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

REGULAR CITY COUNCIL MEETING
MONDAY, OCTOBER 9, 2017 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL
AGENDA

1. Mayor Kupsik calls the meeting to order

2. Pledge of Allegiance – Alderman Chappell

3. Roll Call

4. Awards, Presentations, and Proclamations
- **a.** Proclamation declaring October 8th through October 14th Fire Prevention week

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 September 25, 2017, as prepared and distributed.

9. **CONSENT AGENDA –** *Recommended by Finance, License and Regulation on October 3, 2017*
Any item listed on the consent agenda may be removed at the request of any member of the Council. The request requires no second, is not discussed, and is not voted upon.

- **a.** Park Reservation Permit application filed by the Alzheimer's Association of Southeast Wisconsin for the "12th Annual Walk to End Alzheimer's" event at Library Park, from 7:00am to 1:00pm on Sept. 15, 2018

- **b.** Discussion/Recommendation on a Park Reservation Permit Application filed by Greg Bunge to use Seminary Park for a family reunion on July 14, 2018 from 4:00pm to 8:00pm

- **c.** Park Reservation Permit Application filed by Richard Holt on behalf of Lakeland Community Church to use Flat Iron Park and the Brunk Pavilion for a worship service on July 1, 2018 from 7:00am to 1:00pm

- **d.** Temporary Alcohol License Premises Extension application filed by Harbor Shores, 300 Wrigley Drive to serve alcohol in a 30x30 tent set 50 feet off of the sidewalk in Gino's East parking lot with temporary fencing along the sidewalk on February 3, 2018 and February 4, 2018 from 11:00am to 4:00pm

- **e.** Temporary Operator License application filed by Jennifer MacIntyre on behalf of the JAMM Family Support Fundraiser held at the Riviera Ballroom on November 12, 2017

- **f.** Original 2017-2018 Operator's (Bartender) License applications filed by Lilian Montesinos, Omar Forestier, and Michelle Norgard

10. Item(s) removed from the Consent Agenda

11. Finance, License and Regulation Committee Recommendations of Oct. 3, 2017 – Ald. Kordus

a. First Reading of **Ordinance 17-14,** amending the Parade Ordinance to waive all fees except the nonrefundable fee to cover administrative cost of processing the permit for the Memorial Day parade, the 4th of July parade, the Badger High School Homecoming parade, and the Christmas Parade *(approved by Council on 6/12/2017)*

b. Discussion/Action on Compensation Policy Employee Performance Based Increase of up to 3% effective January 1, 2018

c. Discussion/Action on temporarily contracting with Schenck for Treasurer reconciliation support services

d. Discussion/Action on combining the two Part-time Counter Clerk positions into one Full-time Counter Clerk position

e. Discussion/Action on the 2018 Business Improvement District Plan

f. Discussion/Action on the Breezy Hill Nursery TIF Escrow Draw Request No. 2 in the amount of $21,967.21 for the Main Street Widening Project – Parkway Lawn Restoration

g. Discussion/Action on the Lake Geneva Economic Development Corporation TIF Escrow Draw Request No. 2 in the amount of $7,977.35 for the Traver Hotel Redevelopment per the Development Agreement

h. Discussion/Action on the RFP for the 2018-2019 Veteran's Park Concessions with potential option for 2020 with consent of both parties

i. Discussion/Action on the purchase of a new siren from Federal Signal for $17,143.68 with installation by Emergency Communication Systems Inc. for $5,800.00 for a total not to exceed $22,943.68 from the Equipment Replacement Fund

12. Presentation of Accounts – Ald. Kordus *(Recommended by Finance, License and Regulation on Oct. 3, 2017)*

a. Purchase Orders (none)
b. Prepaid Bills in the amount of $51,791.13
c. Regular Bills in the amount of $146,522.13

13. Mayoral Appointments. (none)

14. Closed Session

Motion to go into Closed Session:

a. Pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for:

1) Police Chief Rasmussen
2) PD Confidential Administrative Assistant Papenfus
3) PD Communications Supervisor Froggatt
4) Treasurer Pollitt
5) Comptroller Slater; and

b. Pursuant to Wis. Stat. 19.85(1)(e) for purposes of conducting other specified public business, whenever competitive bargaining reasons require a closed session for Police Officer's Union Negotiations; and

c. Pursuant to Wis. Stat. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for City Sheridan Springs Road and Edwards Blvd. Properties including Tax Key Parcels ZA467900001, ZA467900002, ZA468000001, and ZA468000003; and

d. 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 with regard to Pre-Annexation Agreement with Big Foot Holdings LLC and Geneva Waterfront Inc. (AKA Geneva Inn) (Special Counsel Wirth)

15. Open Session - Motion to return to open session pursuant to Wis. Stat. 19.85(2) and take action on any items discussed in closed session.

16. Adjournment

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

10/6/2017 4:40 PM cc: Aldermen, Mayor, City Admin., Attorney, Dept. Heads, Media

CITY OF LAKE GENEVA

Proclamation

MAYOR ALAN KUPSIK
DESIGNATING
OCTOBER 8 - 14, 2017
FIRE PREVENTION WEEK

WHEREAS, the City of Lake Geneva, Wisconsin is committed to ensuring the safety and security of all those living in and visiting Lake Geneva; and

WHEREAS, U.S. fire departments responded to 365,500 home fires in 2015, according to the National Fire Protection Association (NFPA); and

WHEREAS, U.S. home fires resulted in 2,560 civilian deaths in 2015, representing the majority (78 percent) of all U.S. fire deaths; and

WHEREAS, newer homes are built with lightweight materials that burn faster than older home constructions; and

WHEREAS, many of today's products and furnishings produce toxic gases and smoke when burned, making it impossible to see and breathe within moments; and

WHEREAS, these conditions contribute to a much smaller window of time for people to escape a home fire safely, with people having as little as one to two minutes to escape from the time the smoke alarm sounds; and

WHEREAS, a home fire escape plan provides the skill set and know-how to quickly and safely escape a home fire situation; and

WHEREAS, a home fire escape plan includes two exits from every room in the home; a path to the outside from each exit; smoke alarms in all required locations; and a meeting place outside where everyone in the home will meet upon exiting; and

WHEREAS, home fire escape plans should be developed by all members of the household; and

WHEREAS, practicing a home fire escape plan twice a year ensures that everyone in the household knows what to do in a real fire situation;

WHEREAS, Lake Geneva's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, Lake Geneva's residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

WHEREAS, the 2017 Fire Prevention Week theme, "Every Second Counts: Plan 2 Ways Out!" effectively serves to educate the public about the vital importance of developing a home fire escape plan with all members of the household and practicing it twice a year;

THEREFORE, I Alan Kupsik, Mayor of Lake Geneva do hereby proclaim October 8 - 14, 2017, as Fire Prevention Week throughout this community. I urge all the people of Lake Geneva to develop a home fire escape plan with all members of the household and practice it twice a year, and to participate in the many public safety activities and efforts of the Lake Geneva Fire Department during Fire Prevention Week 2017.

Proclaimed and adopted this 9th day of October, 2017.

Alan Kupsik, Mayor	**Nancy Elder, Assistant City Clerk**

REGULAR CITY COUNCIL MEETING
MONDAY, SEPTEMBER 25, 2017 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL

Mayor Kupsik called the meeting to order at 6:00pm

The Pledge of Allegiance was led by Mayor Kupsik

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

Awards, Presentations, and Proclamations.
Presentation to be rescheduled as Dennis Tweedale of the League of Wisconsin Municipalities was unable to make the meeting.

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.
MaryJo Fesenmaier, 1085 South Lake Shore Drive, provided comments on the closed session items. She was concerned about the tax key numbers that relate to Edwards Blvd. These properties were assessed a tax that was supposed to be paid into TIF along with the Peller properties. She questioned where the assessment money will go now that the TIF is closed. She also requested they tell the public why they are going into closed session.

Acknowledgement of Correspondence. (none)

Approval of Minutes. Kordus/Hedlund motion to approve the Regular City Council Meeting minutes of September 11, 2017, as prepared and distributed. Motion carried 6 to 0.

Consent Agenda–*Recommended by Finance, License and Regulation on Sept 19, 2017*
Any item listed on the consent agenda may be removed at the request of any member of the Council. The request requires no second, is not discussed, and is not voted upon.

a. Parade Permit Application filed by Badger High School to use Wisconsin St., Broad St. and Wrigley Dr. for the Badger High School Homecoming Parade on October 6, 2017 from 4:45 pm to 5:30 pm

c. Fireworks Permit application filed by Badger High School and J & M Displays for the use of fireworks on the Badger High School soccer field, 220 E. South St., on October 6, 2017 after the game, between 8:30 pm and 9:00 pm *(recommended for approval by the Fire Chief and Police Chief)*

e. Original 2017-2018 Operator's (Bartender) License applications filed by Linda Upton, Christine Beaudoin, Sean Payne, Sarah Cantrell, and Steven Paczkowski

Kordus/Hedlund motion to approve a, c, and e.
Roll Call: Kordus, Flower, Straube, Halverson, Hedlund, Howell voting "yes." Motion carried 6 to 0.

Items removed from the Consent Agenda.

b. Street Use Permit Application filed by Badger High School to use Wisconsin St., Broad St. and Wrigley Dr. for the Badger High School Homecoming Parade on October 6, 2017 from 4:45 pm to 5:30 pm with waiver of $25 application fee and $40 street use fee
Kordus/Straube motion to accept item b. as written. Ald. Kordus was asked to remove this item as the waiver of fess was in question. We typically charge the application fee as there is city time involved. We waive the street use fee, but charge the $25 application fee. Mayor Kupsik explained we have established the application fee as the paperwork still needs to be processed. Ald. Flower feels this issue needs to get resolved.
Roll Call: Kordus, Flower, Straube, Halverson, Hedlund, Howell voting "yes." Motion carried 6 to 0.

d. **Street Use Permit application filed by Badger High School for the temporary closure of a portion of S. Wells Street from E. South Street/N. Bloomfield Road, south to the end of the City of Lake Geneva's jurisdiction during the Fireworks display only on October 6, 2017 after the game, between 8:30 pm and 9:00 pm with waiver of the $40 street use fee**
Kordus/Hedlund motion to approve.
Roll Call: Kordus, Flower, Straube, Halverson, Hedlund, Howell voting "yes." Motion carried 6 to 0.

Discussion/Action on a Banner Permit application filed by VISIT Lake Geneva to use 5 banner poles from Nov 20, 2017 through Dec 31, 2017 and 11 banner poles from Jan 1, 2018 through Feb 4, 2018 with request to waive $595 in fees ***(Motion lost at FLR, sent to Council with no recommendation)***
Kordus/Flower motion to approve the banners and waive the fees. This was a split decision which is why the motion was lost at FLR. In the past we have waived those fees as part of our sponsorship and contribution to Winterfest. This does reflect the new fee schedule of the $1.00 per pole per day. Ald. Halverson noted this is still in conflict with our current fee schedule and the fees should not be waived just because someone asked. Ald. Hedlund thought we made an agreement. That's what we did last year. Attorney Draper said the ordinance won't be published until Thursday, September 28th so we are still acting under the old fee structure.
Roll Call: Kordus, Straube voting "yes." Motion failed 2 to 4 with Ald. Flower, Halverson, Hedlund, Howell voting "no."

Hedlund/Howell motion to approve and charge a $220 fee. Ald. Hedlund would like to charge one fee to put the banners up and take them down. City Administrator Oborn stated this is what was done last year.
Roll Call: Kordus, Flower, Straube, Halverson, Hedlund, Howell voting "yes." Motion carried 6 to 0.

Discussion/Action on Payne & Dolan TIF Escrow Draw Request No. 3 in the amount of $53,739.79 for the Main Street Widening Project
Kordus/Hedlund motion to approve.
Roll Call: Kordus, Flower, Straube, Halverson, Hedlund, Howell voting "yes." Motion carried 6 to 0.

Discussion/Action on award of the 2017 Joint & Crack Cleaning and Sealing bid to Fahrner Asphalt Services LLC in the amount of $30,000 funded from Capital Projects
Kordus/Hedlund motion to approve.
Roll Call: Kordus, Flower, Straube, Halverson, Hedlund, Howell voting "yes." Motion carried 6 to 0.

Discussion/Action on proposal from CGC, Inc for test boring on Main Street at 400/500/900/1000 blocks in the amount of $3,500 funded from Capital Projects
Kordus/Flower motion to approve. The 400 and 500 blocks of Main Street were added due to some washout where the river runs under the road by KFC and Burger King. Since they would be boring already, it made sense to add these streets.
Roll Call: Kordus, Flower, Straube, Halverson, Hedlund, Howell voting "yes." Motion carried 6 to 0.

Plan Commission Recommendations of Sept. 18, 2017 – Mayor Kupsik

Discussion/Action on <u>Resolution 17-R55</u>, a Conditional Use filed by Kevin Sychowski, 830 Clover St, Lake Geneva, to allow for the construction of an accessory structure of 1,950 square feet, at 830 Clover St, Tax Key No ZCL200008 including all staff recommendations and finding of fact
Kordus/Hedlund motion to approve. Mr. Oborn explained there were a few citizens that were concerned with the size of the garage; however, the items sitting outside would be enclosed, which was the trade off. The key was that he would store his boats and cars in the garage. Ald. Howell received calls concerned with the size of the building, stating that it doesn't fit the community. The maximum size is supposed to be 1,000 or it would not be a conditional use. There was no problem with the design, just the size. Mayor Kupsik noted there were people who voiced their concerns at the public hearing, but the compromise was that they weren't going to store anything outside the building.

Roll Call: Mayor Kupsik, Kordus, Straube, Hedlund voting "yes." Motion carried 4 to 3 with Ald. Flower, Halverson, Howell voting "no."

Discussion/Action on Resolution 17-R54, a Conditional Use filed by Frank Klepitsch, 420 Sunrise Ave, Lake Bluff, IL 60044, on behalf of Francis Beidler III & Elizabeth Tisdahl, for SR-4 Setbacks in ER-1 Zoning District to allow the addition of a new screened porch located at 698 S Lake Shore Drive, Tax Key No ZBB00006 including all staff recommendations and finding of fact
Kordus/Hedlund motion to approve.
Roll Call: Kordus, Flower, Straube, Halverson, Hedlund, Howell voting "yes." Motion carried 6 to 0.

Discussion/Action on Liability and Workman's Compensation insurance renewals with change of Property insurance carrier from Chubb to Municipal Property Insurance Company (MPIC) with a $1,000 deductible and annual premium of $47,917
Kordus/Halverson motion to approve. City Administrator Oborn stated this is an annual renewal. This missed the FLR Committee. The overall rates will go down. Mr. Oborn explained MPIC is a cooperative organization of three main pools that municipalities and counties use. Chubb has been very good with us but we received a very competitive rate with MPIC. A lot of municipalities have migrated to MPIC that are in the League Insurance.
Roll Call: Kordus, Flower, Straube, Halverson, Hedlund, Howell voting "yes." Motion carried 6 to 0.

Discussion/Action to authorize the City Administrator to apply to the Wisconsin Department of Employee Trust Funds Health Insurance and pay a nonrefundable application fee of $2,400
Hedlund/Halverson motion to approve. Insurance is very dynamic. We've had a drastic change in direction due to the recent high volume usage. We are looking at going to a pool where we won't be rated on our own experience. There is a lot of value in keeping our current broker which would be an additional fee. The broker noted the advantage is that we have the potential of saving one million dollars over the next three years. Ald. Flower is on the state insurance system. She cautioned them as most of the insurance providers actually dropped off the list this year. There are 4 insurance providers and there was only one in this area and the rest were all Mercy or in Janesville.

Mr. Oborn said this is a non-refundable fee with a deadline of October 1st so it made sense to go ahead and educate. A lot of employees brought up the state plan last year. There are a lot of strings attached with the state system. It makes sense to thoroughly vet and study it when our broker states we could save that large amount of money. Ald. Hedlund felt the coverage issue is a discussion for another day. For us to make an intelligent decision regarding health insurance, we need to know all the options. Whether or not we elect to do it, at least we know all the options. Ald. Kordus agreed.
Roll Call: Kordus, Flower, Straube, Halverson, Hedlund, Howell voting "yes." Motion carried 6 to 0.

Presentation of Accounts – Alderman Kordus *(Recommended by Finance, License and Regulation on Sept 19, 2017)*

Purchase Orders (none)

Kordus/Hedlund motion to approve the Prepaid Bills in the amount of $2,519.95
Roll Call: Kordus, Flower, Straube, Halverson, Hedlund, Howell voting "yes." Motion carried 6 to 0.

Kordus/Hedlund motion to approve the Regular Bills in the amount of $198,239.72
Roll Call: Kordus, Flower, Straube, Halverson, Hedlund, Howell voting "yes." Motion carried 6 to 0.

Mayoral Appointments. (none)

Closed Session
Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session with regard to:

- **a.** City Center Street North Property – Tax Key Parcel ZSR00169
- **b.** City Sheridan Springs Road and Edwards Blvd. Properties – Tax Key Parcels ZA467900001, ZA467900002, ZA468000001, and ZA468000003

Kordus/Flower motion to go into closed session including the City Attorney, City Administrator and City Clerk.
Roll Call: Kordus, Flower, Straube, Halverson, Hedlund, Howell voting "yes." Motion carried 6 to 0.

Council entered into closed session at 6:48pm

Open Session
Kordus/Hedlund motion to return to open session pursuant to Wisconsin Statues 19.85(2) and take action on any items discussed in closed session
Roll Call: Kordus, Flower, Straube, Halverson, Hedlund, Howell voting "yes." Motion carried 6 to 0.

Council returned to open session at 7:16pm.

a. Kordus/Hedlund motion to accept ATC's offer of $5,000 to purchase the property, accepting the additional $500 for consent for use of herbicidal chemicals, and rejecting $500 for use of other lands for access.
Roll Call: Kordus, Flower, Straube, Halverson, Hedlund, Howell voting "yes." Motion carried 6 to 0.

b. Kordus/Hedlund motion to authorize staff to continue negotiations as discussed in closed session.
Roll Call: Kordus, Flower, Straube, Halverson, Hedlund, Howell voting "yes." Motion carried 6 to 0.

Adjournment. Kordus/Hedlund motion to adjourn at 7:18pm. Motion carried 6 to 0.

_____
/s/ Sabrina Waswo, City Clerk

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

CITY OF LAKE GENEVA
EVENT PERMIT APPLICATION

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

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

☐ **Parade Permit.** Required for any parade on public property.

- ☐ Map or description of the requested route to be traveled.

☐ **Public Assembly Permit.** Required for any public gathering on public property. No fee required.

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

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

☒ **Parking Stall Bag Request.** Required for reserving the use of any City parking stall in conjunction of with an event.

☒ **Park Reservation Permit.** Required for reserving the use of a park facility or shelter.

- ☐ **Brunk Pavilion.** Requires rental of Flat Iron Park. Additional rental fees apply.

☐ **Beach Reservation Permit.** Required for reserving the use of the beach.

