



**BOARD OF PARK COMMISSIONERS
WEDNESDAY, AUGUST 28, 2019 AT 6:30 PM
CITY HALL, CONFERENCE ROOM 2AL
AGENDA**

Call to order

1. Roll Call
2. Approval of Board of Park Commissioner meeting minutes from July 24, 2019
3. Comments from the public limited to 5 minutes
4. Acceptance of Board of Park Commissions Funds Report
5. Aldermanic Request(s)
 - A. None
6. New Business
 - A. Recreational Trails Program Grant
 1. <https://dnr.wi.gov/Aid/RTP.html>
 - B. Grant Applications – Proposal from Vandewalle
 1. Four Seasons
 - C. Reports
 1. Maple Park tennis wind screen
 2. Veterans Park ice rink
 3. Fee structure for park usage
 4. YMCA Fall Schedule
 - D. Discussion/Recommendation: YMCA Agreement Review
 - E. Discussion/Recommendation: Bicycle Rack Donation from Treadhead Cycling
 - F. Park Bench near Ed Jaeger tree
7. Old Business
 - A. Equipment replacement report
 - B. White River Bridges
 - C. Safe Routes to School
8. Accolades
 - A. Garry Dunham and Habitat for Humanity and local church Youth Groups for assistance in repairs/painting at Veteran's Park
9. Future meeting agenda items
10. Adjourn

*This is a meeting of the Board of Park Commissioners.
No official Council action will be taken; however, a quorum of the Council may be present.*

Board of Park Commissioners' Minutes
Wednesday, July 24, 2019– 6:30pm
City Hall, Meeting Room 2A

The meeting was called to order by Chairperson Esarco at 6:30 p.m.

Roll Call: Present: Mayor Tom Hartz, Park Board President: Ann Esarco, Alderman Straube, Park Board Commissioners: Barbara Philipps, Meaghen Madden-Van Dyke, Obdulia Alvarez, Peggy Schneider

Excused: Brian Olsen Dave Quickel

Staff Present: None

Also in attendance was Alderman Flower

Public Present: Dick Malmin and Mary Jo Fesenmaier

Approval of Minutes from prior meeting: Hartz/ Philipps: Approve minutes of June 26, 2019 with spelling corrections. The correct spellings are Meaghen Madden-Van Dyke, Barbara Philipps, and Dick Malmin, and Mary Jo Fesenmaier. Motion carried unanimously.

Comments from public:

Mary Jo Fesenmaier: Mary Jo noted that the minutes of the June meeting were posted incorrectly. Some pages were missing. Mary Jo appreciated the new permitting process but was able to identify a problem in that there was no calendar included in the on-line application. Mary Jo then reiterated her desire to have Hillmoor turned into a City Park following the Shawn Kelly land plan.

Dick Malmin addressed the commissioners about global warming and the lack of cooling stations in Lake Geneva. Given the heat on Saturday July 20, he identified that there is a need for a community pool in Lake Geneva and it should be located in Hillmoor.

Acceptance of Board of Park Commissions Fund Report: The Funds were accepted by consent. It was noted that there was not enough money in the Park Fund to pay for the equipment chosen for the tot lot in Sturwood. The Mayor will speak with the City Attorney about moving the Never Say Never pledged funds from the Park Fund to the Park Impact Fees.

Aldermanic Request(s): Alderman Flower requested the Park Commission address the issue of the poor condition of 4 out of 5 bridges crossing the White River in the Disc Golf Course. Which ones should be replaced and which can be repaired were questions that were raised. Alderman Straube noted that she walked the bridges with Dee Bark and Dee asked about the "rusty" bridge. Alderman Flower and Mayor Hartz noted that the "rusty" bridge was the new bridge, built last year and designed to rust. Alderman Flower noted that painting a metal bridge adds to the maintenance costs. It was decided that the Commission would address the bridges in the

context of the Park Plan and the Bike/Ped Plan's call for a trail to follow the White River all of the way to the Grand Geneva. Hartz/Esarco moved to continue the issue to the next meeting when the issue of the White River Trail could be considered. The motion passed unanimously.

New Business

YMCA Update: Avi Mor from the YMCA was not in attendance. The YMCA calendar was reviewed. Obdulia Alvarez spoke about the Latino Listening Session comments about using Veterans Field for soccer leagues. Obdulia will come back to the next meeting with specific questions and ideas regarding the leagues.

