



FINANCE, LICENSE & REGULATION COMMITTEE

TUESDAY, NOVEMBER 7, 2017 – 6:00 PM

CITY HALL, MEETING ROOM 2A

AGENDA

1. Call to Order by Alderman Kordus
2. Roll Call
3. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes.
4. Approve the Regular Finance, License and Regulation Committee Meeting minutes of October 17, 2017, as prepared and distributed.
5. **Licenses & Permits**
 - a. Temporary Class “B”/“Class B” Retailer’s License application filed by Lake Geneva Fresh Air & Holiday Camp for the sale of wine for the *Party with a Purpose* at 214 Broad Street, Lake Geneva, WI on Saturday, November 30, 2017 from 4:00 to 9:00 pm.
 - b. Temporary Operator License application filed by Gina L. Nocek on behalf of Lake Geneva Fresh Air & Holiday Camp for the *Party with a Purpose* on Saturday, November 30, 2017 from 4:00 to 9:00 pm.
 - c. Banner Permit application filed by Lynelle Gramm on behalf of the Friends of the Lake Geneva Pubic Library to use 2 banner poles starting July 31 – August 4, 2018.
 - d. Original 2017-2018 Operator’s (Bartender) License application filed by Tiffany Stonick, Allison Dertz, Barbara Morris, Eliza Peters, Zachary Carroll, Jenna Holmes, Alex Klotz, and Mirage Goff.
6. **Piers, Harbor, & Lakefront Recommendations** – October 18, 2017 meeting:
 - a. Discussion/Action/Recommendation on awarding the Riviera Beach Wall/Erosion Control Project to P&J Tree Service
 - b. Discussion/Action/Recommendation on the Beach Boardwalk Replacement Project to Dan the Concrete Man
7. **Personnel Recommendations** – Pending Nov. 7, 2017 meeting
 - a. Discussion/Action/Recommendation on Employee Health Benefits costs and programs including:
 - i. Claims Paid 6 Month Rolling Average
 - ii. Aurora Clinic
 - iii. Pricing Fully Insured plans including direct plans and the State Health Plan
 - iv. Cottingham & Butler Compensation Agreement for health & welfare services

- b. Discussion/Action/Recommendation of Recruitment Services to fill the Finance Director (Comptroller) position
- c. Discussion/Action/Recommendation on filling the Senior Financial Analyst (Treasurer) Vacancy as a Full-time position
- d. Discussion/Recommendation on expanding Recreation Services and Coordination with other interests including the YMCA and Lake Geneva Schools via: Advocating for the School Recreation District Model OR Expanding the Municipal Recreation Model with the creation of Recreation Director Position

8. Schedule of Fees Resolution Changes from the Budget Workshop:

- a. Discussion/Recommendation on Revised Fire Inspection Fees
- b. Discussion/Recommendation on Revised Beach Rate and/or Hours
- c. Discussion/Recommendation on Revised Building Inspection Fees
- d. Discussion/Recommendation on Revised Parking Stall Rates

9. Discussion/Recommendation Library Request for Credit Card

10. Presentation of Accounts

- a. Purchase Orders (none)
- b. Prepaid Bills in the amount of \$448,118.80
- c. Regular Bills in the amount of \$263,646.40

11. 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.

Posted 11/03/2017 5:10pm

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

**FINANCE, LICENSE & REGULATION COMMITTEE MINUTES
TUESDAY, OCTOBER 17, 2017 – 6:00 PM
CITY HALL MEETING ROOM 2A**

Meeting was called to order by Ald. Kordus at 6:00 pm

Roll Call: Present: Ald. Skates, Halverson, Hedlund, and Howell **Also Present:** Mayor Kupsik, City Attorney Draper, and Asst. City Nan Elder

Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes.

None

Approve the Regular Finance, License and Regulation Committee Meeting minutes of September 28, October 3, and October 10, 2017, as prepared and distributed.

Skates/Halverson motion to approve. Motion carried 5 to 0.

Licenses & Permits:

Discussion/Recommendation on Temporary Class “B”/“Class B” Retailer’s License application filed by Geneva Lake Arts Foundation for the sale of wine for the Art Gallery Open House at the Art Gallery, 223 Broad St. on Tuesday, November 10, 2017 from 6:00 to 8:00 pm.

Skates/Hedlund motion to approve. Motion carried 5 to 0.

Temporary Operator License application filed by Sarah McConnell on behalf of Geneva Lake Arts Foundation for the Art Gallery Open House on November 10, 2017 from 6:00 to 8:00 pm.

Hedlund/Halverson motion to approve. Motion carried 5 to 0.

Original 2017-2018 Operator’s (Bartender) License applications filed by Mark Cloutier, Cadey Jo Floyd, and Tristan Levy.

Hedlund/Skates motion to approve. Motion carried 5 to 0.

