conditional Use Application filed by Milliette Family LP, 493 Wrigley Drive, Lake Geneva, WI 53147, to install an accessory structure (Pier) closer to the lake shore than the primary structure, within Lakeshore Overlay Zoning District located at 493 Wrigley Drive, Lake Geneva, WI 53147, Tax Key No. ZOP 00369.**

DISCUSSION – Gary Milliette, applicant

Applicant gave an overview of the application details and a brief history of Baker Park. There was a brief discussion with the Commission as well as some clarification from attorney Draper (see below).

PUBLIC SPEAKER #1 –Dwayne Clark, Campbell Street, LG

Clark stated that he is in favor for the new pier and cannot understand why the commission would not approve it. The new pier would be nicer than what is there now.

MOTION #6

Skates/Gibbs moved to close the public hearing. The motion carried unanimously.

DISCUSSION - Attorney Draper

Attorney Draper gave a brief overview of the email document that was sent to the commissioners on May 13, 2016. In the configuration that was submitted with the application, if the pier is moved 12 ½ ft to the right/North it would then comply with the ordinance. In addition, there must be no navigability issues and the DNR must approve the application. No letter has been received from the DNR as of yet. Whatever the Plan Commission does tonight will be contingent upon the DNR approval. In summary, stating that in order to make this pier work the applicant needs to comply with the set back requirements by moving the pier 12 ½ ft to the right/North, must meet all the criteria of Baker Park and is subject to Navigability and must have DNR approval.

MOTION #7

Kupsik/Skates moved to approve the recommendation on a Conditional Use Application filed by Milliette Family LP, 493 Wrigley Drive, Lake Geneva, WI 53147, to install an accessory structure (Pier) closer to the lake shore than the primary structure, within Lakeshore Overlay Zoning District located at 493 Wrigley Drive, Lake Geneva, WI 53147, Tax Key No. ZOP 00369, contingent upon complying with the set back requirements by moving the pier 12 ½ ft to the right/North and must have a written letter of approval from the DNR. The motion carried unanimously.

APPLICATION FOR CONDITIONAL USE

City of Lake Geneva

Opinion from
city attorney that
this violates city
ord.n.

SITE ADDRESS/PARCEL NO. AND FULL LEGAL DESCRIPTION REQUIRED (ATTACH SEPARATE SHEET IF NECESSARY):

493 Wrigley Dr. Lake Geneva WI 53147

Com 83' W of SE cor Lot 11 Blk 37 op N 85' W to W L N
Blk 38 sly to SW cor Blk 38 E To Pob Original Plat city of Lake Geneva

NAME AND ADDRESS OF CURRENT OWNER:

Milliette Family LP. 493 Wrigley Dr Lake Geneva WI 53147
Gary Milliette

TELEPHONE NUMBER OF CURRENT OWNER: Gary Milliette

NAME AND ADDRESS OF APPLICANT:

Reed's Construction LLC
W3199 South Lake Shore Drive Lake Geneva WI 53147

TELEPHONE NUMBER OF APPLICANT:

PROPOSED CONDITIONAL USE:

Build a New 6' x 100' main pier with h on Each side 8' x 27' 6"
and walkway 4' x 27' 6" to Create 4 Boat slips
to Replace the pier that is there now.

ZONING DISTRICT IN WHICH LAND IS LOCATED: MR-8

NAMES AND ADDRESSES OF ARCHITECT, PROFESSIONAL ENGINEER AND CONTRACTOR OF PROJECT:

Reed's Construction LLC
W3199 S. Lake Shore Dr.
Lake Geneva WI 53147

SHORT STATEMENT DESCRIBING ACTIVITIES TO BE CARRIED ON AT SITE:

Put 10 crib in the water and fill with rock then building
of crib + Jack + Stanchion and Decking at Shop Then haul it to
the lake put it all together

CONDITIONAL USE FEE PAYABLE UPON FILING APPLICATION: \$400.00 (\$100 FOR APPLICATIONS UNDER SEC. 98-407(3))

2-4-16
DATE

[Signature]
SIGNATURE OF APPLICANT

proposed for development OR if the proposed conditional use is a group development (per Section 98-208) a proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required on said site plan per Section 98-908.

(e) Written justification for the proposed conditional use:

_____ Indicating reasons why the Applicant believes the proposed conditional use is appropriate with the recommendations of the City of Lake Geneva Comprehensive Master Plan, particularly as evidenced by compliance with the standards set out in Section 98-905(4)(b)1-6. (See below)

JUSTIFICATION OF THE PROPOSED CONDITIONAL USE

1. How is the proposed conditional use (the use in general, independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the City of Lake Geneva Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City?

The pier will be 13' or more off lot line
will be create 4 Boat slip for docking Boats

2. How is the proposed conditional use, in its specific location, in harmony with the purposes, goals, objectives, policies and standards of the City of Lake Geneva Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City?

Go to be used as private boat docking

3. Does the proposed conditional use, in its proposed location and as depicted on the required site plan (see Section 98-905(3)(d)), result in any substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of the Zoning Ordinance, the Comprehensive Plan, or any other plan, program, map ordinance adopted or under consideration pursuant to official notice by the City or other governmental agency having jurisdiction to guide development?

No this is all on private property is a pier
just like all the other pier on the lake

4. How does the proposed conditional use maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property?

Used for private boat dock and fishing off of and
Swimming and for storing the boat for the summer.

5. Is the proposed conditional use located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property?

Pier is down on the water + the home owner is responsible
for repair + up keep. It is made at a building and haul into be
installed.

6. Do the potential public benefits of the proposed conditional use outweigh all potential adverse impacts of the proposed conditional use (as identified in Subsections 98-905(4)(b)1-5.), after taking into consideration the Applicant's proposal and any requirements recommended by the Applicant to ameliorate such impacts?

Public does not benefit this is a private pier for private use only
will not cost public anything.

Notice: Pursuant to chs. 30 and 31, Wis. Stats., ch. 281, Wis. Stats., and s. 283.33, Wis. Stats., this form is used to apply for coverage under the state construction site storm water runoff general permit, and to apply for a state or federal permit or certification for waterway and wetland projects or dam projects. This form and any required attachments constitute the permit application. Failure to complete and submit this application form may result in a fine and/or imprisonment or forfeiture under the provisions of applicable laws including s. 283.91, Wis. Stats. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Public Records Laws (ss. 19.31-19.39, Wis. Stats.).

Use this form for (check all that apply):

- Work in public waters (DNR - ch. 30, Wis. Stats.) Storm water NOI - New land disturbing construction activity
- Work in waters of the U.S (Corps of Engineers) Storm water NOI - Renewal FIN # _____
- Permit for Wetland Fill (DNR or Corps of Engineers) Dam projects (DNR or Corps of Engineers)

Read all instructions provided before completing. If additional space is needed, attach additional pages.

Section 1: Applicant/Permittee Information

Applicant Name (Ind., Org. or Entity) Milliette Family LP		Authorized Representative Gary Milliette		Title Owner	
Mailing Address 493 Wrigley Dr		City Lake Geneva	State WI	ZIP Code 53147	
Email Address LAKEGENEVA@LIVE.COM		Phone Number (incl. area code)	FAX Number (incl. area code)		

Section 2: Landowner Information (complete these fields when project site owner is different than applicant)

Name (Ind., Org. or Entity)		Contact Person		Title	
Mailing Address		City	State	ZIP Code	
Email Address		Phone Number (incl. area code)	FAX Number (incl. area code)		

Section 3: Other Contact Information (check one)

- Consultant or Plan Preparer Contractor Agent Other if Other, specify:

Name (Ind., Org. or Entity) Reed's Construction LLC		Contact Person JEFF REED		Title owner of Reeds	
Mailing Address W3199 south lake shore Dr		City Lake Geneva	State WI	ZIP Code 53147	
Email Address		Phone Number (incl. area code) 262-248-2934	FAX Number (incl. area code) 262-248-3537		

Section 4: Project or Site Location

Project Name Milliette Family LP		County Walworth	<input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of
Location Address/Description 493 Wrigley Dr, Lake Geneva WI 53147			

Section 5: Location Information

Create a map depicting the project location or the perimeter of the construction site (land disturbance) and relationship to nearby water resources using the Surface Water Data Viewer <http://dnr.wi.gov/topic/surfacewater/swdvw/> or a 7.5-minute series topographic map. You can print the map and then draw the location on the map.

Provide the section, range, township information and if available, the Latitude and Longitude information.

PLSS (Public Land Survey System) Method

Quarter-Quarter	Quarter	Section	Township	Range	If this site is not wholly contained on the quarter-quarter section, more description:
			N	<input type="checkbox"/> E <input type="checkbox"/> W	

Com 83' W of SE cor lot 11 Blk 37 op N 85' W to W LN
 Blk 38 sly to SW Cor Blk 38 E To PoB Original Plat
 City of Lake Geneva

PLEASE COMPLETE BOTH PAGES 1 & 2 OF THIS APPLICATION. PRINT OR TYPE. The Department requires use of this form for any application filed pursuant to Chapter 30, Wis. Stats. The Department will not consider your application unless you complete and submit this application form. Personally identifiable information on this form will not be used for any other purpose, but it must be made available to requesters under Wisconsin's open records law [s. 19.31-19.39, Wis. Stats.].

1. Applicant (Individual or corporate name) <u>Milliette Family Lp</u>		2. Agent/Contractor (firm name) <u>Reed's Construction LLC</u>	
Address <u>493 Wrigley Dr</u>		Address <u>W3199 South Lake Shore Dr.</u>	
City, State, Zip Code <u>Lake Geneva WI 53147</u>	Fire Number <u>493</u>	City, State, Zip Code <u>Lake Geneva WI 53147</u>	Telephone No. (Include area code) <u>262-248-2934</u>
	Tax Parcel Number <u>ZOP 00369</u>		

3. If applicant is not owner of the property where the proposed activity will be conducted, provide name and address of owner and include letter of authorization from owner. Owner must be the applicant or co-applicant for structure, diversion and stream realignment activities.

Owner's Name	Address	City, State, Zip Code
--------------	---------	-----------------------

4. Is the applicant a business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, is the permit or approval you are applying for necessary for you to conduct this business in the State of Wisconsin? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please explain why (attach additional sheets if necessary): <u>Own 83' W of SE Lot 11 Blk 37</u> <u>Op N 85' W to W LN Blk 38 SLY</u> <u>to SW cor Blk 83 E to Rob original Plat</u> <u>City of Lake Geneva</u>	5. Project Location Address <u>493 Wrigley Dr</u> Village/City/Town <u>Lake Geneva</u> Fire Number <u>493</u> Tax Parcel Number <u>Zop 00369</u> Waterway <u>Lake Geneva</u> County <u>Walworth</u> Govt. Lot <u>8514</u> OR <u>1/4</u> of Section <u>14</u> Township <u>North</u> , Range <u> </u> (East) (West)
--	---

6. Adjoining Riparian (Neighboring Waterfront Property Owner) Information

Name of Riparian #1 <u>Mike Lynch</u>	Address	City, State, Zip Code
Name of Riparian #2 <u>Lina Selman</u>	Address <u>600 Cambet St</u>	City, State, Zip Code <u>Lake Geneva WI 53147</u>

7. Project Information (Attach additional sheets if necessary)

(a) Describe proposed activity (include how this project will be constructed)
Wood construction pier with wood crib filled with rocks

(b) Purpose, need and intended use of project
Main pier with 4 Boat slip

(c) I have applied for or received permits from the following agencies: (Check all that apply)
 Municipal County Wis. DNR Corps of Engineers

(d) Date activity will begin if permit is issued ASAP; be completed: Dec 2016

(e) Is any portion of the requested project now complete? Yes No
 If yes, identify the completed portion on the enclosed drawings and indicate here the date activity was completed:
There is a pier there now that will be removed

I hereby certify that the information contained herein is true and accurate. I also certify that I am entitled to apply for a permit, or that I am the duly authorized representative or agent of an applicant who is entitled to apply for a permit. Any inaccurate information submitted may result in permit revocation, the imposition of a forfeiture(s) and requirement of restoration.

Signature of Applicant(s) or Duly Authorized Agent <u>De J. Reed</u>	Date Signed <u>2-4-16</u>
---	------------------------------

LEAVE BLANK - FOR RECEIVING AGENCY USE ONLY		
Corps of Engineers Process No.	Wisconsin DNR File No.	
Received By	Date Received	Date Application Was Complete

State / Federal Application for Water Regulatory Permits and Approvals

Form 3500-053 (R 4/01)

Page 2 of 2

Drawings of proposed activity should be prepared in accordance with sample drawing.	Location Sketch (Indicate scale) Show route to project site: include nearest main road and crossroad.
Proposed Materials 10 Rock Filled crib All wood will be Doug. Fir 6x6 post + Jacks 6x6 stringer 2x8 Decking Wood crib Filled with Field stone	N 1" = _____ ft. Fire Number <u>493</u> <p style="text-align: center;">See next page</p>

Project Plans (Include top view and typical cross sections. Clearly identify features and dimensions or indicate scale.)
Use additional sheets if necessary.

N 1" = _____ ft.



Top View

See Next pages

Cross Section

See Next pages

1" = 20'

9,214

NO TAX PARCEL
NUMBER ASSIGNED

N 89°55'32" E 33.58'

N 89°55'32" E

50.25'

LOT LINE EXTENDED

26.66'

26.66'

8.00'

4.00'

4.00'

26.00'

26.00'

26.00'

26.92'

26.92'

14.00'

14.00'

45.00'

11.00'

10.9'

5.00'

DECK

STEPS

GENEVA LAKE

27.15'

27.15'

TAX PARCEL:
ZOP 00369

C/L WRIGLEY DRIVE
(50' WIDE)

N 5°48'43" W 85.27'

S 5°48'43" E 85.21'

SIDEWALK

10.09'

10.092'

10.092'

26.00'

26.00'

10.092'

10.092'

14.00'

14.00'

PROPOSED PIER

51.00'

NORTHERLY RIGHT OF WAY LINE EXTENDED

SOUTH LINES OF PIER ON LINE

N 90°00'00" E 42.82'

N 90°00'00" E

50.26'

NO TAX PARCEL
NUMBER ASSIGNED

S 5°48'43" E 33.17'

10.092'

99.2

C/L OF ROAD EXTENDED

N 90°00'00" E 50.20'

25.13'

SIGN (TYP.)

CONDITIONAL USE RESOLUTION 16-R32

A resolution authorizing the issuance of a Conditional Use Permit to Karlee Mann, W5244 Cty. Rd. ES, Elkhorn, WI 53121.

WHEREAS, the City Plan Commission has considered the application of Karlee Mann, W5244 Cty. Rd. ES, Elkhorn, WI 53121, for Lefty's Too, 239 Cook Street, Lake Geneva, WI 53147; and,

WHEREAS, The City Plan Commission held a Public Hearing thereon pursuant to proper notice given on May 16, 2016.

NOW, THEREFORE, BE IT RESOLVED, that the Zoning Administrator be, and is hereby authorized, to issue a Conditional Use Permit for a Commercial Indoor Entertainment facility (Restaurant) including the Findings of Fact, Staff recommendations, meeting Fire Department requirements, State of Wisconsin Health Department approval, and obtaining any required building permits.

Granted by action of the Common Council of the City of Lake Geneva this 23rd day of May, 2016.

Alan Kupsik, Mayor

ATTEST:

Sabrina Waswo, City Clerk

9. Public Hearing and Recommendation on a Conditional Use Application filed by Karlee Mann, W5244 Cty. Rd. ES, Elkhorn, WI 53121, for Lefty's Too to operate a Commercial Indoor Entertainment facility (Restaurant) at 223 Cook Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00253.

DISCUSSION – Dona & Karlee Mann, Applicant

Applicants Dona & Karlee Mann gave an overview of the application details and there was a brief discussion with the Commission.

PUBLIC SPEAKERS – None

MOTION #8

Hartz/Skates moved to close the public hearing. The motion carried unanimously.

MOTION #9

Gibbs/Hartz moved to approve the recommendation on a Conditional Use Application filed by Karlee Mann, W5244 Cty. Rd. ES, Elkhorn, WI 53121, for Lefty's Too to operate a Commercial Indoor Entertainment facility (Restaurant) at 223 Cook Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00253, they will comply with the Fire Department and State Health Department and including all finding of facts and staff recommendations. The motion carried unanimously.

10. Public Hearing and Recommendation on a Conditional Use Application filed by Carolyn Sue Gifford to operate Family Daycare Home (Four to Eight Children) in a Single Family (SR-4) zoning district at 191 W South Street, Lake Geneva, WI 53147, Tax Key No. ZA160800001.

DISCUSSION – Carolyn Gifford, 191 W South Street, LG

Applicant gave an overview of the application details and there was a brief discussion with the Commission. Parking and drop off was discussed. Esarco/Skates suggested a sidewalk or pathway for people to utilize rather than the grass.

PUBLIC SPEAKERS - None

MOTION #10

Kupsik/Hartz moved to close the public hearing. The motion carried unanimously.

MOTION #11

Hartz/Skates moved to approve the Recommendation on a Conditional Use Application filed by Carolyn Sue Gifford to operate Family Daycare Home (Four to Eight Children) in a Single Family (SR-4) zoning district at 191 W South Street, Lake Geneva, WI 53147, Tax Key No. ZA160800001, including finding of fact and staff recommendations. The motion carried unanimously.

APPLICATION FOR CONDITIONAL USE

City of Lake Geneva

SITE ADDRESS/PARCEL NO. AND FULL LEGAL DESCRIPTION REQUIRED (ATTACH SEPARATE SHEET IF NECESSARY):

223 Cook Street, ZOP 00253

NAME AND ADDRESS OF CURRENT OWNER:

CPA 1000 N. Water St. Ste 160
Milwaukee WI 53202

TELEPHONE NUMBER OF CURRENT OWNER: _____

NAME AND ADDRESS OF APPLICANT:

Karlee Mann
W5244 ES Elkhorn WI 53121

TELEPHONE NUMBER OF APPLICANT: _____

PROPOSED CONDITIONAL USE:

Commercial Indoor Entertainment (Restaurant)

ZONING DISTRICT IN WHICH LAND IS LOCATED: CB

NAMES AND ADDRESSES OF ARCHITECT, PROFESSIONAL ENGINEER AND CONTRACTOR OF PROJECT:

N/A

SHORT STATEMENT DESCRIBING ACTIVITIES TO BE CARRIED ON AT SITE:

Restaurant: serving hot dogs, sandwiches,
deep fried food

CONDITIONAL USE FEE PAYABLE UPON FILING APPLICATION: \$400.00 \$100 FOR APPLICATIONS UNDER SEC. 98-407(3)]

4/1/16
DATE

Karlee Mann
SIGNATURE OF APPLICANT

**CITY OF LAKE GENEVA PROCEDURAL CHECKLIST FOR:
CONDITIONAL USE REVIEW AND APPROVAL (Requirements per Section 98-905)**

This form should be used by the Applicant as a guide to submitting a complete application for a conditional use and by the City to process said application. Parts II and III should be used by the Applicant to submit a complete application; Parts I - IV should be used by the City as a guide when processing said application.

I.RECORDATION OF ADMINISTRATIVE PROCEDURES

___ Pre-submittal staff meeting scheduled:

Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____

Follow-up pre-submittal staff meetings scheduled for:

___ Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____

___ Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____

___ Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____

___ Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____

___ Application form filed with Zoning Administrator: Date: _____ by: _____

___ Application fee of \$ _____ received by Zoning Administrator: Date: _____ by: _____

___ Reimbursement of professional consultant costs agreement executed: Date: _____ by: _____

II.APPLICATION SUBMITTAL PACKET REQUIREMENTS

Prior to submitting the 25 final complete applications as certified by the Zoning Administrator, the Applicant shall submit 5 initial draft application packets for staff review, followed by one revised draft final application packet based upon staff review and comments.

Initial Packet (5 Copies to Zoning Administrator)

Date: _____ by: _____

↓ *Draft Final Packet (1 Copy to Zoning Administrator)*

Date: _____ by: _____

↓

___ (a) **A map of the proposed conditional use:**

- Showing all lands for which the conditional use is proposed;
- Showing all other lands within 300 feet of the boundaries of the subject property;
- Referenced to a list of the names and addresses of the owners of said lands as they appear on the current records of the Register of Deeds of Walworth County (as provided by the City of Lake Geneva);
- Clearly indicating the current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control;
- Map and all its parts are clearly reproducible with a photocopier;
- Map size of 11" by 17" and map scale not less than one inch equals 800 ft;
- All lot dimensions of the subject property provided;
- Graphic scale and north arrow provided.

___ (b) **A map, such as the Land Use Plan Map, of the generalized location of the subject property in relation to the City as a whole:**



_____ (c) A written description of the proposed conditional use describing the type of activities, buildings, and structures proposed for the subject property and their general locations;

_____ (d) A site plan (conforming to the requirements of Section 98-908(3)) of the subject property as proposed for development OR if the proposed conditional use is a group development (per Section 98-208) a proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required on said site plan per Section 98-908.

_____ (e) Written justification for the proposed conditional use:

_____ Indicating reasons why the Applicant believes the proposed conditional use is appropriate with the recommendations of the City of Lake Geneva Comprehensive Master Plan, particularly as evidenced by compliance with the standards set out in Section 98-905(4)(b)1.-6. (See below)

III. JUSTIFICATION OF THE PROPOSED CONDITIONAL USE

1. How is the proposed conditional use (the use in general, independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the City of Lake Geneva Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City?

Meets the land use requirements of the downtown area

2. How is the proposed conditional use, in its specific location, in harmony with the purposes, goals, objectives, policies and standards of the City of Lake Geneva Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City?

Same as Above.

3. Does the proposed conditional use, in its proposed location and as depicted on the required site plan (see Section 98-905(3)(d)), result in any substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of the Zoning Ordinance, the Comprehensive Plan, or any other plan, program, map ordinance adopted or under consideration pursuant to official notice by the City or other governmental agency having jurisdiction to guide development?