Safe Routes to Schools: Hartz stated that the closest bus stop to Badger High School is at Romin and Laurie Streets, approximately 4 blocks from the high school. The question asked at previous meetings was what is the farthest a student could live from a school and still walk or ride a bike. It appears to be 4 blocks or so. Discussion followed about the cross country team running on streets for practice, elementary school walking field trips and crossing busy streets, and other outside of school field trips. These incidents would benefit from a Safe Routes to School program. Schneider/Straube moved to continue the topic to the next Commission meeting. The motion passed unanimously.

Funding projects for Four Seasons: Hartz suggested requesting Vandewalle to present a proposal to the Commission to write grant applications for Four Seasons and other Commission projects. Vande\walle will be asked to present their proposal at the next meeting of the Commission.

Veterans's Park Ice Rink: Discussion about a hockey sized ice rink at the park. The Commission will discuss with the YMCA their plans for activities at their new location and whether they are considering an ice rink.

Maple Park tennis courts: Discussion about the need for wind screens. The wind screens would also help keep the gravel from the play lot from migrating to the tennis court. Esarco will send an email to Neil Waswo about the cost of the screens.

Park Finances: Discussed at the Fund Report.

List of upcoming events to the parks: Discussion about fee-based activities vs. non-fee based activities. Straube and Hartz will meet with the City Administrator and the Deputy Clerk to clarify the rules and procedures.

Old Business

Equipment replacement report: No discussion because there was no staff present.

Habitat for Humanity: No discussion because there was no one present from Habitat for Humanity.

Accolades: The Public Works Department implemented a trial Recycling in the Parks program at the Riviera. It was reported that the first weekend was a success. The trial will also be implemented for Venetian Fest week as well.

Future meeting agenda items: We will finish what we started with 4 Seasons and focus our efforts on making visitors to the park feel safe. If women walking alone feel safe then we will consider the changes we implement to be successful. We will research efforts in other communities to provide safety in parks.

Adjourn:

Motion by Hartz to adjourn the meeting of the Park Board Commission, second by Schneider. Motion carried unanimously. The meeting adjourned at 7:43 p.m.