Public Works Recommendations – Pending October 17th Meeting

Discussion/Recommendation on request from WE Energies for an easement on Manning Way Tax Key Parcel ZYUP00190

Howell/Skates motion to approve. Motion carried 5 to 0.

Discussion/Recommendation on 2017 Fall Tree Planting bid award to Dan Larsen Landscaping in an amount not to exceed \$9,242.00

Skates/Halverson motion to approve. Motion carried 5 to 0.

Discussion/Recommendation on bid approval for Generator Set including fencing at 1065 Carey Street to be funded from Capital Projects

Skates/Hedlund motion to approve. Motion carried 5 to 0.

Discussion/Recommendation on Payne & Dolan’s Pay Request #1 for the 2017 Street Improvement Program in the amount of \$433,950.18 funded from Capital Projects

Howell/Hedlund motion to approve. Motion carried 5 to 0.

Discussion/recommendation regarding amending Article V, Child Safety Zones of Chapter 50, Offenses and Miscellaneous Provisions of the Municipal Code of the City of Lake Geneva, Wisconsin.

Attorney Draper stated there have been federal cases brought forth addressing child safety zones have been made too big, and not offering enough housing. To be consistent, it was suggesting making the footage the same as drug/firearms of 1,000 feet. Howel/Hedlund motion to review Article V, Child Safety Zones of Chapter 50, Offenses and Miscellaneous Provisions of the Municipal Code of the City of Lake Geneva, Wisconsin changing from 2,000 feet to 750-1,000 feet. Motion carried 5 to 0.

Discussion/Recommendation of City in Support of BID application for Wisconsin Economic Development Corporation Connect Communities Program

Hedlund/Skates motion to approve. Motion carried 5 to 0.

Discussion/Action/Recommendation of the 2018 Budget

The committee proposed a Special FLR meeting scheduled for Monday, Oct. 30th at 4:00 pm in room 2A to review proposed budget adjustments of increase revenue of \$40,000 from fire inspection fees, \$15,000 Beach extended hours open until 7:00pm, \$20,000 building inspections fees, and increased parking zones for \$125,000.

Presentation of Accounts

Purchase Orders (none)

Prepaid Bills in the amount of \$23,765.11

Howell/Hedlund motion to approve. Motion carried 5 to 0.

Regular Bills in the amount of \$153,402.88

Hedlund/Skates motion to approve. Motion carried 5 to 0.

Adjournment

Hedlund/Skates motion to adjourn at 6:55 pm. Motion carried 5 to 0.

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.

Posted 10/18/2017 4:32pm

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

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEF \$ 10.00

Application Date: 11-2-17

Town Village City of Lake Geneva

County of Walworth

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

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

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

at the premises described below during a special event beginning 11-30-17 and ending 11-30-17 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) → Bona fide Club Church Lodge/Society

Chamber of Commerce or similar Civic or Trade Organization

Veteran's Organization Fair Association

(a) Name Brad Cripe - Lake Geneva Fresh Air + Holiday Home Camp

(b) Address 571 cutting P.O. Box 10 Williams Bay
(Street) Town Village City

(c) Date organized 1887

(d) If corporation, give date of incorporation 1887 - non profit

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Margaret Kelly 7775 Spring Prairie Rd, Burlington

Vice President Bill Heenan 7795 Island Road, Delaer

Secretary Liz King 3340 via Cassia, LG

Treasurer 1244 Fox River Court, Mukwonago - Andy Stekowitz

(g) Name and address of manager or person in charge of affair:

Brad Cripe P.O. Box 10, Williams Bay

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

(a) Street number 214 Broad Street, Lake Geneva, WI

(b) Lot _____ Block _____

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

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. Name of Event

(a) List name of the event Party With A Purpose

(b) Dates of event November 30, 2017

DECLARATION

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

Officer [Signature] 10/31/2017
(Signature/date)

Officer _____
(Signature/date)

L.G. Fresh Air Association
Holiday Home Camp
(Name of Organization)
Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

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

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

Applicant Organization: Lake Geneva Fresh Air + Holiday Home

Name of Event: Party with a Purpose

Date of Event: November 30, 2017

Time of Event: 4:00 - 9:00
(Beginning) (Ending)

Event Contact Person: Karin Bennett

Contact Phone: _____

Contact Email: _____

Will a Licensed Operator be serving or supervising the service of alcohol?