NO, Existing Building - Commercial Use

4. How does the proposed conditional use maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property?

N/A

5. Is the proposed conditional use located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property?

yes, existing system

6. Do the potential public benefits of the proposed conditional use outweigh all potential adverse impacts of the proposed conditional use (as identified in Subsections 98-905(4)(b)1.-5.), after taking into consideration the Applicant's proposal and any requirements recommended by the Applicant to ameliorate such impacts?

yes

IV.FINAL APPLICATION PACKET INFORMATION

- ____ Receipt of 5 full scale copies in ~~blue~~line or blackline of complete Final Application Packet by Zoning Administrator: Date: _____ by: _____
- ____ Receipt of 25 reduced (8.5" by 11" text and 11" x 17" graphics) copies of complete Final Application Packet by Zoning Administrator: Date: _____ by: _____
- ____ Certification of complete Final Application Packet and required copies to the Zoning Administrator by City Clerk: Date: _____ by: _____
- ____ Class 2 Legal Notice sent to official newspaper by City Clerk: Date: _____ by: _____
- ____ Class 2 Legal Notice published on _____ and _____ by: _____
- ____ Conditional Use recorded with the County Register of Deeds Office: Date: _____ by: _____

- Operational considerations relating to potential nuisance creation pertaining to noncompliance with the performance standards addressed in Article VII (Sections 98-701-98-721) including: street access, traffic visibility, parking, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation, glare and heat, fire and explosion, toxic or noxious materials, waste materials, drainage, and hazardous materials;
- If no nuisances will be created (as indicated by complete and continuous compliance with the provisions of Article VII), then include the statement "The proposed development shall comply with all requirements of Article VII.";
- Exterior building and fencing materials (Sections 98-718 and 98-720);
- Possible future expansion and related implications for points above;
- Any other information pertinent to adequate understanding by the Plan Commission of the intended use and its relation to nearby properties.

(b) **A Small Location Map** at 11" x 17" showing the subject property, all properties within 300 feet, and illustrating its relationship to the nearest street intersection. (A photocopy of the pertinent section of the City's Official Zoning Map with the subject property clearly indicated shall suffice to meet this requirement.)

(c) **A Property Site Plan drawing which includes:**

- A title block which indicates the name, address and phone/fax number(s) of the current property owner and/or agent(s) (developer, architect, engineer, planner) for project;
- The date of the original plan and the latest date of revision to the plan;
- A north arrow and a graphic scale (not smaller than one inch equals 100 feet);
- A reduction of the drawing at 11" x 17";
- A legal description of the subject property;
- All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled;
- All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose;
- All required building setback lines;
- All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls;
- The location and dimension (cross-section and entry throat) of all access points onto public streets;
- The location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus required by the Ordinance;
- The location and dimension of all loading and service areas on the subject property and labels indicating the dimension of such areas;
- The location of all outdoor storage areas and the design of all screening devices;
- The location, type, height, size and lighting of all signage on the subject property;
- The location, height, design/type, illumination power and orientation of all exterior lighting on the subject property -- including the clear demonstration of compliance with Section 98-707;
- The location and type of any permanently protected green space areas;
- The location of existing and proposed drainage facilities;
- In the legend, data for the subject property on:
 - Lot Area;



Length: 581.48 ft

My Map

WALWORTH COUNTY, WISCONSIN

0 12.5 25 50 75 100
1 inch = 69 feet
Feet

Author:
Map Produced on: 4/4/2016
Wisconsin State Plane Coordinate System, South Zone
Horizontal Datum: NAD27

Walworth County Information Technology Department
Land Information Division
1600 County Trunkline
Elkhorn, Wisconsin 53121-1001

DISCLAIMER: THE INFORMATION PROVIDED ON THIS MAP WAS BASED ON THE BEST AVAILABLE DATA AND IS PROVIDED FOR YOUR CONVENIENCE ONLY. WALWORTH COUNTY DOES NOT WARRANT THE ACCURACY, COMPLETENESS, OR QUALITY OF THE DATA OR THE RESULTS OF THE INFORMATION CONTAINED HEREIN. WALWORTH COUNTY DOES NOT ACCEPT ANY LIABILITY FOR ANY DAMAGE, INCLUDING ACCURACY, COMPLETENESS, OR QUALITY OF THE DATA OR THE RESULTS OF THE INFORMATION CONTAINED HEREIN.

CONDITIONAL USE RESOLUTION 16-R33

A resolution authorizing the issuance of a Conditional Use Permit to Carolyn Sue Gifford, 191 W South Street, Lake Geneva, WI 53147.

WHEREAS, the City Plan Commission has considered the application of Carolyn Sue Gifford, 191 W South Street, Lake Geneva, WI 53147; and,

WHEREAS, The City Plan Commission held a Public Hearing thereon pursuant to proper notice given on May 16, 2016.

NOW, THEREFORE, BE IT RESOLVED, that the Zoning Administrator be, and is hereby authorized, to issue a Conditional Use Permit to operate a Family Daycare Home (Four to Eight Children) in a Single Family (SR-4) Zoning District including the Findings of Fact, Staff recommendations, State of Wisconsin Department of Health and Family Services approval, Conditional Use Permit is for applicant only, and parking for drop off and pick up is allowed in driveway or on Lake Geneva Blvd. only.

Granted by action of the Common Council of the City of Lake Geneva this 23rd day of May, 2016.

Alan Kupsik, Mayor

ATTEST:

Sabrina Waswo, City Clerk

9. Public Hearing and Recommendation on a Conditional Use Application filed by Karlee Mann, W5244 Cty. Rd. ES, Elkhorn, WI 53121, for Lefty's Too to operate a Commercial Indoor Entertainment facility (Restaurant) at 223 Cook Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00253.

DISCUSSION – Dona & Karlee Mann, Applicant

Applicants Dona & Karlee Mann gave an overview of the application details and there was a brief discussion with the Commission.

PUBLIC SPEAKERS – None

MOTION #8

Hartz/Skates moved to close the public hearing. The motion carried unanimously.

MOTION #9

Gibbs/Hartz moved to approve the recommendation on a Conditional Use Application filed by Karlee Mann, W5244 Cty. Rd. ES, Elkhorn, WI 53121, for Lefty's Too to operate a Commercial Indoor Entertainment facility (Restaurant) at 223 Cook Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00253, they will comply with the Fire Department and State Health Department and including all finding of facts and staff recommendations. The motion carried unanimously.

10. Public Hearing and Recommendation on a Conditional Use Application filed by Carolyn Sue Gifford to operate Family Daycare Home (Four to Eight Children) in a Single Family (SR-4) zoning district at 191 W South Street, Lake Geneva, WI 53147, Tax Key No. ZA160800001.

DISCUSSION – Carolyn Gifford, 191 W South Street, LG

Applicant gave an overview of the application details and there was a brief discussion with the Commission. Parking and drop off was discussed. Esarco/Skates suggested a sidewalk or pathway for people to utilize rather than the grass.

PUBLIC SPEAKERS - None

MOTION #10

Kupsik/Hartz moved to close the public hearing. The motion carried unanimously.

MOTION #11

Hartz/Skates moved to approve the Recommendation on a Conditional Use Application filed by Carolyn Sue Gifford to operate Family Daycare Home (Four to Eight Children) in a Single Family (SR-4) zoning district at 191 W South Street, Lake Geneva, WI 53147, Tax Key No. ZA160800001, including finding of fact and staff recommendations. The motion carried unanimously.

APPLICATION FOR CONDITIONAL USE

City of Lake Geneva

SITE ADDRESS/PARCEL NO. AND FULL LEGAL DESCRIPTION REQUIRED (ATTACH SEPARATE SHEET IF NECESSARY):

Lot 1 of Certified Survey Map No. 1608, Walworth County Records, Located in Part of the Northeast 1/4 of Section 1, T1N, R17E, City of Lake Geneva,

Walworth County, Wisconsin

NAME AND ADDRESS OF CURRENT OWNER:

Carolyn Sue Gifford

191 W. South St., Lake Geneva, WI 53147-2417

TELEPHONE NUMBER OF CURRENT OWNER:

NAME AND ADDRESS OF APPLICANT:

(same as above)

TELEPHONE NUMBER OF APPLICANT:

PROPOSED CONDITIONAL USE:

State Licensed Family Child Care in my home during School year only (Mondays - Fridays 7a.m. - 5p.m.)

ZONING DISTRICT IN WHICH LAND IS LOCATED: SR-4

NAMES AND ADDRESSES OF ARCHITECT, PROFESSIONAL ENGINEER AND CONTRACTOR OF PROJECT:

SHORT STATEMENT DESCRIBING ACTIVITIES TO BE CARRIED ON AT SITE:

infant + toddler in-home child care for maximum of 8 children

CONDITIONAL USE FEE PAYABLE UPON FILING APPLICATION (\$400.00 [\$100 FOR APPLICATIONS UNDER SEC. 98-407(3)])

April 8, 2016

DATE

Carolyn S. Gifford

SIGNATURE OF APPLICANT

proposed for development OR if the proposed conditional use is a group development (per Section 98-208) a proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required on said site plan per Section 98-908.

(e) Written justification for the proposed conditional use:

Indicating reasons why the Applicant believes the proposed conditional use is appropriate with the recommendations of the City of Lake Geneva Comprehensive Master Plan, particularly as evidenced by compliance with the standards set out in Section 98-905(4)(b)1.-6. (See below)

III. JUSTIFICATION OF THE PROPOSED CONDITIONAL USE

1. How is the proposed conditional use (the use in general, independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the City of Lake Geneva Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City?
there is a need for much more infants & toddler child care, throughout Lake Geneva.
2. How is the proposed conditional use, in its specific location, in harmony with the purposes, goals, objectives, policies and standards of the City of Lake Geneva Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City?
this child care would be convenient for my teachers employed by the Lake Geneva School District.
3. Does the proposed conditional use, in its proposed location and as depicted on the required site plan (see Section 98-905(3)(d)), result in any substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of the Zoning Ordinance, the Comprehensive Plan, or any other plan, program, map ordinance adopted or under consideration pursuant to official notice by the City or other governmental agency having jurisdiction to guide development?
no
4. How does the proposed conditional use maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property?
this is a personal residence so impact would be negligible.
5. Is the proposed conditional use located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property?
no more than if I had a family with small children who would play outside.
6. Do the potential public benefits of the proposed conditional use outweigh all potential adverse impacts of the proposed conditional use (as identified in Subsections 98-905(4)(b)1.-5.), after taking into consideration the Applicant's proposal and any requirements recommended by the Applicant to ameliorate such impacts?
yes

Services Offered

Commercial Site Development
Subdivision Design and Platting
Planning and Plan Review
Streets and Highway Design
Drainage Studies
Water Distribution Systems
Sewer Collection Systems
Construction Surveying and Stake-out Services
GPS Surveying
Certified Soil Testing

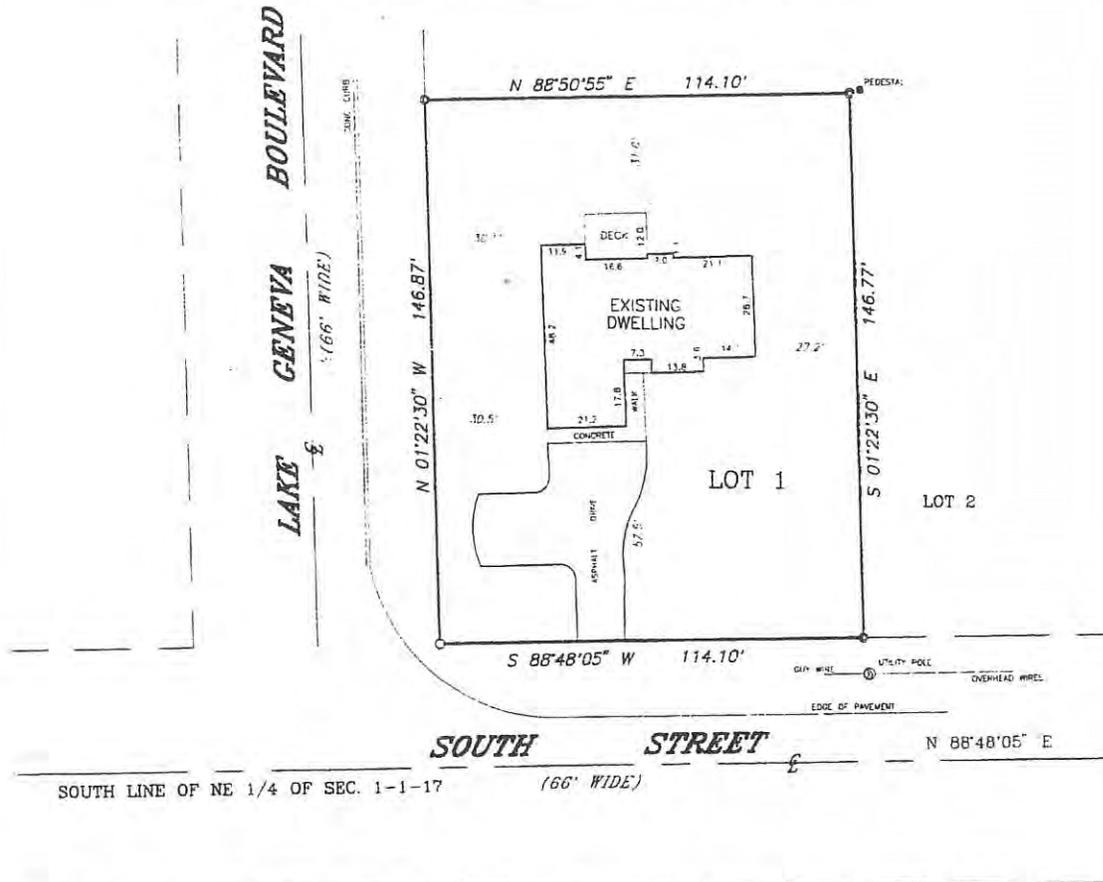


Nienow Engineering Assoc.
Consulting Engineers and Surveyors
229 E. Main Street
Watertown, WI 53185
(414) 534-9190 Fax (414) 534-9182

#95178W
M95178S1.DWG

PLAT OF SURVEY

LOT 1 OF CERTIFIED SURVEY MAP NO. 1608, WALWORTH COUNTY RECORDS,
LOCATED IN PART OF THE NORTHEAST 1/4 OF SECTION 1, T1N, R17E,
CITY OF LAKE GENEVA, WALWORTH COUNTY, WISCONSIN



LEGEND

- + - CROSS CUT IN CONCRETE
- o - PK NAIL
- ⊕ - FOUND IRON PIPE
- ⊙ - FOUND IRON ROD
- - SET IRON PIPE
- - - FENCE
- () - RECORDED AS
- ⬆ - SOIL BORING
- ⊕ - BENCH MARK
- ⊕ - FOUND BRASS CAPPED MONUMENT
- ⊕ - FOUND CONCRETE MONUMENT

ORDERED BY: STEVE BEERS
c/o KEEFE REALTY
191 SOUTH STREET
LAKE GENEVA, WI 53147



SCALE: 1" = 30'
BEARING BASE: AS RECORDED AS.

STATE OF WISCONSIN)
RACINE COUNTY)

I HEREBY CERTIFY THAT I HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY AND THE ABOVE MAP IS A TRUE REPRESENTATION THEREOF AND SHOWS THE SIZE AND LOCATION OF THE PROPERTY, THE LOCATION OF ALL VISIBLE STRUCTURES AND DIMENSIONS OF ALL PRINCIPAL BUILDINGS THEREON, BOUNDARY FENCES, APPARENT EASEMENTS, ROADWAY AND VISIBLE ENCROACHMENTS, IF ANY.

THIS SURVEY IS MADE FOR THE PRESENT OWNERS OF THE PROPERTY, AND ALSO THOSE WHO PURCHASE, OR GUARANTEE THE TITLE THEREOF WITHIN (1) YEAR FROM THE DATE HEREOF.

DATED AT WATERTOWN THIS 12TH DAY OF FEBRUARY 19 95

RECEIVED _____

007-1618
ZA-1608-1

11. Public Hearing and recommendation on a Conditional Use Application filed by Steven Johansen for Maple Park Inn, N4590 Ostrander Road, New London, WI to operate a Bed & Breakfast establishment at 920 Geneva Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00235.

DISCUSSION – Sue Johansen, applicant

Applicant gave an overview of the application details and there was a brief discussion with the Commission.

PUBLIC SPEAKER #1 –Joe Railton, 930 Geneva Street, LG

Railton expressed his concerns about having a transient business next door to his home for various reasons, including resale depreciation of his home and safety concerns for his grandchildren. He also pointed out that he did not know how they will meet the requirements to even have a B&B (i.e. two exits, 5 bathrooms, etc.) He stated that there is no prevailing necessity for this use. If they are allowed to have 4 people per room that means they could potentially have 20 people at one time staying in this building next door to his home.

PUBLIC SPEAKER #2 –Carol Railton, 930 Geneva Street, LG

Railton voiced her opposition to this item, agreeing with comments made by her husband Joe Railton. In addition she brought up a safety concern with regards to the daycare service that is also in the neighborhood. Stating that having many visitors to this property is a safety concern for the neighboring residents.

PUBLIC SPEAKER #3 –Wendy Smith, 1004 Geneva Street, LG

Stated her opposition to the recommendation of this item and urged the commission to consider the residential area and protect it.

PUBLIC SPEAKER #4 –Cindy Fueredi, 1010 Geneva Street, LG

Stated her opposition to the recommendation of this item and urged the commission to consider the residential area and protect it.

MOTION #12

Gibbs/Skates moved to close the public hearing. The motion carried unanimously.

DISCUSSION

Inspector Robers stated that the applicants will be coming forth to get permits to add a bathroom and the home does have two exits on it. Slavney stated that since 1989 the western edge of downtown has been a consistent source of discussion and concern. Confirming that the neighborhood has been consistently opposed to businesses going beyond the Cook Street frontage. Skates stated that in another location this applicant would do a great job. However, having a daycare so close is a concern and also stated his concerns for setting a bad precedence and feels it is important not to head in the wrong direction, because then where do you stop?

MOTION #13

Hartz/Skates moved to deny the recommendation on a Conditional Use Application filed by Steven Johansen for Maple Park Inn, N4590 Ostrander Road, New London, WI to operate a Bed & Breakfast establishment at 920 Geneva Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00235, including finding of facts for denial. The motion carried unanimously.

RECEIVED
Date: 4-22-16
pm

APPLICATION FOR CONDITIONAL USE

City of Lake Geneva

SITE ADDRESS/PARCEL NO. AND FULL LEGAL DESCRIPTION REQUIRED (ATTACH SEPARATE SHEET IF NECESSARY):

ZOP 00235 (see attached)
920 Geneva St.

NAME AND ADDRESS OF CURRENT OWNER:

Ann H. McCullough

TELEPHONE NUMBER OF CURRENT OWNER: _____

NAME AND ADDRESS OF APPLICANT:

Steven Johansen

(Maple Park Inn)

N4590 Ostrander Rd, New London, WI

TELEPHONE NUMBER OF APPLICANT: _____

PROPOSED CONDITIONAL USE:

Bed and Breakfast (5 rooms)

ZONING DISTRICT IN WHICH LAND IS LOCATED:

Single Family Residential

NAMES AND ADDRESSES OF ARCHITECT, PROFESSIONAL ENGINEER AND CONTRACTOR OF PROJECT:

Contracting services will be done at a later date and a permit will be applied for.

SHORT STATEMENT DESCRIBING ACTIVITIES TO BE CARRIED ON AT SITE:

A five room luxury bed and breakfast that will be certified, licensed and insured.

CONDITIONAL USE FEE PAYABLE UPON FILING APPLICATION: \$400.00 [\$100 FOR APPLICATIONS UNDER SEC. 98-407(3)]

April 22nd, 2016

DATE



SIGNATURE OF APPLICANT

April 22, 2016

To whom it may concern:

This letter provide authorization for Steve and Sue Johansen to pursue a conditional use permit for a bed-and-breakfast through the city of Lake Geneva for our property at 920 Geneva St., Lake Geneva, WI. Should there be any expenses associated with this, please bill to Steve and Sue Johansen.

Regards,

A handwritten signature in blue ink, appearing to read "Meghan Brennan". The signature is fluid and cursive, with a long horizontal stroke at the end.

Meghan Brennan (for Ann McCullough)

- _____ (c) A written description of the proposed conditional use describing the type of activities, buildings, and structures proposed for the subject property and their general locations;
- _____ (d) A site plan (conforming to the requirements of Section 98-908(3)) of the subject property as proposed for development OR if the proposed conditional use is a group development (per Section 98-208) a proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required on said site plan per Section 98-908.
- _____ (e) Written justification for the proposed conditional use:
 - _____ Indicating reasons why the Applicant believes the proposed conditional use is appropriate with the recommendations of the City of Lake Geneva Comprehensive Master Plan, particularly as evidenced by compliance with the standards set out in Section 98-905(4)(b)1.-6. (See below)

III. JUSTIFICATION OF THE PROPOSED CONDITIONAL USE

1. How is the proposed conditional use (the use in general, independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the City of Lake Geneva Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City?

The property will still remain a single family residence despite being used as a bed and breakfast

2. How is the proposed conditional use, in its specific location, in harmony with the purposes, goals, objectives, policies and standards of the City of Lake Geneva Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City?

Again, it will still be a single family residence.

3. Does the proposed conditional use, in its proposed location and as depicted on the required site plan (see Section 98-905(3)(d)), result in any substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of the Zoning Ordinance, the Comprehensive Plan, or any other plan, program, map ordinance adopted or under consideration pursuant to official notice by the City or other governmental agency having jurisdiction to guide development?

No

4. How does the proposed conditional use maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property?

The home will remain a single family residence

5. Is the proposed conditional use located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property?

There should be no additional burden
on any of the public agencies.

6. Do the potential public benefits of the proposed conditional use outweigh all potential adverse impacts of the proposed conditional use (as identified in Subsections 98-905(4)(b)1.-5.), after taking into consideration the Applicant's proposal and any requirements recommended by the Applicant to ameliorate such impacts?