Section II - Applicant Information

1. Applicant Name: David Grams Date of Application: 09-20-2017
2. Organization Name: Alzheimer's Association
3. Organization Type: ☐ For Profit ■ Non-Profit (501(c)____) Tax ID: _____
4. Mailing Address: 620 S. 76th Street Suite 160
5. City, State, Zip: Milwaukee, WI 53204
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: 12th Annual Walk to End Alzheimer's
2. Date(s) of Event: Saturday, September 15, 2018
3. Location(s) of Event: Library Park
4. Hours: 7:00 am set-up, 10:00 am Walk, 1:00 pm clean up
   Start Time End Time

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

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

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

8. Will you charge an admission fee? ☐ Yes ■ No

9. Estimated Attendance Number: 796 Walkers Registered - Estimated 500 in attendance

10. Basis for Estimate: previous 11 years

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

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

Dunn Lumber - 10X15 and 10X10 pop ups

12. Will there be any animals? ■ Yes ☐ No

If yes, what type and how many: some dogs on leashes est. 20

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

The walk is to raise awareness about the disease and provide funds for the Alzheimer's Association. The walk is 3 mile loop route along the lake shore path or 1 mile walk in historic Maple Park neighborhood.

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

John's Disposal provides garbage/recycling for event. Walk committee cleans up after event.

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

We ask LGPD and LG Rescue Squad to come to park at 9:00 am and leave after walk start. Squad car is needed at Library Park and Maxwell Street at 10:00 am.

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.

At crosswalk of Main and Maxwell, squad car to aid walkers across at start of walk.

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

Date(s) of use: 09-15-2018

Total Number of Stalls Request: 6

Stall Number(s) and Location: 247, 248, 249, 250, 251, 252

Additional Information:

Stalls are for LG Rescue Squad and Key participants for walk.

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

Signs along the walk route to guide walkers. Informational banner signs at Library Park.

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: plug in for microphone and band
☐	Water	Explain:
☐	Traffic Control	Explain:
■	Police Services	Explain: 10:00 am Main Street and Maxwell to assist walkers
■	Fire/EMS Services	Explain: LG Rescue Squad 9:00 - 11:00
☐	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					10.00
Parking Stall Usage/Blockage Fee – Per Stall, Per Day			# of Stalls	# of Days		
March 1 – November 14	$20.00	x	6	x 1	=	120.00
November 15 – February 29	$10.00	x		x	=	
Park Reservation Permit						
Application Fee	$25.00					25.00
Security Deposit						
Non-Profit or Resident						
49 Attendees or Less	$50.00					
50-149 Attendees	$100.00					
150 or more Attendees	*Determined by Park Board*					
Non-Resident						
49 Attendees or Less	$100.00					
50-149 Attendees	$150.00					
150 or more Attendees	*Determined by Park Board*					
Park Reservation Fees - Per Location, Per Day						
Non-Profit or Resident			# of Parks	# of Days		
49 Attendees or Less	$30.00	x		x	=	
50-149 Attendees	$55.00	x		x	=	
150 or more Attendees	$105.00	x	1	x 1	=	105.00
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						
Must also include rental of Flat Iron Park to rent Pavilion				# 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					

Requests for equipment are subject to availability.

Subtotal: $ 280.00

Application and Permit Fees	Unit Fee		Applicable Fee
Beach Reservation Permit			
Excludes Normal Beach Hours Memorial Day through Labor Day 9am-5pm			
Opening/Cleaning of Beach Bathrooms will be invoiced at an Hourly Rate			
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	***Determined by Piers, Harbors & Lakefront***		_____
Non-Resident			
49 Attendees or Less	$100.00		_____
50-149 Attendees	$150.00		_____
150 or more Attendees	***Determined by Piers, Harbors & Lakefront***		_____
Beach Reservation Fees - Per Day			
Non-Profit or Resident		# of Days	
49 Attendees or Less	$30.00	x _____ =	_____
50-149 Attendees	$55.00	x _____ =	_____
150 or more Attendees	$105.00	x _____ =	_____
Non-Resident			
49 Attendees or Less	$75.00	x _____ =	_____
50-149 Attendees	$125.00	x _____ =	_____
150 or more Attendees	$225.00	x _____ =	_____
		Subtotal: $	_____
		+ Subtotal from Page 4: $	260.00

Total PAID with Application: $ 260.00

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

Section VI - Signature of Applicant

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

APPLICANT SIGNATURE:

_____ DATE: 9/19/17

Alzheimer's Association Walk Saturday September 15th, 2018

Start time: 10:00 am from Library Park

Lakeshore Route:

Walkers proceed west on lakeshore path towards Geneva Bay Estates thru beach access to Bayview Drive and Geneva Bay Drive. (Approved by homeowners association) Walkers will take left on Snake Road and proceed to Forest Rest Lane and take a left off of Snake Road onto Forest Rest Lane. (Approved by Forest Rest Lane homeowners association). Walkers will stay on Forest Rest Lane and access lakeshore path at end of road. Walkers will take a left on lakeshore path and proceed back to Library Park.

Historic Walk Route:

Library Park to Maxwell Street crosswalk. Cross Main Street and make right on sidewalk running north of Main Street. Proceed on sidewalk to Madison Street. Make a left onto Madison Street sidewalk. Proceed north to Park Row. Left on Park Row to Maxwell Street. Cross Maxwell Street and make left on sidewalk on west side of Maxwell. Proceed south on Maxwell Street sidewalk to Main Street. Use crosswalk to cross Main Street and enter Library Park.

Details of walk day:

The morning of the event volunteers will begin setting up tables for registration of all walkers at 7:00am. There will be pre-walk entertainment and an opening ceremony. The walk will begin promptly at 10:00 am. Walkers can choose either the lakeshore or historic route. We will need Lake Geneva Police Department assistance at the crosswalk of Main Street. Most walkers will complete the walking route between 10:30 and 11:00. Musical entertainment will be provided to the returning walkers and play until 1:00. Hot dogs will be grilled on site and provided as a snack to the walkers. Raffle prizes will be given after the walk. All clean up will be complete by 1:00.

For Office Use Only #CK 3067

Date Filed with Clerk: 9/21/17 **Payment with Application: $** 260.00 **Receipt:** C170921-2

Additional Fees Collected: $_____ **Receipt #**_____

Departmental review (all that apply):

☐ Police Chief: ☑ Approved ☐ Denied Signed: [signature]

Additional services needed: _____

Additional fees or deposit: _____

☑ Fire Chief: ☑ Approved ☐ Denied Signed: [signature]

Additional services needed: _____

Additional fees or deposit: _____

☑ Street Dept.: ☑ Approved ☐ Denied Signed: [signature]

Additional services needed: _____

Additional fees or deposit: _____

☑ Parking Dept.: ☑ Approved ☐ Denied Signed: [signature]

Additional services needed: 6 Stalls needed - 1 Day only

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): 9/27/17 AGESARCO ☑ Approved ☐ Denied

Reasons/Conditions: _____

☑ Finance, License & Regulation: Meeting Date(s): 10/3/2017 ☐ Approved ☐ Denied

Reasons/Conditions: _____

☐ Council: Meeting Date(s): 10/9/2017 ☐ Approved ☐ Denied

Reasons/Conditions: _____

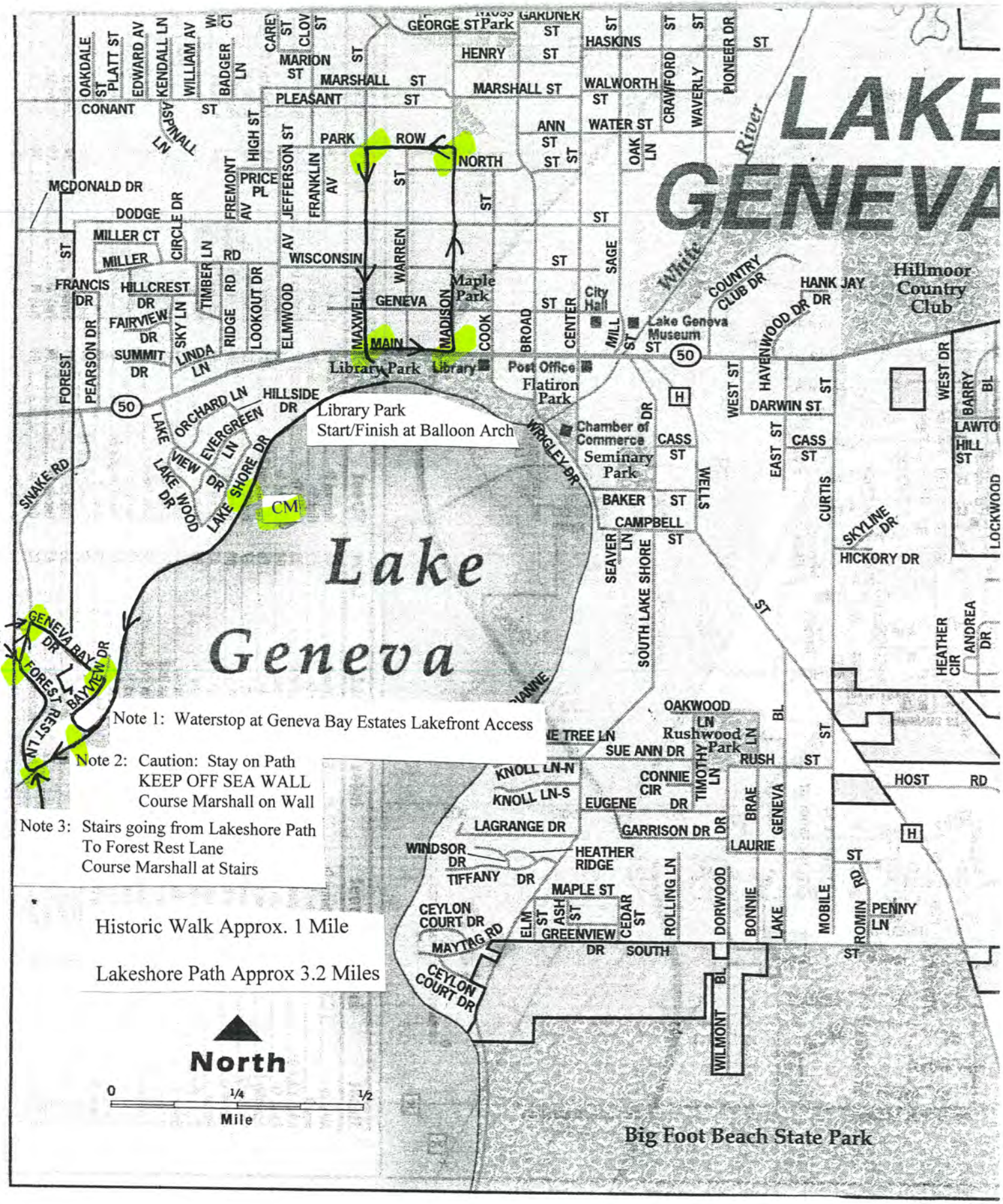
Clerk's Office Completion:

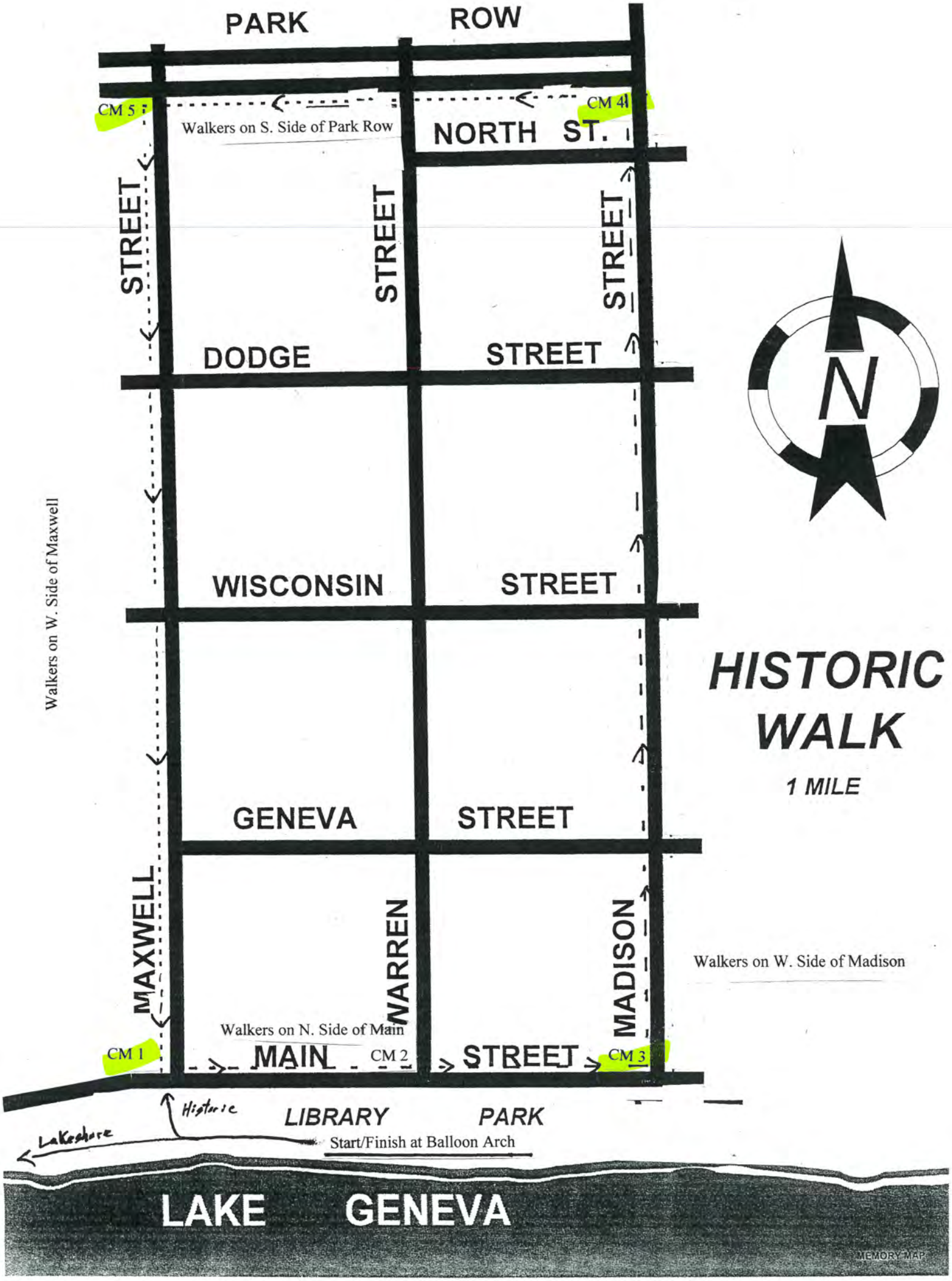
Total Addt'l fee/deposit to be collected: $_____ Receipt #_____

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

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

Reason withheld: _____


Library Park
Start/Finish at Balloon Arch
CM
Lake Geneva
Note 1: Waterstop at Geneva Bay Estates Lakefront Access
Note 2: Caution: Stay on Path
KEEP OFF SEA WALL
Course Marshall on Wall
Note 3: Stairs going from Lakeshore Path
To Forest Rest Lane
Course Marshall at Stairs
Historic Walk Approx. 1 Mile
Lakeshore Path Approx 3.2 Miles
North
0
1/4
1/2
Mile
Big Foot Beach State Park
Hillmoor Country Club
Maple Park
Library Park
Flatiron Park
Seminary Park
Rushwood Park
City Hall
Post Office
Lake Geneva Museum
Chamber of Commerce
White River
MAIN
GENEVA
MADISON
MAXWELL
WISCONSIN
MARSHALL
PLEASANT
PARK ROW
NORTH
WALWORTH
WATER ST
HASKINS
HENRY
GEORGE ST
CONANT
DODGE
MILLER
FRANCIS
HILLCREST
FAIRVIEW
SUMMIT
LINDA
ORCHARD LN
HILLSIDE DR
EVERGREEN LN
LAKE VIEW DR
LAKE SHORE DR
LAKE WOOD DR
SNAKE RD
GENEVA BAY DR
BAYVIEW DR
FOREST REST LN
WRIGLEY DR
SOUTH LAKE SHORE
SEAVER LN
CASS ST
BAKER ST
CAMPBELL ST
DARWIN ST
HAVENWOOD DR
COUNTRY CLUB DR
HANK JAY DR
SKYLINE DR
HICKORY DR
CURTIS
HEATHER CIR
ANDREA DR
OAKWOOD LN
SUE ANN DR
KNOLL LN-N
KNOLL LN-S
CONNIE CIR
EUGENE DR
LAGRANGE DR
GARRISON DR
WINDSOR DR
TIFFANY DR
HEATHER RIDGE
MAPLE ST
CEYLON COURT DR
MAYTAG RD
GREENVIEW DR SOUTH
HOST RD
LAURIE ST
MOBILE
PENNY LN
WILMONT BL
LOCKWOOD
BARRY BL
WEST DR
LAWTON HILL ST


PARK ROW
CM 5
Walkers on S. Side of Park Row
CM 4
NORTH ST.
STREET
STREET
STREET
DODGE STREET
N
Walkers on W. Side of Maxwell
WISCONSIN STREET
HISTORIC WALK
1 MILE
GENEVA STREET
MAXWELL
WARREN
MADISON
Walkers on W. Side of Madison
Walkers on N. Side of Main
CM 1
MAIN
CM 2
STREET
CM 3
Historic
LIBRARY PARK
Lakeshore
Start/Finish at Balloon Arch
LAKE GENEVA
MEMORY MAP

FINANCE, LICENSE & REGULATION COMMITTEE
TUESDAY, OCTOBER 3, 2017 – 6:00 PM
MEETING ROOM 2A, CITY HALL

Alderman Kordus called the meeting to order at 6:00pm.

Roll Call. Present: Aldermen Halverson, Hedlund, Kordus, Skates. Absent (excused): Ald. Howell. Also Present: Mayor Kupsik, City Administrator Oborn, City Clerk Waswo, Asst. City Clerk Elder, Ald. Flowers.

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.
Bridget Leech, BID District Executive Director, present to reference item 8 2018 Business Improvement District Plan.

Ald. Flower 533 Huscan Street, Commented on item 7a. Cindy believes staff pay increases should be straight performance based evaluation and raises.

Approval of Minutes. Ald. Hedlund motion to approve the Regular Finance, License and Regulation Committee Meeting minutes of September 19, 2017, as prepared and distributed. Motion second by Ald. Halverson. Motion carried unanimously.