***This includes Temporary Operator's who have completed the Responsible Beverage Servers class.**

Yes

No

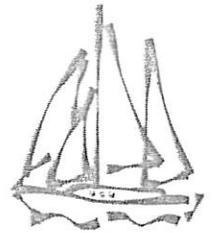
**PLEASE FILL ALL BLANKS COMPLETELY.
THIS INFORMATION IS NEEDED TO COMPLETELY PROCESS YOUR
TEMPORARY RETAILER'S LICENSE APPLICATION.**

For Office Use Only

Date Filed: <u>11-2-17</u>	Receipt No: <u>C171102-4</u>
Total Amount: <u>\$10.00</u>	
Forwarded to Police Chief: <u>[Signature]</u>	
Recommendation: <u>[Signature]</u>	<u>Approved</u> Denied
Verification that not more than 2 temporary wine licenses have been issued to this applicant within the last 12 months: _____	
FLR Approval: <u>11-7-17</u>	License Issued: _____
Council Approval: _____	License Number: _____
MAILTO: _____	License Expires: _____
Organization	



CITY OF LAKE GENEVA TEMPORARY OPERATOR LICENSE



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

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

APPLICANT INFORMATION

Name: Nocek Gina L
Last First Middle

Maiden Name: _____ Date of Birth: 07/17/60

Address (Physical): 897 PLAT AVE

Mailing Address (if different): _____

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

Phone _____ Drivers License #: _____

Email: _____

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

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

ORGANIZATION WHERE SERVICES OF LICENSEE WILL BE EMPLOYED

Organization Name: Lake Geneva Fresh Air Assoc. 3/ Holiday Home Camp

Address: 214 Broad St., Lake Geneva, WI

Name of Event where licensee will work: Party With A Purpose

Date of Event: 11-30-17

APPLICANT SIGNATURE

Gina Nocek DATE: 11/2/17

APPROVED BEVERAGE SERVER TRAINING COURSES

Serverlicense.com
Servingalcohol.com
TIPS

Learn2serve.com
\$8 Server Training
CARE

Wisconsin Technical Colleges
ServSafe Alcohol (WRAEF/NRAEF)
TEAM

For Office Use Only

Date Filed: 11/2/17 Receipt No: C171102-4
Total Amount: \$10.00
Forwarded to Police Chief: _____
Background Completed: _____
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



RESPONSIBLE BEVERAGE SERVICE
Course Completion Certificate

Name of Participant (Last, First)

Nocek Gina L

Phone Number

202-555-1234

Zip Code

53147

City

Lake Geneva

Address

1135 SIENA CIRCLE

Municipality Issuing License

Lake Geneva

Employer

Harrys Cafe / Place

Course Number

311-400-807

Completion Date

10-8-2003

Instructor's Signature

Thomas J. Anthony

Location: City Clerk (white) / Gateway (yellow) / Student (Pink)

STUDENTS, KEEP YOUR PINK COPY, ALLOW EMPLOYERS TO MAKE COPIES.
COURSE MEETS THE REQUIREMENTS ESTABLISHED UNDER SEC. 125.17 (6) WISCONSIN STATUTES.

CITY OF LAKE GENEVA

STREET BANNER DISPLAY APPLICATION



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

BANNER INFORMATION

Contact Name: Lynelle Gramm
Contact Phone: _____
Organization Name: Friends of the Lake Geneva Public Library
Mailing Address: 918 W. Main St.
City, State, Zip: Lake Geneva, WI 53147
Phone: _____ Fax: _____
Number of Banners to be displayed: 2
Dates for Banners to be displayed: July 31 - August 14, 2018
Preferred Location (if available): intersection of Broad +
Main Streets
Special Notes or Requests: _____

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

NEW PREVIOUSLY DISPLAYED

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

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

Lynelle K. Gramm
SIGNATURE OF APPLICANT

DATE: 23 October 2017

For Office Use Only

Date Filed with Clerk: 10-26-17
Receipt Number: C171026-12
Total Amount: 40⁰⁰ CK 2423

Forwarded to City Administrator: [Signature] 10-27-17
Recommendation: Approved Denied

City Administrator Signature: [Signature]

If denied, a refund less the \$10.00 processing fee will be returned to the applicant.