Bed and breakfast properties are typically
the best maintained properties within
their neighborhood and bring substantial
economic gain to their communities

IV.FINAL APPLICATION PACKET INFORMATION

- ____ Receipt of 5 full scale copies in blue/line or black/line
of complete Final Application Packet by Zoning Administrator: Date: _____ by: _____
- ____ Receipt of 25 reduced (8.5" by 11" text and 11" x 17" graphics)
copies of complete Final Application Packet by Zoning Administrator: Date: _____ by: _____
- ____ Certification of complete Final Application Packet and
required copies to the Zoning Administrator by City Clerk: Date: _____ by: _____
- ____ Class 2 Legal Notice sent to official newspaper by City Clerk: Date: _____ by: _____
- ____ Class 2 Legal Notice published on _____ and _____ by: _____
- ____ Conditional Use recorded with the County Register of Deeds Office: Date: _____ by: _____

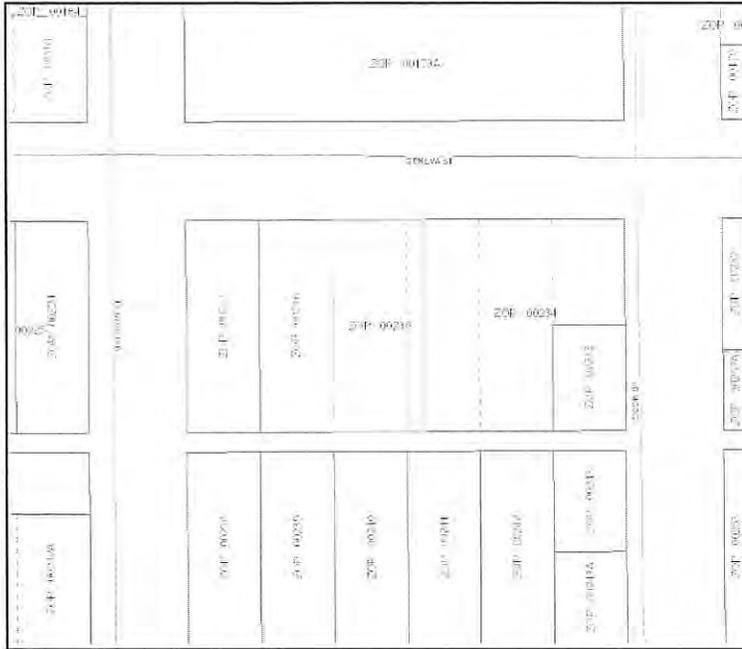
The Maple Park Inn will be Lake Geneva's premiere luxury bed and breakfast establishment. It will offer a contemporized and elegant B&B environment that respects and pays homage to the historic Maple Park neighborhood and Eastlake Victorian architecture of the home. Each of the five rooms (four initially) will feature luxurious bedding, fine linens, comfortable seating and state-of-the-art technology.

The Innkeepers, Steve and Sue Johansen, are both accomplished professionals who have been dreaming about running a successful bed and breakfast for many years. They will live onsite and are looking forward to creating a relaxed, intimate and inviting ambiance while serving as strong business and neighborhood partners within the Lake Geneva community.

The Maple Park Inn will be open year-round offering luxurious accommodations seven days a week.

Off-street parking for the Inn will be provided from the alley utilizing five of the seven spaces currently associated with the property.

When construction is completed (we believe prior to opening), we will have a private bath for each room.



Walworth County, WI Land Information Division

Property Details

Municipality: CITY OF LAKE GENEVA
 Parcel Number: ZOP 00235
 School District: 2884-UHS LAKE GENEVA-GENOA CI
 Zoning District:

Owner Information

Owner Name: ANN H MCCULLOUGH
 Owner Name 2: JAMES A MCCULLOUGH
 Mailing Address: 920 GENEVA ST

LAKE GENEVA WI, 53147

2015 Valuation Information

Land: \$59,300.00
 Improvements: \$261,600.00
 Total: \$320,900.00
 Acres: 0.3000
 Fair Market Value: \$328,100.00
 Assessment Ratio: 0.9780213590
 Mill Rate: 0.0223760460

Tax Information

First Dollar Credit: \$81.21	School Credit: \$734.55
Special Assessment: \$0.00	Lottery Credit: \$131.18
Delinquent Utility Charge: \$0.00	Special Charges: \$0.00
Managed Forest Land Taxes: \$0.00	Private Forest Crop Taxes: \$0.00
Total Billed: \$6,968.08	Woodland Tax Law Taxes: \$0.00
Net Tax \$6,968.08	

Tax Jurisdictions

GATEWAY TECHNICAL \$263.20
 UHS LG-GENOA CITY \$1397.85
 CITY OF LAKE GENEVA \$1938.21
 SCH LAKE GENEVA J 1 \$2005.40
 STATE OF WISCONSIN \$56.19
 WALWORTH COUNTY \$1519.62

Elected Officials / Voting Districts

Supervisory District: Nancy Russell (D11)
 State Representative: Tyler August(R) (32nd District)
 State Senator: Stephen Nass(R) (11th District)
 US Representative: Paul Ryan(R) (1st District)
 US Senator: Ron Johnson (R) & Tammy Baldwin (D)

Soil Classification

<u>Soil Type</u>	<u>Soil Name</u>	<u>Acres</u>
FsA	FOX SILT LOAM, 0 TO 2 PERCENT SLOPES	0.2961

Special Assessments / Charges

Property Address

920 GENEVA ST LAKE GENEVA

Legal Description

W 15' LOT 3 BLK 25 LOT 4 BLK 25 ORIGINAL PLAT CITY OF LAKE GENEVA

Disclaimer

The information provided in this property information page is not official information. All official tax information is recorded in the Walworth County Treasurer's Office. To verify tax payment/payoff status, contact the Walworth County Treasurer's Office at 262-741-4251.

12. Public Hearing and recommendation on a Planned Development (PD), Precise Implementation Plan (PIP) submitted by Leslie N Scherrer Pella for PSG, Inc., 448 Falcon Ridge Drive, Suite B, Burlington, WI 53105 for property located at 414 & 416 Baker Street, Tax Key Nos. ZBS 00001 & 00002.

DISCUSSION – Leslie Scherrer Pella, applicant

Applicant gave an overview of the application details and there was a brief discussion with the Commission.

PUBLIC SPEAKERS –None

MOTION #14

Skates/Gibbs moved to close the public hearing. The motion carried unanimously.

MOTION #15

Skates/Gibbs moved to approve the recommendation on a Planned Development (PD), Precise Implementation Plan (PIP) submitted by Leslie N Scherrer Pella for PSG, Inc., 448 Falcon Ridge Drive, Suite B, Burlington, WI 53105 for property located at 414 & 416 Baker Street, Tax Key Nos. ZBS 00001 & 00002, including finding of fact and staff recommendations. The motion carried with 5 Yes votes and 1 Abstained (Kupsik).

13. Public Hearing and recommendation on a General Development Plan (GDP) Application filed by Lake Geneva 50120, LLC c/o GMX Real Estate Group, LLC, 3000 Dundee Rd, Northbrook, IL 60062 for two new commercial buildings in the Planned Business zoning district at 281 N Edwards Blvd., Tax Key No. ZA297300001.

DISCUSSION – Andrew Goodman, GMX Real Estate (applicant)

Goodman gave an overview of the application details and there was a brief discussion with the Commission.

PUBLIC SPEAKERS –None

MOTION #16

Gibbs/Hartz moved to close the public hearing. The motion carried unanimously.

MOTION #17

Hartz/Gibbs moved to approve the recommendation on a General Development Plan (GDP) Application filed by Lake Geneva 50120, LLC c/o GMX Real Estate Group, LLC, 3000 Dundee Rd, Northbrook, IL 60062 for two new commercial buildings in the Planned Business zoning district at 281 N Edwards Blvd., Tax Key No. ZA297300001, including finding of fact and staff recommendations. The motion carried unanimously.

14. Public Hearing and recommendation on a General Development Plan (GDP) Application filed by Geneva Lakes Dream Homes c/o Ernie Truchscherer, PO Box 259, Lake Geneva, WI 53147 for three new commercial buildings in the Planned Business Park zoning district at lots #49 – 52 Tax Key Nos. ZLGBP200030 - 200033.

DISCUSSION – Warren Hansen & Ernie Truchscherer (applicants)

Hansen and Truchscherer gave an overview of the application details and there was a brief discussion with the Commission.

PUBLIC SPEAKERS –None

MOTION #18

Gibbs/Skates moved to close the public hearing. The motion carried unanimously.

MOTION #19

Kupsik/Fredrick moved to approve the recommendation on a General Development Plan (GDP) Application filed by Geneva Lakes Dream Homes c/o Ernie Truchscherer, PO Box 259, Lake Geneva, WI 53147 for three new commercial buildings in the Planned Business Park zoning district at lots #49 – 52 Tax Key Nos. ZLGBP200030 – 200033, including finding of fact and staff recommendations. The motion carried unanimously.

APPLICATION TO INITIATE PLANNED DEVELOPMENT PROCESS

Name of Applicant: PSG, Inc. c/o Leslie Scherrer Pella

Address of Applicant: 448 Falcon Ridge Drive, Suite B

Burlington, WI 53105

Telephone No. (262-758-6064 or 262-758-3190

Fax and/or email: (Leslie@PSGWisconsin.com

Name of Owner: LPJ Scherrer LLC - Unit 414 AND Leslie Scherrer Pella - Unit 416

Address of Owner: 5054 Ruedebusch Road 416 Baker Street

Burlington, WI 53105 Lake Geneva, WI 53147

Telephone No. (262-758-6064 or 262-758-3190

Fax and/or email: (Leslie@PSGWisconsin.com

Subject property address and/or complete legal description (use attached sheet if necessary):

See Exhibit A

Current Zoning District: NB

April 4, 2016
Date

Leslie Scherrer Pella
Signature of Applicant

May 5, 2016



Mr. Ken Robers
City of Lake Geneva
Zoning Administrator
626 Geneva Street
Lake Geneva, WI 53147

RE: 414 & 416 Baker Street, Lake Geneva
Planned Development Process

Dear Mr. Robers,

As follow up to our conversations regarding the above referenced property, we would like to proceed with our request for rezoning to PD and request to be placed on the agenda for the May 16th Plan Commission Meeting for consideration. The primary purpose of our request for a PD zoning is to facilitate flexibility in use so that the units may be owner occupied and/or utilized for short term vacation rental.

We have developed a business plan that outlines our intention of transitioning one unit to short term vacation rental this spring, while the other remains owner occupied in the near term. With time, there is potential that both units will be used for short term vacation rental.

There are no proposed changes to the site plan at this time and no requested changes to the unit density. There are several short term vacation rental properties in the neighborhood, including two properties that share a property line with the subject property. There are also several lodging businesses in the immediate area. Zoning for neighboring properties includes PD, PB, GB, and M8. We believe a PD zoning and use as a vacation rental for the subject property (currently zoned NB) will fit well with the adjacent zonings and uses.

I've enclosed seventeen sets of information including our original application, a parking plan, and business plan outlining our approach to our vacation rental. I look forward to the opportunity to discuss this in more detail with you and the City of Lake Geneva Plan Commission. Please let me know if there is anything else you need from me at this time. I can be reached at 262-758-3190 or Leslie@PSGwisconsin.com.

Sincerely,



Leslie N. Scnerrer Pella

EXHIBIT A

Property Address

414 Baker Street, Lake Geneva, WI 53147 AND 416 Baker Street, Lake Geneva WI 53147

Tax IDs

ZBS 00001 AND ZBS 00002

Legal Description

Units 1 and 2 and so much of the undivided interest in the common areas and facilities appurtenant to such unit in the percentage specified and established in the hereinafter-mentioned Declaration, in a Condominium commonly known as BAKER STREET CONDOMINIUM created under the Condominium Ownership Act of the State of Wisconsin by Declaration recorded on March 31, 2006 in the Office of the Register of Deeds for Walworth County, Wisconsin as Document No. 672260. The post office address of the above units is 414 and 416 Baker Street, Lake Geneva, Wisconsin

Business Plan
Baker Street Vacation Rental
414 & 416 Baker Street, Lake Geneva, WI



The following business plan pertains to the property located at 414 and 416 Baker Street in Lake Geneva, WI. The property includes two attached condominium units. The plan for operating this property as a vacation rental is as follows.

Beginning in the spring of 2016, LPJ Scherrer LLC, the owner of unit 414 will procure a general business license through the City of Lake Geneva, furnish the unit for a vacation rental, and begin marketing through VRBO.com. LPJ Scherrer LLC is owned by Peter Scherrer and Leslie Scherrer Pella, co-owners of PSG, Inc. in Burlington. PSG was started in September of 2009 by Peter Scherrer and Leslie Scherrer Pella, a father/daughter team with extensive background in the construction and real estate industries. We organized to leverage our core skills, business acumen and industry expertise, to provide a breadth of services in a number of capacities, including real estate asset management. Day to day management and services for the VRBO will be provided by PSG staff and contracted professional service providers reporting to Leslie Scherrer Pella.

Brian Pella and Leslie Scherrer Pella, owners of 416 Baker Street, will continue to occupy unit 416 in the near term and will closely monitor the VRBO operation of unit 414. As the operation is established, unit 416 may also procure a general business license and transition to VRBO, to be managed in conjunction with the unit 414 VRBO.

Parking to facilitate this operation is onsite. A site plan has been prepared showing 8 parking spaces for the property. This includes 2 single car garages, 2 large surface parking areas immediately outside the garages (approximately 15'8" x 30' for 414 and 18' x 30' for 416), and 4 additional stalls, 10' x 18' each. With 3 bedrooms in unit 414 and 2 bedrooms in unit 416, this exceeds the requirement of one parking stall per bedroom and will provide flexibility in offering parking for boat trailers.

The VRBOs will be marketed toward families and adult groups. Detailed information on local businesses, restaurants, entertainment, events and Lake Geneva amenities will be provided in each unit. Owner provided provisions will include beach chairs and towels, picnic baskets and coolers, an equipped kitchen, and basic supplies. Professional cleaning will be provided and guests will also be offered grocery service.

Prior to booking, guests will receive a professional rental agreement, outlining the terms and conditions of their vacation rental. In addition to outlining the rental policies, this documentation will include 24/7 contact information for the VRBO manager and rules and regulations. Rules and regulations will include notice of City noise ordinances, restriction of any immoral, unlawful or nuisance acts, restrictions against hazardous materials and/or illegal drugs, and restrictions against littering.

Our focus will be providing guests with a comfortable vacation rental that they want to return to year after year, continuing to be responsible property owners, and utilizing our experience and resources to ensure that this operation is run in a highly professional manner.

12. Public Hearing and recommendation on a Planned Development (PD), Precise Implementation Plan (PIP) submitted by Leslie N Scherrer Pella for PSG, Inc., 448 Falcon Ridge Drive, Suite B, Burlington, WI 53105 for property located at 414 & 416 Baker Street, Tax Key Nos. ZBS 00001 & 00002.

DISCUSSION – Leslie Scherrer Pella, applicant

Applicant gave an overview of the application details and there was a brief discussion with the Commission.

PUBLIC SPEAKERS –None

MOTION #14

Skates/Gibbs moved to close the public hearing. The motion carried unanimously.

MOTION #15

Skates/Gibbs moved to approve the recommendation on a Planned Development (PD), Precise Implementation Plan (PIP) submitted by Leslie N Scherrer Pella for PSG, Inc., 448 Falcon Ridge Drive, Suite B, Burlington, WI 53105 for property located at 414 & 416 Baker Street, Tax Key Nos. ZBS 00001 & 00002, including finding of fact and staff recommendations. The motion carried with 5 Yes votes and 1 Abstained (Kupsik).

13. Public Hearing and recommendation on a General Development Plan (GDP) Application filed by Lake Geneva 50120, LLC c/o GMX Real Estate Group, LLC, 3000 Dundee Rd, Northbrook, IL 60062 for two new commercial buildings in the Planned Business zoning district at 281 N Edwards Blvd., Tax Key No. ZA297300001.

DISCUSSION – Andrew Goodman, GMX Real Estate (applicant)

Goodman gave an overview of the application details and there was a brief discussion with the Commission.

PUBLIC SPEAKERS –None

MOTION #16

Gibbs/Hartz moved to close the public hearing. The motion carried unanimously.

MOTION #17

Hartz/Gibbs moved to approve the recommendation on a General Development Plan (GDP) Application filed by Lake Geneva 50120, LLC c/o GMX Real Estate Group, LLC, 3000 Dundee Rd, Northbrook, IL 60062 for two new commercial buildings in the Planned Business zoning district at 281 N Edwards Blvd., Tax Key No. ZA297300001, including finding of fact and staff recommendations. The motion carried unanimously.

14. Public Hearing and recommendation on a General Development Plan (GDP) Application filed by Geneva Lakes Dream Homes c/o Ernie Truchscherer, PO Box 259, Lake Geneva, WI 53147 for three new commercial buildings in the Planned Business Park zoning district at lots #49 – 52 Tax Key Nos. ZLGBP200030 - 200033.

DISCUSSION – Warren Hansen & Ernie Truchscherer (applicants)

Hansen and Truchscherer gave an overview of the application details and there was a brief discussion with the Commission.

PUBLIC SPEAKERS –None

MOTION #18

Gibbs/Skates moved to close the public hearing. The motion carried unanimously.

MOTION #19

Kupsik/Fredrick moved to approve the recommendation on a General Development Plan (GDP) Application filed by Geneva Lakes Dream Homes c/o Ernie Truchscherer, PO Box 259, Lake Geneva, WI 53147 for three new commercial buildings in the Planned Business Park zoning district at lots #49 – 52 Tax Key Nos. ZLGBP200030 – 200033, including finding of fact and staff recommendations. The motion carried unanimously.

GENERAL DEVELOPMENT PLAN (GDP) AMENDMENT

Name of Applicant: Lake Geneva 50120, LLC c/o GMK Real Estate Group, LLC
Address of Applicant: SEC Route 50 & Edwards Boulevard
Lake Geneva, WI (PIN 2A297300001)
Wal-Mart Parcel in front of Parking lot
281 N. Edwards Boulevard, Lake Geneva, WI
Telephone No. (312) 607-6418 / Andrew Goodman

Proposed GDP Amendment: Develop a former vacated gas station
site into a proposed two building retail and restaurant
complex to be anchored by national tenants.

Reason for requesting proposed Amendment: To move forward with our
proposed development. We have significant national tenant
interest in our subject site.

Fee of \$300.00 payable upon filing application.

4/29/2016
Date


Andrew S. Goodman
Signature of Applicant
Manager, Lake Geneva 50120, LLC

TO: Ken Robers, City of Lake Geneva

CC: Mike Colombo, JTS Architects
Scott DiGilio, RTM Engineering
Ed Goss, RTM Engineering
Kevin Mottlowitz, GMXRE

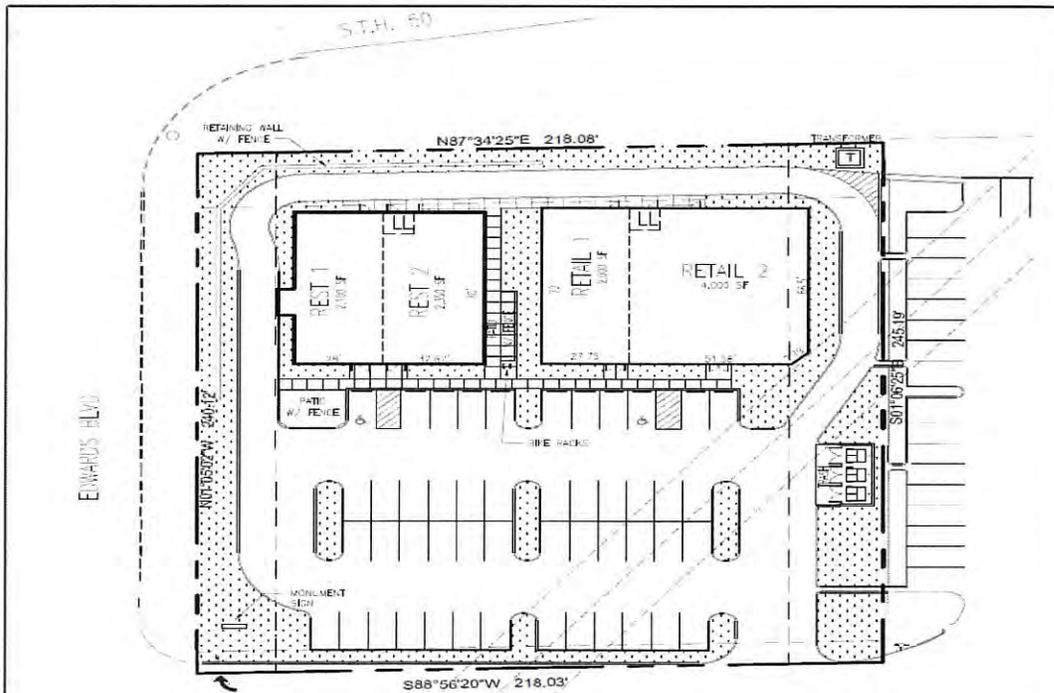
FROM: Andrew Goodman, GMXRE

RE: WAL-MART PAD @ SEC ROUTE 50 & EDWARDS BOULEVARD
GENERAL WRITTEN DESCRIPTION FOR GENERAL DEVELOPMENT PLAN

DATE: May 5, 2016

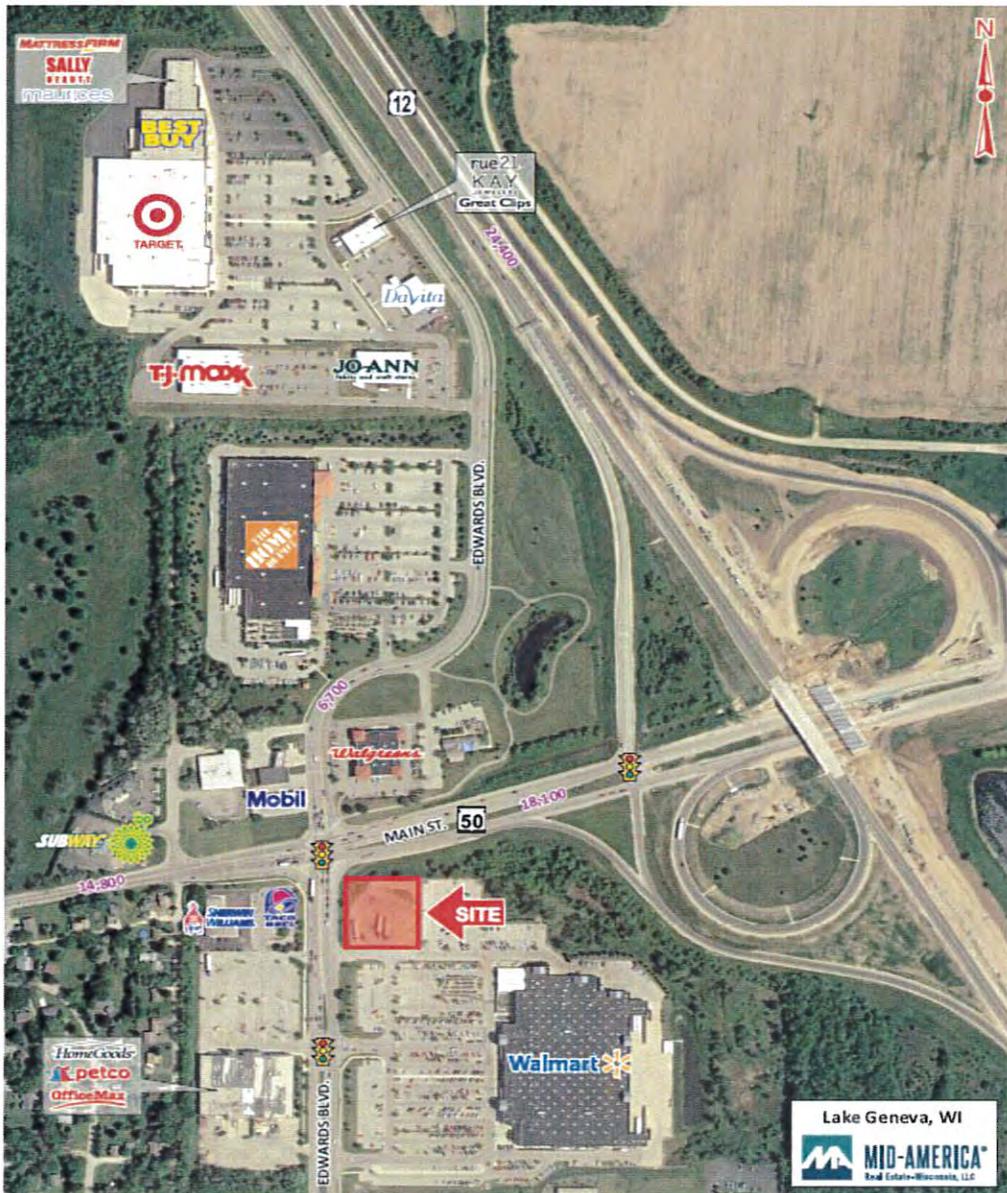
Ken,

Thank you for the opportunity to present our proposed project to you, which includes redevelopment of a former +/- 1.2 acre vacant gas station site that sits at a "main-on-main" corner at the southeast corner of Route 50 and Edwards Boulevard in front of the Wal-Mart Supercenter. The subject site has been sitting dormant since 2006 or thereabouts. As shown in our proposed site plan below, we are proposing a commercial project encompassing two double end-cap buildings with two national restaurant and two national retail tenants separated by open space, walkways and a patio. It is possible that the co-tenancy of the proposed project will change, but we are in discussions with the aforementioned potential tenants.