/s/ Mayor Hartz, Secretary of the Board of Park Commissioners

These minutes are not official until approved by the Board of Park Commissioners

August 2019

August 2019							September 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jul 28	29	30	31	Aug 1	2	3
<p>11:00am 10:00pm SP: Knockerball (Seminary Park to Include One Trailer Parking Space) - Na</p>	<p>11:00am 10:00pm SP: Knockerball (Seminary Park to Include One Trailer Parking Space) - Na</p>	<p>5:00pm 8:30pm VP: SWC Soccer Training (Vet Park) - Nancy Elder</p>	<p>6:00pm 11:00pm RB/Mn/lt Movie (Riviera Beach) - Nancy Elder</p>	<p>8:00am 1:00pm HH:Farm Mkt (330 Broad St. (see permit 6:00pm 8:00pm FIP: Concerts in the Park</p>	<p>11:00am 10:00pm SP: Knockerball (Seminary Park to Include One Trailer Parking Space) - Na</p>	<p>11:00am 10:00pm SP: Knockerball (Seminary Park to Include One Trailer Parking Space) - Na</p>
4	5	6	7	8	9	10
<p>11:00am 10:00pm SP: Knockerball (Seminary Park to Include One Trailer Parking Space) - Na</p>	<p>11:00am 10:00pm SP: Knockerball (Seminary Park to Include One Trailer Parking Space) - Na</p>	<p>5:00pm 8:30pm VP: SWC Soccer Training (Vet Park) - Nancy Elder</p>	<p>6:00pm 11:00pm RB/Mn/lt Movie (Riviera Beach) - Nancy Elder</p>	<p>8:00am 1:00pm HH:Farm Mkt (330 Broad St. (see permit 6:00pm 8:00pm FIP: Concerts in the Park</p>	<p>11:00am 10:00pm SP: Knockerball (Seminary Park to Include One Trailer Parking Space) - Na</p>	<p>11:00am 10:00pm SP: Knockerball (Seminary Park to Include One Trailer Parking Space) - Na</p>
11	12	13	14	15	16	17
<p>Street Banners: Geneva Lake Arts Foundation Art in the Park (Downtown) - Nancy Elder</p>	<p>11:00am 10:00pm SP: Knockerball (Seminary Park to Include One Trailer Parking Space) - Na</p>	<p>5:00pm 8:30pm VP: SWC Soccer Training (Vet Park) - Nancy Elder</p>	<p>5:00pm 5:30pm Veneti</p>	<p>8:00am 1:00pm HH:Farm Mkt (330 Broad St. (see permit 6:00pm 8:00pm FIP: Concerts in the Park</p>	<p>11:00am 10:00pm SP: K</p>	<p>11:00am 10:00pm SP: K</p>
18	19	20	21	22	23	24
<p>FIP&SP: Venetian Festival & Fireworks (Various locations)</p>	<p>11:00am 10:00pm SP: Knockerball (Seminary Park to Include One Trailer Parking Space) - Na</p>	<p>5:00pm 8:30pm VP: SWC Soccer Training (Vet Park) - Nancy Elder</p>	<p>8:00am 1:00pm HH:Farm Mkt (330 Broad St. (see permit 5:00pm 8:30pm VP: SWC Soccer Training (Vet's Park) - Nancy</p>	<p>8:00am 8:30am FYI - Hootie & the Blowfish & Barenake</p>	<p>11:00am 10:00pm SP: Knockerball (Seminary Park to Include One Trailer Parking Space) - Na</p>	<p>11:00am 10:00pm SP: Knockerball (Seminary Park to Include One Trailer Parking Space) - Na</p>
25	26	27	28	29	30	31
<p>Maxwell St. Days (Public Sidewalks) - Nancy Elder</p>	<p>11:00am 10:00pm SP: Knockerball (Seminary Park to Include One Trailer Parking Space) - Na</p>	<p>5:00pm 8:30pm VP: SWC Soccer Training (Vet Park) - Nancy Elder</p>	<p>8:00am 1:00pm HH:Farm Mkt (330 Broad St. (see permit 5:00pm 8:30pm VP: SWC Soccer Training (Vet's Park) - Nancy</p>	<p>11:00am 10:00pm SP: Knockerball (Seminary Park to Include One Trailer Parking Space) - Na</p>	<p>11:00am 10:00pm SP: Knockerball (Seminary Park to Include One Trailer Parking Space) - Na</p>	<p>11:00am 10:00pm SP: Knockerball (Seminary Park to Include One Trailer Parking Space) - Na</p>

Nancy Elder

September 2019

September 2019							October 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	20	21	22	23	24	25	26	27	28
29	30												

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 1 11:00am 10:00pm SP: Knockerball (Seminary Park to Include One Trailer Parking Space) - Nancy Elder	2 11:00am 10:00pm SP: Knockerball (Seminary Park to Include One Trailer Parking Space) - Nancy Elder	3 5:00pm 8:30pm VP: SWC Soccer Training (Vet Park) - Nancy Elder	4 9:00am 12:00pm TTX Training (Walworth County) - City Clerk	5 8:00am 1:00pm HH:Farm Mkt (330 Broad St. (see permit 5:00pm 8:30pm VP: SWC Soccer Training (Vet's Park) - Nancy	6	7 FIP/Elke Grimm & Gus B
8 7:30pm 11:30pm FVI-The Who (Alpine Music Theatre) - Nancy Elder	9 4:30pm 8:00pm VP:SW Soccer (Veteran's Park)	10 4:30pm 8:00pm VP:SW Soccer (Veteran's Park)	11 4:30pm 8:00pm VP:SW Soccer (Veteran's Park)	12 8:00am 1:00pm HH:Farm Mkt (330 B 4:30pm 8:00pm VP:SW Soccer (Veteran's PA 6:00pm 9:00pm Museum P.L.: Swift Ni	13 4:30pm 8:00pm VP:SW Soccer (Veteran's Park)	14
15 9:00am 6:00pm Fire Bells Fundraiser: Barricades/Pkg Spot 12:30pm 2:30pm RB: Mt. Zion Baptism (Riviera Beach) - Nan	16 4:30pm 8:00pm VP:SW Soccer (Veteran's Park)	17 4:30pm 8:00pm VP:SW Soccer (Veteran's Park)	18 4:30pm 8:00pm VP:SW Soccer (Veteran's Park)	19 8:00am 1:00pm HH:Farm Mkt (330 B 2:00pm 7:00pm FIP: DuPaul Espino Wed 4:30pm 8:00pm VP:SW Soccer (Veteran's PA	20 4:30pm 8:00pm VP:SW Soccer (Veteran's Park)	21 7:00am 1:30pm LP/Alzheimer's Walk (see attached for Event Permit Details)) - Nancy Elder
22	23 4:30pm 8:00pm VP:SW Soccer (Veteran's Park)	24 4:30pm 8:00pm VP:SW Soccer (Veteran's Park)	25 4:30pm 8:00pm VP:SW Soccer (Veteran's Park)	26 8:00am 1:00pm HH:Farm Mkt (330 Broad St. (see permit 4:30pm 8:00pm VP:SW Soccer (Veteran's Park)	27 4:30pm 8:00pm VP:SW Soccer (Veteran's Park)	28
29	30 4:30pm 8:00pm VP:SW Soccer (Veteran's Park)	Oct 1	2	3	4	5