Copied To: Street Department

*Put on
Google
Calendar*

City of Lake Geneva

Licenses Issued Between 10/25/2017 and 11/14/2018

Date: 11/03/2017

Time: 4:40 PM

Page: 1

Operator's Regular

<u>Issued</u>	<u>License No</u>	<u>Customer</u>	<u>Address</u>		<u>Total</u>	
11/14/2017	2017 -101	Tiffany Marie Stonick Employer: Carvetti's / Samson Enterprise	4615 Prairie Ave. 642 W Main St	McHenry, IL 60050 Lake Geneva, WI 53147	15.00	
11/14/2017	2017 -404	Allison Dertz Employer: Aldi Inc. (Wisconsin) DBA Aldi	400 S Edwards Blvd #257 200 N. Edwards Blvd.	Lake Geneva, WI 5 Lake Geneva, WI 53147	50.00	
11/14/2017	2017 -405	Barbara Lynn Morris Employer: Stop N Go #265	146 Maple Ave 896 Wells St.	Hartland, WI 5302 Lake Geneva, WI 53147	50.00	
11/14/2017	2017 -406	Eliza Jo Peters Employer: Board and Brush Creative Studi	234 N. OAK POINT CT. 262 Center Street	PEORIA, IL 61614 Lake Geneva, WI 53147	Lake Geneva, WI 5 50.00	
11/14/2017	2017 -407	Zachary Ross Carroll Employer: Lake Geneva Mobil / Prairie St	300 S. Edwards Blvd. #51 350 Edwards Blvd	Lake Geneva, WI 5 Lake Geneva, WI 53147	50.00	
11/14/2017	2017 -408	JENNA KAMINSKI HOLMES Employer: Carvetti's / Samson Enterprise	310 CUNAT BLVD APT 3E 642 W Main St	Richmond, IL 6007 Lake Geneva, WI 53147	50.00	
11/14/2017	2017 -409	ALEX JOSEPH KLOTZ Employer: DCR Restaurant Group d/b/a Nex	9110 394TH 411 Interchange N.	Powers Lake, WI 5 Lake Geneva, WI 53147	50.00	
11/14/2017	2017 -410	Mirage Rayn Goff Employer: Thumbs Up / Two Thumbs Up LLC	127 N. Second St. 260 Broad St	Waterford, WI 531 Lake Geneva, WI 53147	50.00	
Operator's Regular			Count:	8	Totals for this Type:	365.00

PIERS, HARBORS & LAKEFRONT COMMITTEE
WEDNESDAY, OCTOBER 18, 2017 AT 5:30 P.M.
CITY HALL, COUNCIL CHAMBERS

The meeting was called to order by Chairman Skates at 5:41 p.m.

Roll Call. Present: Aldermen Skates, Flower, Howell, Hedlund. Also Present: Harbormaster Chuck Gray, Parking Manager Sylvia Mullally, Lt. Ed Gritzner and DPW, Tom Earle and Jeff Miskie.
Alderman Flower came in at 5:47pm

Approval of Minutes from August 30, 2017 meeting as prepared and distributed.

Ald. Howell motion to approve August 30, 2017 minutes, second by Hedlund motion. Motion carried 3 to 0.

Comments from the public limited to 5 minutes. None

Harbormaster's Report. Piers and Buoys are coming out. Boat launch will stay open until mid November. Higher revenue this summer due to the Chain being closed from the flooding.

Discussion/Action/Recommendation on West Pier Camera.

Lt. Ed Gritzner and Jeff Miskie presented a Downtown Camera System overview. Gritzner asked the Alderman for their expectations of the cameras. Discussion was based on there being enough vandalism at the location to justify the cost of the cameras.

Discussion on this item to be continued.

Discussion/Action/Recommendation on West Pier Gate.

The discussion is on hold.

Discussion/Action/Recommendation on Riviera Beach Rates.

Sylvia Mullally presented a few options to increase the revenue at the beach to help Lake Geneva be in line with the pricing and hours at Fontana Beach. A dollar increase on the fee and extend the beach hours were proposed.

Discussion on this item to be continued.

Discussion/Action/Recommendation on Slip, Buoy and Rack Rental Rates.

Proposal of a 3% increase in fees.

Discussion on this item is to be continued.

Discussion/Action/Recommendation on Replacement of (East & West) buoys with slips.

Discussion to put Piers in at West End take Buoys out.

Ald. Hedlund motion, second by Flower to recommend to council to pursue a design contract for going from Buoys to Piers. Motion carried 4-0 .

Discussion/Action/Recommendation on Riviera improvement project.

Suggestion to have Historic Preservation come in and give ideas before request for bids.

Ald. Hedlund motion to carry discussion to next meeting, second by Skates. Motion carried 4-0.

Discussion/Action/Recommendation on Beach erosion and corresponding wall.

Ald. Skates motion to fix the erosion and extend the wall, second by Howell. Motion carried 4-0.

Discussion/Action/Recommendation Beach wood decking Replacement

Ald. Skates motion to have Dan the Concrete Man replace the boardwalk at Riviera Beach, second by Howell.
Motion carried 4-0.

PIERS, HARBORS & LAKEFRONT COMMITTEE
WEDNESDAY, OCTOBER 18, 2017 AT 5:30 P.M.
CITY HALL, COUNCIL CHAMBERS

The meeting was called to order by Chairman Skates at 5:41 p.m.

Roll Call. Present: Aldermen Skates, Flower, Howell, Hedlund. Also Present: Harbormaster Chuck Gray, Parking Manager Sylvia Mullally, Lt. Ed Gritzner and DPW, Tom Earle and Jeff Miskie.
Alderman Flower came in at 5:47pm

Approval of Minutes from August 30, 2017 meeting as prepared and distributed.

Ald. Howell motion to approve August 30, 2017 minutes, second by Hedlund motion. Motion carried 3 to 0.

Comments from the public limited to 5 minutes. None

Harbormaster's Report. Piers and Buoys are coming out. Boat launch will stay open until mid November. Higher revenue this summer due to the Chain being closed from the flooding.