WAL-MART PAD @ SEC ROUTE 50 & EDWARDS BOULEVARD
GENERAL WRITTEN DESCRIPTION FOR GENERAL DEVELOPMENT PLAN
May 2, 2016
Page 2

The proposed western building encompasses +/- 4,450 sf of restaurant space with a drive-thru lane plus +/- 100 sf landlord room with two national restaurant chains. The proposed eastern building encompasses +/- 6,000 sf of retail space plus +/- 100 sf landlord room. The total impervious area of the proposed building and site improvements encompasses +/- 75% of the subject site and pervious area of the proposed landscape improvements encompasses +/- 25% of the subject site. Proposed site improvements would including utility connections to the adjoining area utilities. Proposed access would include a connection to the existing Wal-Mart Supercenter ring road. Proposed landscape improvements will include indigenous trees, bushes and other landscape features typically found in the local area.



As shown above, the subject site sits in the middle of the Lake Geneva regional retail corridor. In addition to the Wal-Mart Supercenter, Lake Geneva also has the premiere retail mix within Walworth County. National anchor retailers at the subject intersection of the subject site also include Home Goods, Petco, Office Max, Home Depot, Target, TJ Maxx, Jo Ann, and Best Buy. There are also several national junior retailers and convenience providers at the subject intersection, including Maurice's, Rue 21, Kay Jewelers, Sally Beauty, DaVita Dialysis, Sherwin Williams, Walgreens, Chase Bank, Mobil, Subway, Taco Bell, BP Amoco and CVS/pharmacy (located inside of the Target store). There is another commercial development site across Highway 50 that was a former Sears Hardware store, which recently broke ground for a Qdoba Mexican Grill, Noodles & Company and one +/- 1,200 sf in-line available space.

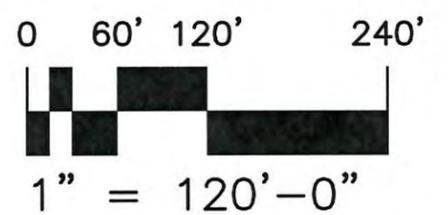
The subject site sits in the Planned Business ("PB") Commercial Zoning District that is intended to permit large and small scale commercial development which is compatible with the desired overall community character of the area in general. A wide range of office, retail, restaurant and lodging land uses are permitted within this district and this district is intended to provide the principal zoning district for commercial development.

Given a number of required exemptions in our proposed development required to accommodate our proposed tenants and site size, location and configuration, we are seeking "Planned Development" zoning. The required exemptions include:

- 1) Two proposed commercial buildings;
- 2) Two outdoor dining patio areas for our two proposed restaurant tenants;
- 3) Minimum paved surface setback on the east side of the property of less than 5 feet;
- 4) Parking count reduction from 53 required stalls to 48 proposed stalls;
- 5) Landscape exception at the front of the proposed buildings to be less than 10'-0";
- 6) North parking row stall length to be less than 18'-6" which are 18'-0" with 17'-0" wheel stops;
- 7) Driveway throat at the entry drive to be less than 25'-0" which will be +/- 17'-0";
- 8) Minimum building separation less than 20'-0" which will be +/- 18'-0";
- 9) Building to be situated less than 40'-0" from STH 50 & STH 120 to be located at +/- 25'-0";
- 10) Monument sign to be situated less than 8'-0" at about +/- 6'-0" from the property line;
- 11) Two-way drive aisles less than 26'-0" wide to be 24'-0" wide; and,
- 12) Proposed drive-through lane width to be 12'-0".

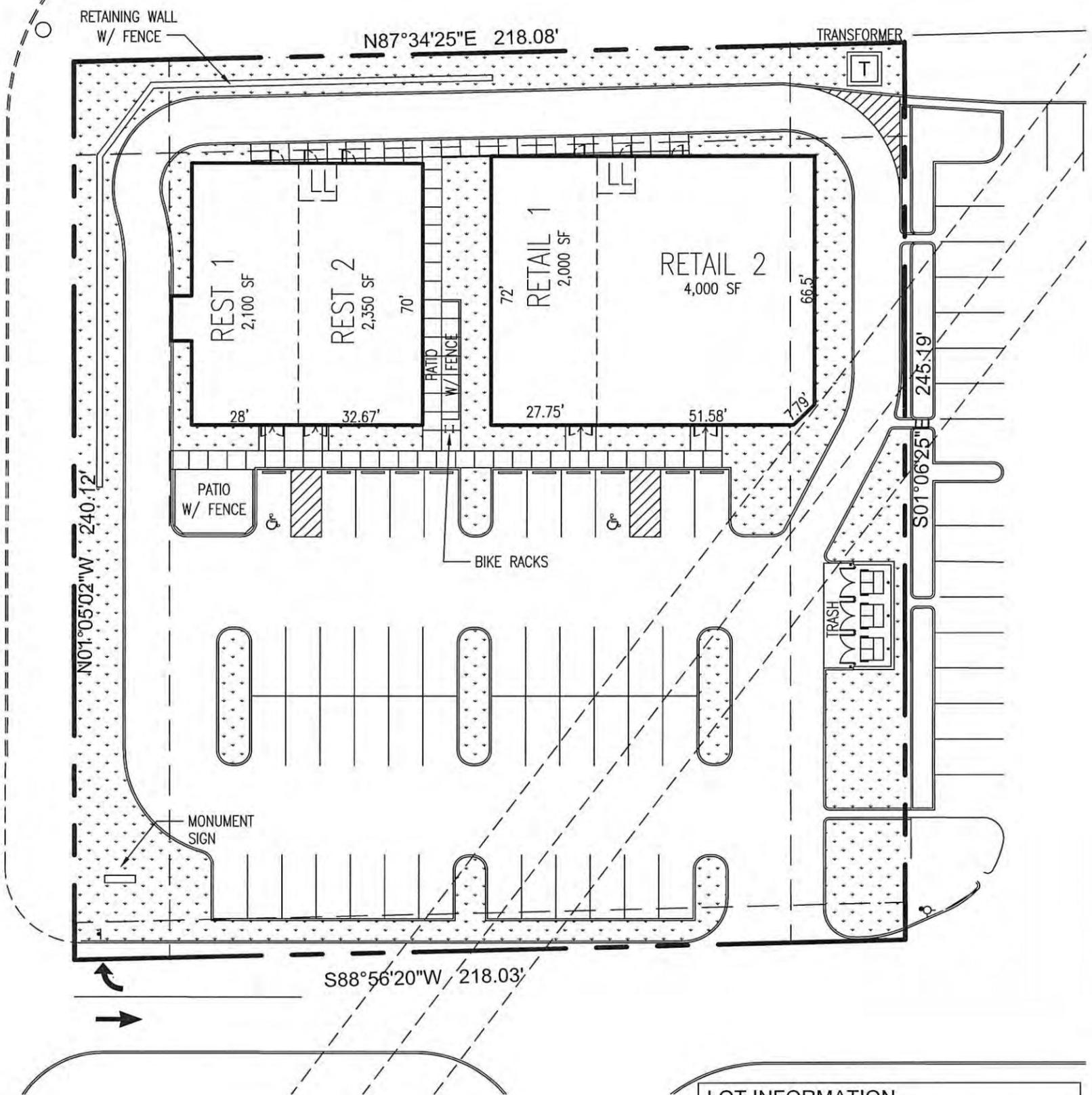
In summary, we believe that the subject development would bring "new life" to an otherwise blighted lot located in your prime commercial development district. We look forward to continuing to work with you and your staff at bringing this excitement project to fruition.

Thank you for your consideration regarding this matter.

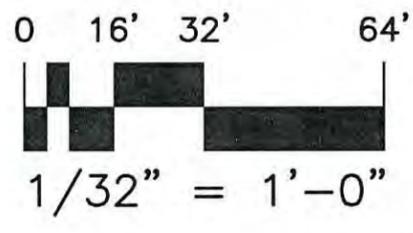


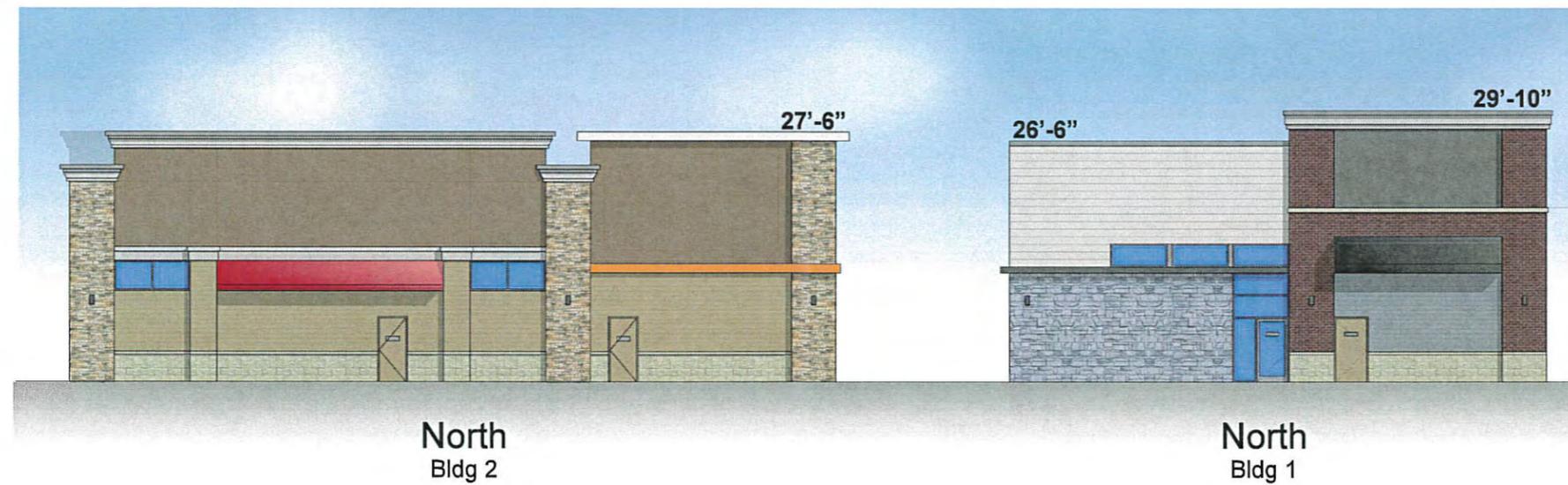
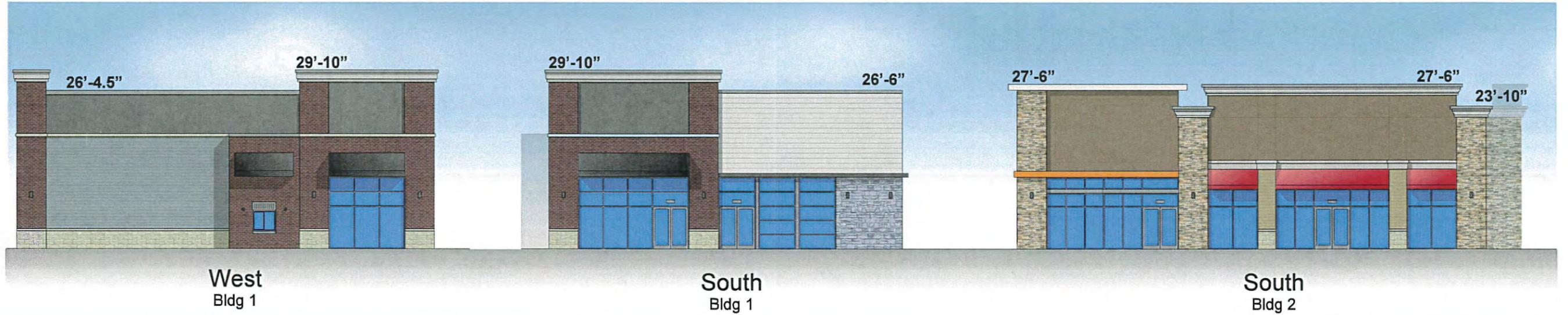
S.T.H. 50

EDWARDS BLVD



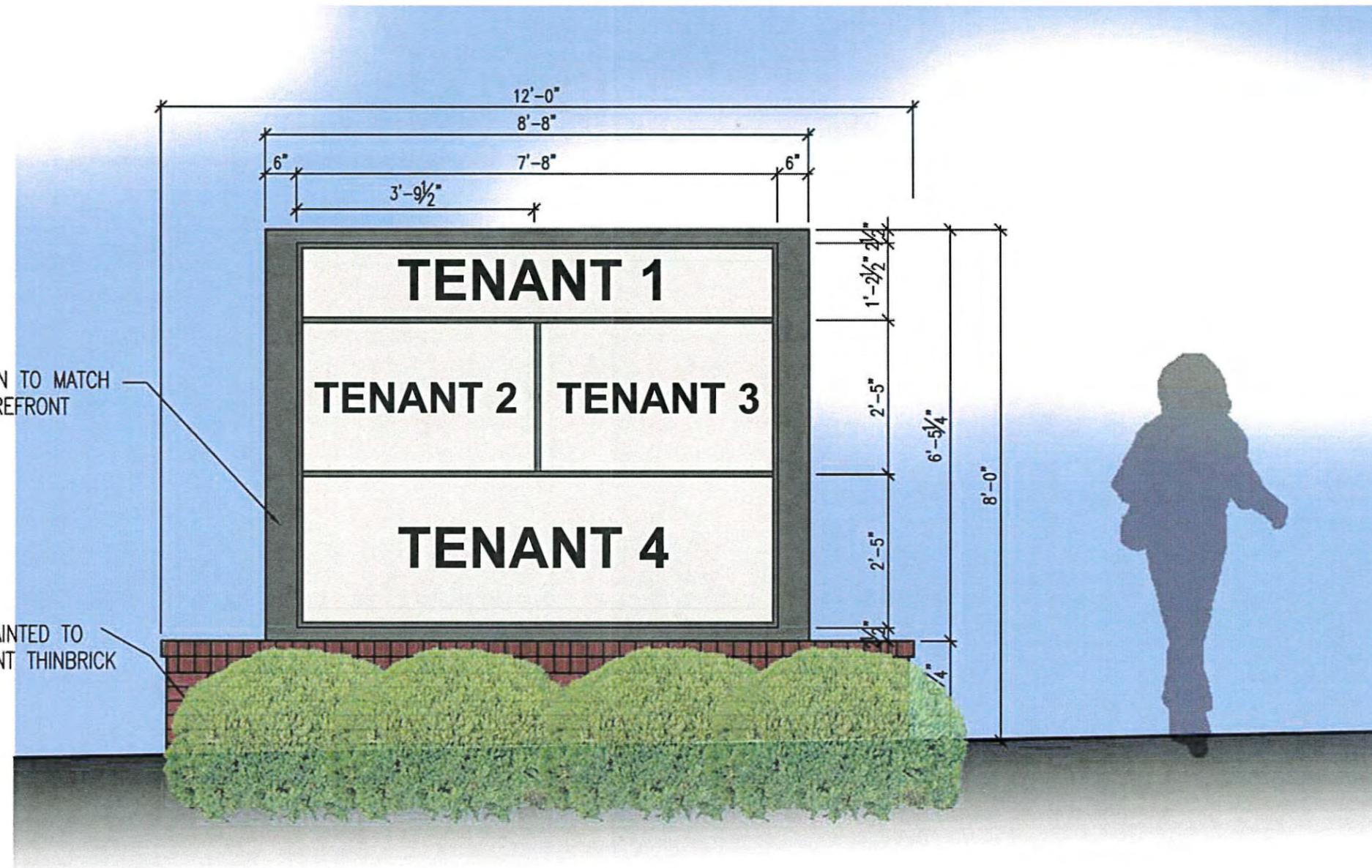
LOT INFORMATION	
LAND USE:	COMMERCIAL
LAND AREA:	1.214 ACRES
LANDSCAPE AREA:	25.2%
BUILDING AREA	
RESTAURANT 1	2,100 SF
RESTAURANT 2	2,350 SF
LL ROOM 1	100 SF
LL ROOM 2	100 SF
RETAIL 1	2,000 SF
RETAIL 2	4,000 SF
TOTAL	10,650 SF
PARKING DATA	
NO. OF PARKING STALLS:	46
NO. ADA STALLS:	2
TOTAL STALLS PROVIDED:	48
TOTAL STALLS REQUIRED	
RETAIL	20
RESTAURANT	33
TOTAL	53





NEW ALUMINUM SIGN TO MATCH MULTI-TENANT STOREFRONT SYSTEM.

BRICK PEDESTAL PAINTED TO MATCH MULTI-TENANT THINBRICK



12. Public Hearing and recommendation on a Planned Development (PD), Precise Implementation Plan (PIP) submitted by Leslie N Scherrer Pella for PSG, Inc., 448 Falcon Ridge Drive, Suite B, Burlington, WI 53105 for property located at 414 & 416 Baker Street, Tax Key Nos. ZBS 00001 & 00002.

DISCUSSION – Leslie Scherrer Pella, applicant

Applicant gave an overview of the application details and there was a brief discussion with the Commission.

PUBLIC SPEAKERS –None

MOTION #14

Skates/Gibbs moved to close the public hearing. The motion carried unanimously.

MOTION #15

Skates/Gibbs moved to approve the recommendation on a Planned Development (PD), Precise Implementation Plan (PIP) submitted by Leslie N Scherrer Pella for PSG, Inc., 448 Falcon Ridge Drive, Suite B, Burlington, WI 53105 for property located at 414 & 416 Baker Street, Tax Key Nos. ZBS 00001 & 00002, including finding of fact and staff recommendations. The motion carried with 5 Yes votes and 1 Abstained (Kupsik).

13. Public Hearing and recommendation on a General Development Plan (GDP) Application filed by Lake Geneva 50120, LLC c/o GMX Real Estate Group, LLC, 3000 Dundee Rd, Northbrook, IL 60062 for two new commercial buildings in the Planned Business zoning district at 281 N Edwards Blvd., Tax Key No. ZA297300001.

DISCUSSION – Andrew Goodman, GMX Real Estate (applicant)

Goodman gave an overview of the application details and there was a brief discussion with the Commission.

PUBLIC SPEAKERS –None

MOTION #16

Gibbs/Hartz moved to close the public hearing. The motion carried unanimously.

MOTION #17

Hartz/Gibbs moved to approve the recommendation on a General Development Plan (GDP) Application filed by Lake Geneva 50120, LLC c/o GMX Real Estate Group, LLC, 3000 Dundee Rd, Northbrook, IL 60062 for two new commercial buildings in the Planned Business zoning district at 281 N Edwards Blvd., Tax Key No. ZA297300001, including finding of fact and staff recommendations. The motion carried unanimously.

14. Public Hearing and recommendation on a General Development Plan (GDP) Application filed by Geneva Lakes Dream Homes c/o Ernie Truchscherer, PO Box 259, Lake Geneva, WI 53147 for three new commercial buildings in the Planned Business Park zoning district at lots #49 – 52 Tax Key Nos. ZLGBP200030 - 200033.

DISCUSSION – Warren Hansen & Ernie Truchscherer (applicants)

Hansen and Truchscherer gave an overview of the application details and there was a brief discussion with the Commission.

PUBLIC SPEAKERS –None

MOTION #18

Gibbs/Skates moved to close the public hearing. The motion carried unanimously.

MOTION #19

Kupsik/Fredrick moved to approve the recommendation on a General Development Plan (GDP) Application filed by Geneva Lakes Dream Homes c/o Ernie Truchscherer, PO Box 259, Lake Geneva, WI 53147 for three new commercial buildings in the Planned Business Park zoning district at lots #49 – 52 Tax Key Nos. ZLGBP200030 – 200033, including finding of fact and staff recommendations. The motion carried unanimously.

GENERAL DEVELOPMENT PLAN (GDP) AMENDMENT

Name of Applicant: Geneva Lakes Dream Homes, LCC

Address of Applicant: PO Box 259

Lake Geneva, WI 53147

Attn: Ernie Tuchscherer

Telephone No. (262)249-0009 (Office) 262-275-6253 (Cell)

Proposed GDP Amendment: Veterans Park Business Center

Lots 49-52 of Lake Geneva Business Park Phase II

(See approval letter from the Lake Geneva Economic Development Corporation.)

Reason for requesting proposed Amendment: This parcel is a vacant lot area with services and access off Veterans Parkway immediately to the south of the new proposed Lake Geneva Tennis

Club building. There will be a total of 12 business/office suites in three buildings that may be combined or adjusted but the exterior footprint and parking for up to 100 cars will not change (see attached narrative).

Fee of \$300.00 payable upon filing application.

Date

4/28/2016

Signature of Applicant

Warren E. Hansen, P.E. (Representative)



Veterans Park Business Center

GENERAL LAND USE

Veterans Park Business Center is located on Lots 49-52 of Lake Geneva Business Park Phase II. The proposed development consists of three 6,600 square foot buildings containing up to four units each for a total of 12 office/personal or professional services units. This use is consistent with the allowable land use for the underlying PBP zoning district. The total land area is 100,051 square feet (2.30 acres) with a building coverage of 19.8% and a LSR of 27.7%. The existing grassed, sloped site will be regraded to provide for the proposed development and surrounding developments.