Licenses & Permits

Discussion/Recommendation on a Park Reservation Permit application filed by the Alzheimer's Association of Southeast Wisconsin for the "12th Annual Walk to End Alzheimer's" event at Library Park, from 7:00am to 1:00pm on September 15, 2018 ***(recommended by the Board of Park Commissioners on Sept. 27, 2017).***
Discussion Ald. Kordus stated the City of Lake Geneva doesn't have authority over shore path. Hedlund confirmed the City of Lake Geneva doesn't have jurisdiction to approve or not approve the shore path only park use.
Motion by Ald. Skates, second motion by Ald. Halverson. Motion carries unanimously.

b. Discussion/Recommendation on a Park Reservation Permit Application filed by Greg Bunge to use Seminary Park for a family reunion on July 14, 2018 from 4:00pm to 8:00pm ***(recommended by the Board of Park Commissioners on Sept. 27, 2017).*** Motion by Ald. Hedlund, second motion by Ald. Skates. Motion carries unanimously.

c. Discussion/Recommendation on a Park Reservation Permit Application filed by Richard Holt on behalf of Lakeland Community Church to use Flat Iron Park and the Brunk Pavilion for a worship service on July 1, 2018 from 7:00am to 1:00pm ***(recommended by the Board of Park Commissioners on Sept. 27, 2017).*** Motion by Ald. Skates, second motion by Ald. Halverson. Motion carries unanimously.

d. Discussion/Recommendation on a Temporary Alcohol License Premises Extension application filed by Harbor Shores, 300 Wrigley Drive to serve alcohol in a 30x30 tent set 50 feet off of the sidewalk in Gino's East parking lot with temporary fencing along the sidewalk on February 3, 2018 and February 4, 2018 from 11:00am to 4:00pm.
Motion by Ald. Hedlund, second motion by Ald. Skates. Motion carries unanimously.

e. Discussion/Recommendation on a Temporary Operator License application filed by Jennifer MacIntyre on behalf of the JAMM Family Support Fundraiser held at the Riviera Ballroom on November 12, 2017.
Motion by Ald. Kordus, second motion by Ald. Halverson. Motion carries unanimously.

f. Discussion/Recommendation on Original 2017-2018 Operator's (Bartender) License applications filed by Lilian Montesinos, Omar Forestier, and Michelle Norgard.
Motion by Ald. Halverson, second motion by Ald. Skates. Motion carries unanimously.

6. First Reading of <u>Ordinance 17-14</u>, amending the Parade Ordinance to waive all fees except the nonrefundable fee to cover administrative cost of processing the permit for the Memorial Day parade, the 4th of July parade, the Badger High School Homecoming parade, and the Christmas Parade ***(approved by council on 6/12/2017)***

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

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: Greg Bunge Date of Application: Sept. 1 2018
2. Organization Name: Bunge Family Reuniuon
3. Organization Type: ☐ For Profit ☐ Non-Profit (501(c)____) Tax ID: NA
4. Mailing Address: 1488 Conant St
5. City, State, Zip: Lake Geneva 53147 Wi.
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: Bunge Family Reunion
2. Date(s) of Event: July 14, 2018
3. Location(s) of Event: Lake Geneva, Harbor Shores Lead Sem. Park Pavilion
4. Hours: many 4pm (Start Time) 8pm (End Time)

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

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

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

8. Will you charge an admission fee? ❒ Yes ❒ No

9. Estimated Attendance Number: 120+-

10. Basis for Estimate: A year out, travel plans, etc.

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.

NA

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

We will clean up after ourselves.

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

NA

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

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

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

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

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

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

Section IV – Street Use

☒ *Check if this section does not apply.*

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

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

Date(s) of use:_____

Total Number of Stalls Request:_____

Stall Number(s) and Location:_____

Additional Information:

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

None just a cook out and use of covered patio

Anticipated Services

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

☐ Electricity Explain: _____

☐ Water Explain: _____

☐ Traffic Control Explain: _____

☐ Police Services Explain: _____

☐ Fire/EMS Services Explain: _____

☐ Other Explain: _____

Section V- Fees

Application and Permit Fees	Unit Fee				Applicable Fee
Parade Permit					
Application Fee	$25.00				_____
Street Use Permit					
Application Fee	$25.00				_____
Permit Fee - Events lasting 2 days or less	$40.00				_____
Permit Fee - Events lasting more than 2 days	$100.00				_____
Parking Stall Bag Request					
Administrative Fee	$10.00				_____
Parking Stall Usage/Blockage Fee – Per Stall, Per Day			# of Stalls	# of Days	
March 1 – November 14	$20.00	x	_____	x _____ =	_____
November 15 – February 29	$10.00	x	_____	x _____ =	_____
Park Reservation Permit					
Application Fee	$25.00				25
Security Deposit					
Non-Profit or Resident					
49 Attendees or Less	$50.00				_____
50-149 Attendees	$100.00				$ 100
150 or more Attendees	*Determined by Park Board*				_____
Non-Resident					
49 Attendees or Less	$100.00				_____
50-149 Attendees	$150.00				_____
150 or more Attendees	*Determined by Park Board*				_____
Park Reservation Fees - Per Location, Per Day					
Non-Profit or Resident			# of Parks	# of Days	
49 Attendees or Less	$30.00	x	_____	x _____ =	_____
50-149 Attendees	$55.00	x	1	x 1 =	55
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					
Must also include rental of Flat Iron Park to rent Pavilion				# 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	_____		_____

Requests for equipment are subject to availability.

Subtotal: $ 180

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

Total PAID with Application: $ 180.00

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

Section VI – Signature of Applicant

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

APPLICANT SIGNATURE:

_____ DATE: Sept. 1 2018

For Office Use Only

Date Filed with Clerk: 9/1/17 **Payment with Application: $** 180.00 **Receipt:** C170901-20

Additional Fees Collected: $_____ **Receipt #**_____

Departmental review (all that apply):

☐ Police Chief: ☐ Approved ☐ Denied Signed: [signature]

Additional services needed: NO Alcohol

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 staff 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): 9/27/17 [signature] ☒ Approved ☐ Denied

Reasons/Conditions: no pyrotechnics, No sale of beer or wine, No selling food + merchandise

☒ Finance, License & Regulation: Meeting Date(s): 10/3/2017 ☐ Approved ☐ Denied

Reasons/Conditions: _____

☐ Council: Meeting Date(s): 10/9/2017 ☐ Approved ☐ Denied

Reasons/Conditions: _____

Clerk's Office Completion:

Total Addt'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: _____

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CITY OF LAKE GENEVA
EVENT PERMIT APPLICATION

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

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

☐ **Parade Permit.** Required for any parade on public property.

- ☐ Map or description of the requested route to be traveled.

☐ **Public Assembly Permit.** Required for any public gathering on public property. No fee required.

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

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

☐ **Parking Stall Bag Request**. Required for reserving the use of any City parking stall in conjunction of with an event.

☑ **Park Reservation Permit**. Required for reserving the use of a park facility or shelter.

- ☑ **Brunk Pavilion.** Requires rental of Flat Iron Park. Additional rental fees apply.

☐ **Beach Reservation Permit**. Required for reserving the use of the beach.

Section II – Applicant Information

1. Applicant Name: Richard Holt Date of Application: 9/8/17
2. Organization Name: Lakeland Community Church
3. Organization Type: ☐ For Profit ☑ Non-Profit (501(c) 3) Tax ID: __
4. Mailing Address: N3181 Hwy 67
5. City, State, Zip: Lake Geneva, WI, 53147
6. Phone: __ E-mail: richard@lakeland.church
7. Applicant's Drivers License #: __ State license issued: __
8. Are you applying as a resident of the City of Lake Geneva? ☐ Yes ☐ No
   If yes, proof of residency must be attached.

Section III – Event Information

1. Title of Event: Lakeland Worship Service
2. Date(s) of Event: July 1, 2018
3. Location(s) of Event: Flat Iron Park
4. Hours: 7 am (Start Time) 1 pm (End Time)

5. Event Chair/Contact Person: Richard Holt Phone: [illegible]

6. Day of Event Contact Name: Heather Foulkes Phone: [illegible]

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

8. Will you charge an admission fee? ☐ Yes ☑ No

9. Estimated Attendance Number: 750

10. Basis for Estimate: Previous Experiences

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.

Worship Service. Band will setup and play under paillion. Speaker after band finishes. People will bring blankets + chairs to watch and listen.

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

Hospitality team will walk around to clean-up after event. and dispose of trash properly.

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

N/A

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

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

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

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

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

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

Section IV – Street Use

☑ *Check if this section does not apply.*

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

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

Date(s) of use:_____

Total Number of Stalls Request:_____

Stall Number(s) and Location:_____

Additional Information:

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

Anticipated Services

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

☑	Electricity	Explain: Sound System
☐	Water	Explain:
☐	Traffic Control	Explain:
☐	Police Services	Explain:
☐	Fire/EMS Services	Explain:
☐	Other	Explain:

Section V- Fees

Application and Permit Fees	Unit Fee				Applicable Fee
Parade Permit					
Application Fee	$25.00				_____
Street Use Permit					
Application Fee	$25.00				_____
Permit Fee - Events lasting 2 days or less	$40.00				_____
Permit Fee - Events lasting more than 2 days	$100.00				_____
Parking Stall Bag Request					
Administrative Fee	$10.00				_____
Parking Stall Usage/Blockage Fee – Per Stall, Per Day			# of Stalls	# of Days	
March 1 – November 14	$20.00	x	_____	x _____ =	_____
November 15 – February 29	$10.00	x	_____	x _____ =	_____
Park Reservation Permit					
Application Fee	$25.00				25
Security Deposit					
Non-Profit or Resident					
49 Attendees or Less	$50.00				_____
50-149 Attendees	$100.00				_____
150 or more Attendees	*Determined by Park Board*				_____ ?
Non-Resident					
49 Attendees or Less	$100.00				_____
50-149 Attendees	$150.00				_____
150 or more Attendees	*Determined by Park Board*				_____
Park Reservation Fees - Per Location, Per Day					
Non-Profit or Resident			# of Parks	# of Days	
49 Attendees or Less	$30.00	x	_____	x _____ =	_____
50-149 Attendees	$55.00	x	_____	x _____ =	_____
150 or more Attendees	$105.00	x	105	x 1 =	105
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					
Must also include rental of Flat Iron Park to rent Pavilion				# of Days	
Non-Profit or Resident	$250.00			x 1 =	250
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	_____		_____

Requests for equipment are subject to availability.

Subtotal: $ 380.00

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

Total PAID with Application: $ 380.00

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

Section VI – Signature of Applicant

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

APPLICANT SIGNATURE:

Richard Holt DATE: 9/8/17

For Office Use Only

Date Filed with Clerk: 9/8/17 **Payment with Application: $** 380.00 **Receipt:** C170908-4

Additional Fees Collected: $_____ **Receipt #**_____

Departmental review (all that apply):

☑ Police Chief: ☑ Approved ☐ Denied Signed: [signature]

Additional services needed: _____

Additional fees or deposit: _____

☑ Fire Chief: ☑ Approved ☐ Denied Signed: [signature]

Additional services needed: _____

Additional fees or deposit: _____

☑ Street Dept.: ☑ Approved ☐ Denied Signed: [signature]

Additional services needed: _____

Additional fees or deposit: _____

☑ Parking Dept.: ☑ Approved ☐ Denied Signed: [signature]

Additional services needed: No stalls required

Additional fees or deposit: _____

☑ Piers, Harbors & Lakefront: ☑ Approved ☐ Denied Signed: [signature]

Additional services needed: _____

Additional fees or deposit: _____

Committee/Council review (all that apply):

☑ Park Board: Meeting Date(s): 9/27/17 [signature] ☑ Approved ☐ Denied

Reasons/Conditions: _____

☒ Finance, License & Regulation: Meeting Date(s): 10/3/2017 ☐ Approved ☐ Denied

Reasons/Conditions: _____

☐ Council: Meeting Date(s): 10/9/2017 ☐ Approved ☐ Denied

Reasons/Conditions: _____

Clerk's Office Completion:

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

CITY OF LAKE GENEVA
ALCOHOL LICENSE PREMISES EXTENSION APPLICATION

PLEASE FILL IN ALL BLANKS COMPLETELY, AS INCOMPLETE APPLICATIONS WILL BE REJECTED.

Please Check:

- ☐ Request for premises extension to sidewalk café
- ☐ Request for premises extension to permanent outdoor area
- ☒ Request for temporary (special event) premises extension
- ☐ Other request for premises extension

Application Checklist:

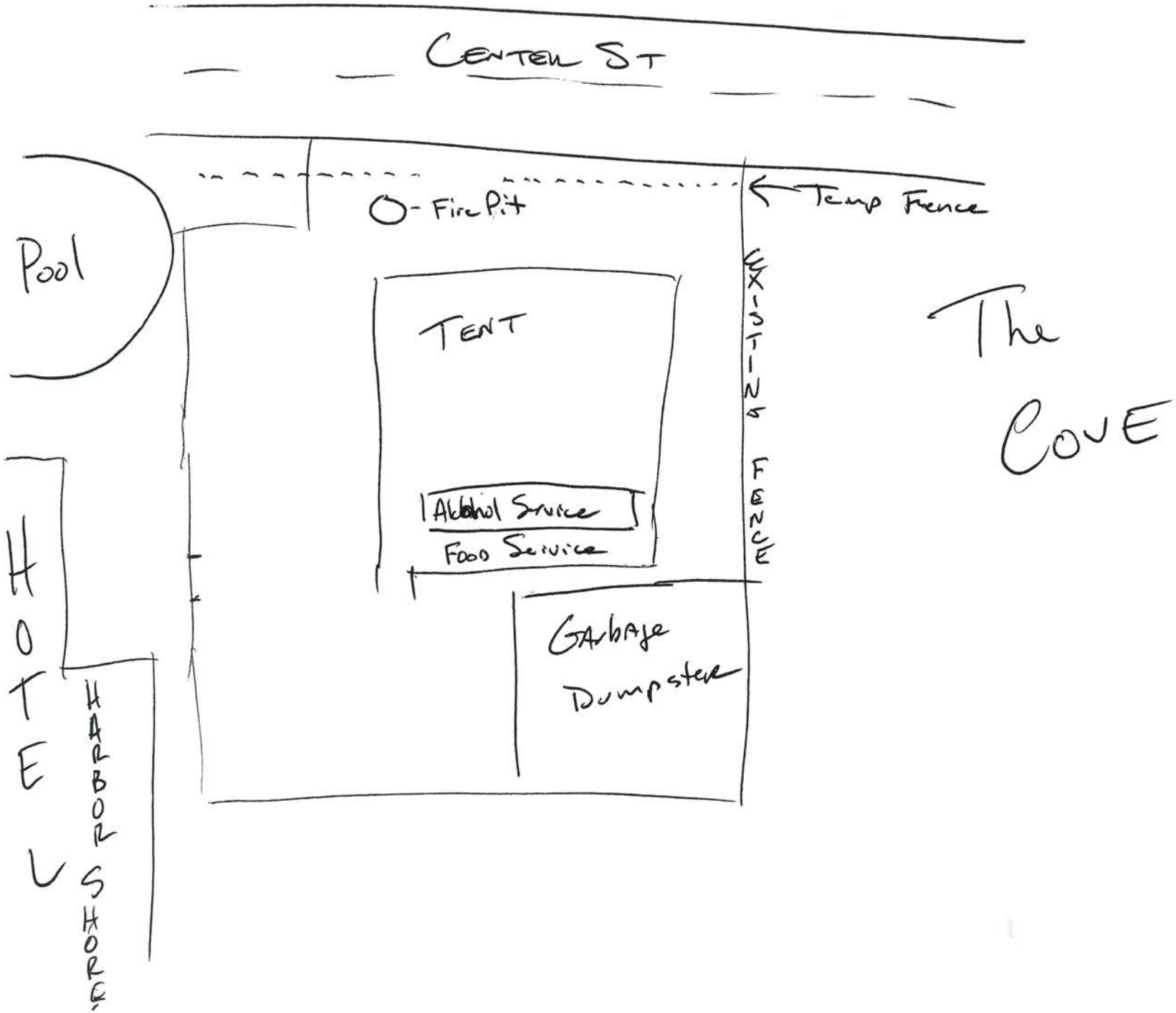
- ☒ **Applicant must currently hold a valid alcohol license**
- ☐ **Applicant obtained a Temporary Use Permit or Conditional Use Permit from the Building and Zoning Department (for special events and permanent outdoor areas)**
- ☐ **Scaled diagram** which accurately depicts the location of the premises extension. Such drawing shall include the access points, fencing (if applicable) and the location of where alcohol will be stored and/or served.
- ☐ **Application Fee** of $25.00 to amend an already approved licensed premises. This fee is charged to defray the cost of review and re-issuance of the license. This fee does NOT apply to premises extensions requested at the time of annual renewal of the license.

APPLICANT INFORMATION

Applicant Name: Tammie Carstensen - Klaus Nitsch
Establishment Name: Harbor Shores - Gino's East
Address: 300 Wrigley Dr
Alcohol License No.: 2017-2 Phone: 262.248.9181

Describe area of premises extension:

30x30 tent set 50 ft off of sidewalk in gino's parking lot to include temporary fence along sidewalk (tent - 3 sidewalk) to include installed propane heaters & natural wood firepit


CENTER ST
Pool
O- Fire Pit
Temp Fence
TENT
Alcohol Service
Food Service
EXISTING FENCE
Garbage Dumpster
HOTEL
HARBOR SHORE

The Cove

SITE INFO

SUBDIVISION _____

LOT NO. _____ BLOCK NO. _____

ZONING DISTRICT _____

_____ 1/4, _____ 1/4, SEC _____, T _____, N, R _____ E or W

PARCEL NO. _____

SETBACKS:

FRONT _____ ft REAR _____ ft

LEFT _____ ft RIGHT _____ ft

INSPECTIONS

PHASE	ROUGH	FINAL	EROSION
FOOTING			
FOUNDATION			
BSMT DRAIN TILES			
CONSTRUCTION			
PLUMBING			
HEAT/VENT/AC			
ELECTRICAL			
INSULATION			
OCCUPANCY			

CONTRACTORS

NAME	CREDENTIAL #	PHONE
G.C.		
HVAC		
ELECT.		
PLBG		

SBD-5824 (R. 10/10)

Work shall not proceed until the inspector has approved the various stages of construction or two business days have elapsed since the day of inspection request. This permit will expire 24 months after the date of issuance if the building's exterior has not been completed. **Keep this card posted until final inspection has been made.** (WI Stats. 101.63)

WISCONSIN UNIFORM BUILDING PERMIT

Affix uniform permit seal here (when applicable) Seal No.: _____

20170750

☐ Constr ☐ HVAC ☐ Elect ☐ Plumb ☐ Erosion

Project: Temporary Use

Issued To	
OWNER (AGENT)	Harbor Shores / Gino's East
PHONE	
BUILDING SITE ADDRESS	300 Wrigley Dr
CITY, VILLAGE, TOWN	Lake Geneva

Issued by	
PERSON ISSUING	Fred Walling
CERT. NO.	
DATE ISSUED	9/15/17
TELEPHONE	

Comments: _____

NOTICE OF NONCOMPLIANCE: This issuing jurisdiction shall notify the applicant in writing of any violations to be corrected. All cited violations, except erosion control ones, shall be corrected within 30 days of notification, unless extension time is granted.

CITY OF LAKE GENEVA
TEMPORARY OPERATOR LICENSE

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

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

APPLICANT INFORMATION

Name: MacIntyre Jennifer Marie
Last First Middle

Maiden Name: Vasko Date of Birth: _____

Address (Physical): 23619 113th St.