Discussion/Action/Recommendation on West Pier Camera.

Lt. Ed Gritzner and Jeff Miskie presented a Downtown Camera System overview. Gritzner asked the Alderman for their expectations of the cameras. Discussion was based on there being enough vandalism at the location to justify the cost of the cameras.

Discussion on this item to be continued.

Discussion/Action/Recommendation on West Pier Gate.

The discussion is on hold.

Discussion/Action/Recommendation on Riviera Beach Rates.

Sylvia Mullally presented a few options to increase the revenue at the beach to help Lake Geneva be in line with the pricing and hours at Fontana Beach. A dollar increase on the fee and extend the beach hours were proposed.

Discussion on this item to be continued.

Discussion/Action/Recommendation on Slip, Buoy and Rack Rental Rates.

Proposal of a 3% increase in fees.

Discussion on this item is to be continued.

Discussion/Action/Recommendation on Replacement of (East & West) buoys with slips.

Discussion to put Piers in at West End take Buoys out.

Ald. Hedlund motion, second by Flower to recommend to council to pursue a design contract for going from Buoys to Piers. Motion carried 4-0 .

Discussion/Action/Recommendation on Riviera improvement project.

Suggestion to have Historic Preservation come in and give ideas before request for bids.

Ald. Hedlund motion to carry discussion to next meeting, second by Skates. Motion carried 4-0.

Discussion/Action/Recommendation on Beach erosion and corresponding wall.

Ald. Skates motion to fix the erosion and extend the wall, second by Howell. Motion carried 4-0.

Discussion/Action/Recommendation Beach wood decking Replacement

Ald. Skates motion to have Dan the Concrete Man replace the boardwalk at Riviera Beach, second by Howell.
Motion carried 4-0.