Nancy Elder

October 2019

October 2019							November 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 29	30	Oct 1	2	3	4	5
		4:30pm 8:00pm VP-SW Soccer (Veteran's Park)	4:30pm 8:00pm VP-SW Soccer (Veteran's Park)	8:00am 1:00pm HH:Farm Mkt (330 Broad St. (see permit for details)) - Nancy Elder 4:30pm 8:00pm VP-SW Soccer (Veteran's Park)	4:30pm 8:00pm VP-SW Soccer (Veteran's Park)	
6	7	8	9	10	11	12
				8:00am 1:00pm HH:Farm Mkt (330 Broad St. (see permit for details)) - Nancy Elder 2:00pm 10:00pm McCann Rehearsal (Seminary Park) - N Badger Homecoming & Fire		Oktoberfest (see permit)
13	14	15	16	17	18	19
Oktoberfest (see permit)	8:00pm			8:00am 1:00pm HH:Farm Mkt (330 Broad St. (see permit for details)) - Nancy Elder		
20	21	22	23	24	25	26
				8:00am 1:00pm HH:Farm Mkt (330 Broad St. (see permit for details)) - Nancy Elder		
27	28	29	30	31	Nov 1	2
	Avian Committee Purge			8:00am 1:00pm HH:Farm Mkt (330 Broad St. (see permit for details)) - Nancy Elder		

Oct 27 - Nov 2

Oct 20 - 26

Oct 13 - 19

Oct 6 - 12

Sep 29 - Oct 5

Nancy Elder

City of Lake Geneva- Event Permit Policy and Application



The purpose of this policy and event permit application is to guide organizations that are non-profit, not-for-profit, private, or for profit to plan and execute a successful event here in beautiful Lake Geneva. This policy and application will outline the requirements and possible fees associated with hosting an event in the City based on the estimated attendance.

For profit, private, non-profit and not-for profit groups will be able to plan their experience here in the City based on the following four tiers:

Public Assembly Permit – **Non-profit or Not-for-Profit (No Charge), For Profit \$25*

(Meet one or more criteria) Single day event use of City of Lake Geneva facilities with NO street, parking or intersection closures, attendance under 1,000, NO serving of alcohol in public space.

Block Parties or use of Gazebo for 1 Hour Photo Ops: \$75.00

Small event limited to one street with 4 barricades in a neighborhood or gazebo in Flat Iron Park.

Tier 1 Events: **Non-profit or Not-for-Profit (No Charge), For Profit \$250*

(Meet one or more criteria) Rolling closure of streets, public walkway, limited parking stalls or intersection closures that do not impact public use, attendance of 1,000 to 3,000, four (4) hours or less of alcohol sales or serving, majority use of a city park(s), or other municipal facility.

Tier 2 Events: **Non-profit or Not-for-Profit (No Charge), For Profit \$500*

(Meets one or more criteria) Non-profit or not-for-profit organization offering multiple-day events, attendance of more than 3,000+, more than four (4) hours of alcohol sales or serving, and/or exclusive use of City park(s), street(s), limited parking stalls, or other municipal facility.