NEIGHBORING PROPERTIES AND MASTER PLAN

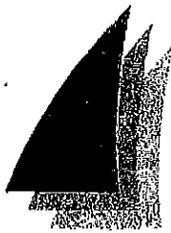
Veterans Park Business Center development is located between the proposed Lake Geneva Tennis Club to the north and the existing Lake Geneva Commerce Court to the south. Proposed access will be from Veterans Parkway at two location shown on the plans provided. Lake Geneva tennis club to the north is in the process of becoming a Planning Development also. The Lake Geneva Commerce Court development to the south proposed a LSR of 27.4% compared to the Veterans Park Business Center of 27.7%. In summary, the proposed development is consistent with the neighboring properties land use and density and intensity. The Master Plan shows the future Land Use of Planned Industrial, fitting with the proposed development.

PD RATIONAL

The proposed PD zoning will provide for exemptions from the standard zoning district as itemized below. The PD will allow for design that will forward both the aesthetic and economic development objectives of the City by providing for a much higher level of site design and architectural control.

Planned Business Park (PBP) District Underlying Zoning Exceptions from the Requirements:

1. Land Use Exemptions – None.
2. Density and Intensity Exemptions –
Maximum Landscape Surface Ratio (LSR): 28.3% (30% Required)
3. Bulk Exemptions –
Minimum Paved Surface Setback: 8' off north lot line (10' from side or rear Required)
Minimum Building Separation: 20 feet (30 feet Required)
4. Landscape Exemptions – None.
5. Parking and Loading Exemptions – None.
6. Signage Exemptions - Two monument signs (both meeting minimum requirements).



LAKE GENEVA
ECONOMIC DEVELOPMENT CORPORATION
"OUR LAKE MEANS BUSINESS"

March 22, 2016

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

RE: Proposed building contractors design facility on Lots 49 thru 52, Lake Geneva Business Park

Dear Sirs;

The group representing Geneva Lake Dream Homes, LLC has reached a tentative agreement with the Lake Geneva Economic Development Corporation for the purchase lots # 49 thru # 52 located on Edwards Boulevard in the Lake Geneva Business Park in the City of Lake Geneva.

The LGEDC Board of Directors voted to accept their offer to purchase at their January monthly meeting.

On 02/26/2016 the LGEDC Architecture Review / Executive Committee met and reviewed their site plan, and the building specifications and materials. Their proposal will meet all of the "Declaration of Covenants, Conditions, and Restrictions, Lake Geneva Business Park Phase II dated May 1,1996.

The Lake Geneva Economic Development Corporation endorses the Geneva Lake Dream Homes LLC plans and recommends consideration for approval by The Lake Geneva Planning Commission and the City of Lake Geneva.

Thank you for your consideration of this project.

Sincerely,

Andrew J. Dammeir
Executive Director
Lake Geneva Economic Development Corporation





— WORK ORDERED BY —
 GENEVA LAKES DREAM HOMES, LLC
 ERNIE TUGHSCHER
 908 SOUTH WELLS ST./PO BOX 259
 LAKE GENEVA, WI 53147

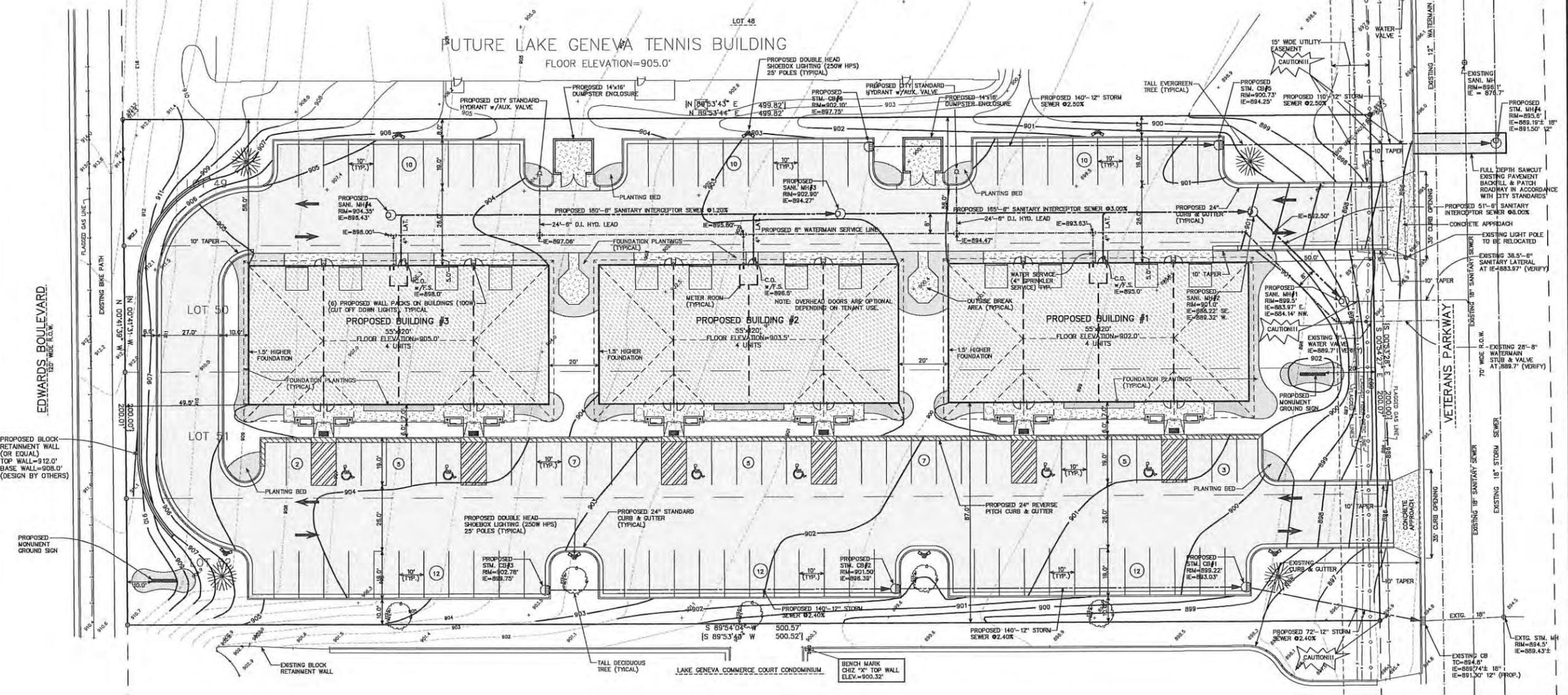


- LEGEND
- = FOUND IRON PIPE STAKE
 - = FOUND IRON REBAR STAKE
 - [XXX] = RECORDED AS
 - XXX--- = EXISTING LAND CONTOURS
 - XXX--- = PROPOSED LAND CONTOURS
 - XXX--- = EXISTING GROUND ELEVATION

GENERAL DEVELOPMENT PLAN VETERANS PARK BUSINESS CENTER LOTS 49-52 OF LAKE GENEVA BUSINESS PARK PHASE II CITY OF LAKE GENEVA, WALWORTH COUNTY, WISCONSIN

SITE SUMMARY

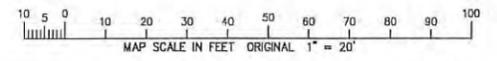
- | | |
|---------------------------|---|
| TOTAL LAND AREA | - 100,051 S.F. (2.30 ACRES) |
| EXISTING ZONING | - PBP (PLANNED BUSINESS PARK) |
| PROPOSED BUILDING AREA | - 19,800 S.F. (19.8%) |
| PROPOSED IMPERVIOUS AREA | - 51,913 S.F. (51.9%) |
| PROPOSED GREEN SPACE AREA | - 28,338 S.F. (28.3%) |
| PROPOSED PARKING | - 100 SPACES, INC. 6 HANDICAP (66 REQUIRED) |
| PROPOSED LAND DISTURBANCE | - 2.30 ACRES |



EDWARDS BOULEVARD
 120' WIDE R.O.W.

VETERANS PARKWAY

SHEET 1	- GENERAL DEVELOPMENT PLAN
SHEET 2	- EXTERIOR ELEVATIONS
SHEET 3	- FIRST FLOOR PLAN
SHEET INDEX	



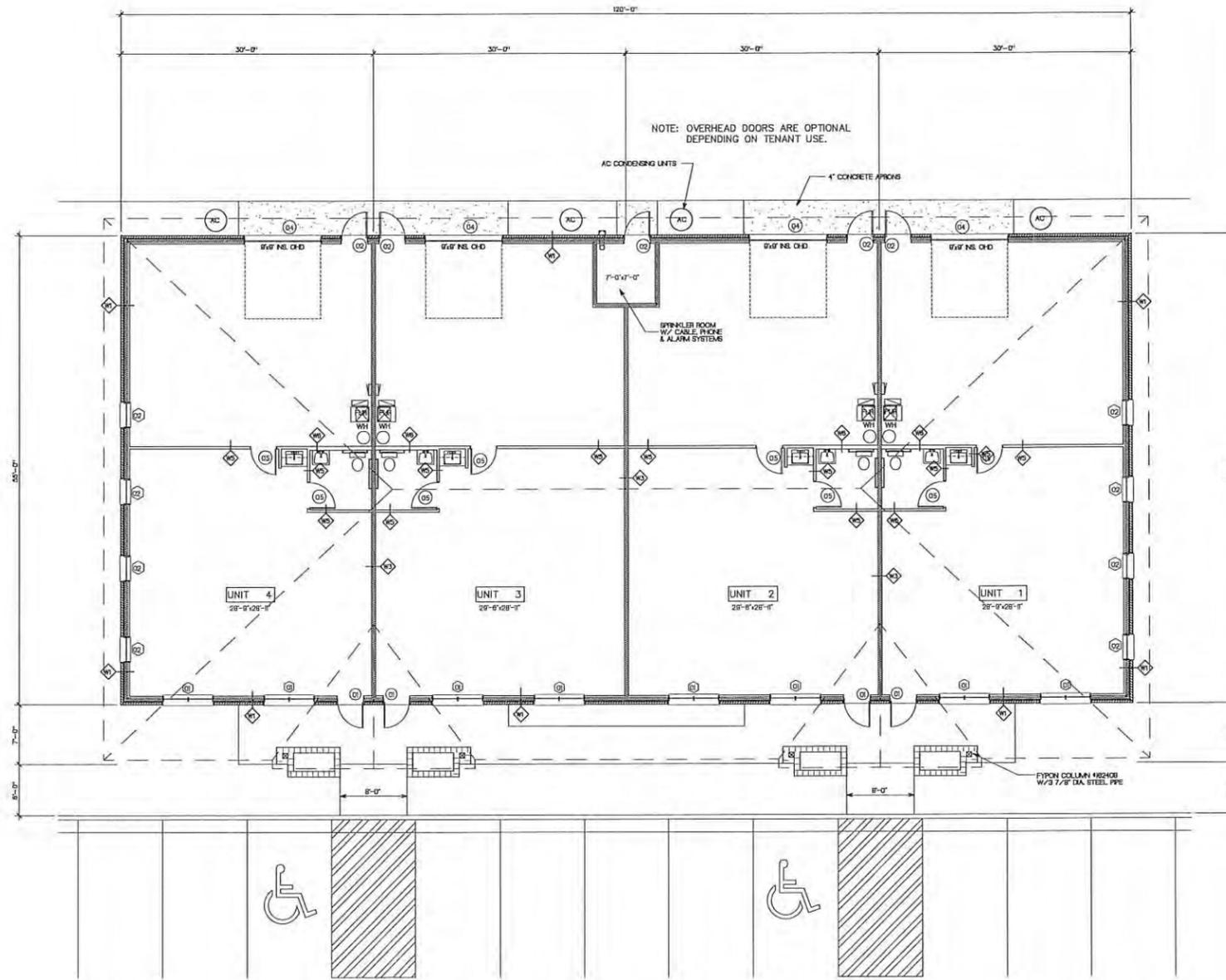
**VETERANS PARK
 BUSINESS CENTER**
 LOTS 49-52 OF LAKE GENEVA BUSINESS PARK PHASE II
 CITY OF LAKE GENEVA
 WALWORTH COUNTY, WISCONSIN

**GENERAL
 DEVELOPMENT PLAN**

FARRIS, HANSEN & ASSOCIATES, INC.
 Engineering, Architecture, Surveying
 7 Ridgeway Court P.O. Box 437
 ELKHORN, WISCONSIN 53121
 Office: (262) 723-2098
 Fax: (262) 723-5886

PROJECT NO.	9464
DATE	4/25/2016
SHEET NO.	1 OF 3

X:\Projects\4864\4864_ARCH\ARCHITECT\PRELIMINARY PLANS_ADVANCED.dwg
Wednesday, April 27, 2016



FIRST FLOOR PLAN
SCALE 1/8"=1'-0"

NOTE: INTERIOR UNIT PARTITIONS
AND RESTROOM LOCATIONS MAY
VARY FROM THAT SHOWN.



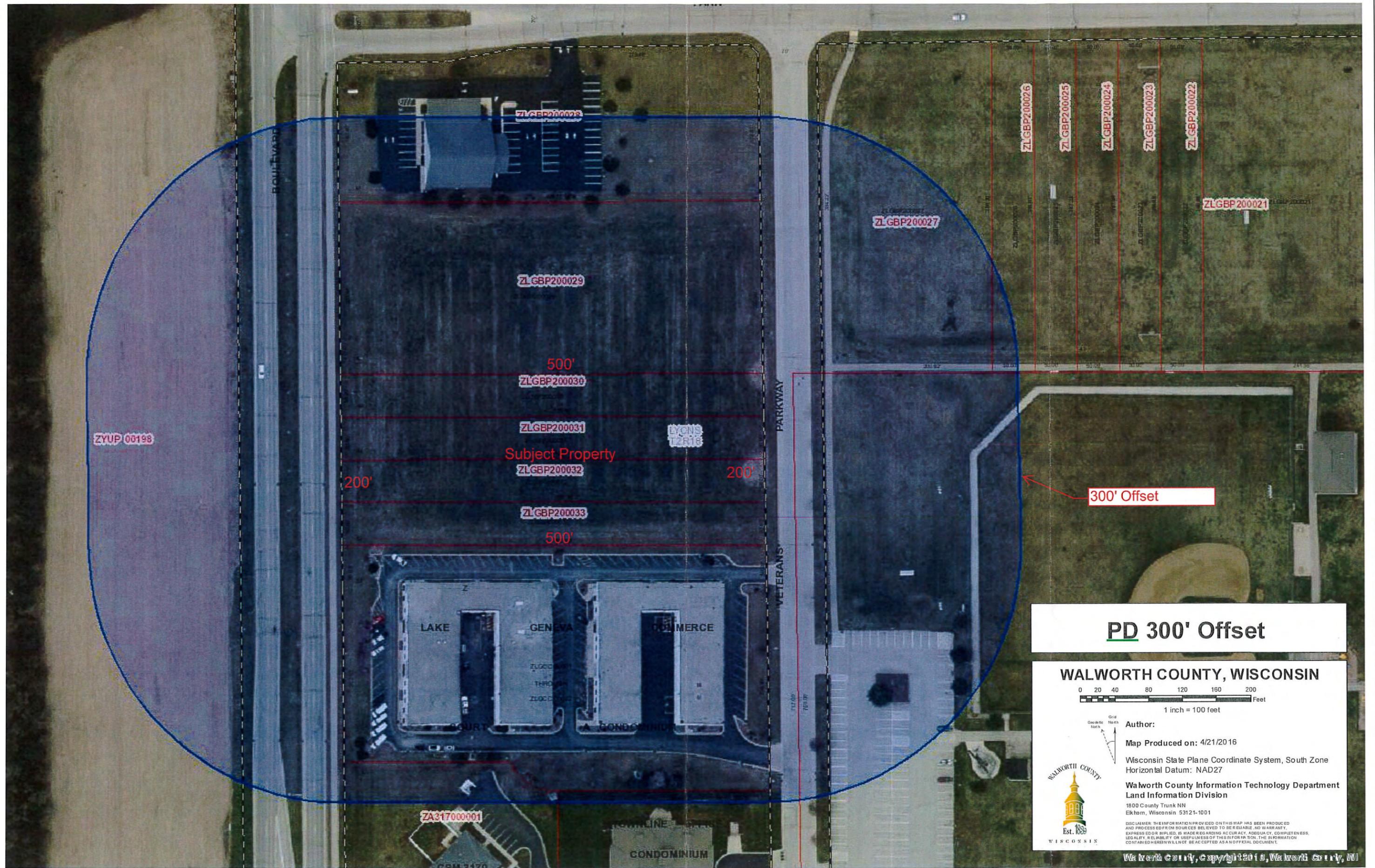
VETERANS PARK
BUSINESS CENTER
LOT 49-52 OF LAKE GENOVA BUSINESS PARK PHASE II
CITY OF LAKE GENOVA,
WALWORTH COUNTY, WISCONSIN

FIRST FLOOR PLAN

FARRIS, HANSEN & ASSOCIATES, INC.
Engineering, Architecture, Surveying
7 Ridgeway Court P.O. Box 437
ELKHORN, WISCONSIN 53121
Office: (262) 723-2098
Fax: (262) 723-5886

REVISIONS

PROJECT NO.
9464
DATE
4/25/2016
SHEET NO.
3 OF 3



ZYUP 00198

ZLGBP200028

ZLGBP200029

500'

ZLGBP200030

ZLGBP200031

Subject Property

ZLGBP200032

200'

200'

ZLGBP200033

500'

LAKE

GENEVA

OLIVER

COURT

A CONDOMINIUM

ZA31700001

CONDOMINIUM

ZLGBP200027

ZLGBP200026

ZLGBP200025

ZLGBP200024

ZLGBP200023

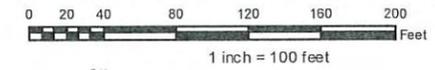
ZLGBP200022

ZLGBP200021

300' Offset

PD 300' Offset

WALWORTH COUNTY, WISCONSIN



Grid North
Geographic North

Author:

Map Produced on: 4/21/2016

Wisconsin State Plane Coordinate System, South Zone
Horizontal Datum: NAD27

Walworth County Information Technology Department
Land Information Division

1800 County Trunk NN
Elkhorn, Wisconsin 53121-1001



DISCLAIMER: THE INFORMATION PROVIDED ON THIS MAP HAS BEEN PRODUCED AND PROCESSED FROM SOURCES BELIEVED TO BE RELIABLE. NO WARRANTY, EXPRESS OR IMPLIED, IS MADE REGARDING ACCURACY, ADEQUACY, COMPLETENESS, LEGALITY, RELIABILITY OR USEFULNESS OF THIS INFORMATION. THE INFORMATION CONTAINED HEREIN WILL NOT BE ACCEPTED AS AN OFFICIAL DOCUMENT.

15. Public Hearing and recommendation on a Precise Implementation Plan (PIP) Application filed by Geneva Lakes Dream Homes c/o Ernie Truchscherer, PO Box 259, Lake Geneva, WI 53147 for three new commercial buildings in the Planned Business Park zoning district at lots #49 – 52 Tax Key Nos. ZLGBP200030 - 200033.

DISCUSSION – Warren Hansen & Ernie Truchscherer (applicants)

Hanson and Truchscherer gave an overview of the application details and there was a brief discussion with the Commission. Additional monument signage was discussed at length.

PUBLIC SPEAKERS –None

MOTION #20

Hartz/Kupsik moved to close the public hearing. The motion carried unanimously.

MOTION #21

Skates/Gibbs moved to approve the recommendation on a Precise Implementation Plan (PIP) Application filed by Geneva Lakes Dream Homes c/o Ernie Truchscherer, PO Box 259, Lake Geneva, WI 53147 for three new commercial buildings in the Planned Business Park zoning district at lots #49 – 52 Tax Key Nos. ZLGBP200030 – 200033, finding of fact and staff recommendations including providing shrubs along the bike path and City staff to approve, provide dark colored retaining wall and overhead doors to closely match the building colors, provide soldier course on the top of the trash enclosures, Parking lot light fixture mounting height at 20ft, bike racks in u shape for 10 bikes, to provide a Bike Path in NW corner (eliminate 2 parking stalls and add bike rack) and approval of both monument signs. The motion carried unanimously.

16. Adjournment

MOTION #22

Skates/Gibbs moved to adjourn the meeting at 8:58 pm. The motion carried unanimously.

/s/Jackie Gregoles, B&Z Administrative Assistant

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PLAN COMMISSION

APPLICATION FOR PRECISE IMPLEMENTATION PLAN AMENDMENT

City of Lake Geneva

Site Address/Parcel No. and full Legal Description required (attach separate sheet if necessary):

Lots 49-52 of Lake Geneva Business Park Phase II

Name and Address of Current Owner:

Geneva Lakes Dream Homes, LLC (Ernie Tuhscherer)

PO Box 259, Lake Geneva, WI 53147

Telephone No. of Current Owner including area code: 262-249-0009 (Office) 262-275-6253 (Cell)

Name and Address of Applicant:

Same

Telephone No. of Applicant including area code: Same

Proposed Use:

Office/Personal or Professional Services

Zoning District in which land is located: PBP

Names and Addresses of architect, professional engineer and contractor of project:

Farris, Hansen & Associates, Inc. (Warren E. Hansen, P.E.)

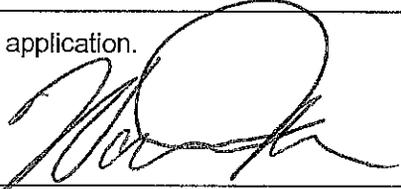
PO Box 437

Elkhorn, WI 53121

Short statement describing activities to take place on site:

Three 4-unit buildings (12 units total) with associated parking for Office/Personal or Professional Services use.

PIP Amendment fee \$400.00, payable upon filing application.


Signature of Applicant

Warren E. Hansen, P.E. (Representative)

4/28/2010

Veterans Park Business Center

GENERAL LAND USE

Veterans Park Business Center is located on Lots 49-52 of Lake Geneva Business Park Phase II. The proposed development consists of three 6,600 square foot buildings containing up to four units each for a total of 12 office/personal or professional services units. This use is consistent with the allowable land use for the underlying PBP zoning district. The total land area is 100,051 square feet (2.30 acres) with a building coverage of 19.8% and a LSR of 27.7%. The existing grassed, sloped site will be regraded to provide for the proposed development and surrounding developments.