CITY OF LAKE GENEVA

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



Memorandum

Date: November 3, 2017

To: Personnel Committee

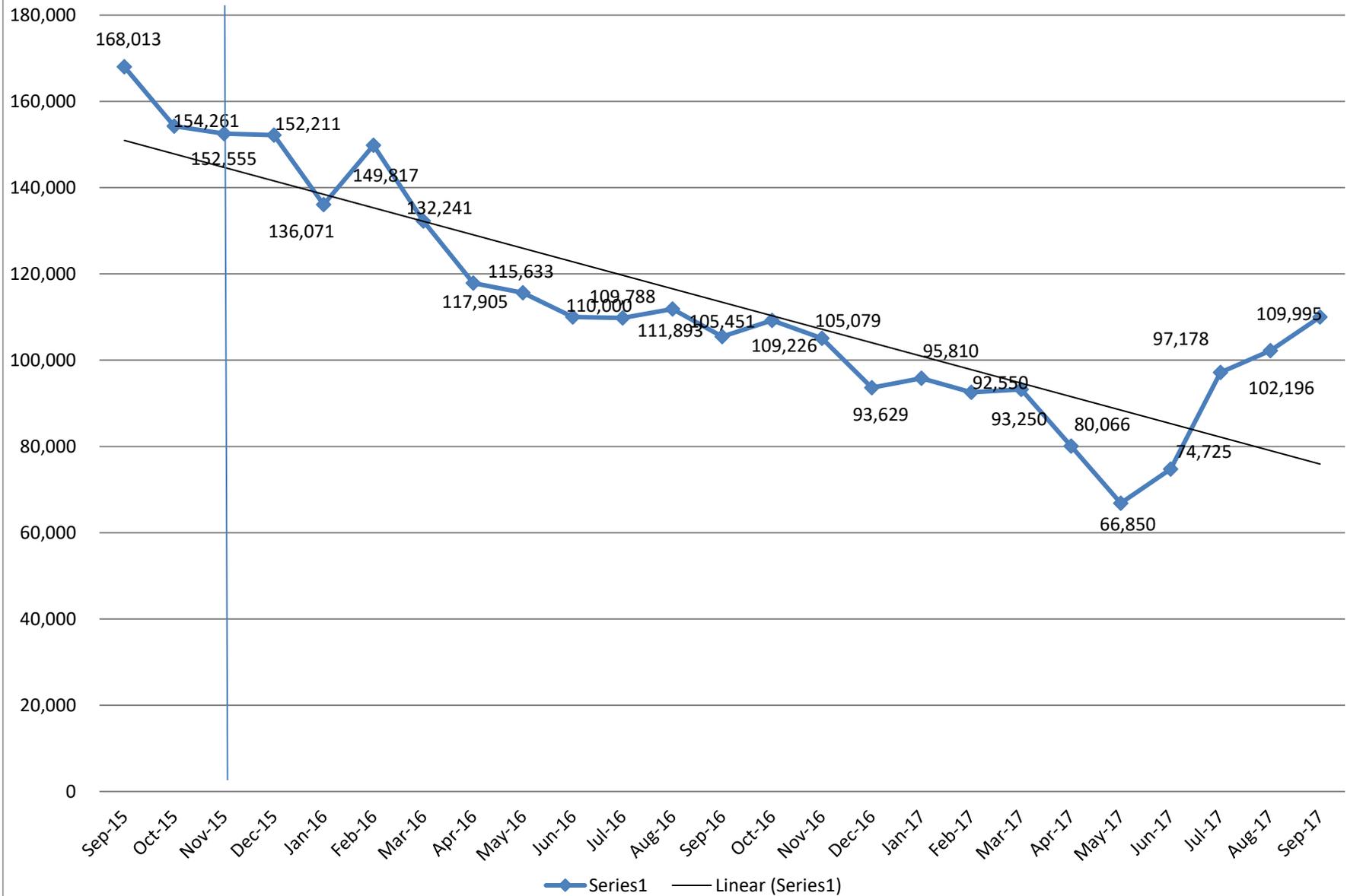
From: Blaine Oborn, City Administrator

Subject: Discussion/Recommendation on Employee Health Benefits costs and programs including:

- a. Claims Paid 6 Month Rolling Average
- b. Aurora Clinic
- c. Pricing Fully Insured plans including direct plans and the State Health Plan
- d. Cottingham & Butler Compensation Agreement for health & welfare services

- a. **Claims Paid 6 Month Rolling Average.** Attached is the updated report reflecting large claimants definitely spiking in the last three months.
- b. **Aurora Clinic.** Progressing with secured space tentatively at the Aurora Lake Geneva Clinic with tentative hours of Mondays and Wednesdays 8:00 AM to Noon (12:00 PM) and Fridays 1:00 to 5:00 with starting potentially on Monday, Dec 4, 2017. Will announce once the location, times and start date is finalized.
- c. **Pricing Fully Insured plans including direct plans and the State Health Plan.** Attached is the quote from the Wisconsin Department of Employee Trust Funds (ETF). Given the City's current experience and risk, the quote is for the first year maximum surcharge of 40% and second year maximum surcharge of 20%, and no surcharge for third year and beyond. Cottingham & Butler has provided the attached Cost Comparison Analysis. The current recommendation is:
 - 1) Use the maximum employer contribution of 1.05% above the lowest plan rather than the maximum employer contribution of 88% of the average.
 - 2) Use the Local Deductible Plan with deductibles of \$500 for single and \$1,000 for family. There are two plans with lower deductibles and one with higher deductibles.
 - 3) Eliminate the Wellness Program.
 - 4) Continue the Clinic for now.
 - 5) Gather more information on the effect to the City employees before making a decision on the attached resolution.
 - 6) Target a January 1 implementation date to avoid midyear recalculation of deductibles.
- d. **Cottingham & Butler Compensation Agreement for health & welfare services.** Cottingham & Butler, the City's health insurance broker, is proposing to continue to provide services if the City moves to the State Plan under the attached agreement. Under the State Plan there are no commission brokers. Given the uncertainty in healthcare, there is merit for Cottingham & Butler services with a retainer agreement to provide the services listed in the agreement.

City of Lake Geneva Rolling 6 Month Claim Review





STATE OF WISCONSIN
Department of Employee Trust Funds
Robert J. Conlin
 SECRETARY

801 W Badger Road
 PO Box 7931
 Madison WI 53707-7931
 1-877-533-5020 (toll free)
 Fax (608) 267-4549
<http://etf.wi.gov>

11/03/2017

BLAINE OBORN
 CITY OF LAKE GENEVA
 626 GENEVA ST
 LAKE GEVEVA WI 53147

EIN: 0990-000

Dear Blaine:

Thank you for your request for inclusion through underwriting into the Group Health Insurance Program offered by the Group Insurance Board and monitored by the Department of Employee Trust Funds (ETF).

The review of your experience has been completed by WPS Health Insurance and Segal. It has been determined the experience and risk of your group is higher than the average of our program and therefore your surcharge will be in the first category. Upon group enrollment, the surcharge premium from January 1, 2018 through December 31, 2018 will be \$280.00 per single contract and \$700.00 per family contract each month (see chart below). This surcharge amount applies to active employees and eligible annuitants under the age of 65. Eligible annuitants who have Medicare as primary (e.g., Single Medicare or Family Medicare 2) do not have the surcharge applied to the rates.

This amount would be added to the rates printed in the *It's Your Choice* book (ET-2158) for any plan that your employees and eligible annuitants select. The table below provides pertinent examples for the Local Deductible Plan, that is, the Program Option 04 combination.