Mailing Address (if different): _____

City, State, Zip: Trevor, WI 53179

Phone: _____ Drivers License #: _____

Email: _____

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

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

ORGANIZATION WHERE SERVICES OF LICENSEE WILL BE EMPLOYED

Organization Name: Riviera Ballroom

Address: 812 Wrigley Drive

Name of Event where licensee will work: JAMM Family Support Fundraiser

Date of Event: Sunday November 12, 2017

APPLICANT SIGNATURE

Jennifer MacIntyre DATE: 9-26-17

APPROVED BEVERAGE SERVER TRAINING COURSES

Serverlicense.com	Learn2serve.com	Wisconsin Technical Colleges
Servingalcohol.com	$8 Server Training	ServSafe Alcohol (WRAEF/NRAEF)
TIPS	CARE	TEAM

For Office Use Only

Date Filed: 9/26/17 Receipt No: C170926-8

Total Amount: $10.00

Forwarded to Police Chief: 9/26/17

Background Completed: 9-27-17 JT

Recommendation: _____ Approved Denied

Verification that no more than 2 temporary licenses have been issued to this applicant in the current year: _____

FLR Approval: _____ License Issued: _____

Council Approval: _____ License Number: _____

License Expires: _____

MAILTO: Individual, Organization

City of Lake Geneva

Date: 9/30/2017
Time: 2:52 PM
Page: 1

Licenses Issued Between 10/09/2017 and 10/09/2017

Operator's Regular

Issued	License No	Customer	Address			Total
10/09/2017	2017 -396	Lilian Montesinos	2045 Willow Brook Drive,	Woodstock, IL 600		50.00
	Employer:	Walgreens #5600	351 N Edwards Blvd	Lake Geneva, WI 53147		
10/09/2017	2017 -398	Omar Joel Forestier	538 Sugar Creek Rd.	#8 Apt	Delavan, WI 53115	50.00
	Employer:	Walgreens #5600	351 N Edwards Blvd	Lake Geneva, WI 53147		
10/09/2017	2017 -399	Michelle Michalek Norgard	N1104 Spruce Road	Pell Lake, WI 531		50.00
	Employer:	Carvetti's / Samson Enterprise	642 W Main St	Lake Geneva, WI 53147		

Operator's Regular **Count: 3**

ORDINANCE 17-14

AN ORDINANCE AMENDING CHAPTER 53, PARADES AND PUBLIC ASSEMBLIES, SECTION 53-3, FEES

The Common Council of the City of Lake Geneva, Wisconsin, does hereby ordain as follows:

1. That Section 53-3, Fees of Chapter 53, Parades and Public Assemblies, of the Lake Geneva Municipal Code is hereby amended to read as follows:

   Sec. 53-3 Fees.
   [Ord. No. 03-05, § I, 4-28-2003]
   The Common Council may establish a nonrefundable fee by resolution to cover administrative costs of processing the permit which shall be paid by the applicant when the application is filed. If the application is for the use of any City property or for any City services, the applicant shall pay prior to the issuance of a permit any required charges in accordance with a schedule of service costs approved by the Common Council by resolution. Notwithstanding the foregoing, all fees, except the nonrefundable fee to cover the administrative cost of processing the permit,will be waived for the Memorial Day parade, the 4th of July Parade, the Badger High School Homecoming Parade, and the Christmas Parade.

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

Adopted, passed, and approved by the Common Council of the City of Lake Geneva, Walworth County, Wisconsin, this __ day of October, 2017.

_____
ALAN KUPSIK, Mayor

Attest:

_____
SABRINA WASWO, City Clerk

First Reading: October 9, 2017
Second Reading:
Adopted:
Published:

CITY OF LAKE GENEVA

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

Memorandum

Date: September 30, 2017

To: Personnel Committee

From: Blaine Oborn, City Administrator

Subject: Discussion/Recommendation on Compensation Policy Employee Performance Based Increase of up to 3% effective January 1, 2018

As part of the 2018 Budget, one of the Goals is "Employee Merit Pay Increases up to 3.0%". The City provided the same 3% Performance Based Increase in 2017. With the elevation process, raises will average 2.3% for the 35% of employees below the Mid range in their pay grade scale and 1.8% for the 65% of employees above the Mid range in their pay grade scale. A recommendation to the City Council will provide for the raises in the 2018 Budget with an overall average of around 2% employee pay increases.

7. Personnel Recommendations – Pending Oct. 3, 2017 meeting

a. Discussion/Recommendation on Compensation Policy Employee Performance Based Increase of up to 3% effective January 1, 2018. Ald. Hedlund stated this is the same formula they used last year with the exception of up to 3% increase. Discussion Ald. Kordus stated he would recommend use industry standards based on performance to follow, but City Administrator, Oborn that City of Lake Geneva not quite there yet. The differential is to try to get employees to their median pay grade.
Motion to recommend by Ald. Kordus/Hedlund to recommend on Compensation Policy Employee Performance Based Increase of up to 3% effective January 1, 2018 . Motion carries unanimously.

b. Discussion/Recommendation on Employee Health Benefits costs and programs including:
1. Claims Paid 6 Month Rolling Average
Discussion on increase of claims
2. Aurora Clinic
Moving ahead with Wednesday and Friday hours with Monday hours added once a location is deteremined.
3. Pricing Fully Insured plans including direct plans and the State Health Plan
Administrator filed submitted application to state plan. More discussion to come.
Discussion on increased claims to move ahead with Aurora Clinic.

c. Discussion/Recommendation on hiring Schenck for Treasurer support services
Motion to approve by Ald. Hedlund, second motion by Ald Halverson to recommend hiring of Schenck support services.Motion carries unanimously.

d. Discussion/Recommendation on combining the two Part-time Counter Clerk positions into one Full-time Counter Clerk position
Motion to approve by Ald. Hedlund, second motion by Ald Halverson. Recommend combining the two Part-time Counter Clerk positions into one Full-time Counter Clerk position. Motion carries unanimously

8. Discussion/Recommendation on the 2018 Business Improvement District Plan
It was acknowledged the BID is open to paying some of the downtown shuttle.
Motion to approve by Ald. Skates, motion second Ald. Halverson. Recommend to approve the 2018 Business Improvement District Plan. Motion carries unanimously.

9. Discussion/Recommendation on the Breezy Hill Nursery TIF Escrow Draw Request No. 2 in the amount of $21,967.21 for the Main Street Widening Project – Parkway Lawn Restoration
Motion to approve by Ald. Hedlund, motion second Ald. Kordus. Motion carries unanimously.

10. Discussion/Recommendation on the Lake Geneva Economic Development Corporation TIF Escrow Draw Request No. 2 in the amount of $7,977.35 for the Traver Hotel Redevelopment per the Development Agreement.
Motion to approve by Ald. Hedlund, motion second Ald. Skates. Recommend the Lake Geneva Economic Development Corporation TIF Escrow Draw Request No. 2 in the amount of $7,977.35 for the Traver Hotel Redevelopment per the Development Agreement. Motion carries unanimously.

11. Discussion/Recommendation on the RFP for the 2018-2019 Veteran's Park Concessions.
Motion to approve by Ald. Skates, second by Hedlund to extend RFP for the 2018 Veteran's Park Concessions with third year extension option with attorney review.

12. Discussion/Recommendation on the purchase of a new siren from Federal Signal for $17,143.68 with installation by Emergency Communication Systems Inc. for $5,800.00 for a total not to exceed $22,943.68 from the Equipment Replacement Fund. Discussion via group that it's an old siren that needs to be replaced. Motion to approve by Ald. Hedlund, motion second Ald. Skates to recommend the purchase of a new siren from Federal Signal for $17,143.68 with installation by Emergency Communication Systems Inc. for $5,800.00 for a total not to exceed $22,943.68 from the Equipment Replacement Fund. Motion carries unanimously.

13. Discussion/Recommendation on the 2018 Budget

CITY OF LAKE GENEVA

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

Memorandum

Date: September 30, 2017

To: Personnel Committee

From: Blaine Oborn, City Administrator

Subject: Discussion/Recommendation on Schenck for Treasurer support services

With the retirement of the City Treasurer, I recommend using the City's auditor, Schenck, to provide interim reconciliation support. I also recommend holding off on filling the Treasurer position to provide time to evaluate a reorganization of City Hall staffing.

7. Personnel Recommendations – Pending Oct. 3, 2017 meeting

a. Discussion/Recommendation on Compensation Policy Employee Performance Based Increase of up to 3% effective January 1, 2018. Ald. Hedlund stated this is the same formula they used last year with the exception of up to 3% increase. Discussion Ald. Kordus stated he would recommend use industry standards based on performance to follow, but City Administrator, Oborn that City of Lake Geneva not quite there yet. The differential is to try to get employees to their median pay grade.
Motion to recommend by Ald. Kordus/Hedlund to recommend on Compensation Policy Employee Performance Based Increase of up to 3% effective January 1, 2018 . Motion carries unanimously.

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Moving ahead with Wednesday and Friday hours with Monday hours added once a location is deteremined.
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Administrator filed submitted application to state plan. More discussion to come.
Discussion on increased claims to move ahead with Aurora Clinic.

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Motion to approve by Ald. Hedlund, second motion by Ald Halverson to recommend hiring of Schenck support services.Motion carries unanimously.

d. Discussion/Recommendation on combining the two Part-time Counter Clerk positions into one Full-time Counter Clerk position
Motion to approve by Ald. Hedlund, second motion by Ald Halverson. Recommend combining the two Part-time Counter Clerk positions into one Full-time Counter Clerk position. Motion carries unanimously

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It was acknowledged the BID is open to paying some of the downtown shuttle.
Motion to approve by Ald. Skates, motion second Ald. Halverson. Recommend to approve the 2018 Business Improvement District Plan. Motion carries unanimously.

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13. Discussion/Recommendation on the 2018 Budget

CITY OF LAKE GENEVA

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

Memorandum

Date: September 30, 2017

To: Personnel Committee

From: Blaine Oborn, City Administrator

Subject: Discussion/Recommendation on combining the two Part-time Counter Clerk positions into one Fulltime Counter Clerk position

The City full-time Counter Clerk position that reported to the Comptroller was split into two part-time counter positions in January 2016 to provide support to both the Comptroller and City Clerk. There is more stability and less training in a combined position with duties still split between the Comptroller and the City Clerk. As discussed in the previous item, I am still evaluating a reorganization of City Hall staff. Given the recent dynamics, I recommend recombining the two Part-time Counter Clerk positions into one Full-time Counter Clerk position.

7. Personnel Recommendations – Pending Oct. 3, 2017 meeting

a. Discussion/Recommendation on Compensation Policy Employee Performance Based Increase of up to 3% effective January 1, 2018. Ald. Hedlund stated this is the same formula they used last year with the exception of up to 3% increase. Discussion Ald. Kordus stated he would recommend use industry standards based on performance to follow, but City Administrator, Oborn that City of Lake Geneva not quite there yet. The differential is to try to get employees to their median pay grade.
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13. Discussion/Recommendation on the 2018 Budget

CITY OF LAKE GENEVA

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

Memorandum

Date: September 30, 2017

To: Finance, License, and Regulation Committee

From: Blaine Oborn, City Administrator

Subject: Discussion/Recommendation on the 2018 Business Improvement District Plan

Wisconsin State Statute Section 66.608 (3)(b) states: The board shall annually consider and may make changes to the operating plan, which may include termination of the plan, for its business improvement district. The board shall then submit the operating plan to the local legislative body for its approval. If the local legislative body disapproves the operating plan, the board shall consider and may make changes to the operating plan and may continue to resubmit the operating plan until local legislative body approval is obtained. Any change to the special assessment method applicable to the business improvement district shall be approved by the local legislative body.

Attached is the Lake Geneva Business Improvement District (BID) 2018 By-Laws and Operating Plan with a Budget and Map Boundaries in accordance with the said Statute for City Council consideration. The BID has updated the plan as allowed with the same levy as in previous years and same BID boundaries. The Plan was submitted as part of the 2018 Budget Workshop. I recommend that FLR Committee recommend approval of the Lake Geneva Business Improvement District (BID) 2018 By-Laws and Operating Plan with corresponding Budget and Bounderies.

LAKE GENEVA BUSINESS IMPROVEMENT DISTRICT

2018 By-Laws and Operating Plan

LAKE GENEVA BUSINESS IMPROVEMENT DISTRICT
BY-LAWS

Article I – General

Section I - Name
This organization shall be known as The Business Improvement District (BID), operating as The Streets of Lake Geneva.

Section II - Creation
The Lake Geneva Business Improvement District was created in 1991 in accordance with Wisconsin Act 184, allowing a city, under petition of property owner, to create a Business Improvement District (BID). This law states that it will "… allow businesses within those districts to develop, manage and promote the districts and to establish an assessment method to fund these activities."

Section III - Purpose
It shall be the purpose of the Lake Geneva Business Improvement District to develop, manage and promote the Business Improvement District (BID) within the City of Lake Geneva, as authorized by Wisconsin state statute.

The Lake Geneva Business Improvement District exists as a funding vehicle to develop and promote the entire Lake Geneva Business Improvement District.

The Business Improvement District is a private-public sector initiative for maintaining and enhancing the appeal of the downtown area. The BID will undertake projects on a private-public, collective basis in areas traditionally not addressed by the municipality.

Our mission is to support the development, improvement and promotion of the downtown for the economic benefit of all businesses within the District, as well as the general social and economic benefit of the people of the City of Lake Geneva and its visitors. The Lake Geneva Business District supports projects designed to stimulate economic growth and community well-being.

Section IV - Area
The Business Improvement District will include all properties within the boundaries outlined on the attached map.

Article II – Funding

Section I - Special Assessment
All commercially zoned properties within the BID are levied based on the assessed value of the property. This special assessment shall be assessed a portion of the levied amount by the city

and collected in the method currently used by the city for collection of property taxes. The final assessment level shall be recommended by the BID and approved by the Lake Geneva City Council. This special assessment will be levied by the City pursuant to Wis. Stats. 66.1109.

City Council will approve the levied amount, based on our proposed budget.

Section II - Exemptions
All properties within the BID boundaries shall be assessed except the following:

1. Properties which are exempt from paying property taxes, such as government, public utilities and religious buildings.
2. Real property used exclusively for residential purposes.

Section III – Associate Memberships
The BID shall have the opportunity to create an Associate Membership program to include businesses outside of the approved BID boundaries. This membership will include an annual fee.

Section IV – BID Liaison
The BID shall recommend one member of City Council to serve as an official BID Liaison, to share BID-related news at City Council meetings. This will be a non-voting position.

Article III – Board of Directors

Section I - Composition of the Board
The BID will establish a Board of Directors consistent with Wisconsin Act 184 whereby a majority of the Directors must own or occupy real estate within the BID boundaries. The Board will consist of seven (7) members, as following:

- More than 50% shall be commercial property owners, within the BID
- Owners or managers of businesses within in the BID.

Section II - Selection and Appointment of Directors
The Board of Directors shall be appointed by the mayor and confirmed by the local legislative body. The BID Board will make annual Board member recommendations to the Mayor.

Section III - Term of Office
Terms of office will be for staggered two year terms, with an annual appointment by the Mayor. Term of office will begin January 1st.

Section IV – Responsibilities
All Board members are expected to actively participate in meetings and notify the Executive Director and/or Chairman if unable to attend. Missing two consecutive meetings without prior

notification may result in the Board recommending to City Council to remove that member from the Board.

A Board Member may resign by submitting a written resignation letter with the Chairman. A Board member may be recommended to be removed from the Board of Directors to the City Council by a two-thirds (2/3) vote of the total Board at a regularly scheduled meeting for conduct unbecoming a member which is deemed detrimental to the aims of the BID. Upon a vacancy being created on the Board, the Board of Directors shall nominate candidates and shall petition the City Council to appoint a replacement.

Section V - Seating of New Directors
All newly appointed Board members shall be seated at the first Board meeting in the new fiscal year, unless there is a vacancy before that time.

Section VI - Vacancies
BID Board will vote on a recommendation to send to the mayor. Vacancies on the Board of Directors to be filled by appointment of the Mayor.

Section VII - Election of Officers
The President of the Board shall be elected to a one year term at the January meeting. No term limit.

Starting, January 1, 2018 the BID Board will add the position of Vice President. The Vice President shall exercise the powers and authority of the President upon his/her absence.

Section VIII – Management
The Board of Directors may contract an Executive Director to manage day to day activities, events, budgets and other duties as needed. The Board of Director's may also contract a maintenance worker to maintain the downtown flowers and a marketing company to assist in marketing efforts.

Contracts with Executive Director, maintenance worker and marketing company will be reviewed annually.

Section VIIII - Meetings
The regular monthly board meetings will usually be held on the first Monday of every month at 8:00am. Changes in board meetings will be at the discretion of the Board President. All meetings of the Board shall be governed by the Wisconsin Open Meetings Law.

Article IV – Finances

Section I – Disbursements

All invoices for goods or services shall be approved for payment by the President of the Board. In his/her absence, the VP is able to approve invoices. Invoices are then submitted to the City of Lake Geneva for payment. The City of Lake Geneva shall be the fiscal agent for the BID.

Section II - Fiscal Year
The fiscal year of the Business Improvement District shall close on December 31st each year.

Section III - Budget
The Executive Director, along with the BID board, will present a proposed budget to the City of Lake Geneva in late September/early October.

Section IV – Audit
An annual audit shall be done as per Wisconsin State Statute and shall be on file at the City of Lake Geneva.

Section V – Proposed Expenditure
See attached budget

Article V

Section I - Parliamentary Authority
The current edition of Roberts Rules of Order will be the final source of authority in all questions of parliamentary procedure when such rules are not consistent with the Bylaws of the Business Improvement District.

Article VI

Section I - Amendments
These bylaws may be amended or altered by a majority vote of the Board of Directors and would be presented to the City Council for approval.