NEIGHBORING PROPERTIES AND MASTER PLAN

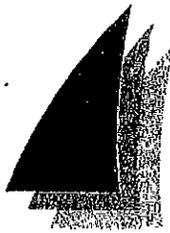
Veterans Park Business Center development is located between the proposed Lake Geneva Tennis Club to the north and the existing Lake Geneva Commerce Court to the south. Proposed access will be from Veterans Parkway at two location shown on the plans provided. Lake Geneva tennis club to the north is in the process of becoming a Planning Development also. The Lake Geneva Commerce Court development to the south proposed a LSR of 27.4% compared to the Veterans Park Business Center of 27.7%. In summary, the proposed development is consistent with the neighboring properties land use and density and intensity. The Master Plan shows the future Land Use of Planned Industrial, fitting with the proposed development.

PD RATIONAL

The proposed PD zoning will provide for exemptions from the standard zoning district as itemized below. The PD will allow for design that will forward both the aesthetic and economic development objectives of the City by providing for a much higher level of site design and architectural control.

Planned Business Park (PBP) District Underlying Zoning Exceptions from the Requirements:

1. Land Use Exemptions – None.
2. Density and Intensity Exemptions –
Maximum Landscape Surface Ratio (LSR): 28.3% (30% Required)
3. Bulk Exemptions –
Minimum Paved Surface Setback: 8' off north lot line (10' from side or rear Required)
Minimum Building Separation: 20 feet (30 feet Required)
4. Landscape Exemptions – None.
5. Parking and Loading Exemptions – None.
6. Signage Exemptions - Two monument signs (both meeting minimum requirements).



LAKE GENEVA
ECONOMIC DEVELOPMENT CORPORATION
"OUR LAKE MEANS BUSINESS"

March 22, 2016

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

RE: Proposed building contractors design facility on Lots 49 thru 52, Lake Geneva Business Park

Dear Sirs;

The group representing Geneva Lake Dream Homes, LLC has reached a tentative agreement with the Lake Geneva Economic Development Corporation for the purchase lots # 49 thru # 52 located on Edwards Boulevard in the Lake Geneva Business Park in the City of Lake Geneva.

The LGBDC Board of Directors voted to accept their offer to purchase at their January monthly meeting. On 02/26/2016 the LGEDC Architecture Review / Executive Committee met and reviewed their site plan, and the building specifications and materials. Their proposal will meet all of the "Declaration of Covenants, Conditions, and Restrictions. Lake Geneva Business Park Phase II dated May 1, 1996.

The Lake Geneva Economic Development Corporation endorses the Geneva Lake Dream Homes LLC plans and recommends consideration for approval by The Lake Geneva Planning Commission and the City of Lake Geneva.

Thank you for your consideration of this project.

Sincerely,

Andrew J. Dammeir
Executive Director
Lake Geneva Economic Development Corporation





— WORK ORDERED BY —
 GENEVA LAKES DREAM HOMES, LLC
 ERNIE TUCHSCHERER
 908 SOUTH WELLS ST./PO BOX 259
 LAKE GENEVA, WI 53147

ASSIGNED N. LINE OF LOT 48
 N 89°53'43" E

LEGEND
 ○ = FOUND IRON PIPE STAKE
 ● = FOUND IRON REBAR STAKE
 [XXX] = RECORDED AS
 ---XXX--- = EXISTING LAND CONTOURS
 - - -XXX- - - = PROPOSED LAND CONTOURS
 ---XXX--- = EXISTING GROUND ELEVATION
 - - -XXX- - - = PROPOSED FINISHED PAVEMENT ELEVATION
 ---XXX--- = PROPOSED FINISHED CONCRETE GRADE
 - - -XXX- - - = PROPOSED FINISHED GROUND GRADE
 M.E. = MATCH EXISTING

PRECISE IMPLEMENTATION PLAN

VETERANS PARK BUSINESS CENTER

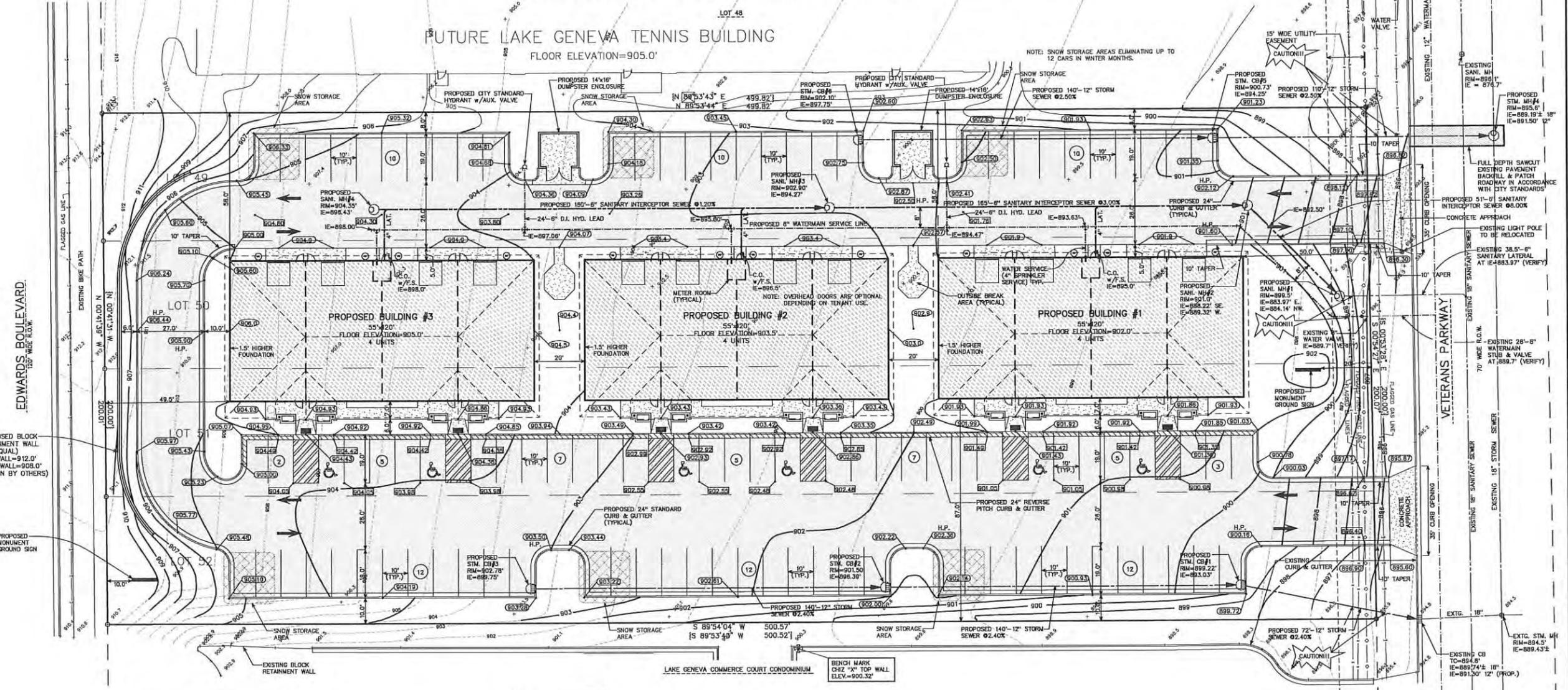
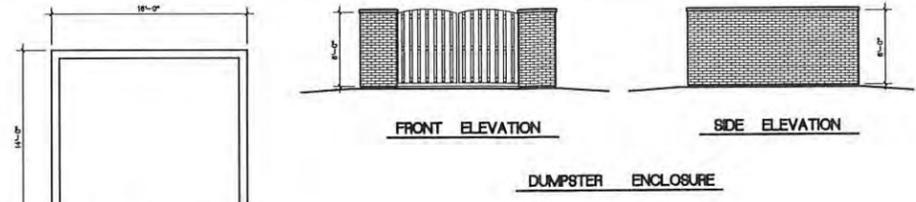
LOTS 49-52 OF LAKE GENEVA BUSINESS PARK PHASE II

CITY OF LAKE GENEVA, WALWORTH COUNTY, WISCONSIN

SITE SUMMARY

TOTAL LAND AREA	- 100,051 S.F. (2.30 ACRES)
EXISTING ZONING	- PBP (PLANNED BUSINESS PARK)
PROPOSED BUILDING AREA	- 19,800 S.F. (19.8%)
PROPOSED IMPERVIOUS AREA	- 51,913 S.F. (51.9%)
PROPOSED GREEN SPACE AREA	- 28,338 S.F. (28.3%)
PROPOSED PARKING	- 100 SPACES, INC. 6 HANDICAP (66 REQUIRED)
PROPOSED LAND DISTURBANCE	- 2.30 ACRES

LEGAL DESCRIPTION:
 LOT 49-52 OF LAKE GENEVA BUSINESS PARK, PHASE 2 BEING LOCATED IN THE SOUTHEAST 1/4 OF SECTION 31, TOWN 2 NORTH, RANGE 18 EAST, CITY OF LAKE GENEVA, WALWORTH COUNTY, WISCONSIN.



TO OBTAIN LOCATIONS OF PARTICIPANTS UNDERGROUND FACILITIES BEFORE YOU DIG IN WISCONSIN, CONTACT:

DIGGERS HOTLINE

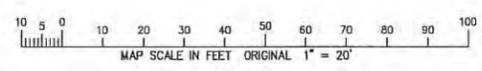
Toll Free (800) 242-8511
 Milwaukee Area (414) 259-1181
 Hearing Impaired TDD (800) 542-2289
 www.DiggersHotline.com

WS STATUTE 182.0178(1974) REQUIRES MIN. 3 WORK DAYS NOTICE BEFORE YOU EXCAVATE.



SHEET INDEX

SHEET 1	- PRECISE IMPLEMENTATION PLAN
SHEET 2	- LANDSCAPE & LIGHTING PLAN
SHEET 3	- EXTERIOR ELEVATIONS
SHEET 4	- FIRST FLOOR PLAN



VETERANS PARK BUSINESS CENTER
 LOTS 49-52 OF LAKE GENEVA BUSINESS PARK PHASE II
 CITY OF LAKE GENEVA, WALWORTH COUNTY, WISCONSIN

PRECISE IMPLEMENTATION PLAN

FARRIS, HANSEN & ASSOCIATES, INC.
 Engineering, Architecture, Surveying
 7 Ridgeway Court P.O. Box #37
 ELKHORN, WISCONSIN 53121
 Office: (262) 723-2068
 Fax: (262) 723-5686

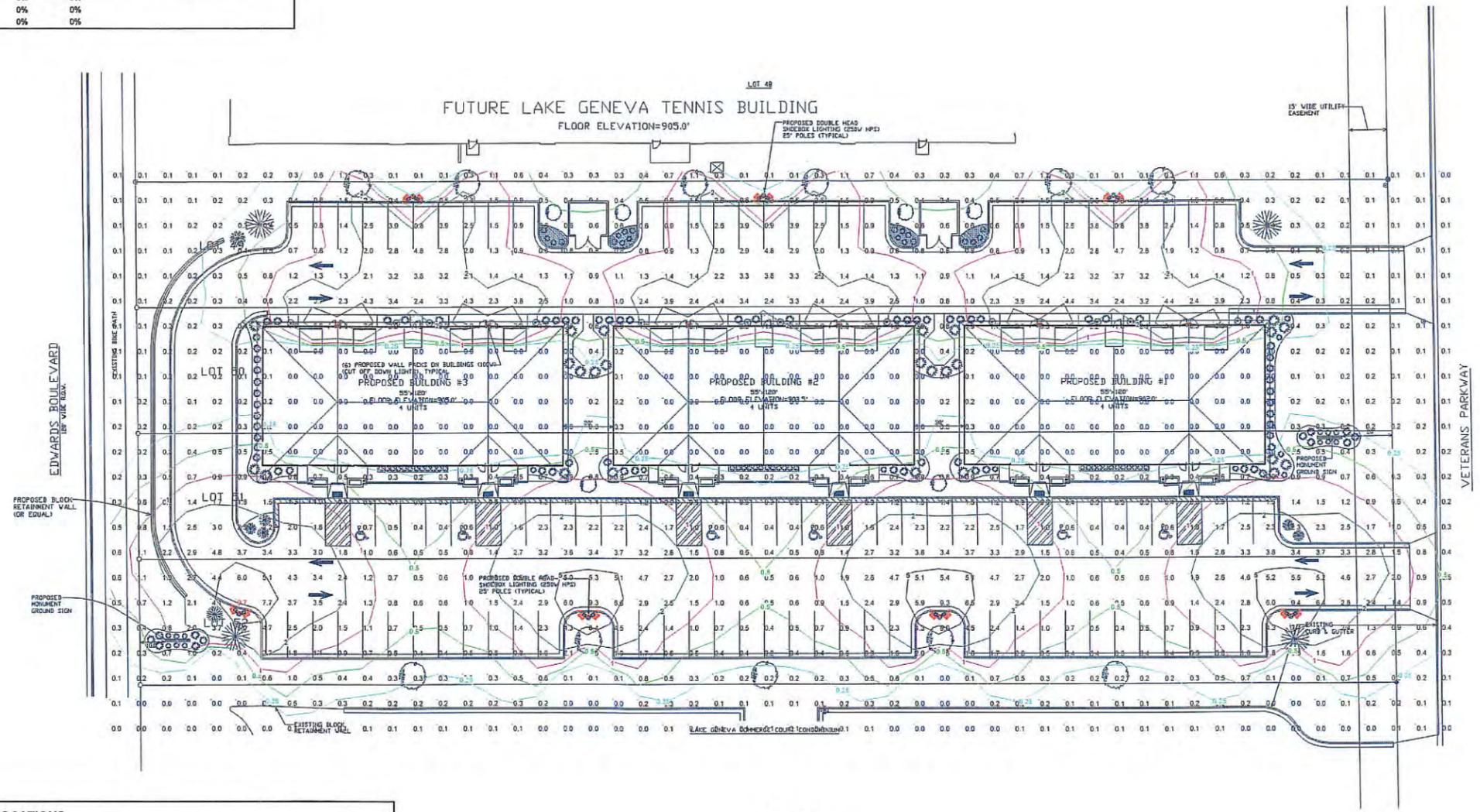
REVISIONS

PROJECT NO.	9464
DATE	4/25/2016
SHEET NO.	1 OF 4

LUMINAIRE SCHEDULE									
Symbol	Label	Qty	Catalog Number	Description	Lamp	File	Lumens	LLF	Watts
■	A	6	TWA 100S	GENERAL PURPOSE BUILDING MOUNTED LUMINAIRE, 100W HPS, W/ CLEAR LAMP.	ONE 100-WATT CLEAR ED-17 HIGH PRESSURE SODIUM, TILTED 22-DEG.	TWA_100S.lvs	9500	1.00	135
◆	B	7	KAD 250S SR4SC	Area Luminaire, 250W HPS, High Performance SR4SC Sharp Cutoff Reflector, Full Cutoff MEETS THE NIGHTTIME FRIENDLY CRITERIA	ONE 250-WATT CLEAR ET-18 HIGH PRESSURE SODIUM, HORIZONTAL POSITION.	KAD_250S_SR_4SC.lvs	29000	1.00	620

STATISTICS						
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Calc Zone #1		1.1 fc	9.7 fc	0.0 fc	N/A	N/A

SURFACE SCHEDULE						
Name	Reflectances Front	Back	Normal X Y Z	Area (ft²)		
Structure	0%	0%				
Structure	0%	0%				
Structure	0%	0%				



LUMINAIRE LOCATIONS										
No.	Label	X	Location Y	Z	MH	Orientation	Tilt	X	Alm Y	Z
1	A	531.7	77.7	8.0	8.0	0.0	0.0	531.7	77.7	0.0
2	A	471.8	77.7	8.0	8.0	0.0	0.0	471.8	77.7	0.0
3	A	391.8	77.5	8.0	8.0	0.0	0.0	391.8	77.5	0.0
4	A	331.7	77.4	8.0	8.0	0.0	0.0	331.7	77.4	0.0
5	A	251.7	77.2	8.0	8.0	0.0	0.0	251.7	77.2	0.0
6	A	191.7	77.2	8.0	8.0	0.0	0.0	191.7	77.2	0.0
7	B	221.6	128.6	25.0	25.0	90.8	30.0			
8	B	361.6	128.8	25.0	25.0	90.0	30.0			
9	B	501.6	129.1	25.0	25.0	90.0	30.0			
10	B	571.9	-38.3	25.0	25.0	-90.0	0.0			
11	B	432.0	-38.6	25.0	25.0	-90.0	0.0			
12	B	292.0	-38.8	25.0	25.0	-90.0	0.0			
13	B	152.7	-37.4	25.0	25.0	-73.7	0.0			

Plan View
Scale 1" = 25'



PHOTOMETRICS
FOR
VETERANS PARK BUSINESS CENTER

Designer
FH&A
Date
Apr 28 2016
Scale
Drawing No.
9464

RECEIVED

MAY - 2 2016

BY: _____

**Robert A Bormes
522 Baker Street #3
Lake Geneva, Wisconsin 53147**

**Attention Sabrina Waswo
City Clerk
City of Lake Geneva
Lake Geneva, WI 53147**

May 2, 2016

**Letter of Interest
For Position of 2nd District Alderman
City of Lake Geneva, WI**

Dear Ms Waswo and Those Concerned,

I wish to express my genuine interest in the open aldermanic position in our District 2 of Lake Geneva, WI. I have held residency in Lake Geneva since 2001 and I have favored our city as a special and welcoming community.

That being said I believe we can do more to support our citizens and advantage our city's visitors! If allowed I will serve in a dedicated manner and with focus on our City!

My past credentials are included for your review. Thank you for your consideration.

Kind Regards,



Robert A Bormes

MAY - 2 2016

Robert A. Bormes

522 Baker Street Suite 3

Lake Geneva, Wisconsin 53147 USA

Mobile: (1) 262-348-6358 • E-mail: rbormes@gmail.com

BY: _____

**Management Specialist / General Business Strategist
A Passionate Style That Drives Winning Business Results**

Recognized management expert offering insight and passion for innovation with a proven track record in planning, building and growing current business platforms for high profile, world-class deluxe hotels. Powerful strategist able to map creative business vision, transforming and empowering organizations with the tools and strategies to bridge current global economic gaps.

Dynamic leader, facilitator and mentor, able to build team cohesion and inspire individuals to strive toward ever higher levels of achievement. Exceptional customer and client relationship and management skills; relate and interact easily at the top executive levels. Solid background and qualifications in all core business management functions – sales and marketing, finance, human resources and operations.

Areas of Expertise

Strategic Planning and Execution • New Hotel Openings & Policy development • Large-Scale Project Management • Team Building and Leadership • High Profile Client/Customer Relationships • Revenue and Profit Growth • Strategic Partnership & Alliance Building • Culture Management & Stakeholder Relations • Business Development & Negotiations • Board Collaboration & Liaison • Turnaround & Re-engineering Initiatives

Professional Experience

**Bormes Consulting LLC, Lake Geneva, WI USA 2014 - Present
PRINCIPAL CONSULTANT AND ADVISOR**

Providing Consultant and Advisor services to Hospitality, Healthcare and Luxury Estate industries. Specialty areas include, Delivery of Experience Excellence, Project Management, Property Custodial Governance

**FilArchipelago Hospitality Inc. Manila, Philippines 2012-2014
COUNTRYMANAGER**

Country Manager of a start up Filipino Hospitality Management company with 3 hotels. Also, responsible for pre-opening and opening of 5 star business and tourist hotel with 326 rooms, 3 food & beverage outlets with 3,000 square meters of meeting and convention space.

**Shangri-La's Barr Al Jissah Resort and Spa, Sultanate of Oman 2011-2012
GENERAL MANAGER**

Responsible for a complex of 3 separate five star hotels, composed of 640 guest rooms/suites, 24 Food and Beverage outlets, 8,000 sq meters of banquet space catering to both indoor and outdoor events

**Shangri-La Hotels and Resorts in Shanghai, Beijing, Hong Kong 2007-2011
VICE PRESIDENT**

Ensure that the hotels assigned meet their financial performance targets and comply with corporate standards; represent the

management company to the owners and shareholders; and source new hotel development opportunities for the group.

Shangri-La Hotel Guangzhou, China 2005-2007
VICE PRESIDENT/GENERAL MANAGER

Responsible for all pre-opening planning and activities for this international five star hotel offering 704 suites, guest rooms and serviced apartments, with 8 restaurants and lounges with 2,350 square meter ballroom and complete meeting and convention facilities totaling 6,000 square meters. Opened on January 27, 2007

Shangri-La Hotel Fuzhou, China 2004-2005
AREA MANAGER/GENERAL MANAGER

Responsible for all pre-opening and opening planning and activities for this international five star hotel offering 414 guest rooms and 5 restaurants and lounges with 1,700 square meter Grand Ballroom and complete meeting and convention facilities. Opened on January 25, 2005

Kowloon Shangri-La Hotel, Hong Kong 2003-2004
HOTEL MANAGER

Responsible for all daily hotel operations of this international five star hotel offering 700 guest rooms, 9 restaurants and lounges and full meeting and convention facilities.

Le Meridien Hotel, Minneapolis, Minnesota USA 2002-2003
GENERAL MANAGER

Responsible for all pre-opening and opening activities and planning for this new five star 270 room hotel. Facilities include 2 restaurants and lounge, 24 hour room service and complete meeting facilities.

The Westin Taipei - Taipei Taiwan ROC 1999 - 2002
GENERAL MANAGER

Opened this high profile, new deluxe five star 288 room hotel with 12 restaurants and lounges, featuring four Chinese cuisines, Japanese, Italian and an authentic Irish Pub. 1999 marked the opening of this large scale operation presented with awards for "Best New Business Hotel in Asia" and "Best Hotel in Taiwan".

Sheraton Meadowlands - East Rutherford, New Jersey USA 1998 - 1999
GENERAL MANAGER

Managed 425 room full service business hotel with 24,000 sq. ft. of meeting and convention space. Annual sales from operations were US\$25 million.

The Westin Cincinnati - Cincinnati, Ohio USA 1997 - 1998
GENERAL MANAGER

With 450 rooms and 22,000 sq. ft. of meeting space this deluxe hotel received both the AAA 4 Diamond and Pinnacle Award in 1998 for outstanding service and product quality and highly successful convention execution.

The Westin Waltham-Boston - Waltham, Massachusetts USA 1995 - 1997
GENERAL MANAGER

Turned around this 347-room hotel with 15,000 sq. ft. of meeting space. Profitability improved to record levels showing a 25% improvement to the previous year as a result of an invigorating approach to sales and the implementation of stringent cost management practices that generated results within a year.