Walworth County Plans and Rates with Surcharge Code S45 for Program Option P04							
Carrier Code	Health Plan	2018 Single Coverage			2018 Family Coverage		
		Premium	Surcharge	Total	Premium	Surcharge	Total
15	DEAN HP	752.74	280.00	1032.74	1856.12	700.00	2556.12
64	MERCYCARE HP	723.04	280.00	1003.04	1781.82	700.00	2481.82
97	QUARTZ COMMUNITY	692.34	280.00	972.34	1705.12	700.00	2405.12
86	WEA TRUST EAST	876.34	280.00	1156.34	2165.12	700.00	2865.12
A8	IYC LOCAL ACCESS HP - WEA	1340.86	280.00	1620.86	3326.40	700.00	4026.40

IYC LOCAL ACCESS HP -WEA IS A TIER 3 PLAN

The average premium of the qualified, Tier 1 plans in Walworth County, including the surcharge, is \$1041.12 for single and \$2577.05 for family coverage. To calculate the maximum employer share with the surcharge, multiply these numbers by 88%.

Keep in mind these are only examples as employees and annuitants may enroll in any plan offered in the *It's Your Choice* book.

The surcharge amounts are based upon a percentage of the average rates of the program for the calendar year. The group's 40% surcharge is in effect for the first 12 months of your participation in our program beginning 01/01/2018. The surcharge code during that time will be S45. The amount lowers to 20% of the average premium rate in the county in the next 12 months of your participation in the program. The surcharge code for that time will be S44. After 24 months of participation, the surcharge is eliminated and the code changes to S01.

If you accept the surcharge, we will need a copy of your group's resolution to join the health insurance program, signed by a representative of your governing body. Please e-mail or fax that to me as soon as possible.

If you have questions about the enrollment process, or if you have further questions or concerns about the underwriting process, feel free to call or e-mail me.

Sincerely,

Jamie Gonzalez
Employer Services Section
Division of Retirement Services
Toll free 1-877/533-5020, Option 2, Extension
Fax 608/266-5801
jamie.gonzalez@etf.wi.gov

C: Kathy Wienkes, ETF
John Alexander, ETF
Nanette Strennen, ETF

City of Lake Geneva

Group Medical
Effective Date: 1/01/2018

Premium Information - Active Only		SISCO	ETF - IYC Local Deductible			
		Current - 7/1/2017	ETF - Book Rates / Lowest Cost Plan (Quartz)	ETF - Max Load	ETF - Max Load Y2	ETF - Y3
Single (22)	22	\$1,310.57	\$663.30	\$1,223.30	\$836.47	\$731.29
Family (41)	41	\$2,736.94	\$1,632.52	\$3,032.52	\$2,064.15	\$1,799.85
Total Monthly Premium		\$141,047	\$81,526	\$151,246	\$103,032	\$89,882
Employer Contribution - 90%		100% Contribution	Maximum: 105% of Lowest Cost Plan			
Single (22)		\$1,310.57	\$696.47	\$1,284.47	\$878.29	\$767.85
Family (41)		\$2,736.94	\$1,714.15	\$3,184.15	\$2,167.35	\$1,889.85
Total Monthly Employer Cost		\$141,047	\$85,602	\$158,808	\$108,184	\$94,376
Estimated Employee Cost						
Single (22)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Family (41)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Monthly Employee Cost		\$0	\$0	\$0	\$0	\$0
Total Annual Premium - Lowest Cost Plan		\$1,692,564.96	\$978,311.04	\$1,814,951.04	\$1,236,386.59	\$1,078,587.92
Total Annual Employer Cost & Consulting Fee (105% of Lowest Cost Plan)		\$1,692,564.96	\$1,052,226.59	\$1,930,698.59	\$1,323,205.92	\$1,157,517.32
Total Annual Employee Cost		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Est. Year 2 - 5%	\$1,777,193.21
Est. Year 3 - 5%	\$1,866,052.87
3 YR Employee Cost unchanged	\$0.00
3 YR Net Employer Cost Estimate	\$5,335,811.04

3 YR - ETF Cost Estimate	
\$4,411,421.83	Assumes 5% increase per year with Max Rating in Yr 1 & Yr 2.
\$0.00	
\$4,386,421.83	

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

Wisconsin Department of Employee Trust Funds

A RESOLUTION FOR INCLUSION UNDER THE WISCONSIN PUBLIC EMPLOYERS' GROUP HEALTH INSURANCE PROGRAM

RESOLVED, by the _____ of the _____ (Governing Body) (Employer Legal Name) that pursuant to the provisions of Wis. Stat. § 40.51 (7) hereby determines to offer the Wisconsin Public Employers (WPE) Group Health Insurance Program to eligible personnel through the program of the State of Wisconsin Group Insurance Board (Board), and agrees to abide by the terms of the program as set forth in the contract between the Board and the participating health insurance providers.

All participants in the WPE Group Health Insurance Program will need to be enrolled in a program option. An employer may elect participation in program options listed below, with each program option to be offered to different employee classifications (pursuant to collective bargaining). Individual employees cannot choose between program options.