Article VII - Other

Section I - Proposed Activities
Below listed events may include (see attached calendar):

- Cocoa Crawl
- Paint-In/Art Festival
- Taste of Lake Geneva
- Street Performer Series
- Moonlight Movies Series
- Maxwell Street Days

- Oktoberfest
- Annual Meeting
- Holiday Open House
- Holiday Window Display Competition
- Festival of Lights Tree Lighting
- Santa and the Reindeer
- Marathon – to take place in 2019
- Possible addition of other minor events throughout the years. Possible examples include:
    - Love Lake Geneva Campaign
    - St. Patrick's Day

Section II - 2018 Strategies

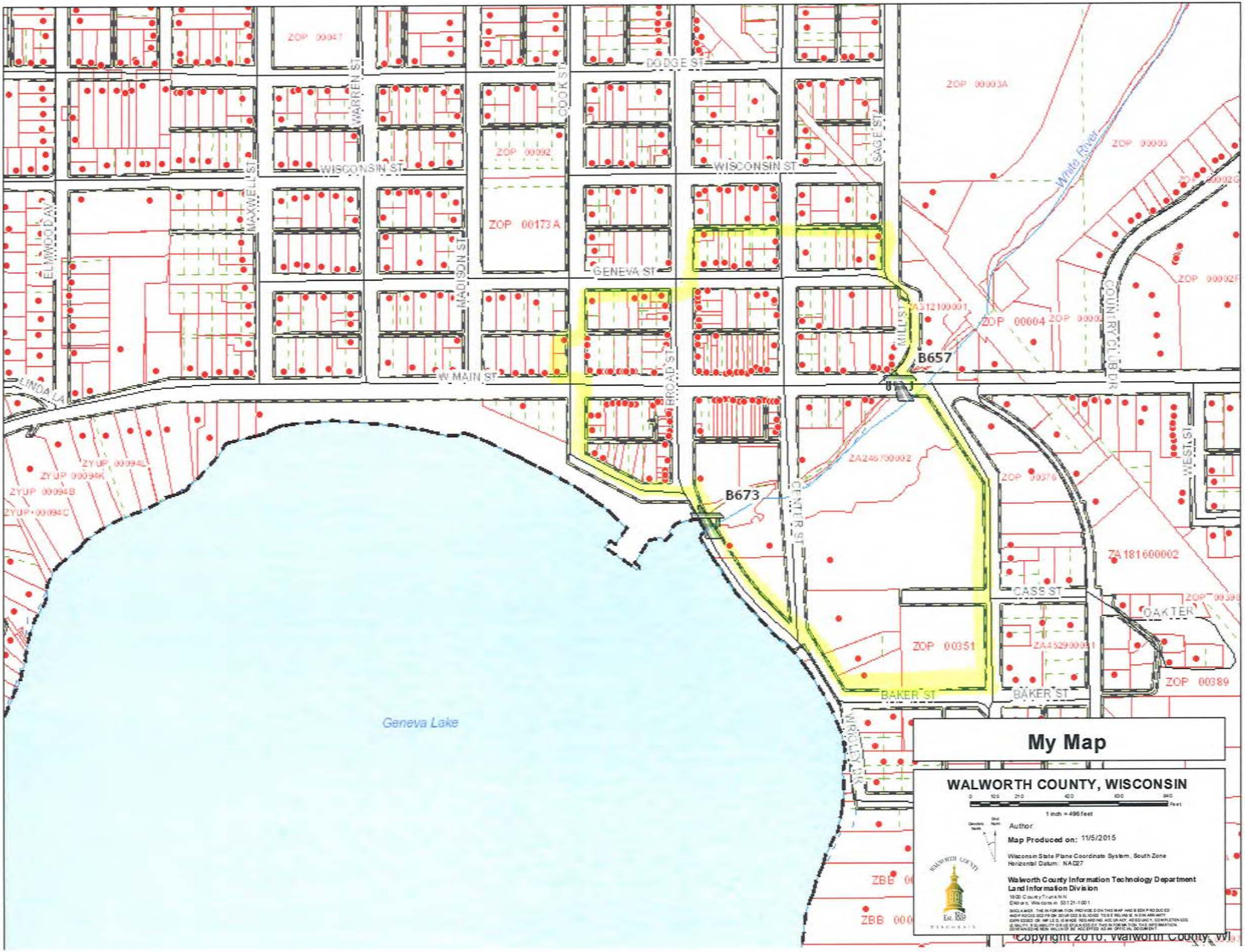
1. Coordination with and possible funding Tourism Commission
2. Possible funding through grant program
3. Strengthening the use of Lodging by the Lake program and facilities
4. Work in Progress
    a. Connect Communities/Main Street Program
    b. Banner Pole Program
    c. Continuation of pedestrian study
    d. Development of retail occupancy program

2018 BID BUDGET

Revenues	
Property Tax Assesment	$199,000
Associate Memberships	$1,500
Event Revenues	$42,124
Tourism Commission	$40,000
TOTAL	$282,624

Expenditures	
Advertising & Promotion	$15,000
Dues & Subscriptions	$5,300
Executive Director	$60,908
Events	$58,359
Downtown Décor/Maintenance Total	$93,850
Miscellaneous Expenses	$4,250
Office Suuplies	$550
Professional Fees	$42,660
Website Expenses	$50
TOTAL	$280,927

Total Expenditures	$280,927
Total Revenues	$282,624
TOTAL	**$1,697**



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Wisconsin State Statute Section

66.608 Business improvement districts.

(1) In this section:

(a) "Board" means a business improvement district board appointed under sub. (3) (a).

(b) "Business improvement district" means an area within a municipality consisting of contiguous parcels subject to general real estate taxes, other than railroad rights-of-way, and may include railroad rights-of-way, rivers or highways continuously bounded by the parcels on at least one side.

(c) "Chief executive officer" means a mayor, city manager, village president or town chairperson.

(d) "Local legislative body" means a common council, village board of trustees or town board of supervisors.

(e) "Municipality" means a city, village or town.

(f) "Operating plan" means a plan adopted or amended under this section for the development, redevelopment, maintenance, operation and promotion of a business improvement district, including all of the following:

1. The special assessment method applicable to the business improvement district.

1m. Whether real property used exclusively for manufacturing purposes will be specially assessed.

2. The kind, number and location of all proposed expenditures within the business improvement district.

3. A description of the methods of financing all estimated expenditures and the time when related costs will be incurred.

4. A description of how the creation of the business improvement district promotes the orderly development of the municipality, including its relationship to any municipal master plan.

5. A legal opinion that subds. 1. to 4. have been complied with.

(g) "Planning commission" means a plan commission under s. 62.23, or if none a board of public land commissioners, or if none a planning committee of the local legislative body.

(2) A municipality may create a business improvement district and adopt its operating plan if all of the following are met:

(a) An owner of real property used for commercial purposes and located in the proposed business improvement district designated under par. (b) has petitioned the municipality for creation of a business improvement district.

(b) The planning commission has designated a proposed business improvement district and adopted its proposed initial operating plan.

(c) At least 30 days before creation of the business improvement district and adoption of its initial operating plan by the municipality, the planning commission has held a public hearing on its proposed business improvement district and initial operating plan. Notice of the hearing shall be published as a class 2 notice under ch. 985. Before publication, a copy of the notice together with a copy of the proposed initial operating plan and a copy of a detail map showing the boundaries of the proposed business improvement district shall be sent by certified mail to all owners of real property within the proposed business improvement district. The notice shall state the boundaries of the proposed business improvement district and shall indicate that copies of the proposed initial operating plan are available from the planning commission on request.

(d) Within 30 days after the hearing under par. (c), the owners of property to be assessed under the proposed initial operating plan having a valuation equal to more than 40% of the valuation of all property to be assessed under the proposed initial operating plan, using the method of valuation specified in the proposed initial operating plan, or the owners of property to be assessed under the proposed initial operating plan having an assessed valuation equal to more than 40% of the assessed valuation of all property to be assessed under the proposed initial operating plan, have not filed a petition with the

planning commission protesting the proposed business improvement district or its proposed initial operating plan.

(e) The local legislative body has voted to adopt the proposed initial operating plan for the municipality.

(3)

(a) The chief executive officer shall appoint members to a business improvement district board to implement the operating plan. Board members shall be confirmed by the local legislative body and shall serve staggered terms designated by the local legislative body. The board shall have at least 5 members. A majority of board members shall own or occupy real property in the business improvement district.

(b) The board shall annually consider and may make changes to the operating plan, which may include termination of the plan, for its business improvement district. The board shall then submit the operating plan to the local legislative body for its approval. If the local legislative body disapproves the operating plan, the board shall consider and may make changes to the operating plan and may continue to resubmit the operating plan until local legislative body approval is obtained. Any change to the special assessment method applicable to the business improvement district shall be approved by the local legislative body.

(c) The board shall prepare and make available to the public annual reports describing the current status of the business improvement district, including expenditures and revenues. The report shall include an independent certified audit of the implementation of the operating plan obtained by the municipality. The municipality shall obtain an additional independent certified audit upon termination of the business improvement district.

(d) Either the board or the municipality, as specified in the operating plan as adopted, or amended and approved under this section, shall have all powers necessary or convenient to implement the operating plan, including the power to contract.

(4) All special assessments received from a business improvement district and all other appropriations by the municipality or other moneys received for the benefit of the business improvement district shall be placed in a segregated account in the municipal treasury. No disbursements from the account may be made except to reimburse the municipality for appropriations other than special assessments, to pay the costs of audits required under sub. (3) (c) or on order of the board for the purpose of implementing the operating plan. On termination of the business improvement district by the municipality, all moneys collected by special assessment remaining in the account shall be disbursed to the owners of specially assessed property in the business improvement district, in the same proportion as the last collected special assessment.

(4m) A municipality shall terminate a business improvement district if the owners of property assessed under the operating plan having a valuation equal to more than 50% of the valuation of all property assessed under the operating plan, using the method of valuation specified in the operating plan, or the owners of property assessed under the operating plan having an assessed valuation equal to more than 50% of the assessed valuation of all property assessed under the operating plan, file a petition with the planning commission requesting termination of the business improvement district, subject to all of the following conditions:

(a) A petition may not be filed under this subsection earlier than one year after the date the municipality first adopts the operating plan for the business improvement district.

(b) On and after the date a petition is filed under this subsection, neither the board nor the municipality may enter into any new obligations by contract or otherwise to implement the operating plan until the expiration of 30 days after the date of hearing under par. (c) and unless the business improvement district is not terminated under par. (e).

(c) Within 30 days after the filing of a petition under this subsection, the planning commission shall hold a public hearing on the proposed termination. Notice of the hearing shall be published as a class 2 notice under ch. 985. Before publication, a copy of the notice together with a copy of the operating plan

and a copy of a detail map showing the boundaries of the business improvement district shall be sent by certified mail to all owners of real property within the business improvement district. The notice shall state the boundaries of the business improvement district and shall indicate that copies of the operating plan are available from the planning commission on request.

(d) Within 30 days after the date of hearing under par. (c), every owner of property assessed under the operating plan may send written notice to the planning commission indicating, if the owner signed a petition under this subsection, that the owner retracts the owner's request to terminate the business improvement district, or, if the owner did not sign the petition, that the owner requests termination of the business improvement district.

(e) If after the expiration of 30 days after the date of hearing under par. (c), by petition under this subsection or subsequent notification under par. (d), and after subtracting any retractions under par. (d), the owners of property assessed under the operating plan having a valuation equal to more than 50% of the valuation of all property assessed under the operating plan, using the method of valuation specified in the operating plan, or the owners of property assessed under the operating plan having an assessed valuation equal to more than 50% of the assessed valuation of all property assessed under the operating plan, have requested the termination of the business improvement district, the municipality shall terminate the business improvement district on the date that the obligation with the latest completion date entered into to implement the operating plan expires.

(5)

(a) Real property used exclusively for residential purposes may not be specially assessed for purposes of this section.

(b) A municipality may terminate a business improvement district at any time.

(c) This section does not limit the power of a municipality under other law to regulate the use of or specially assess real property.

History: 1983 a. 184; 1989 a. 56 s. 258.

7. Personnel Recommendations – Pending Oct. 3, 2017 meeting

a. Discussion/Recommendation on Compensation Policy Employee Performance Based Increase of up to 3% effective January 1, 2018. Ald. Hedlund stated this is the same formula they used last year with the exception of up to 3% increase. Discussion Ald. Kordus stated he would recommend use industry standards based on performance to follow, but City Administrator, Oborn that City of Lake Geneva not quite there yet. The differential is to try to get employees to their median pay grade.
Motion to recommend by Ald. Kordus/Hedlund to recommend on Compensation Policy Employee Performance Based Increase of up to 3% effective January 1, 2018 . Motion carries unanimously.

b. Discussion/Recommendation on Employee Health Benefits costs and programs including:
1. Claims Paid 6 Month Rolling Average
Discussion on increase of claims
2. Aurora Clinic
Moving ahead with Wednesday and Friday hours with Monday hours added once a location is deteremined.
3. Pricing Fully Insured plans including direct plans and the State Health Plan
Administrator filed submitted application to state plan. More discussion to come.
Discussion on increased claims to move ahead with Aurora Clinic.

c. Discussion/Recommendation on hiring Schenck for Treasurer support services
Motion to approve by Ald. Hedlund, second motion by Ald Halverson to recommend hiring of Schenck support services.Motion carries unanimously.

d. Discussion/Recommendation on combining the two Part-time Counter Clerk positions into one Full-time Counter Clerk position
Motion to approve by Ald. Hedlund, second motion by Ald Halverson. Recommend combining the two Part-time Counter Clerk positions into one Full-time Counter Clerk position. Motion carries unanimously

8. Discussion/Recommendation on the 2018 Business Improvement District Plan
It was acknowledged the BID is open to paying some of the downtown shuttle.
Motion to approve by Ald. Skates, motion second Ald. Halverson. Recommend to approve the 2018 Business Improvement District Plan. Motion carries unanimously.

9. Discussion/Recommendation on the Breezy Hill Nursery TIF Escrow Draw Request No. 2 in the amount of $21,967.21 for the Main Street Widening Project – Parkway Lawn Restoration
Motion to approve by Ald. Hedlund, motion second Ald. Kordus. Motion carries unanimously.

10. Discussion/Recommendation on the Lake Geneva Economic Development Corporation TIF Escrow Draw Request No. 2 in the amount of $7,977.35 for the Traver Hotel Redevelopment per the Development Agreement.
Motion to approve by Ald. Hedlund, motion second Ald. Skates. Recommend the Lake Geneva Economic Development Corporation TIF Escrow Draw Request No. 2 in the amount of $7,977.35 for the Traver Hotel Redevelopment per the Development Agreement. Motion carries unanimously.

11. Discussion/Recommendation on the RFP for the 2018-2019 Veteran's Park Concessions.
Motion to approve by Ald. Skates, second by Hedlund to extend RFP for the 2018 Veteran's Park Concessions with third year extension option with attorney review.

12. Discussion/Recommendation on the purchase of a new siren from Federal Signal for $17,143.68 with installation by Emergency Communication Systems Inc. for $5,800.00 for a total not to exceed $22,943.68 from the Equipment Replacement Fund. Discussion via group that it's an old siren that needs to be replaced. Motion to approve by Ald. Hedlund, motion second Ald. Skates to recommend the purchase of a new siren from Federal Signal for $17,143.68 with installation by Emergency Communication Systems Inc. for $5,800.00 for a total not to exceed $22,943.68 from the Equipment Replacement Fund. Motion carries unanimously.

13. Discussion/Recommendation on the 2018 Budget

City of Lake Geneva and Chicago Title Escrow Agreement for TID 4 Funds

Contractor's/Vendor's/Grantee's Application For Payment No. 2

	Application Period:	Application Date: 9/15/2017
To (Owner): City of Lake Geneva	From (Contractor/Vendor/Grantee): Breezy Hill Nursery	Via (City Official/Engineer) Director of Public Works
Project: 10) Main Street Widening	Contract/Quote: Parkway Lawn Restoration	

Application for Payment - Change Order Summary

Number	Additions Due From City	Deductions (Unused)
Total		

CERTIFICATION The undersigned Contractor/Vendor/Grantee certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract/Quote/Grant have been applied on account to discharge Contractor's/Vendor's/Grantee's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract/Quote/Grant Documents and is not defective.

By:	Date:

1. Current Contract/Quote/Grant Amount	25,100.50
2. Less Previous Non Escrow Payments	-
3. Balance of Escrow	21,998.67
4. Less Previous Escrow Payments	-
5. Plus/Less Change Orders	-
6. Balance Available	21,998.67
7. Amount Due this Application	21,967.21

Approved by: _____
City Official/Engineer Date

Approved by: _____
Owner Date

Approved by: _____
Bank (if applicable) Date

Approved by: _____
Escrow Agent Date

7. Personnel Recommendations – Pending Oct. 3, 2017 meeting

a. Discussion/Recommendation on Compensation Policy Employee Performance Based Increase of up to 3% effective January 1, 2018. Ald. Hedlund stated this is the same formula they used last year with the exception of up to 3% increase. Discussion Ald. Kordus stated he would recommend use industry standards based on performance to follow, but City Administrator, Oborn that City of Lake Geneva not quite there yet. The differential is to try to get employees to their median pay grade.
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Contractor's/Vendor's/Grantee's Application For Payment No. 2

	Application Period:	Application Date: 9/21/2017
To (Owner): City of Lake Geneva	From (Contractor/Vendor/Grantee): Lake Geneva Economic Development Corporation	Via (City Official/Engineer) Director of Public Works
Project: 2) Traver Hotel Redevelopment	Contract/Quote: Development Agreement	

Application for Payment - Change Order Summary

Number	Additions Due From City	Deductions (Unused)
Total		

CERTIFICATION The undersigned Contractor/Vendor/Grantee certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract/Quote/Grant have been applied on account to discharge Contractor's/Vendor's/Grantee's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract/Quote/Grant Documents and is not defective.

By:	Date:

1. Current Contract/Quote/Grant Amount	150,000.00
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3. Balance of Escrow	42,767.00
4. Less Previous Escrow Payments	25,867.50
5. Plus/Less Change Orders	-
6. Balance Available	16,899.50
7. Amount Due this Application	7,977.35

Approved by: _____
City Official/Engineer Date

Approved by: _____
Owner Date

Approved by: _____
Bank (if applicable) Date

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7. Personnel Recommendations – Pending Oct. 3, 2017 meeting

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13. Discussion/Recommendation on the 2018 Budget

CITY OF LAKE GENEVA

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

Memorandum

Date: September 30, 2017

To: Finance, License, and Regulation Committee

From: Blaine Oborn, City Administrator

Subject: Discussion/Recommendation on the RFP for Veteran's Park Concession

The Park Board is recommending that the City do a RFP for the 2018-2019 Veteran's Park Concessions with the current concession agreement expiring at the end of this year.

7. Personnel Recommendations – Pending Oct. 3, 2017 meeting

a. Discussion/Recommendation on Compensation Policy Employee Performance Based Increase of up to 3% effective January 1, 2018. Ald. Hedlund stated this is the same formula they used last year with the exception of up to 3% increase. Discussion Ald. Kordus stated he would recommend use industry standards based on performance to follow, but City Administrator, Oborn that City of Lake Geneva not quite there yet. The differential is to try to get employees to their median pay grade.
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13. Discussion/Recommendation on the 2018 Budget

CITY OF LAKE GENEVA

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

Memorandum

Date: September 30, 2017

To: Finance, License, and Regulation Committee

From: Blaine Oborn, City Administrator

Subject: Discussion/Recommendation on the Siren Replacement funded from the Equipment Replacement Fund

The 2017 Equipment Replacement Budget for Emergency Management provides for a replacement of a 1992 sirenfor $30,000. Attached is the proposal for the purchase of a new siren and installation as submitted by Chief of Police Rasmussen. The recommendation is purchase of a new siren from Federal Signal for $17,143.68 with installation by Emergency Communication Systems Inc. for $5,800.00 for a total not to exceed $22,943.68 from the Equipment Replacement Fund.

Emergency Communication Systems Inc.