Education & Training

Associate Degree, Hospitality Management
Lewis School of Hospitality Management, Washington, DC

Business Administration
Regis College, Denver, Colorado

Recent Continuing Education

Executive Development ▪ Team Building ▪ Project Management ▪ Transitional Leadership ▪ Risk & Contingency Planning ▪
Leadership Alignment ▪ Business Process Improvement ▪ Foreign Language Studies ▪ Cultural Diversity Management

FROM THE DESK OF

EDWARD (TED) F. HORNE

May 16, 2016

Sabrina Waswo, City Clerk
City of Lake Geneva
626 Geneva Street
Lake Geneva, WI 53147

Sabrina,

Please find enclosed my CV in application for the 2nd District Alderman vacancy.

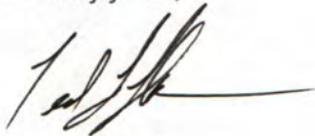
I believe that my 20+ years of experience working with business can be a great asset to the City Council. On a personal note, I have lived in Lake Geneva for over ten years with my wife Heather (who was born and raised here) and our two daughters. Both of my daughters attend the schools here, and we own two homes, so I have a vested interest in our great city.

I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and enthusiastic. I want to collaborate with the community on ideas for our City. I'm keen to be part of the Lake Geneva Council.

Lake Geneva is a unique community with many wonderful qualities that make it a coveted location for home buyers and business owners. However, the greatest asset that Lake Geneva possesses is its People. Countless residents and local business owners take great pride in their contribution to our city. They are what make Lake Geneva community, not just a city.

Thank you for taking the time to consider this application, and I look forward to hearing from you shortly.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Ted F. Horne", with a long horizontal flourish extending to the right.

Ted F. Horne

IT SOLUTIONS SALES EXECUTIVE

OFFSHORE/ONSIGHT GLOBAL DELIVERY | BUSINESS DEVELOPMENT | F100 ACCOUNT MANAGEMENT

STARTUPS – TURNAROUNDS – FINANCIAL SERVICES – HEALTHCARE – BANKING – HIGH TECH – INSURANCE

Negotiates multi-year, multimillion-dollar solutions that harness the power of technology to solve business problems

- **HUNTER:** Grew revenues \$14M to \$30M in two years via complex offshore application development sales.
- **LEADER:** Built ground up sales team that grew new business \$5M to \$20M and existing revenues \$6M to \$50M.
- **ACCOUNT MANAGER:** Grew key account from a 30-resource helpdesk into a multiyear, multifaceted contract.

- ❖ **ITO Pipeline/Portfolio Growth:** *Drives 5X revenue growth spanning analytics, applications and IT managed service sales.*
- ❖ **Bridges Cultural Divide:** *Onsite/outsourcing expert ensures superior service delivery performed in U.S., China and India.*
- ❖ **CXO Network:** *Blends social media outreach w/networking acumen to grow and sustain 500-strong influencer networks.*
- ❖ **Trusted Advisor:** *Builds cases based on understanding of business drivers; gains CXO buy-in for go-to-market strategies.*
- ❖ **Motivational Leader:** *Employs IT recruiting and sales leadership background to build, rebuild and lead by example.*

SALES LEADERSHIP SKILLS

Cloud Services | Analytics | BI | Data Warehousing | Managed Services | Outsourcing | Consulting | Application Services
Population Health | Project Management Methodologies | Process Redesign | Public Sector | eProcurement
Negotiations | Alliance/Partner Strategies | Corporate Finance | Budget Management | CXO Presentations

PROFESSIONAL EXPERIENCE

Clarity Solution Group | CLIENT PRINCIPAL

2015–Present

Spearheaded strategy that succeeded in bringing this boutique data and analytics IT consulting unknown to the table with Top-Tier players in the financial services, insurance, healthcare and high-tech arena.

- Forged 500-strong network including CIO/CTOs from Mayo and Cleveland Clinics, Blue Cross Blue Shield, Cigna and Health Care Services Corp; pitched multi-year, multimillion-dollar BI/Data Warehouse strategy solutions.

GGK Tech | CLIENT PARTNER

2013–2015

Led end-to-end sales that captured \$18M in healthcare and high-tech on/offsite complex offshore application development; contributed to \$30M, 2X revenue growth spanning diverse healthcare and high-tech industries.

- Elevated scope of conversation by building relationships with Senior Execs and CXOs resulted in 6X key account growth to \$12M and expanded resource presence from two onsite/30 offshore to 25 onsite/200 offshore.
- Negotiated 12 new accounts; collaborated across organizations to interpret and translate requirements into roadmaps.

Freeorders (now Symbio) | FINANCIAL SERVICE SALES

2012–2013

Applied outsourcing expertise to execute strategy that quickly captured three accounts including \$2M State Street Bank.

Horne Consulting Group | PRESIDENT

2011–2015

Applied high-tech sales and recruiting best practices expertise to recruit, vet, hire and manage sales talent and teams for small- to medium-sized companies. Partnered with Executive leadership to establish sustainable sales infrastructures.

Nous Infosystems | VP, NORTH AMERICAN SALES & BUSINESS DEVELOPMENT

2009–2011

Championed North American restructure that reduced costs 30% and grew revenues 25% year-over-year.

- Revamped comp plan, introduced KPI indicators and a sales roadmap strategy that expanded presence within Financial Services and Healthcare verticals and resulted in sale of this Independent Software Vendor's largest project to date.

Satyam Computer Services (now Mahindra) | VP SALES, NORTH AMERICAN FINANCIAL SERVICES

2008–2009

Gained buy-in for sales turnaround strategy. Drove 180° shift from business development to account management key to 90% account retention following high-profile turmoil that contributed to viability and a successful acquisition.

Kanbay Inc. (a Capgemini Company)

2004–2008

VP SALES & OPERATIONS (2007–2008) | VP BANKING SALES (2005–2007) | DIRECTOR OF BUSINESS DEVELOPMENT (2004–2005)

Built 23-member global sales organization from ground up that grew new revenues 5X and total revenues >8X to \$50M, positioned company during evaluation as optimally diversified and set the stage for a successful IPO.

- Created sales compensation plan and led sales operations integration following Cap Gemini acquisition; spearheaded data migration from customized version of Salesforce.com onto a proprietary in-house system.
- Led team that identified, developed, consulted and sold complex IT operations solution to C-Suite Executives spanning the Banking, Financial Services and Insurance (BFSI), Life Sciences and Media industries.
- Institutionalized the global delivery model across 140 accounts including HSBC – the company's largest key account. Established relationships with third-party partners essential to capture of large strategic deals.

Strategem Inc. | SENIOR ACCOUNT EXECUTIVE

2003–2004

Contributed to establishment of firm's consulting services practice including sales strategy, process, pursuit teams, strategic partnership alliances and account territory plans. Built compelling presentations for C-Suite audiences.

Keane Inc. | ACCOUNT EXECUTIVE TO SENIOR ACCOUNT EXECUTIVE

1999–2003

Built \$20M portfolio providing Data Warehousing, E-Solutions, Application Development and Help Desk Services for financial services and healthcare management clients. Grew public sector practice from inception in State of Wisconsin.

- Grew GE Healthcare 3X into a \$5M multiyear, multiservice contract that supported \$400M to \$1B company growth. Led Account Exec team; managed pipeline via KPIs, territory planning and training that grew partnership alliances.

RECRUITING EXPERIENCE

Keane Inc. | SENIOR TECHNOLOGY RECRUITER TO IT RECRUITING MANAGER

Robert-Half International Inc. | CLIENT MANAGER

EDUCATION

B.B.A., Finance | JAMES MADISON UNIVERSITY

From: [Penelope Roehrer](#)
To: [City Clerk](#); [Blaine Oborn](#)
Subject: Vacancy - Alderman Kupsik
Date: Thursday, April 14, 2016 9:41:51 PM
Attachments: [VacancyPennyRoehrer.pdf](#)

Attached please find a letter to go to the city Council regarding the vacancy in the second district when Al Kupsik becomes mayor.

I would like my name considered to replace him for the one year through April 2017.

Please advise what the procedure will be to fill this vacancy. I was on the council for the filling of other vacancies but would like to know in writing what the process will be.

Best regards,

Penny Roehrer

Penelope A. Roehrer
951 S. Lake Shore Dr. Unit 1
Lake Geneva, WI 53147

April 14, 2016

To: Lake Geneva City Council

RE: Appointment to fill District 2 Vacancy

I'm writing this to inform the Council that I wish to be named as the replacement to fill the vacancy in District 2 created by Alderman Kupsik.

I am willing to spend the time necessary at meetings and speaking with constituents to serve on the City Council. I am qualified due to the fact that I've been on the Council before representing this district almost 8 years ago. I'm "retired" from the corporate world but have started an online business in an effort to live off of a small pension from a failed insurance company and social security. So, I am available during the day for meetings as well as I set my own schedule.

For those of you who may not know me, I worked for an insurance company for over 30 years with two distinct careers, one in the actuarial department and the other in information technology – dealing with networks and Microsoft Servers. I have a degree in Business Administration from Drake University, majoring in Actuarial Science.

I have always listened to constituents and would do so again. I've stayed informed about issues and as you know I have come to speak on occasion on issues that have concerned me. I would bring an open mind to the position however – it is always necessary to listen to every side before making a decision. It would be an honor to serve District 2 along with Mr. Skates. (I didn't want to run against Doug as I know he will make a fine alderman.)

Thanks for your consideration on this issue.

Very truly yours,

Penny Roehrer

**City of Lake Geneva
Council Meeting
May 23, 2016**

**Prepaid Checks
5/12/16 to 5/19/16**

**Total:
\$1,698,732.56**

Checks over \$5,000: *\$ 1,695,150.13*
Chicago Title Company-TID #4 Escrow Funding

FROM 05/12/2016 TO 05/19/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
PAL	PAL STEEL COMPANY INC								
	36901S			09/22/15		62730	05/13/16	59.47	59.47
		01 HITCH FIX	1132135420						59.47
								VENDOR TOTAL:	59.47
RICHS	RICH'S TRUCK & AUTO								
	RO0020315			05/15/16		62731	05/16/16	3,522.96	3,522.96
		01 AMB ENGINE UPGRADE	4122008063						3,522.96
								VENDOR TOTAL:	3,522.96
T0001221	CHICAGO TITLE COMPANY LLC								
	TID #4 ESCROW			05/12/16		62729	05/12/16	1,695,150.13	1,695,150.13
		01 TID #4 ESCROW FUNDING	3430001600						1,695,150.13
								VENDOR TOTAL:	1,695,150.13
								TOTAL --- ALL INVOICES:	1,698,732.56

**City of Lake Geneva
Council Meeting
May 23, 2016**

Accounts Payable

	<u>Fund #</u>	
1. General Fund	11	\$ 72,424.31
2. Debt Service	20	\$ 94.84
3. TID #4	34	\$ -
4. Lakefront	40	\$ 35,453.00
5. Capital Projects	41	\$ 230.00
6. Parking	42	\$ 4,333.24
7. Cemetery	48	\$ 2,517.17
8. Equipment Replacement	50	\$ -
9. Library Fund	99	\$ 1,300.30
10. Impact Fees	45	\$ -
11. Tax Agency Fund	89	\$ -
Total All Funds		\$116,352.86

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

COUNCIL MEETING DATE: 5/23

TOTAL UNPAID ACCOUNTS PAYABLE \$ 116,352.86

ITEMS > \$5,000

Gage Marine - Pier Repairs \$ 25,137.11

Alliant Energy - April Electric Bills \$ 19,123.25

Walworth County Public Works - January Road Salt \$ 10,503.38

Balance of Other Items \$ 61,589.12

INVOICES DUE ON/BEFORE 05/24/2016

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

A+	A+ GRAPHICS & PRINTING						
9790	04/01/16	01	OLD TIME NEWSLETTER	1170005720		04/24/16	60.00
						INVOICE TOTAL:	60.00
						VENDOR TOTAL:	60.00
ACSI	AMERICAN CEMETERY SUPPLIES INC						
52895	05/06/16	01	TRASH CANS-16	4800005810		05/24/16	1,855.29
						INVOICE TOTAL:	1,855.29
						VENDOR TOTAL:	1,855.29
ALLIANT	ALLIANT ENERGY						
RE051316	05/01/16	01	ACCT #026273-HAVENWOOD FLSH	1134105222		05/24/16	7.27
		02	ACCT #057300-SOUTH/WELLS FLSH	1134105222			9.09
		03	ACCT #064443-WELLS ST FLSH	1134105222			8.62
		04	ACCT #072470-MAIN ST LITES	1134105223			125.04
		05	ACCT #089416-SHARED SAVINGS P	9900005623			138.09
		06	ACCT #089416-SHARED SAV INT	9900005663			1.73
		07	ACCT #108571-1055 CAREY	1132105222			128.99
		08	ACCT #111395-BROAD ST TRFC LT	1134105223			46.53
		09	ACCT #121601-SHARED SAVINGS P	2081005625			93.20
		10	ACCT #121601-SHARED SAVINGS I	2081005664			1.64
		11	ACCT #148614-HWY 50/12 FLASHER	1134105222			10.67
		12	ACCT #152472-W COOK SIREN	1129005222			10.43
		13	ACCT #161895-RIVIERA ELEC	4055305222			2,499.79
		14	ACCT #165231-BEACH HOUSE	4054105222			174.97
		15	ACCT #178450-INTCHG N/SHER SPR	1134105223			74.19
		16	ACCT #182684-HWY 120/BLMFLD LT	1134105223			83.15
		17	ACCT #243254-LIBRARY PARK	1152005222			22.77
		18	ACCT #252132-EDWDS BLVD/WM SIG	1134105223			82.89
		20	ACCT #293132-SAGE ST/DUNN SRN	1129005222			5.04
		21	ACCT #303645-MS2 STREET LTS	1134105223			301.56
		22	ACCT #327582-DUNN FIELD	1152005922			98.15
		23	ACCT #339772-SNAKE RD/HWY 50	1134105222			10.67

INVOICES DUE ON/BEFORE 05/24/2016

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

ALLIANT	ALLIANT ENERGY						
RE051316	05/01/16	24	ACCT #363673-VETS PK/TWNLN RD	1152015222		05/24/16	112.06
		25	ACCT #393713-MUSEUM 256 MILL	1151105222			664.08
		27	ACCT #401872-WELLS ST FLSH	1134105222			10.24
		28	ACCT #414694-HOST DR WATER TWR	1122005222			238.85
		29	ACCT #422323-GENEVA SQ TRF LT	1134105223			27.23
		30	ACCT #433371-LIBRARY	9900005222			907.38
		31	ACCT #457625-LOT LITE GNVA ST	1134105223			185.74
		32	ACCT #462852-WELLS ST FLSH	1134105222			67.14
		33	ACCT #549716-FLAT IRON PARK	1152005222			137.46
		34	ACCT #566211-W HWY 50 BLK FLSH	1134105222			10.67
		35	ACCT #595515-LIB PARK RESTROOM	1152005222			26.65
		36	ACCT #602235-724 WILLIAMS ST	1134105223			23.69
		37	ACCT #604445-S LAKESHORE DR FL	1134105222			7.59
		38	ACCT #622184-S LAKESHORE DR	1152005222			13.26
		39	ACCT #630016-COOK ST/HWY 50	1134105223			27.85
		40	ACCT #661112-OAK HILL CEMETERY	4800005222			120.80
		41	ACCT #684954-730 MARSHALL SRN	1129005222			18.29
		43	ACCT #688465-TENNIS CTS/SCHL	1152005222			7.89
		44	ACCT #718894-OAK HILL CEMETERY	4800005222			22.43
		46	ACCT #732492-389 EDWDS TRF LT	1134105223			103.71
		47	ACCT #734115-HWY 50/HWY 12 LTS	1134105222			36.69
		48	ACCT #738154-RUSHWOOD PARK	1152005222			12.00
		49	ACCT #758433-700 GENEVA ST LOT	1134105223			137.75
		50	ACCT #758940-1065 CAREY ST	1132105222			479.83
		51	ACCT #759513-STREET LIGHTS	1134105223			7,091.42
		52	ACCT #800930-VETS PK SCOREBRD	1152015222			75.77
		53	ACCT #837813-SEM PARK RESTROOM	1152005222			11.32
		54	ACCT #895526-HWY 50 TRF LT	1134105223			140.01
		55	ACCT #912610-GEORGE ST FLSHR	1134105222			7.59
		56	ACCT #923482-1070 CAREY ST	1132105222			208.84
		59	ACCT #926683-FLAT IRON PK/WRGL	1152005222			7.53
		60	ACCT #932215-DODGE ST FLSHR	1134105222			7.59
		63	ACCT #940353-IMPND 1070 CAREY	1121005222			14.54
		64	ACCT #952816-FIRE HOUSE	1122005222			710.05

INVOICES DUE ON/BEFORE 05/24/2016

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

ALLIANT ALLIANT ENERGY							
RE051316	05/01/16	65	ACCT #957203-HWY 120/TWNLD RD	1134105222		05/24/16	85.68
		66	ACCT #965570-201 EDWARDS SIREN	1129005222			10.31
		67	ACCT #969933-CITY HALL	1116105222			3,117.96
		68	ACCT #973443-VETS PARK PAVLN	1152015222			184.65
		69	ACCT #980910-DONIAN PARK	1152005222			100.36
		70	ACCT #998403-COBB PARK	1152005222			15.87
						INVOICE TOTAL:	19,123.25
						VENDOR TOTAL:	19,123.25
AMAZO AMAZON							
4308-5/16	05/10/16	01	TABLET PENS-ALDERMEN	1111005399		05/24/16	1.85
		02	TABLET COVER-CINDY FLOWER	1111005399			20.40
		03	CELL CASE-MAYOR	1111005399			19.99
		04	CELL CASE-CLERK	1114305399			19.99
						INVOICE TOTAL:	62.23
						VENDOR TOTAL:	62.23
ARROW ARROW PEST CONTROL INC							
68126	04/30/16	01	PEST CONTROL-APR	1116105360		05/24/16	55.00
						INVOICE TOTAL:	55.00
						VENDOR TOTAL:	55.00
AUTOM AUTOMATED PARKING TECHNOLOGIES							
160220	01/11/16	01	2 LUKE MACHINE LOCKS	4234505250		05/24/16	340.00
						INVOICE TOTAL:	340.00
						VENDOR TOTAL:	340.00
AUTOW AUTOWORKS PLUS							
25303	05/09/16	01	JD MOWER TIRE FIX	1152005250		05/24/16	20.00
						INVOICE TOTAL:	20.00

INVOICES DUE ON/BEFORE 05/24/2016

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

AUTOW	AUTOWORKS PLUS						
25357	05/16/16	01	TIRES-TRK #55	1152005250		05/24/16	386.50
						INVOICE TOTAL:	386.50
						VENDOR TOTAL:	406.50
BREEZY	BREEZY HILL NURSERY						
I-194587	05/04/16	01	TOPSOIL-5 YDS	1132135430		05/24/16	105.00
						INVOICE TOTAL:	105.00
I-194637	05/05/16	01	TOPSOIL-5 YDS	1152005352		05/24/16	105.00
						INVOICE TOTAL:	105.00
I-194892	05/12/16	01	TOPSOIL-8YDS/LGFD	1132135430		05/24/16	168.00
		02	TOPSOIL-12 YDS	4800005420			252.00
						INVOICE TOTAL:	420.00
						VENDOR TOTAL:	630.00
BRUCE	BRUCE MUNICIPAL EQUIPMENT INC						
3825	03/04/16	01	TUBE BROOM CREDIT	1132105250		05/24/16	-429.00
						INVOICE TOTAL:	-429.00
5160585	01/22/16	01	SWEEPER PIVOT ARM	1132105250		05/24/16	240.82
						INVOICE TOTAL:	240.82
5160965	03/03/16	01	TUBE BROOMS-SWEEPERS	1132105250		05/24/16	2,269.20
						INVOICE TOTAL:	2,269.20
5161073	03/10/16	01	24V SIDE BROOM	1132105250		05/24/16	889.48
						INVOICE TOTAL:	889.48
						VENDOR TOTAL:	2,970.50
BSL	BADGER STATE INDUSTRIES						
303394	05/03/16	01	TOILET PAPER	1152005350		05/24/16	2,014.40
						INVOICE TOTAL:	2,014.40
						VENDOR TOTAL:	2,014.40

INVOICES DUE ON/BEFORE 05/24/2016

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

CHASE	CHASE CARD SERVICES						
8486-5/16	05/08/16	01	NEXT DOOR PUB-PD BY BLAINE	1114205331		05/24/16	26.00
		02	NIU-WCMA CONF REG	1114205332			330.00
		03	METROPINS-CITY LAPEL PINS	1114105399			245.00
		04	CHULA VISTA-LWMMI CONF	1114305331			164.00
		05	APPLEBEES-INS CONF	1114205331			29.34
		06	WALMART-CAKE, COFFEE-ORG MTG	1111005399			45.26
		07	WIDSPS-ROBERS PLUMBING CERT	1124005320			40.80
		08	BIEDERMAN-BAERBOCK WATCH	1111005399			111.20
		09	BIEDERMAN-BERGMAN WATCH	1111005399			148.00
		10	CHULA VISTA-LWMMI CONF	1114205331			82.00
		11	VSTPR-BZCD SKATES, FLWR, KUPSIK	1111005399			34.98
		12	VISTAPRINT-BIZ CARDS MULLALLY	4234505310			11.65
		13	VSTPR-BIZCD JUDGE, CRISMAN	1112005310			23.30
		14	RUBBERSTAMPS-SIGNATURE STAMP	1115105310			44.25
		15	USPS-HIALEAH, FL	1122005312			10.25
		16	OFFICEMAX-WALL RACKS	1122005310			38.98
		17	HOME DEPOT-TAPE, AXE HANDLE	1122005800			35.91
		18	KWIK TRIP-GAS-SMALL TOOLS	1122005341			11.86
		19	WORLD POINT-CPR MANUALS, DVDS	1122005610			250.45
		20	USPS-MALEK SPRINKLER PLANS	1122005312			6.45
		21	SPEEDTECH-SPEAKER AMB 2	1122005351			178.65
		22	SPEEDTECH-LIGHTS CHIEF CAR	1122005351			142.12
		23	WM-DUSTER, TOWELS, SWABS, ALCOHOL	4234505250			24.70
						INVOICE TOTAL:	2,035.15
						VENDOR TOTAL:	2,035.15
CINTAS	CINTAS CORP						
5005062167	05/11/16	01	ALCOHOL SPRAY, WIPES	1132105390		05/24/16	30.47
						INVOICE TOTAL:	30.47
						VENDOR TOTAL:	30.47
DES	DATA EQUIPMENT SERVICES						
555	05/16/16	01	MAY MODEM SVC	4234505221		05/24/16	945.00