Note: Seminary Park (includes the use of the Shelter) and Flat Iron Park (includes the use of Brunk Pavilion) have 3 available picnic tables and 10 benches which you can select as part of your event permit. Any additional picnic tables, benches, or barricades needed should be directed to a rental company. This event permit does not apply to the rental or use of the Riviera Ballroom.

Event permit application fees are not refundable whether wholly or partially. Any group using any municipal facility, park or property will be required to place a credit card number on file with the City of Lake Geneva's Clerk Office for any incidentals. Any charges will be fully explained and outlined to the applicant prior to any charge.

All non-profits and not-for-profit groups will be required to provide a current tax form with EIN# to prove their organization's status.

All event dates are granted on a first come first served basis, although non-profit groups located within the City of Lake Geneva will be given preferential treatment when considered. For events that

City of Lake Geneva- Event Permit Policy and Application



occur annually you will have the option to place a hold on future dates for no more than three years after the current event being applied for.

All applicants will be required to sign an indemnification agreement for organizations below a tier 1 and all tier 1 and tier 2 event applications will be required to include a copy of their Certificate of Liability insurance with this application.

Any non-profit or not-for-profit organization that is wishing to sell alcohol as part of their event with need to complete a Temporary Class "B"/ "Class B" Retailer's License and pay a separate application fee. This event permit application does not grant the right or privilege to any group to sell alcohol of any kind.

All events under a level tier 2 will only be considered by City Staff prior to approval. Tier 2 events will require approval of City Staff, the Finance, License, & Regulation Committee and the Common Council.

CITY OF LAKE GENEVA - EVENT PERMIT APPLICATION

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

Applications must be submitted **AT LEAST 4 WEEKS** prior to the proposed event date(s).

Section I. APPLICANT INFORMATION

NAME OF APPLICANT:

NAME OF EVENT ORGANIZER/PRODUCER:

PRODUCTION COMPANY/ORGANIZATION:

FEDERAL TAX ID:

STREET ADDRESS:

APT. UNIT OR SUITE #:

CITY:

STATE:

ZIP CODE:

E-MAIL ADDRESS:

DAYTIME PHONE:

CELL PHONE:

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

EIN # (Tax Exempt Number): _____

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

Section II. EVENT INFORMATION

Public Assembly Permit – * Non-profit (No Charge), Otherwise FEE \$25 per day

(Meet one or more criteria) Single day event use of City of Lake Geneva facilities with NO street, parking or intersection closures, attendance under 1,000, NO serving of alcohol in public space.

Block Parties or use of Gazebo for 1 Hour Photo Ops: * Non-profit (No Charge), Otherwise FEE \$75.00

Small event limited to one street with 4 barricades in a neighborhood or gazebo in Flat Iron Park.

Tier 1 Events: * Non-profit (No Charge), Otherwise FEE \$250

(Meet one or more criteria) Rolling closure of streets, public walkway, limited parking stalls or intersection closures that do not impact public use, attendance of 1,000 to 3,000, four (4) hours or less of alcohol sales or serving, majority use of a city park(s), or other municipal facility.

Tier 2 Events: * Non-profit (No Charge), Otherwise FEE \$500

(Meets one or more criteria) Non-profit or not-for-profit organization offering multiple-day events, attendance of more than 3,000+, more than four (4) hours of alcohol sales or serving, and/or exclusive use of City park(s), street(s), limited parking stalls, or other municipal facility.

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

1. Title of Event: _____

2. Date(s) of Event: _____

3. Location(s) of Event: _____

4. Hours: _____

Note: Start Time & End Time

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

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

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

8. Will you charge an admission fee? Yes No

9. Estimated Attendance Number: _____

10. Basis for estimate: _____

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

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

12. Will there be any animals? Yes No

If yes, what type and how many: _____

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

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

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.

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

Section III. STREET USE

Check if this section does not apply.