N4696 Vine Rd.
Freedom WI 54130
920-585-4000

Estimate

Date	Estimate #
4/14/2016	4490

Name / Address
Lake Geneva Fire Dept. 730 Marshall St. Lake Geneva, WI 53147

Project

Description	Qty	Rate	Total
•Install (1) Federal Signal Siren per Federal Signal installation specifications at site approved by the city •Furnish and install (1) 50 foot wooden class 2 pole •Furnish and install 4 batteries as recommended by Federal Signal battery specifications •Furnish and install electrical accessories for 120 vAC operation of sirens •Coordinate diggers hotline at siren sites •Test and Optimize System The following Rock clause will apply: In the event that rock or any other obstructions are encountered while digging, work at the site will be discontinued until the city can offer an alternate site that will not require unexpected expenses to Emergency Communication Systems such as the cost of rock removal.	1	5,800.00	5,800.00
		Total	$5,800.00

FEDERAL SIGNAL
Safety and Security Systems
Protecting people and our planet

2645 Federal Signal Driv
University Park, Illinois 60484-097
800.548.722
alertnotification.cor

Contact Name: John Peters
Customer: Lake Geneva
Address: 730 Marshall St.
City: Lake Geneva **State:** WI **Zip:** 53147
Country: USA **E-mail:** jpeters@lakegenevafire.org
Office Phone: 262-248-7228 ext-6002 **Mobile Phone:**

Quotation No.: ANS 41416105700
Reference quote no. on your order

Upon receipt of your order and acceptance by Federal Signal Corporation, the equipment herein will be supplied at the quoted prices below. Delivery schedule cannot be established until radio information is supplied, if applicable.

April 14, 2016

Item No.	Qty.	Federal Model/ Part No.	Description	Unit Price	Total
1			Project Name		
2					
3	1	508-128	Electro-mechanical rotating siren, 128 dB(C), 500Hz	$9,039.00	$9,039.00
4	1	DCFCTBDH	DIGITAL CONTROLLER, HIGH BAND	$6,687.48	$6,687.48
5	1	OMNI-4	ANTENNA, 152-156MHZ VHF	$369.84	$369.84
6	1	10A3	CABLE, 25' PL259 MALE & ADPT	$208.84	$208.84
7	1	AMB-P	ANTENNA MOUNTING BRACKET, POLE	$124.20	$124.20
8					
9	1	ES-FREIGHT	ES-FREIGHT	$714.32	$714.32
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
			Total Weight:	Total:	**$17,143.68**

Prices are firm for 90 days from the date of quotation unless shown otherwise. Upon acceptance, prices are firm for 6 months. This quotation is expressly subject to accept Terms stated in the attached Terms document, and any exception to or modification of such Terms shall not be binding on Seller unless expressly accepted in writing by an a Officer of Seller. Any order submitted to Seller on the basis set forth above, in whole or in part, shall constitute an acceptance by Buyer of the Terms. Any such order shall b acceptance by Seller in its discretion. If the total price for the items set forth above exceeds $50,000 then this quotation IS ONLY VALID if countersigned below by a Regiona & Security Systems Group, Federal Signal Corporation. Installation is not included unless specifically quoted as a line item above. Adverse Site Conditions, including rock, ca contaminated soil, poor site access availability, and other circumstances which result in more than 2 hours to install a pole, will result in a $385.00 per hour fee, plus equipm additional. Power Clause, bringing power to the equipment is the responsibility of the purchaser. Permit Clause, any special permits, licenses or fees will be additional. See

Delivery: 8-10 Weeks
Freight Terms: FOB - University Park, IL (Factory)
Terms: Equipment - Net 30 Days upon Shipment
Services - Net 30 Days, as completed

Proposed By: Rick Van Dyn Hoven
Company: Emergency Communication Systems
Address: N4696 Vine Rd.
City,State, Zip: Freedom, WI, 54130
Country: USA
Work Phone 920-585-4000

Signature:

Approved By: Andrew Labahn

7. Personnel Recommendations – Pending Oct. 3, 2017 meeting

a. Discussion/Recommendation on Compensation Policy Employee Performance Based Increase of up to 3% effective January 1, 2018. Ald. Hedlund stated this is the same formula they used last year with the exception of up to 3% increase. Discussion Ald. Kordus stated he would recommend use industry standards based on performance to follow, but City Administrator, Oborn that City of Lake Geneva not quite there yet. The differential is to try to get employees to their median pay grade.
Motion to recommend by Ald. Kordus/Hedlund to recommend on Compensation Policy Employee Performance Based Increase of up to 3% effective January 1, 2018 . Motion carries unanimously.

b. Discussion/Recommendation on Employee Health Benefits costs and programs including:
1. Claims Paid 6 Month Rolling Average
Discussion on increase of claims
2. Aurora Clinic
Moving ahead with Wednesday and Friday hours with Monday hours added once a location is deteremined.
3. Pricing Fully Insured plans including direct plans and the State Health Plan
Administrator filed submitted application to state plan. More discussion to come.
Discussion on increased claims to move ahead with Aurora Clinic.

c. Discussion/Recommendation on hiring Schenck for Treasurer support services
Motion to approve by Ald. Hedlund, second motion by Ald Halverson to recommend hiring of Schenck support services.Motion carries unanimously.

d. Discussion/Recommendation on combining the two Part-time Counter Clerk positions into one Full-time Counter Clerk position
Motion to approve by Ald. Hedlund, second motion by Ald Halverson. Recommend combining the two Part-time Counter Clerk positions into one Full-time Counter Clerk position. Motion carries unanimously

8. Discussion/Recommendation on the 2018 Business Improvement District Plan
It was acknowledged the BID is open to paying some of the downtown shuttle.
Motion to approve by Ald. Skates, motion second Ald. Halverson. Recommend to approve the 2018 Business Improvement District Plan. Motion carries unanimously.

9. Discussion/Recommendation on the Breezy Hill Nursery TIF Escrow Draw Request No. 2 in the amount of $21,967.21 for the Main Street Widening Project – Parkway Lawn Restoration
Motion to approve by Ald. Hedlund, motion second Ald. Kordus. Motion carries unanimously.

10. Discussion/Recommendation on the Lake Geneva Economic Development Corporation TIF Escrow Draw Request No. 2 in the amount of $7,977.35 for the Traver Hotel Redevelopment per the Development Agreement.
Motion to approve by Ald. Hedlund, motion second Ald. Skates. Recommend the Lake Geneva Economic Development Corporation TIF Escrow Draw Request No. 2 in the amount of $7,977.35 for the Traver Hotel Redevelopment per the Development Agreement. Motion carries unanimously.

11. Discussion/Recommendation on the RFP for the 2018-2019 Veteran's Park Concessions.
Motion to approve by Ald. Skates, second by Hedlund to extend RFP for the 2018 Veteran's Park Concessions with third year extension option with attorney review.

12. Discussion/Recommendation on the purchase of a new siren from Federal Signal for $17,143.68 with installation by Emergency Communication Systems Inc. for $5,800.00 for a total not to exceed $22,943.68 from the Equipment Replacement Fund. Discussion via group that it's an old siren that needs to be replaced. Motion to approve by Ald. Hedlund, motion second Ald. Skates to recommend the purchase of a new siren from Federal Signal for $17,143.68 with installation by Emergency Communication Systems Inc. for $5,800.00 for a total not to exceed $22,943.68 from the Equipment Replacement Fund. Motion carries unanimously.

City of Lake Geneva
Finance, License, & Regulation Committee
October 3, 2017

Prepaid Checks

9/18/17 - 10/2/17

Total:
$51,791.13

Checks over $5,000:

$	***38,604.19***	***Payne & Dolan - Balance of 2016 Street Improvement Program***
$	*-*	
$	*-*	

FROM 09/18/2017 TO 09/25/2017

VENDOR #	INVOICE # / ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
T0001521	PREMIER BEST WESTERN							
	PLUMBING CONF		09/05/17		65960	09/22/17	246.00	246.00
	01 PLUMBING INSPECTOR CONF	1124005331						246.00
						VENDOR TOTAL:		246.00
TRITE	TRITECH FORENSICS INC							
	149521		08/23/17		65961	09/22/17	740.88	740.88
	01 EVIDENCE SUPPLIES	1121005380						740.88
						VENDOR TOTAL:		740.88
VERIZON	VERIZON WIRELESS							
	9791973296		09/01/17		65962	09/22/17	1,300.59	40.01
	01 AIR CARDS-AUG	1129005221						40.01
	9792129161		09/03/17		65962	09/22/17	1,300.59	1,260.58
	01 AIR CARDS-AUG	1121005221						1,260.58
						VENDOR TOTAL:		1,300.59
WIDOTS	WI DEPT OF TRANSPORTATION							
	9/22/17		09/22/17		65963	09/22/17	40.00	40.00
	01 REG SUSPENSIONS-8	4234505310						40.00
						VENDOR TOTAL:		40.00
						TOTAL --- ALL INVOICES:		2,327.47

FROM 09/27/2017 TO 09/29/2017

VENDOR #	INVOICE # / ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
AMAZO	AMAZON								
	8932-9/17			10/17/09		66029	09/27/17	431.58	431.58
	01	DVDS	9900005414						84.14
	02	COFFEE,INDEX TABS	9900005211						55.14
	03	CYBERPOWER MINI TOWER	9900005514						214.95
	04	GLUE STICKS,ACCESSORIES	9900005310						10.20
	05	ALARM BATTERY	9900005350						16.39
	06	ROLLERBALLS	9900005411						50.76
							VENDOR TOTAL:		431.58
BAKER	BAKER & TAYLOR								
	L3367102-8/17			08/31/17		66030	09/27/17	3,585.13	2,090.37
	01	2033069541-69 ITEMS	9900005410						1,311.31
	02	2033086889-25 ITEMS	9900005410						486.56
	03	2033113287-18 ITEMS	9900005410						292.50
	L3367512-8/17			08/31/17		66030	09/27/17	3,585.13	1,130.01
	01	2033107701-1 ITEM	9900005411						11.17
	02	2033107702-1 ITEM	9900005411						3.14
	03	2033107703-2 ITEMS	9900005411						30.48
	04	2033107704-1 ITEM	9900005411						3.14
	05	2033107705-45 ITEMS	9900005411						501.56
	06	2033058988-2 ITEMS	9900005411						31.32
	07	2033058989-1 ITEM	9900005411						9.49
	08	2033058990-2 ITEMS	9900005411						30.45
	09	2033058991-1 ITEM	9900005411						9.51
	10	2033058992-4 ITEMS	9900005411						44.44
	11	2033078300-1 ITEM	9900005411						9.44
	12	2033078301-1 ITEM	9900005411						11.18
	13	2033078302-2 ITEMS	9900005411						13.32
	14	2033078303-1 ITEM	9900005411						10.91
	15	2033078304-2 ITEMS	9900005411						16.93
	16	2033078305-26 ITEMS	9900005411						239.75
	17	2033102724-1 ITEM	9900005411						10.62
	18	2033102725-2 ITEMS	9900005411						8.73
	19	2033102726-3 ITEMS	9900005411						47.27
	20	2033102727-3 ITEMS	9900005411						35.78
	21	2033102728-3 ITEMS	9900005411						41.94
	22	2033102729-1 ITEM	9900005411						9.44
	L4013232-8/1			08/31/17		66030	09/27/17	3,585.13	364.75
	01	2033046004-1 ITEM	9900005414						24.98
	02	2033046005-4 ITEMS	9900005414						102.18
	03	2033071724-1 ITEM	9900005414						19.08

FROM 09/27/2017 TO 09/29/2017

VENDOR #	INVOICE # / ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	SALT WORKSHOP		09/26/17		66036	09/27/17	300.00	300.00
	01 SALT WORKSHOP-12 ATTENDEES	1132125351						300.00
						VENDOR TOTAL:		300.00
WPS	WPS HEALTH INSURANCE							
	UNDERWRITING		09/26/17		66037	09/27/17	1,000.00	1,000.00
	01 CONSID STATE INSUR UNDERWRT	1110205132						1,000.00
						VENDOR TOTAL:		1,000.00
						TOTAL --- ALL INVOICES:		49,463.66

City of Lake Geneva
Finance, License, & Regulation Committee
October 3, 2017

Accounts Payable

		Fund #		
1.	General Fund	11	$	94,332.96
2.	Debt Service	20	$	-
3.	TID #4	34	$	-
4.	Lakefront	40	$	13,423.72
5.	Capital Projects	41	$	15,671.94
6.	Parking	42	$	1,688.16
7.	Cemetery	48	$	397.59
8.	Equipment Replacement	50	$	9,299.80
9.	Library Fund	99	$	4,343.60
10.	Impact Fees	45	$	7,364.36
			$	-
Total All Funds				**$146,522.13**

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

FINANCE, LICENSE, & REGULATION COMMITTEE
FLR Meeting Date: 10/3/17

TOTAL UNPAID ACCOUNTS PAYABLE	**$**	**146,522.13**

<u>ITEMS > $5,000</u>

Kapur & Associates - September Engineering	$	35,502.74
Lake Geneva Utility Commissions - 3rd Qtr Water/Sewer bills; Impact Fees	$	21,659.69
General Communications Inc - Communication Equipment relocation for Host Tower painting	$	13,469.00
Foremost Electric - Fire Station Bay Doors Lighting & Switches	$	8,635.00
Jerry Willkomm Inc - Gas	$	6,811.72
Geneva Lake Museum - 2017 Payment 2 (of 2)	$	6,500.00
Vandewalle & Associates Inc - September Planning	$	6,488.53

Balance of Other Items	$	47,455.45

INVOICES DUE ON/BEFORE 10/10/2017

INVOICE # / VENDOR #		INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
ACL	ACL SERVICES LLC							
30002234/X670		09/10/17	01	BLOOD DRAWS	1121005380		10/10/17	93.80
							INVOICE TOTAL:	93.80
							VENDOR TOTAL:	93.80
AMYS	AMY'S SHIPPING EMPORIUM							
12740		09/05/17	01	UPS-GEN COMM	1121005312		10/10/17	10.10
							INVOICE TOTAL:	10.10
13279		09/21/17	01	UPS-MALEK	1122005312		10/10/17	10.42
							INVOICE TOTAL:	10.42
							VENDOR TOTAL:	20.52
AUTOW	AUTOWORKS PLUS							
30383		09/18/17	01	VAC WAGON TIRES-4	1132135430		10/10/17	580.59
							INVOICE TOTAL:	580.59
							VENDOR TOTAL:	580.59
BADGE	BADGER HIGH SCHOOL							
REFUND 9/28		09/28/17	01	PARADE STREET USE WAIVED	1100004495		10/10/17	65.00
			02	FIREWORKS STREET USE WAIVED	1100004495			40.00
							INVOICE TOTAL:	105.00
							VENDOR TOTAL:	105.00
BALDWIN	BALDWIN COOKE							
5741390		09/16/17	01	CALENDARS	1121005310		10/10/17	177.21
							INVOICE TOTAL:	177.21
							VENDOR TOTAL:	177.21
BEK	BEK SPECIALTIES							
17854		08/23/17	01	NAME BADGE-STANG	9900005211		10/10/17	12.00
							INVOICE TOTAL:	12.00

INVOICES DUE ON/BEFORE 10/10/2017

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
BEK BEK SPECIALTIES							
178668	09/23/17	01	NAME BADGES-3	9900005211		10/10/17	28.50
						INVOICE TOTAL:	28.50
						VENDOR TOTAL:	40.50
BIGELOW BIGELOW REFRIGERATION							
64865	08/30/17	01	ICE MACHINE RPR-BACK ROOM	4055105360		10/10/17	142.50
						INVOICE TOTAL:	142.50
64867	09/01/17	01	ICE MACHINE RPR-MAIN	4055105360		10/10/17	430.65
						INVOICE TOTAL:	430.65
						VENDOR TOTAL:	573.15
BUMPL BUMPER TO BUMPER AUTO PARTS							
662-374061	09/11/17	01	E2 VALVE STEMS	1122005351		10/10/17	9.09
						INVOICE TOTAL:	9.09
662-374296	09/14/17	01	SWITCH RELAY-LEAF VAC	1132105351		10/10/17	28.69
						INVOICE TOTAL:	28.69
662-374715	09/20/17	01	SPRAY CLEANERS	1122005351		10/10/17	24.75
						INVOICE TOTAL:	24.75
662-375127	09/26/17	01	ROTORS,PADS,FILTERS-#39	1132105351		10/10/17	268.23
						INVOICE TOTAL:	268.23
662-375189	09/27/17	01	BRAKE PADS-TRK #54	1132105351		10/10/17	35.95
						INVOICE TOTAL:	35.95
662-375279	09/28/17	01	DOOR HANDLE-TRK #55	1132105351		10/10/17	17.19
						INVOICE TOTAL:	17.19
						VENDOR TOTAL:	383.90
CDW CDW GOVERNMENT INC							

INVOICES DUE ON/BEFORE 10/10/2017

INVOICE # / VENDOR #		INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
CDW	CDW GOVERNMENT INC							
JZG6134		08/29/17	01	DETECTIVE OFFICE VIDEO	1121005380		10/10/17	128.88
							INVOICE TOTAL:	128.88
KDF2519		09/13/17	01	ADOBE ACROBAT	1122005450		10/10/17	241.95
							INVOICE TOTAL:	241.95
KGC3307		09/20/17	01	DESKTOP BATTERIES	1115105450		10/10/17	50.32
			02	COMPUTER-FINANCE,B&Z INSP	5000005800			1,184.80
			03	USB-C/E	1124005310			71.90
							INVOICE TOTAL:	1,307.02
							VENDOR TOTAL:	1,677.85
CHILDS	CRAIG D CHILDS, PHD SC							
1884		09/24/17	01	NEW HIRE EVALS	1121005411		10/10/17	500.00
							INVOICE TOTAL:	500.00
							VENDOR TOTAL:	500.00
CINTAS	CINTAS CORP							
5008986507		09/25/17	01	1ST AID KITS	1132105390		10/10/17	287.23
							INVOICE TOTAL:	287.23
							VENDOR TOTAL:	287.23
COMPL	COMPLETE OFFICE OF WISCONSIN							
149066		09/15/17	01	CALENDARS,MOUSE PADS	1121005310		10/10/17	63.53
							INVOICE TOTAL:	63.53
							VENDOR TOTAL:	63.53
DEMCO	DEMCO							
6206983		09/11/17	01	JACKETS	9900005512		10/10/17	25.34
							INVOICE TOTAL:	25.34

INVOICES DUE ON/BEFORE 10/10/2017

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
DEMCO DEMCO							
6211640	09/18/17	01	LABELS,PROTECTORS	9900005512		10/10/17	88.56
						INVOICE TOTAL:	88.56
						VENDOR TOTAL:	113.90
DOUSM DOUSMAN TRANSPORT CO							
8113	09/13/17	01	SHUTTLE-TASTE OF LG 9/9/17	4234505399		10/10/17	387.35
						INVOICE TOTAL:	387.35
						VENDOR TOTAL:	387.35
DOWN DOWN TO EARTH CONTRACTORS INC							
6613	09/18/17	01	STORM DRAIN REPAIR	1132155450		10/10/17	4,320.00
						INVOICE TOTAL:	4,320.00
						VENDOR TOTAL:	4,320.00
DUNN DUNN LUMBER & TRUE VALUE							
698021	09/07/17	01	LIGHT SWITCH	9900005350		10/10/17	5.99
		02	DISCOUNT	9900004819			-0.30
						INVOICE TOTAL:	5.69
698155	09/08/17	01	LIGHT BULBS	9900005350		10/10/17	13.94
		02	DISCOUNT	9900004819			-0.70
						INVOICE TOTAL:	13.24
698454	09/11/17	01	FUEL-SMALL TOOLS	1122005341		10/10/17	22.99
		02	DISCOUNT	1100004819			-1.15
						INVOICE TOTAL:	21.84
698507	09/12/17	01	PAINT,ROLLERS,TRAYS	1152005350		10/10/17	88.52
		02	DISCOUNT	1100004819			-4.43
						INVOICE TOTAL:	84.09
698511	09/12/17	01	TRENCH/EDGER RENTAL	1152005250		10/10/17	96.80
						INVOICE TOTAL:	96.80