INVOICES DUE ON/BEFORE 05/24/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
DES DATA EQUIPMENT SERVICES							
555	05/16/16	02	MAY MODEM SVC	4054105221		05/24/16	45.00
						INVOICE TOTAL:	990.00
						VENDOR TOTAL:	990.00
DOWN DOWN TO EARTH CONTRACTORS INC							
6184	04/29/16	01	MAIN ST STORM SEWER FIX	1132155450		05/24/16	2,299.00
						INVOICE TOTAL:	2,299.00
						VENDOR TOTAL:	2,299.00
DUNN DUNN LUMBER & TRUE VALUE							
643745	05/06/16	01	BATTERIES-FLUSH VALVES	1152005350		05/24/16	8.99
		02	DISCOUNT	1100004819			-0.45
						INVOICE TOTAL:	8.54
643925	05/09/16	01	PLASTIC TUBE-WATER LINE	1152005350		05/24/16	0.69
		02	DISCOUNT	1100004819			-0.03
						INVOICE TOTAL:	0.66
644136	05/10/16	01	BATTERIES-FLUSH VALVES	1152005350		05/24/16	17.98
		02	DISCOUNT	1100004819			-0.90
						INVOICE TOTAL:	17.08
644156	05/10/16	01	UNILET-LIGHT POLE FIX	1152005352		05/24/16	12.95
		02	DISCOUNT	1100004819			-0.65
						INVOICE TOTAL:	12.30
644162	05/10/16	01	BATTERIES-FLUSH VALVES	1152005350		05/24/16	8.99
		02	DISCOUNT	1100004819			-0.45
						INVOICE TOTAL:	8.54
644407	05/12/16	01	CABINET,GFCI,OUTLET COVERS	1152015350		05/24/16	83.45
		02	DISCOUNT	1100004819			-4.17
						INVOICE TOTAL:	79.28

INVOICES DUE ON/BEFORE 05/24/2016

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

DUNN	DUNN LUMBER & TRUE VALUE						
644555	05/13/16	01	BANNER POLE,CORDS	1152005352		05/24/16	17.95
		02	DISCOUNT	1100004819			-0.90
						INVOICE TOTAL:	17.05
644607	05/13/16	01	CHAINS,HOOKS,SPRING	1132135430		05/24/16	20.96
		02	DISCOUNT	1100004819			-1.05
						INVOICE TOTAL:	19.91
644896	05/16/16	01	RESTROOM SIGNS-VETS PARK	1152015350		05/24/16	7.16
		02	DISCOUNT	1100004819			-0.36
						INVOICE TOTAL:	6.80
645008	05/17/16	01	FLOURESCENT BULBS	1152005950		05/24/16	29.98
		02	DISCOUNT	1100004819			-1.50
						INVOICE TOTAL:	28.48
645074	05/17/16	01	BATTERIES,GREASE	4054105352		05/24/16	15.68
		02	DISCOUNT	1100004819			-0.78
						INVOICE TOTAL:	14.90
645143	05/17/16	01	AERATOR	4055105350		05/24/16	4.99
		02	DISCOUNT	1100004819			-0.25
						INVOICE TOTAL:	4.74
K44264	05/11/16	01	CAULK,CEMENT,BUG FOGGER	1152005350		05/24/16	29.43
		02	DISCOUNT	1100004819			-0.87
						INVOICE TOTAL:	28.56
						VENDOR TOTAL:	246.84
DUO	DUO SAFETY LADDER CORPORATION						
447222	12/23/14	01	RUNG REAMER TOOL RETURN	1122005351		03/16/16	-126.00
		02	REFUND CK RECD-TOOL RETURN	1122005351			126.00
						INVOICE TOTAL:	0.00
						VENDOR TOTAL:	0.00

INVOICES DUE ON/BEFORE 05/24/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
EMERG EMERGENCY COMMUNICATION SYS							
2340	04/19/16	01	YRLY SIREN MAINTENANCE	1129005210		05/24/16	4,366.02
						INVOICE TOTAL:	4,366.02
						VENDOR TOTAL:	4,366.02
EVERG EVERGREEN SEPTIC SERVICE LLC							
1483	05/11/16	01	CLEAN GREASE TRAPS	4055105360		05/24/16	300.00
						INVOICE TOTAL:	300.00
						VENDOR TOTAL:	300.00
GAGE GAGE MARINE CORP							
122738	04/11/16	01	DECKING FIX	4052105264		05/24/16	449.00
						INVOICE TOTAL:	449.00
122916	04/20/16	01	PIER REPAIRS	4055305264		05/24/16	20,435.38
						INVOICE TOTAL:	20,435.38
122969	04/21/16	01	LABEL/INSTALL BUOYS 40,15	4052105264		05/24/16	110.00
						INVOICE TOTAL:	110.00
123091	04/27/16	01	PIER REPAIRS	4055305264		05/24/16	2,844.01
		02	PIER REPAIRS	4052105264			1,298.72
						INVOICE TOTAL:	4,142.73
						VENDOR TOTAL:	25,137.11
GIRAF GIRAFFE ELECTRIC							
16-297	04/13/16	01	TRAFFIC SIGNAL REWIRE	1110005245		05/24/16	330.00
						INVOICE TOTAL:	330.00
						VENDOR TOTAL:	330.00
HOME HOME DEPOT CREDIT SERVICES							
5297-4/16	04/21/16	01	SAWZALL BLADES	1132105360		05/24/16	26.34

INVOICES DUE ON/BEFORE 05/24/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
HOME DEPOT CREDIT SERVICES							
5297-4/16	04/21/16	02	"PUSH" "PULL" RESTROOM SIGNS	1152005350		05/24/16	5.02
						INVOICE TOTAL:	31.36
						VENDOR TOTAL:	31.36
IAPE INTERNATIONAL ASSOCIATION FOR							
LI531812	04/28/16	01	IAPE TRAINING-KELLER	1121005410		05/24/16	325.00
						INVOICE TOTAL:	325.00
						VENDOR TOTAL:	325.00
ITU ABSORB TECH INC							
6581727	05/06/16	01	RAGS,MATS,COVERALLS	1132105360		05/24/16	88.69
						INVOICE TOTAL:	88.69
6581728	05/06/16	01	MATS	1116105360		05/24/16	75.18
						INVOICE TOTAL:	75.18
						VENDOR TOTAL:	163.87
JAMES M LEWIS LLC							
MAR/APR/MAY SVC	05/14/16	01	PD INVESTIGATOR	1110005780		05/24/16	2,733.15
						INVOICE TOTAL:	2,733.15
						VENDOR TOTAL:	2,733.15
JOHNS DISPOSAL SERVICE INC							
70357	05/06/16	01	2YD DUMPSTER	4800005360		05/24/16	144.00
						INVOICE TOTAL:	144.00
						VENDOR TOTAL:	144.00
KAESTNER AUTO ELECTRIC CO							
240801	04/19/16	01	PIGTAIL BATTERY WIRES	4234505250		05/24/16	75.00
						INVOICE TOTAL:	75.00

INVOICES DUE ON/BEFORE 05/24/2016

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

KAEST	KAESTNER AUTO ELECTRIC CO						
241361	05/05/16	01	SAFETY GLASSES	1132105390		05/24/16	47.76
						INVOICE TOTAL:	47.76
						VENDOR TOTAL:	122.76
LAKESI	LAKESIDE INTERNATIONAL LLC						
2113540P	05/10/16	01	BACKUP SWITCH-#23	1132105351		05/24/16	44.74
						INVOICE TOTAL:	44.74
						VENDOR TOTAL:	44.74
LAKWF	LAKEWOOD FILTERS INC						
115675	05/13/16	01	FILTER CHANGES	1116105360		05/24/16	260.20
						INVOICE TOTAL:	260.20
						VENDOR TOTAL:	260.20
LARRY	LARRY'S TOWING & RECOVERY						
25057	03/19/16	01	TOWING-SUBARU	1134105290		05/24/16	230.00
						INVOICE TOTAL:	230.00
25155	03/06/16	01	TOWING-KAWASAKI	1134105290		05/24/16	200.00
						INVOICE TOTAL:	200.00
25185	03/28/16	01	TOWING-FORD F150	1134105290		05/24/16	145.00
						INVOICE TOTAL:	145.00
25194	04/02/16	01	TOWING-PONTIAC SUNFIRE	1134105290		05/24/16	145.00
						INVOICE TOTAL:	145.00
25312	05/06/16	01	TOWING-KAWASAKI	1134105290		05/24/16	230.00
						INVOICE TOTAL:	230.00
						VENDOR TOTAL:	950.00
LASERE	LASER ELECTRIC SUPPLY						

INVOICES DUE ON/BEFORE 05/24/2016

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

LASERE LASER ELECTRIC SUPPLY							
1444198	05/04/16	01	WIRING SPLICE KIT-MUSEUM	1152005227		05/24/16	49.43
		02	DISCOUNT	1100004819			-0.99
						INVOICE TOTAL:	48.44
1444322-00	05/09/16	01	BALLASTS	4055205350		05/24/16	67.25
		02	DISCOUNT	1100004819			-1.35
						INVOICE TOTAL:	65.90
						VENDOR TOTAL:	114.34
MARED MARED MECHANICAL							
97033	04/29/16	01	HVAC QTRLY MAINT	1116105360		05/24/16	735.00
						INVOICE TOTAL:	735.00
						VENDOR TOTAL:	735.00
MEDTE MEDTECH WRISTBANDS INC							
16922	05/04/16	01	BEACH WRISTBANDS-50K	4054105310		05/24/16	2,102.48
						INVOICE TOTAL:	2,102.48
						VENDOR TOTAL:	2,102.48
NAPAE ELKHORN NAPA AUTO PARTS							
32897	05/17/16	01	MIRROR	1132105250		05/24/16	15.95
						INVOICE TOTAL:	15.95
32900	05/17/16	01	BRAKE PADS-#15	1132105250		05/24/16	157.72
						INVOICE TOTAL:	157.72
						VENDOR TOTAL:	173.67
NYQUI JEFF MISKIE							
1128	04/12/16	01	1ST QTR IT SVCS	1115105450		05/24/16	4,445.65
						INVOICE TOTAL:	4,445.65
						VENDOR TOTAL:	4,445.65

INVOICES DUE ON/BEFORE 05/24/2016

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

OFFICM	OFFICEMAX INC						
560773	05/06/16	01	CHAIRMAT,PENS,CLIPS,STAPLES	1132105340		05/24/16	100.63
						INVOICE TOTAL:	100.63
639269	03/03/16	01	2016 REBATE	1116105310		05/24/16	-36.53
						INVOICE TOTAL:	-36.53
						VENDOR TOTAL:	64.10
OTTER	OTTER SALES & SERVICE INC						
p161012	04/20/16	01	MOWER SWITCH	1152005250		05/24/16	23.82
						INVOICE TOTAL:	23.82
						VENDOR TOTAL:	23.82
PATS	PATS SERVICES INC						
A-125816	05/11/16	01	PORT A POTTY SVC-MAY	4800005360		05/24/16	80.00
						INVOICE TOTAL:	80.00
						VENDOR TOTAL:	80.00
PIRAN	PIRANHA PAPER SHREDDING LLC						
12491051616	05/16/16	01	SHREDDING SVC-MAY	1116105360		05/24/16	15.00
						INVOICE TOTAL:	15.00
						VENDOR TOTAL:	15.00
REIND	REINDERS						
978299	05/13/16	01	TURFACE-50 LBS	1152015952		05/24/16	380.00
						INVOICE TOTAL:	380.00
						VENDOR TOTAL:	380.00
ROTE	ROTE OIL COMPANY						
1609700206	04/06/16	01	229.79 GALS CLEAR DIESEL	1132105341		05/24/16	404.21
						INVOICE TOTAL:	404.21

INVOICES DUE ON/BEFORE 05/24/2016

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

ROTE OIL COMPANY							
1610500205	04/14/16	01	184.6 GALS CLEAR DIESEL	1132105341		05/24/16	333.93
						INVOICE TOTAL:	333.93
1611200608	04/21/16	01	556.8 GALS DYED DIESEL	1132105341		05/24/16	862.49
						INVOICE TOTAL:	862.49
1612500206	05/04/16	01	354.6 GALS CLEAR DIESEL	1132105341		05/24/16	712.39
						INVOICE TOTAL:	712.39
1612600005	05/05/16	01	356 GALS DYED DIESEL	1132105341		05/24/16	604.85
						INVOICE TOTAL:	604.85
1613300008	05/12/16	01	238.6 GALS CLEAR DIESEL	1132105341		05/24/16	479.35
						INVOICE TOTAL:	479.35
1613300009	05/12/16	01	225.7 GALS DYED DIESEL	1132105341		05/24/16	383.46
						INVOICE TOTAL:	383.46
						VENDOR TOTAL:	3,780.68
SAMUE JUSTIN SAMUEL							
REIMB 5/16	05/16/16	01	ACADEMY-1407 MILES	1121005330		05/24/16	548.73
		02	ADADEMY-MEALS	1121005331			106.14
						INVOICE TOTAL:	654.87
						VENDOR TOTAL:	654.87
SCHOO SCHOOL FUND							
5/16	05/11/16	01	SEIZURE SHARE-50%	1121004620		05/24/16	3,222.00
						INVOICE TOTAL:	3,222.00
						VENDOR TOTAL:	3,222.00
SHERW SHERWIN-WILLIAMS COMPANY							
8379-3	05/02/16	01	STRIPING PAINT	1134105370		05/24/16	2,670.85
						INVOICE TOTAL:	2,670.85
						VENDOR TOTAL:	2,670.85

INVOICES DUE ON/BEFORE 05/24/2016

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

SIGNA SIGNATURE SIGNS LLC							
4845	04/28/16	01	"ROAD WORK SOON" SIGNS	4132101508		05/24/16	230.00
						INVOICE TOTAL:	230.00
						VENDOR TOTAL:	230.00
T0001218 BRIAN BRUNER							
REFUND	05/09/16	01	BRUNER-SEC DEP 4/11/15	4055102353		05/24/16	1,000.00
		02	BRUNER-SETUP, SEC GRD 4/11/15	4055104674			-207.50
		03	BRUNER-LEASE 4/11/15	4055104674			-400.00
						INVOICE TOTAL:	392.50
						VENDOR TOTAL:	392.50
T0001219 CHRIS KOZLOSKI							
REFUND	05/09/16	01	KOZLOSKI-SEC DEP 5/4/16	4055102353		05/24/16	1,000.00
		02	KOZLOSKI-SETUP, SEC GRD 5/4/16	4055104674			-234.75
		03	KOZLOSKI-LEASE 5/4/16	4055104674			-500.00
						INVOICE TOTAL:	265.25
						VENDOR TOTAL:	265.25
T0001220 JANET MARLETTE							
REFUND	05/09/16	01	MARLETTE-SEC DEP 5/7/16	4055102353		05/24/16	1,000.00
		02	MARLETTE-SETUP, SEC GRD 5/7/16	4055104674			-325.75
						INVOICE TOTAL:	674.25
						VENDOR TOTAL:	674.25
T0001222 VALDEMAR TAPIA							
REFUND	05/12/16	01	TAPIA-SEC DEP 11/26/16	4055102353		05/24/16	1,000.00
		02	TAPIA-CANCEL FEE 11/26/16	4055104674			-100.00
						INVOICE TOTAL:	900.00
						VENDOR TOTAL:	900.00
T0001223 MARK GABOR							

INVOICES DUE ON/BEFORE 05/24/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
T0001223 MARK GABOR							
REFUND	05/13/16	01	REFUND STICKERS 3169-70	4234504638		05/24/16	47.39
		02	REFUND STICKERS 3169-70	1100002421			2.61
						INVOICE TOTAL:	50.00
						VENDOR TOTAL:	50.00
T0001224 MARITZ TRAVEL COMPANY							
REFUND	05/12/16	01	NADA SEC DEP 6/17/14	4055102353		05/24/16	1,000.00
		02	NADA RIV CANCEL 6/17/14	4055104674			-100.00
						INVOICE TOTAL:	900.00
						VENDOR TOTAL:	900.00
T0001225 DANIEL ECKLUND							
REFUND	05/14/16	01	ECKLUND-SEC DEP 5/12/16	4055102353		05/24/16	1,000.00
		02	ECKLUND-SEC GRD 5/12/16	4055104674			-127.50
		03	ECKLUND-LEASE 5/12/16	4055104674			-500.00
						INVOICE TOTAL:	372.50
						VENDOR TOTAL:	372.50
T0001226 MIKE GRAHAM							
REFUND	05/14/16	01	GRAHAM-SEC DEP 5/13/16	4055102353		05/24/16	1,000.00
		02	GRAHAM-SETUP,SEC GRD 5/13/16	4055104674			-354.00
						INVOICE TOTAL:	646.00
						VENDOR TOTAL:	646.00
T0001227 HEATHER TREBES							
REFUND	05/15/16	01	TREBES-SECDEP 5/14/16	4055102353		05/24/16	1,000.00
		02	TREBES-SETUP,SEC GRD 5/14/16	4055104674			-344.00
						INVOICE TOTAL:	656.00
						VENDOR TOTAL:	656.00
T2SYS	T2 SYSTEMS CANADA INC						

INVOICES DUE ON/BEFORE 05/24/2016

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

T2SYS	T2 SYSTEMS CANADA INC						
241564	05/01/16	01	JUN EMS FEES	4234505450		05/24/16	2,835.00
		02	JUN EMS FEES	4054105340			105.00
						INVOICE TOTAL:	2,940.00
						VENDOR TOTAL:	2,940.00
TAPCO	TAPCO						
I522215	04/04/16	01	"WALK" SWITCH-EDW BLVD	1110005245		05/24/16	456.90
						INVOICE TOTAL:	456.90
I522790	04/08/16	01	TRAF SIGNALS-EDW BLVD	1110005245		05/24/16	1,479.10
						INVOICE TOTAL:	1,479.10
						VENDOR TOTAL:	1,936.00
UNEMP	UNEMPLOYMENT INSURANCE						
7639133	05/04/16	01	APR UE-STREETS	1110005154		05/24/16	232.00
		02	APR UE-FIRE DEPT	1110005154			28.84
						INVOICE TOTAL:	260.84
						VENDOR TOTAL:	260.84
UNITED	UNITED PUBLIC SAFETY INC						
42987	05/05/16	01	SHIPPING-TICKET PAPER	4234505312		05/24/16	54.50
						INVOICE TOTAL:	54.50
						VENDOR TOTAL:	54.50
VERIZON	VERIZON WIRELESS						
9764373344	04/23/16	01	CELL CHGS-APR	1122005221		05/24/16	217.42
						INVOICE TOTAL:	217.42
9764684740	05/01/16	01	AIR CARDS-APR	1129005221		05/24/16	40.01
						INVOICE TOTAL:	40.01

INVOICES DUE ON/BEFORE 05/24/2016

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

VERIZON WIRELESS							
9764685202	05/01/16	01	CELL CHGS-APR	1121005221		05/24/16	461.25
						INVOICE TOTAL:	461.25
9764836849	05/03/16	01	AIR CARDS-APR	1121005221		05/24/16	660.66
						INVOICE TOTAL:	660.66
						VENDOR TOTAL:	1,379.34
VERMEER WISCONSIN INC							
20185092	04/28/16	01	STUMP GRINDER FIX	1132135420		05/24/16	207.14
						INVOICE TOTAL:	207.14
						VENDOR TOTAL:	207.14
WALWORTH COUNTY PUBLIC WORKS							
114	02/10/16	01	SALT-JAN	1132125340		05/24/16	10,503.38
						INVOICE TOTAL:	10,503.38
						VENDOR TOTAL:	10,503.38
WALWORTH COUNTY SHERIFF							
4/16	05/05/16	01	APR PRISONER CONFINES	1112005290		05/24/16	255.00
						INVOICE TOTAL:	255.00
						VENDOR TOTAL:	255.00
WE ENERGIES							
RE051316	05/06/16	01	7891-194-618 APR GAS BILL	1116105224		05/24/16	268.58
		03	7837-744-963 APR GAS BILL	1122005224			272.52
		04	0480-524-472 APR GAS BILL	4055105224			194.23
		06	0847-573-906 APR GAS BILL-ST#2	1122005224			95.71
		07	5288-664-956 APR GAS BILL	1151105224			288.00
		08	8052-439-940 APR GAS BILL-1055	1132105224			51.00
		09	8017-524-022 APR GAS BILL-1065	1132105224			65.12

INVOICES DUE ON/BEFORE 05/24/2016

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

WEENE	WE ENERGIES						
RE051316	05/06/16	10	6602-046-262 APR GAS BILL-1070	1132105224		05/24/16	306.76
		11	7283-171-261 APR GAS BILL	1152015224			53.19
		12	1885-876-489 APR GAS BILL	4800005224			42.65
		13	5604-510-433 APR GAS BILL	9900005222			70.00
		14	5604-510-433 APR GAS BILL	9900005222			183.10
						INVOICE TOTAL:	1,890.86
						VENDOR TOTAL:	1,890.86
WIAGR	WI DEPT OF AG, TRADE &						
115-0000000753	05/13/16	01	YRLY WEIGHTS/MEASURE	1124005218		05/24/16	4,800.00
						INVOICE TOTAL:	4,800.00
						VENDOR TOTAL:	4,800.00
WMCCA	WI MUNICIPAL COURT CLERKS ASOC						
REGISTRATION 2016	05/13/16	01	WMCCA CONF-CRISMAN	1112005332		05/24/16	250.00
						INVOICE TOTAL:	250.00
						VENDOR TOTAL:	250.00
ZSCAPE	Z-SCAPE LANDSCAPE & DESIGN						
5595	05/01/16	01	POND MAINT-APR	1152005362		05/24/16	300.00
						INVOICE TOTAL:	300.00
						VENDOR TOTAL:	300.00
						TOTAL ALL INVOICES:	116,352.86

2016 STANDING COMMITTEES OF THE CITY COUNCIL

These committees are subject to change by appointment each year.

FINANCE, LICENSE & REGULATION:

Bob Kordus (3), Chairman
Chris Gelting (1)
Vacant
Elizabeth Chappell (1)
Ken Howell (4)

PIERS, HARBORS & LAKEFRONT:

Doug Skates (2), Chairman
Elizabeth Chappell (1)
Rich Hedlund (3)
Bob Kordus (3)
Ken Howell (4)

PERSONNEL COMMITTEE:

Rich Hedlund (3), Chairman
Elizabeth Chappell (1)
Vacant
Ken Howell (4)
Cindy Flower (4)

PUBLIC WORKS COMMITTEE:

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

BOARD OF REVIEW:

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

2016 COUNCIL APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

These Appointments are subject to change each year.

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

*** CITIZEN APPOINTMENTS TO BOARDS AND COMMISSIONS
WILL BE MADE AT FUTURE COMMON COUNCIL MEETINGS**