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

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

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

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

3. Description of signage to be used during event:

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

Anticipated Services

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

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

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

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

Credit Card # (Required): _____
 Expiration Date: _____ CVV #: _____
 Name on Credit Card: _____
 Billing Address: _____
 City, State, Zip: _____

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

Applicant's Signature: _____ **Date:** _____

For Office Use Only

Date Filed with Clerk: _____ **Payment with Application: \$** _____ **Receipt:** _____

*Circulation required to the following Departments:

Department: **Date:** **Circulated:**

City Clerk/Administrator
Notes: _____

Police Chief
Notes: _____

Fire Chief
Notes: _____

Street Dept
Notes: _____

Parking Dept
Notes: _____

Piers, Harbors & Lakefront
Notes: _____

FL&R: Meeting Date: _____

Council: Meeting Date: _____

City of Lake Geneva- Event Permit

Save the Date Form

Per the City of Lake Geneva Event Permit Policy, events held annually have the ability to reserve future dates for that event no more than three years after the current event being applied for.

Completion of this form is not meant to replace the application process for a City of Lake Geneva Event permit. A new event permit application will need to be completed for every future event.

Event Name: _____

Event Date: YR 20___: _____

YR 20___: _____

YR 20___: _____

All Park Facilities: _____

Name of Sponsoring Organization: _____

If Non-profit or Not-for-Profit: Tax ID / EIN #: _____

Contact First Name: _____ Last Name: _____

Phone/Mobile: _____

Email: _____

Notes/Request: _____

August

2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3
5	6	7	8	9	10
			Field 3 6:30-9:30 Field 4 6:30-9:30		
12	13	14	15	16	17
			Field 3 6:30-9:30 Field 4 6:30-9:30	Flag Football 10-12	
19	20	21	22	23	24
			Field 3 6:30-9:30 Field 4 6:30-9:30	Flag Football 10-12	
26	27	28	29	30	31
				Flag Football 10-12	

September

2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6	7
					Flag Football 10-12
9	10	11	12	13	14
Soccer 4:30-6		Soccer 4:30-6		Flag Football 10-12	
16	17	18	19	20	21
Soccer 4:30-6		Soccer 4:30-6		Flag Football 10-12	
23	24	25	26	27	28
Soccer 4:30-6		Soccer 4:30-6			
30					

October

2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5
7	8 Soccer 4:30-6	9 Soccer 4:30-6	10 Soccer 4:30-6	11	12
14	15 Soccer 4:30-6	16 Soccer 4:30-6	17	18	19
21	22	23	24	25	26
28	29	30	31		

Name: _____
Contact #: _____
Event Dates: _____

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

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

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

SECTION 1: DEFINITIONS

A. Recreation Programmer: The Lake Geneva YMCA, authorized by the City of Lake Geneva to schedule Veterans Park events, activities and programs. The Recreation Programmer, or an authorized representative, is present during the use of the facility or grounds and has access to facilities and grounds at all times and is responsible for locking and unlocking.

B. Lease: As used herein means the written Rental Agreement issued to an applicant by the Lake Geneva YMCA or its authorized representative for use of Veterans Park or any portion there-of under the authority and conditions as herein provided, including any amendment or supplement to such an agreement.

C. Lessee: As used herein includes any person, association, public organization, partnership, company or corporation that is granted a contract to use any part of Veterans Park in accordance with these regulations. Person responsible must be an adult (age 21).

SECTION 2: RIGHT TO ALTER REGULATIONS AND RENTAL RATES

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

Geneva Lakes Family YMCA/City of Lake Geneva Equipment and Responsibilities

City of Lake Geneva

Mowing

Trash

Gas for power equipment

½ purchase price of groomer

Maintenance of groomer

Clean bathrooms

Bids out concession stand

Any field rental agreements

YMCA

All field work/maintenance

Club house prep/cleaning

Equipment purchases for programs

Owns Volleyball nets

Owns Bases

Owns chalker

Any watering?

Operations of YMCA/City of Lake Geneva programs: T-ball, Baseball, Softball, Travel baseball/softball, Tournament level baseball/softball, flag football, soccer, LaCrosse, Adult softball, Coed softball, Adult Kickball