INVOICES DUE ON/BEFORE 10/10/2017

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
DUNN DUNN LUMBER & TRUE VALUE							
698676	09/13/17	01	GRINDER WHEEL	1132105351		10/10/17	11.96
		02	DISCOUNT	1100004819			-0.60
						INVOICE TOTAL:	11.36
698784	09/14/17	01	PAINT ROLLERS,CUPS	1152005352		10/10/17	14.97
		02	DISCOUNT	1100004819			-0.75
						INVOICE TOTAL:	14.22
698917	09/15/17	01	TARPS-GIANT VAC	1132105351		10/10/17	29.97
		02	DISCOUNT	1100004819			-1.50
						INVOICE TOTAL:	28.47
698938	09/15/17	01	BATH TISSUE	1132105350		10/10/17	12.98
		02	DISCOUNT	1100004819			-0.65
						INVOICE TOTAL:	12.33
699318	09/19/17	01	FURNACE FILTERS	1122005350		10/10/17	19.16
		02	FURNACE FILTERS	1151105240			42.33
		03	DISCOUNT	1100004819			-3.07
						INVOICE TOTAL:	58.42
699426	09/20/17	01	POND FOUNTAIN CORD	1152005352		10/10/17	7.99
		02	DISCOUNT	1100004819			-0.40
						INVOICE TOTAL:	7.59
699458	09/20/17	01	PAINT,BRUSHES,SCREWS	1152005840		10/10/17	55.93
		02	DISCOUNT	1100004819			-1.80
						INVOICE TOTAL:	54.13
699460	09/20/17	01	BOARDS-SHELTER REPAIR	1152005840		10/10/17	260.42
						INVOICE TOTAL:	260.42
699512	09/20/17	01	LEXAN GLASS	1152005840		10/10/17	477.60
						INVOICE TOTAL:	477.60

INVOICES DUE ON/BEFORE 10/10/2017

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
DUNN	DUNN LUMBER & TRUE VALUE						
699525	09/20/17	01	HEX KEY,FILTERS	4055205350		10/10/17	14.45
		02	DISCOUNT	1100004819			-0.72
						INVOICE TOTAL:	13.73
699545	09/21/17	01	SPRINKLER HEAD	1152015952		10/10/17	29.99
		02	DISCOUNT	1100004819			-1.50
						INVOICE TOTAL:	28.49
699619	09/21/17	01	CRACK FILLER-SALT SHED	1132125351		10/10/17	8.98
		02	DISCOUNT	1100004819			-0.45
						INVOICE TOTAL:	8.53
699672	09/22/17	01	VALVES,CONNECTORS	1152015350		10/10/17	29.26
		02	DISCOUNT	1100004819			-1.46
						INVOICE TOTAL:	27.80
699674	09/22/17	01	BULBS,BATTERIES	9900005350		10/10/17	11.97
		02	DISCOUNT	9900004819			-0.60
						INVOICE TOTAL:	11.37
699949	09/25/17	01	BRUSH,TAPE,LINER	1152005350		10/10/17	20.64
		02	DISCOUNT	1100004819			-0.63
						INVOICE TOTAL:	20.01
699958	09/25/17	01	SPRINKLER HEAD	1152005352		10/10/17	10.99
		02	DISCOUNT	1100004819			-0.55
						INVOICE TOTAL:	10.44
699984	09/25/17	01	SPRINKLER,CONNECTOR	1152015350		10/10/17	61.95
		02	DISCOUNT	1100004819			-3.10
						INVOICE TOTAL:	58.85
700053	09/26/17	01	LIGHT BULBS	9900005350		10/10/17	14.99
		02	DISCOUNT	9900004819			-0.75
						INVOICE TOTAL:	14.24

INVOICES DUE ON/BEFORE 10/10/2017

INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
DUNN	DUNN LUMBER & TRUE VALUE						
700089	09/26/17	01	BELTS,PLUGS	1116105350		10/10/17	12.87
		02	DISCOUNT	1100004819			-0.60
						INVOICE TOTAL:	12.27
700186	09/27/17	01	COUPLING-WATER TRUCK	1132135430		10/10/17	4.79
		02	DISCOUNT	1100004819			-0.24
						INVOICE TOTAL:	4.55
700189	09/27/17	01	WALLPLATES,LT BULBS	1152005350		10/10/17	4.48
		02	DISCOUNT	1100004819			-0.22
						INVOICE TOTAL:	4.26
700430	09/28/17	01	TURNBUCKLE,STRAPS	1132105351		10/10/17	3.79
		02	DISCOUNT	1100004819			-0.19
						INVOICE TOTAL:	3.60
700488	09/29/17	01	PHOTO CELLS-LIGHTS	4054105352		10/10/17	12.95
		02	RAKES-6	1132145430			179.94
		03	DISCOUNT	1100004819			-9.64
						INVOICE TOTAL:	183.25
K94444	08/04/17	01	KEYS	1122005340		10/10/17	1.98
						INVOICE TOTAL:	1.98
						VENDOR TOTAL:	1,549.57
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
ELKHO	ELKHORN CHEMICAL CO INC						
591689	09/11/17	01	FLOOR MACHINE PAD	4055205350		10/10/17	63.47
						INVOICE TOTAL:	63.47
						VENDOR TOTAL:	63.47

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
EMS EMS MEDICAL BILLING ASSOCIATES							
6/17	06/01/17	01	COMMISSIONS-JUNE	1122005214		10/10/17	1,309.11
						INVOICE TOTAL:	1,309.11
8/17	08/01/17	01	COMMISSIONS-AUG	1122005214		10/10/17	1,971.42
						INVOICE TOTAL:	1,971.42
						VENDOR TOTAL:	3,280.53
EXPERT EXPERT PLUMBING & HEATING							
10422-1	09/18/17	01	SPRINKLER SYSTEM INSPECTION	1152005250		10/10/17	128.00
						INVOICE TOTAL:	128.00
						VENDOR TOTAL:	128.00
FIRES FIRE SAFETY EDUCATION							
253819	08/31/17	01	KIDS FIRE HELMETS	1122005340		10/10/17	290.00
						INVOICE TOTAL:	290.00
						VENDOR TOTAL:	290.00
FORD FORD OF LAKE GENEVA							
59205	08/07/17	01	REPROGRAM RPM GAGE-#222	1121005361		10/10/17	162.17
						INVOICE TOTAL:	162.17
59654	09/06/17	01	OIL CHANGE-#201	1121005361		10/10/17	197.03
						INVOICE TOTAL:	197.03
59693	09/08/17	01	OIL CHANGE-#206	1121005361		10/10/17	30.95
						INVOICE TOTAL:	30.95
59769	09/14/17	02	OIL CHANGE-#207	1121005361		10/10/17	30.95
						INVOICE TOTAL:	30.95
						VENDOR TOTAL:	421.10
FOREM FOREMOST ELECTRIC LLC							

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INVOICE # / VENDOR #		INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
FOREM	FOREMOST ELECTRIC LLC							
2649		09/06/17	01	GARAGE DOOR LIGHTS	5022005800		10/10/17	5,265.00
			02	BAY LIGHT SWITCHES	4322001701			3,370.00
							INVOICE TOTAL:	8,635.00
							VENDOR TOTAL:	8,635.00
GAGE	GAGE MARINE CORP							
142877		08/23/17	01	REPL DECK BOARDS-WEST PIER	4055305264		10/10/17	49.50
							INVOICE TOTAL:	49.50
142903		08/24/17	01	SWIM PIER REPAIR	4055305264		10/10/17	227.97
							INVOICE TOTAL:	227.97
							VENDOR TOTAL:	277.47
GEAR	GEAR WASH LLC							
13359		09/14/17	01	TURN-OUT GEAR NAME PATCHES	4522005962		10/10/17	136.86
							INVOICE TOTAL:	136.86
							VENDOR TOTAL:	136.86
GENERC	GENERAL COMMUNICATIONS INC							
244612		08/31/17	01	HOST TOWER EQUIP RELOCATE	1110005780		10/10/17	13,469.00
							INVOICE TOTAL:	13,469.00
							VENDOR TOTAL:	13,469.00
GENOAM	GENOA CITY MUNICIPAL COURT							
994		09/19/17	01	BEACH TESTING-AUG	4054105362		10/10/17	240.00
							INVOICE TOTAL:	240.00
							VENDOR TOTAL:	240.00
GENON	GENEVA ONLINE INC							
1052223		09/01/17	01	EMAIL SVC-AUG	1121005221		10/10/17	39.00
							INVOICE TOTAL:	39.00
							VENDOR TOTAL:	39.00

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
GEOSY GEO-SYNTHETICS LLC							
128539	09/22/17	01	STRAW NETTING	1152005352		10/10/17	162.00
						INVOICE TOTAL:	162.00
						VENDOR TOTAL:	162.00
GILLU GILLUND ENTERPRISES							
836146	09/20/17	01	BRAKE CLEANER,RUST PENETRATOR	4800005340		10/10/17	208.08
		02	BRAKE CLEANER	1132105351			99.00
						INVOICE TOTAL:	307.08
						VENDOR TOTAL:	307.08
GLMUS GENEVA LAKE MUSEUM							
RE092917	09/29/17	01	2017 PAYMENT 2 OF 2	1151105735		10/10/17	6,500.00
						INVOICE TOTAL:	6,500.00
						VENDOR TOTAL:	6,500.00
GREAT GREAT AMERICA LEASING CORP							
21322495	09/15/17	01	BIZ HUB-SEPT	1122005340		10/10/17	222.76
						INVOICE TOTAL:	222.76
						VENDOR TOTAL:	222.76
HALVE HALVERSON OVERHEAD DOOR CO							
3776	09/21/17	01	GARAGE DOOR OPERATORS	5022005800		10/10/17	2,850.00
						INVOICE TOTAL:	2,850.00
						VENDOR TOTAL:	2,850.00
HENRYS HENRY SCHEIN INC							
44897761	08/28/17	01	COLDPACS,NEEDLES,GLOVES	1122005810		10/10/17	117.28
						INVOICE TOTAL:	117.28
45334885	09/12/17	01	COLD PACKS	1122005810		10/10/17	9.96
						INVOICE TOTAL:	9.96

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
HENRYS HENRY SCHEIN INC							
45638943	09/19/17	01	GLUCOSE,GLOVES,TAPE	1122005810		10/10/17	177.63
						INVOICE TOTAL:	177.63
45666092	09/20/17	01	SODIUM CHLORIDE	1122005810		10/10/17	8.34
						INVOICE TOTAL:	8.34
						VENDOR TOTAL:	313.21
IDVIL IDVILLE							
3265526	09/25/17	01	BADGE HOLDERS	1129005310		10/10/17	58.00
						INVOICE TOTAL:	58.00
						VENDOR TOTAL:	58.00
INITIAL INITIAL DESIGNS							
6337	09/26/17	01	EMBROIDER FF PATCHES	1122005138		10/10/17	66.50
						INVOICE TOTAL:	66.50
						VENDOR TOTAL:	66.50
INTOX INTOXIMETERS INC							
573955	08/30/17	01	MOUTH PIECES	1121005290		10/10/17	110.00
						INVOICE TOTAL:	110.00
						VENDOR TOTAL:	110.00
ITU ITU ABSORB TECH INC							
6828847	07/14/17	01	MATS,MOPS,FRAGRANCE	4055205360		10/10/17	88.06
						INVOICE TOTAL:	88.06
6844772	08/11/17	01	MATS,MOPS,FRAGRANCE	4055205360		10/10/17	88.06
						INVOICE TOTAL:	88.06
6868789	09/22/17	01	MATS	1122005360		10/10/17	119.13
						INVOICE TOTAL:	119.13

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
ITU ITU ABSORB TECH INC							
6868790	09/22/17	01	MATS,TOWELS,COVERALLS	1132105360		10/10/17	80.70
						INVOICE TOTAL:	80.70
6868791	09/22/17	01	MATS	1116105360		10/10/17	77.13
						INVOICE TOTAL:	77.13
						VENDOR TOTAL:	453.08
JAMES JAMES IMAGING SYSTEMS INC							
773391	09/19/17	01	TOSH ES3555-SEP OVERAGE	1121005531		10/10/17	99.89
						INVOICE TOTAL:	99.89
773392	09/19/17	01	TOSH ES357-SEP OVERAGE	1121005531		10/10/17	29.70
						INVOICE TOTAL:	29.70
						VENDOR TOTAL:	129.59
JANIK JANI-KING OF MILWAUKEE							
MIL10170380	10/01/17	01	CLEANING-OCT	9900005360		10/10/17	1,083.00
						INVOICE TOTAL:	1,083.00
						VENDOR TOTAL:	1,083.00
JEFFE JEFFERSON FIRE & SAFETY INC							
240406	08/31/17	01	TURN OUT GEAR	4522005962		10/10/17	117.50
						INVOICE TOTAL:	117.50
						VENDOR TOTAL:	117.50
JERRY JERRY WILLKOMM INC							
235307	07/28/17	01	1500 GALS GAS	1132105341		10/10/17	3,268.50
						INVOICE TOTAL:	3,268.50
235404	09/08/17	01	1502 GALS GAS	1132105341		10/10/17	3,543.22
						INVOICE TOTAL:	3,543.22
						VENDOR TOTAL:	6,811.72

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
JUREW JUREWICZ, JUDY							
3995	09/21/17	01	CABLE-TORO MOWER #7	1152005250		10/10/17	25.54
						INVOICE TOTAL:	25.54
						VENDOR TOTAL:	25.54
KAPUR KAPUR & ASSOCIATES, INC							
91778	09/18/17	01	BEACH EXPANSION TOPO	4054105362		10/10/17	2,350.00
						INVOICE TOTAL:	2,350.00
91783	09/18/17	01	GOLDEN YEARS ENG	1100001391		10/10/17	555.00
						INVOICE TOTAL:	555.00
91785	09/18/17	01	2017 STREETS-ENG	4332101701		10/10/17	4,408.00
						INVOICE TOTAL:	4,408.00
91786	09/18/17	01	MAIN ST RECONSTRUCT-ENG	4332101701		10/10/17	7,485.50
						INVOICE TOTAL:	7,485.50
91787	09/18/07	01	SYMPHONY BAY-ENG	1100001391		10/10/17	20,704.24
						INVOICE TOTAL:	20,704.24
						VENDOR TOTAL:	35,502.74
KORNAK EMILY KORNAK							
REIMBURSE	09/06/17	01	WI TRUSTEES LUNCH MTG	9900005211		10/10/17	80.07
						INVOICE TOTAL:	80.07
						VENDOR TOTAL:	80.07
LANGE LANGE ENTERPRISES INC							
63272	09/12/17	01	"BLIND CHILD" SIGN	1134105375		10/10/17	130.37
						INVOICE TOTAL:	130.37
						VENDOR TOTAL:	130.37
LARK LARK UNIFORM OUTFITTERS INC							

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
LARK LARK UNIFORM OUTFITTERS INC							
250978	08/31/17	01	UNIFORM-HANSEN	1121005138		10/10/17	304.98
						INVOICE TOTAL:	304.98
251804	09/18/17	01	SLIDE BARS	1121005139		10/10/17	89.58
		02	UNIFORM-GRITZNER	1122005138			13.42
						INVOICE TOTAL:	103.00
251962	09/21/17	01	UNIFORM-WAY	1121005138		10/10/17	98.00
						INVOICE TOTAL:	98.00
						VENDOR TOTAL:	505.98
LASERW LASER WORKS UNLIMITED LLC							
1313	08/23/17	01	PASSPORT TAGS	1122005800		10/10/17	15.00
						INVOICE TOTAL:	15.00
						VENDOR TOTAL:	15.00
LGCHE LAKE GENEVA CHEVROLET							
5026767	09/18/17	01	STEERING CABLE-TRK #55	1132105351		10/10/17	102.97
						INVOICE TOTAL:	102.97
						VENDOR TOTAL:	102.97
LGREG LAKE GENEVA REGIONAL NEWS							
1231929	09/14/17	01	LN-TREE BID	1132135430		10/10/17	141.80
						INVOICE TOTAL:	141.80
						VENDOR TOTAL:	141.80
LGUTI LAKE GENEVA UTILITY							
1016 CUMBERLAND TRAI	07/21/17	01	1016 CUMBERLAND TRAIL	4500002452		10/10/17	1,690.00
		02	1016 CUMBERLAND TRAIL	4500002453			1,865.00
						INVOICE TOTAL:	3,555.00

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
LGUTI LAKE GENEVA UTILITY							
411 MANNING WAY	09/19/17	01	411 MANNING WAY	4500002452		10/10/17	1,690.00
		02	411 MANNING WAY	4500002452			1,865.00
						INVOICE TOTAL:	3,555.00
RE092917	09/05/17	02	11.1999.00 VETS PK STORAGE BLD	1152015226		10/10/17	198.10
		03	11.2000.00 VETS PARK	1152015226			152.25
		04	11.2001.00 VETS CONCESSION	1152015226			252.33
		05	3.0420.00 1070 CAREY	1132105226			45.05
		06	3.0424.00 1065 CAREY	1132105226			153.51
		07	3.0425.00 1055 CAREY	1132105226			54.91
		09	4.0307.00 818 GENEVA	4234505220			28.80
		11	4.0402.00 918 MAIN ST LIB	9900005222			244.00
		12	4.0404.00 COOK & MAIN	1152005226			1,195.76
		13	4.0466.00 BEACH HOUSE	4054105399			1,284.36
		14	4.0468.00 WRIGLEY DR/TOP	4055105226			1,113.77
		15	4.0469.00 LOWER RIVIERA	4055205226			3,935.68
		17	4.0472.00 IRRIGATION LIB PARK	1152005227			2,377.05
		18	4.0474.00 LIB PK RESTROOM	1152005226			168.52
		19	5.0100.00 626 GENEVA	1116105226			803.07
		21	5.0114.00 255 MILL/MUSEUM	1151105226			188.24
		22	5.0138.00 720 GENEVA	1152005227			28.80
		24	5.0253.00 FLAT IRON PK RESTRM	1152005226			976.44
		25	5.0255.00 CHAMBER OF COMMERCE	1152005226			45.05
		26	5.0257.00 WRIGLEY DR STATUE	1152005227			28.80
		27	5.0280.00 BAKER/WILLOW SMN PK	1152005226			391.90
		28	5.0300.00 255 MILL ST FP	1151105226			189.00
		29	6.0034.00 CEMETERY RD	4800005226			124.80
		30	6.0550.00 WILLIAMS ST PK	1152005227			28.80
		31	7.0415.00 730 MARSHALL	1122005226			360.79
		33	8.0452.00 SAGE ST/DUNN FLD	1152005226			179.91
						INVOICE TOTAL:	14,549.69
						VENDOR TOTAL:	21,659.69
MALEK MALEK & ASSOCIATES CONSULTANTS							

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
MALEK MALEK & ASSOCIATES CONSULTANTS							
5653	09/02/17	01	FA SHOPPES OF LG	1122005750		10/10/17	307.50
						INVOICE TOTAL:	307.50
						VENDOR TOTAL:	307.50
MARTIN MARTIN GROUP							
1222496	09/20/17	01	KONICA 20-SEP	1121005531		10/10/17	14.55
						INVOICE TOTAL:	14.55
						VENDOR TOTAL:	14.55
MAXR MAX-R							
DP/120093	09/07/17	01	GARBAGE CAN LIDS	1152005352		10/10/17	860.00
						INVOICE TOTAL:	860.00
						VENDOR TOTAL:	860.00
MIDWETA MIDWEST TAPE							
95342406	08/28/17	01	DVDS	9900005414		10/10/17	22.99
						INVOICE TOTAL:	22.99
95367705	09/06/17	01	DVDS	9900005414		10/10/17	131.95
						INVOICE TOTAL:	131.95
95377654	09/08/17	01	DVDS	9900005414		10/10/17	22.99
						INVOICE TOTAL:	22.99
95410248	09/19/17	01	DVDS	9900005414		10/10/17	195.91
						INVOICE TOTAL:	195.91
						VENDOR TOTAL:	373.84
MUTUA MUTUAL OF OMAHA							
RE092917	09/19/17	01	CEM DISABILITY-OCT	4800005137		10/10/17	29.16

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
MUTUA MUTUAL OF OMAHA							
RE092917	09/19/17	02	PKG DISABILITY-OCT	4234505137		10/10/17	16.81
		03	CH DISABILITY-OCT	1110205134			174.41
		04	LIB DISABILITY-OCT	9900005137			46.62
		05	PD DISABILITY-OCT	1110205134			556.82
		11	STR DISABILITY-OCT	1110205134			210.41
		12	UTIL DISABILITY-OCT	1100001634			154.50
		13	WWTF DISABILITY-OCT	1100001634			58.78
						INVOICE TOTAL:	1,247.51
						VENDOR TOTAL:	1,247.51
NAPAE ELKHORN NAPA AUTO PARTS							
091733	09/21/17	01	PRY BAR	1152015952		10/10/17	70.85
						INVOICE TOTAL:	70.85
092377	09/27/17	01	WASHER,TRANSMISSION FLUID	1132105351		10/10/17	60.42
						INVOICE TOTAL:	60.42
92461	09/27/17	01	OIL,FUEL FILTERS	1132105351		10/10/17	87.04
						INVOICE TOTAL:	87.04
						VENDOR TOTAL:	218.31
NEENA NEENAH FOUNDRY COMPANY							
238394	09/14/17	01	MANHOLE COVER RINGS	4332101701		10/10/17	666.44
						INVOICE TOTAL:	666.44
524052	09/25/17	01	MANHOLE RINGS-PRICING CREDIT	4332101701		09/26/17	-258.00
						INVOICE TOTAL:	-258.00
						VENDOR TOTAL:	408.44
NFPA NATL FIRE PROTECTION ASSOC							
7074493Y	09/13/17	01	FIRE PREV WEEK BANNERS	1122005399		10/10/17	58.55
						INVOICE TOTAL:	58.55
						VENDOR TOTAL:	58.55

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
NORTH NORTHWIND PERENNIAL FARM							
8346	09/06/17	01	GARDEN CARE-FALL	9900005360		10/10/17	1,530.50
						INVOICE TOTAL:	1,530.50
						VENDOR TOTAL:	1,530.50
OFFIC OFFICE DEPOT							
960798764001	09/07/17	01	TWIN TURBO LABELS	1122005340		10/10/17	212.33
						INVOICE TOTAL:	212.33
						VENDOR TOTAL:	212.33
OFFICP OFFICE PRO INC							
0270361-001	08/10/17	01	ENVELOPES,TAPE,PLANNER	9900005310		10/10/17	67.94
		02	SUGAR	9900005211			7.18
						INVOICE TOTAL:	75.12
						VENDOR TOTAL:	75.12
OSHKO OSHKOSH FIRE & POLICE							
170810	09/25/17	01	LIGHT BAR-NEW SQUAD	1121005342		10/10/17	2,035.00
						INVOICE TOTAL:	2,035.00
						VENDOR TOTAL:	2,035.00
PARAT PARATECH AMBULANCE SERVICE							
6/17	06/01/17	01	INTERCEPTS-JUNE	1122005218		10/10/17	1,027.99
						INVOICE TOTAL:	1,027.99
8/17	08/01/17	01	INTERCEPTS-AUG	1122005218		10/10/17	810.91
						INVOICE TOTAL:	810.91
						VENDOR TOTAL:	1,838.90
PAUL PAUL CONWAY SHIELDS INC							
0408881-N	09/02/17	01	AIR COMPRESSOR FILTER	1122005800		10/10/17	21.50
						INVOICE TOTAL:	21.50
						VENDOR TOTAL:	21.50

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INVOICE # / VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
PCL PETTY CASH - LIBRARY							
SEP 2017	09/25/17	01	USPS	9900005312		10/10/17	45.39
		02	OAKFIRE-DANTUMA DINNER	9900005211			15.00
		03	DOLLAR TREE-NAPKINS,CARD	9900005211			4.22
		04	WALGREENS-CARD	9900005211			2.99
						INVOICE TOTAL:	67.60
						VENDOR TOTAL:	67.60
QUILL QUILL CORPORATION							
9441054	08/29/17	01	STORAGE BOXES	1121005380		10/10/17	395.92
		02	MAILERS,POST ITS,PADS	1121005310			84.09
						INVOICE TOTAL:	480.01
9441255	08/29/17	01	CDS	1121005310		10/10/17	51.97
						INVOICE TOTAL:	51.97
9817337	09/13/17	01	MOUSE,PENS,FLAGS	1121005310		10/10/17	66.84
						INVOICE TOTAL:	66.84
9892959	09/15/17	01	CALENDARS-15	1121005310		10/10/17	77.00
						INVOICE TOTAL:	77.00
						VENDOR TOTAL:	675.82
RED RED THE UNIFORM TAILOR							
00W67077	08/31/17	01	UNIFORM-MARTINEZ	1122005138		10/10/17	44.99
						INVOICE TOTAL:	44.99
00W67188	09/07/17	01	UNIFORM-DETKOWSKI	1122005138		10/10/17	27.90
						INVOICE TOTAL:	27.90
00W67256	08/31/17	01	UNIFORM-BLAUSER	1122005138		10/10/17	96.45
						INVOICE TOTAL:	96.45
00W67257	09/07/17	01	UNIFORM-BLAUSER	1122005138		10/10/17	27.90
						INVOICE TOTAL:	27.90

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RED RED THE UNIFORM TAILOR							
00W67258	08/31/17	01	UNIFORM-MARTINEZ	1122005138		10/10/17	350.70
						INVOICE TOTAL:	350.70
00W67260	09/07/17	01	UNIFORM-R. DERRICK	1122005138		10/10/17	27.90
						INVOICE TOTAL:	27.90
00W67297	09/18/17	01	UNIFORM-LONG	1122005138		10/10/17	44.99
						INVOICE TOTAL:	44.99
00W67344	08/31/17	01	UNIFORM-ZIENTEK	1122005138		10/10/17	244.25
						INVOICE TOTAL:	244.25
00W67407	09/18/17	01	UNIFORM-BASTEK	1122005138		10/10/17	119.98
						INVOICE TOTAL:	119.98
00W67463	09/18/17	01	UNIFORM-BAUMANN	1122005138		10/10/17	186.00
						INVOICE TOTAL:	186.00
00W67470	09/18/17	01	UNIFORM-SPRINGHORN	1122005138		10/10/17	104.98
						INVOICE TOTAL:	104.98
0W67183A	08/31/17	01	UNIFORM-ZIENTEK	1122005138		10/10/17	186.47
						INVOICE TOTAL:	186.47
0W67184A	08/31/17	01	UNIFORM-HAASE	1122005138		10/10/17	117.98
						INVOICE TOTAL:	117.98
0W67344A	09/18/17	01	UNIFORM-ZIENTEK	1122005138		10/10/17	90.90
						INVOICE TOTAL:	90.90
						VENDOR TOTAL:	1,671.39
REIND REINDERS							
2901840-00	09/21/17	01	SPRINKLER HEADS	1152005352		10/10/17	80.64
						INVOICE TOTAL:	80.64
						VENDOR TOTAL:	80.64

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REINDER REINDERS INC							
2901504-00	09/08/17	01	SPRINKLER SYSTEM-LIBRARY	1152005352		10/10/17	71.71
						INVOICE TOTAL:	71.71
						VENDOR TOTAL:	71.71
RHYMEL RHYME BUSINESS PRODUCTS							
21312406	09/15/17	01	COPIER LEASE-OCT	9900005532		10/10/17	478.06
						INVOICE TOTAL:	478.06
						VENDOR TOTAL:	478.06
ROTE ROTE OIL COMPANY							
1725800004	09/15/17	01	257.31 GALS ON-ROAD DIESEL	1132105341		10/10/17	607.00
						INVOICE TOTAL:	607.00
1726300216	09/20/17	01	448.81 GALS OFF-ROAD DIESEL	1132105341		10/10/17	919.62
						INVOICE TOTAL:	919.62
1726500211	09/22/17	01	198.62 GALS ON-ROAD DIESEL	1132105341		10/10/17	468.54
						INVOICE TOTAL:	468.54
1726500212	09/22/17	01	177.19 GALS OFF-ROAD DIESEL	1132105341		10/10/17	363.06
						INVOICE TOTAL:	363.06
						VENDOR TOTAL:	2,358.22
SHRED SHRED-IT							
8123217280	09/22/17	01	SHREDDING SVC-SEPT	1116105360		10/10/17	15.00
						INVOICE TOTAL:	15.00
						VENDOR TOTAL:	15.00
SOMAR SOMAR TEK LLC/SOMAR ENTERPRISE							
100559	09/06/17	01	TRANSPORT BELTS-SQUADS	1121005290		10/10/17	287.65
						INVOICE TOTAL:	287.65

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SOMAR SOMAR TEK LLC/SOMAR ENTERPRISE							
100561	09/07/17	01	UNIFORM-GRITZNER	1121005138		10/10/17	44.00
						INVOICE TOTAL:	44.00
100578	09/22/17	01	BATON,FLASHLIGHT-TAC TEAM	1121005342		10/10/17	71.90
						INVOICE TOTAL:	71.90
						VENDOR TOTAL:	403.55
SUPPLY THE SUPPLY CORPORATION							
0067099-IN	09/15/17	01	HAND SOAP	1152005350		10/10/17	131.70
						INVOICE TOTAL:	131.70
						VENDOR TOTAL:	131.70
T0001522 WISHING WELL FLORIST							
8326	09/03/17	01	KELLER BABY FLOWERS	1121005399		10/10/17	39.04
						INVOICE TOTAL:	39.04
						VENDOR TOTAL:	39.04
T0001523 TOMMI'S GARDEN BLOOMS							
JULY 14 2017	07/14/17	01	MCKAIG FUNERAL FLOWERS	1122005399		10/10/17	89.68
						INVOICE TOTAL:	89.68
						VENDOR TOTAL:	89.68
T0001525 JOHN SNEE							
REFUND	09/18/17	02	SNEE-SEC DEP 9/16/17	4055102353		10/10/17	1,000.00
		03	SNEE-SETUP,SEC GRD 9/16/17	4055104674			-364.00
						INVOICE TOTAL:	636.00
						VENDOR TOTAL:	636.00
T0001526 DAN BESS							
REFUND	09/18/17	01	BESS-SEC DEP 9/14/17	4055102353		10/10/17	1,000.00

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T0001526 DAN BESS							
REFUND	09/18/17	02	BESS-SETUP,SEC GRD 9/14/17	4055104674		10/10/17	-384.00
						INVOICE TOTAL:	616.00
						VENDOR TOTAL:	616.00
T0001527 MIKE ZESSEMOS							
REFUND	09/18/17	01	ZESSEMOS-SEC DEP 9/9/17	4055102353		10/10/17	1,000.00
		02	ZESSEMOS-SETUP,SEC GRD 9/9/17	4055104674			-324.00
						INVOICE TOTAL:	676.00
						VENDOR TOTAL:	676.00
T0001528 SEAN PAYNE							
REFUND	09/19/17	01	MIDWEST SUP-SEC DEP,BAR	1100002353		10/10/17	150.00
						INVOICE TOTAL:	150.00
						VENDOR TOTAL:	150.00
T0001529 DAWN MARIE MANCUSO							
REFUND	09/19/17	01	FAT TIRE-SEC DEP 9/9/17	1100002353		10/10/17	50.00
						INVOICE TOTAL:	50.00
						VENDOR TOTAL:	50.00
T0001530 ST. FRANCIS DE SALES							
REFUND	09/19/17	01	SF FALL FEST-SEC DEP	1100002353		10/10/17	50.00
						INVOICE TOTAL:	50.00
						VENDOR TOTAL:	50.00
T0001531 STEPHAN THORNGATE							
REFUND	09/19/17	01	MT ZION BEACH BAPTISM-SEC DEP	1100002353		10/10/17	100.00
						INVOICE TOTAL:	100.00
						VENDOR TOTAL:	100.00

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T0001533 LINCOLN CONTRACTORS SUPPLY							
L30041	09/21/17	01	CRACK FILL-SALT SHED	1132125351		10/10/17	64.36
						INVOICE TOTAL:	64.36
						VENDOR TOTAL:	64.36
T0001537 NABCO ENTRANCES INC							
MW6002253	09/20/17	01	FRONT DOOR REPAIR	9900005360		10/10/17	139.00
						INVOICE TOTAL:	139.00
						VENDOR TOTAL:	139.00
T0001538 GAYLE HARRIGAN							
REFUND	09/25/17	01	HARRIGAN-SEC DEP 9/23/17	4055102353		10/10/17	1,000.00
		02	HARRIGAN-SETUP,SEC GRD 9/23	4055104674			-314.00
						INVOICE TOTAL:	686.00
						VENDOR TOTAL:	686.00
T0001539 MAXX T MARBACH							
REFUND	09/27/17	01	REFUND-CITATION CN80FXJNG	1112004510		10/10/17	244.70
						INVOICE TOTAL:	244.70
						VENDOR TOTAL:	244.70
T0001540 GRACE IRENE HANSON							
REFUND	09/27/17	01	REFUND-CITATION CN80F3SSQ5	1112004510		10/10/17	244.70
						INVOICE TOTAL:	244.70
						VENDOR TOTAL:	244.70
T2SYS T2 SYSTEMS CANADA							
INVEBP0000001050	08/31/17	01	IRIS FEES-JAN-JUNE	4234505450		10/10/17	1,161.75
						INVOICE TOTAL:	1,161.75
						VENDOR TOTAL:	1,161.75

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TAPCO TAPCO							
I572103	07/31/17	01	SIGN,DEDUCTIBLE	1134105374		10/10/17	1,226.30
		02	INSURANCE REIMBURSE	1110005245			1,218.36
		03	TRAFFIC CONTROL BASE	1134105375			255.00
						INVOICE TOTAL:	2,699.66
						VENDOR TOTAL:	2,699.66
TIME TIME WARNER CABLE							
710897601091417	09/14/17	01	INTERNET SVC-SEPT	1121005221		10/10/17	209.99
						INVOICE TOTAL:	209.99
						VENDOR TOTAL:	209.99
TRANS TRANS UNION LLC							
08720550	08/27/17	01	BACKGROUND CHECKS	1121005411		10/10/17	279.47
						INVOICE TOTAL:	279.47
						VENDOR TOTAL:	279.47
TSC TRACTOR SUPPLY CREDIT PLAN							
200076902	08/24/17	01	BALL VALVE-WATER TRUCK	1132135430		10/10/17	27.99
						INVOICE TOTAL:	27.99
						VENDOR TOTAL:	27.99
ULTIM ULTIMATE WINDOW LLC							
803145	09/14/17	01	CLEAN OUTSIDE WINDOWS	4055205360		10/10/17	750.00
						INVOICE TOTAL:	750.00
						VENDOR TOTAL:	750.00
UNIQU UNIQUE MANAGEMENT SERVICES INC							
450578	09/01/17	01	COLLECTION FEES-AUG	9900005510		10/10/17	26.85
						INVOICE TOTAL:	26.85
						VENDOR TOTAL:	26.85

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USCELL US CELLULAR							
RE092917	09/12/17	01	HARBORMASTER CELL-SEP	4055105221		10/10/17	15.90
		02	MAYOR'S CELL-SEP	1116105221			34.10
		03	BLDG INSP CELL-SEP	1124005262			53.15
		05	CITY ADMIN CELL-SEP	1116105221			55.97
		07	BEACH CELL-SEP	4054105221			2.40
		08	PARKING MTR 1 CELL-SEP	4234505221			0.90
		09	PARKING MTR 2 CELL-SEP	4234505221			1.25
		10	CITY HALL CELL-SEP	1116105221			6.35
		12	PARKING SUPERVISOR-SEP	4234505221			45.65
		13	CEMETERY CELL-SEP	4800005221			35.55
		14	ST DIRECTOR CELL-SEP	1132105221			44.25
		15	ST FOREMAN CELL-SEP	1132105221			64.85
		16	PARKING MGR CELL-SEP	4234505221			45.65
		17	CITY CLERK CELL-SEP	1116105221			46.55
						INVOICE TOTAL:	452.52
						VENDOR TOTAL:	452.52
VANDE VANDEWALLE & ASSOCIATES INC							
201709019	09/19/17	01	PLANNING-SEPT	1100001391		10/10/17	1,576.39
		02	PLANNING-SEPT	1169305212			4,912.14
						INVOICE TOTAL:	6,488.53
						VENDOR TOTAL:	6,488.53
WALMA WALMART COMMUNITY							
6368-9/17	09/16/17	01	CHAIRS-4	1122005340		10/10/17	39.76
						INVOICE TOTAL:	39.76
						VENDOR TOTAL:	39.76
WASWOS SABRINA WASWO							
REIMB WMCA 9/17	09/20/17	01	WMCA-230 MILES	1114305330		09/26/17	123.05
		02	WMCA-KALAHARI BALANCE	1114305331			68.47
						INVOICE TOTAL:	191.52
						VENDOR TOTAL:	191.52

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WELDE WELDERS SUPPLY CO							
472274	09/12/17	01	YRLY TANK RENTAL	1132105340		10/10/17	30.24
						INVOICE TOTAL:	30.24
						VENDOR TOTAL:	30.24
WOLFF DERRICK WOLFF							
REIMB 9/17	08/03/17	01	UNIFORM-TSHIRT	1122005138		10/10/17	19.50
						INVOICE TOTAL:	19.50
						VENDOR TOTAL:	19.50
						TOTAL ALL INVOICES:	146,522.13