Operations of any tournament

Communication with city clerk on scheduling of park

½ purchase price of groomer

Owner of lawn tractor, push mower, golf cart – do all maintenance

Park Impact Fee Funds

Effective Date of Ordinance = 4/22/2004

07/31/2019

Year	REVENUES		EXPENDITURES	REMAINING	Notes on what \$ spent on
	Impact Fees	Interest Earned	Impact Fee \$ Spent	Impact Fee Balance	
2003					Transfer of old park fund
2004	16,560.00	158.81		16,718.81	
2005	15,870.00	952.44		33,541.25	
2006	11,250.00	1,980.99		46,772.24	
2007	6,272.00	2,477.22	(46,615.61)	8,905.85	Playground equipment, Planning
2008	20,808.00	1,053.67	(124.00)	30,643.51	Park Planning
2009	1,978.00	224.33	(7,589.00)	25,256.84	Molitor field
2010	1,380.00	93.52	(19,317.01)	7,413.34	Vet's park field, retaining wall
2011	19,248.00	51.76		26,713.10	
2012	3,910.00	68.23	(2,889.38)	27,801.95	Vet's Park south soccer field
2013	6,226.00	34.92	(11,386.78)	22,676.09	Manual scoreboard, batting cages, disc golf
2014	8,982.00	24.48	(4,046.00)	27,636.57	Park survey postcards, disc golf signs
2015	7,820.00	35.80	(23,245.68)	12,246.68	Dog park fencing, signs
2015				12,246.68	
2016	12,190.00	98.70	(4,551.00)	19,984.38	Dog Park water line
2017	20,286.00	185.90	(20,000.00)	20,456.28	Manning Way Playground Equipment
2018	20,654.00	516.62	(2,715.00)	38,911.89	Soccer goals/Bleachers/Shade Structure
2019	9,200.00	570.49		48,682.38	
Totals	182,634.00	8,527.84	(142,479.46)	48,682.38	

48,682.38 = Impact Fee balance

IMPACT FEE SUMMARY:

	Collected	Interest Earned	Expenditures	Must be spent by:
2003-2006	43,680.00	3,092.24	(87,921.78)	(41,149.54)
2007	6,272.00	2,477.22	(4,046.00)	(36,446.33)
2008	20,808.00	1,053.67	(23,245.68)	(37,830.34)
2009	1,978.00	224.33	(4,551.00)	(40,179.02)
2010	1,380.00	93.52	(20,000.00)	(58,705.50)
2011	19,248.00	51.76	(2,715.00)	(42,120.75)
2012	3,910.00	68.23	-	(38,142.52)
2013	6,226.00	34.92		(31,881.60)
2014	8,982.00	24.48		(22,875.12)
2015	7,820.00	35.80		(15,019.32)
2016	12,190.00	98.70		(2,730.63)
2017	20,286.00	185.90		17,741.28
2018	20,654.00	516.62		38,911.89
2019	9,200.00	570.49		48,682.38
	182,634.00	8,527.84	(142,479.46)	

Must be spent by 12/31/2013
Must be spent by 12/31/2014
Must be spent by 12/31/2015
Must be spent by 12/31/2016
Must be spent by 12/31/2017
Must be spent by 12/31/2018
Must be spent by 12/31/2019
Must be spent by 12/31/2020
Must be spent by 12/31/2021
Must be spent by 12/31/2022
Must be spent by 12/31/2023
Must be spent by 12/31/2024
Must be spent by 12/31/2025
Must be spent by 12/31/2026

PARK FUNDS SUMMARY

Year	REVENUES		EXPENDITURES	Notes on what \$ spent on
	Park Fund	Interest Earned	Park Fund \$ Spent	
2003			46,113.26	Transfer of old park fund
2004	3,928.00	158.81		
2005	2,552.00	952.44		
2006	1,407.00	1,980.99		
2007	575.00	2,477.22		
2008	150.00	1,053.67		
2009	100.00	224.33		
2010	150.00	93.52		
2011	50.00	51.76		
2012		68.23	(28,489.24)	Vet's Park south soccer field
2013	150.00	34.92	(6,455.46)	Manual scoreboard, batting cages, disc golf
2014	1,150.00	24.48	(1,610.98)	Park survey postcards, disc golf signs
2015	250.00	35.80		
2015			(15,000.00)	Transfer to Adaptive Playground Fund
2016	50.00	98.70		
2017		185.90		
2018	15,471.00	516.62	(21,060.00)	Soccer goals/Bleachers/Shade Structure
2019	20.00	353.98		
Totals	26,003.00	8,311.33	(72,615.68)	

7,811.91 = Park Fund balance

15,000.00 = Adaptive Playground Fund balance

22,811.91 = Total Park Funds