We choose to participate in the: (check applicable options)

- Traditional HMO-Standard PPO W/ Dental, P02
Deductible HMO-Standard PPO W/ Dental, P04
Coinsurance HMO-Standard PPO W/ Dental, P06
High Deductible Health Plan HMO-Standard HDHP PPO W/ Dental, P07
Traditional HMO-Standard PPO W/O Dental, P12
Deductible HMO-Standard PPO W/O Dental, P14
Coinsurance HMO-Standard PPO W/O Dental, P16
High Deductible Health Plan HMO-Standard HDHP PPO, P17

The underwriting and enrollment process takes 120 days. Groups are eligible to enroll effective January 1, April 1, July 1, or October 1. RESOLUTION EFFECTIVE DATE: (select one date): _.

The proper officers are herewith authorized and directed to take all actions and make salary deductions for premiums and submit payments required by the Board to provide such Group Health Insurance.

CERTIFICATION

I hereby certify that the foregoing resolution is a true, correct and complete copy of the resolution duly and regularly passed by the above governing body on the ___ day of _____, year _____ and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this ___ day of _____, year _____.

I understand that Wis. Stat. § 943.395 provides criminal penalties for knowingly making false or fraudulent statements, and hereby certify that, to the best of my knowledge and belief, the above information is true and correct.

ETF EMPLOYER IDENTIFICATION NUMBER
EMPLOYER REPRESENTATIVE TITLE
MAILING ADDRESS
FEDERAL TAX IDENTIFICATION NUMBER (FEIN/TIN)
COUNTY WHERE EMPLOYER IS LOCATED
NUMBER OF ELIGIBLE EMPLOYEES
EMAIL ADDRESS

Discrimination is Against the Law 45 C.F.R. § 92.8(b)(1) and (d)(1)

The Department of Employee Trust Funds complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability or sex. ETF does not exclude people or treat them differently because of race, color, national origin, age, disability or sex.

ETF provides free aids and services to people with disabilities to communicate effectively with us, such as qualified sign language interpreters and written information in other formats. ETF provides free language services to people whose primary language is not English, such as qualified interpreters and information written in other languages. If you need these services, contact ETF's Compliance Officer, who serves as ETF's Civil Rights Coordinator.

If you believe that ETF has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability or sex, you can file a grievance with: Compliance Officer, Department of Employee Trust Funds, 801 West Badger Road, P.O. Box 7931, Madison, WI 53707-7931; 1-877-533-5020; TTY: 1-800-947-3529; Fax: 608-267-4549; Email: ETFSMBPrivacyOfficer@etf.wi.gov. If you need help filing a grievance, ETF's Compliance Officer is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at: U.S. Department of Health and Human Services, 200 Independence Avenue, SW, Room 509F, HHH Building, Washington, D.C. 20201; 1-800-368-1019; TDD: 1-800-537-7697. Complaint forms are available at www.hhs.gov/ocr/office/file/index.html.

Spanish: ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-877-533-5020 (TTY: 1-800-833-7813).

Hmong: LUS CEEV: Yog tias koj hais lus Hmoob, cov kev pab txog lus, muaj kev pab dawb rau koj. Hu rau 1-877-533-5020 (TTY: 1-800-947-3529).

Chinese: 注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-877-533-5020 (TTY: 1-800-947-3529)

German: ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer: 1-877-533-5020 (TTY: 1-800-947-3529).

Arabic: ملاحظة: إذا كنت تتحدث اللغة العربية، فهناك خدمة مساعدة متاحة بلغتك دون أي مصاريف: اتصل بالرقم 1-877-533-5020 (خدمة الصم والبكم: 1-800-947-3529)

Russian: ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 1-877-533-5020 (телетайп: 1-800-947-3529).

Korean: 주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 1-877-533-5020 (TTY: 1-800-947-3529)번으로 전화해 주십시오.

Vietnamese: CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1-877-533-5020 (TTY: 1-800-947-3529).

Pennsylvania Dutch: Wann du [Deutsch (Pennsylvania German / Dutch)] schwetzscht, kannscht du mitaus Koschte ebber gricke, ass dihr helft mit die englisch Schprooch. Ruf selli Nummer uff: Call 1-877-533-5020 (TTY: 1-800-947-3529).

Laotian/Lao: ໂປດຊາບ: ຖ້າວ່າທ່ານເວົ້າພາສາລາວ, ການບໍລິການຊ່ວຍເຫຼືອດ້ານພາສາ, ໂດຍບໍ່ເສັຽຄ່າ, ແມ່ນມີພ້ອມໃຫ້ທ່ານ. ໂທ 1-877-533-5020 (TTY: 1-800-947-3529).

French: ATTENTION : Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement. Appelez le 1-877-533-5020 (ATS : 1-800-947-3529).

Polish: UWAGA: Jeżeli mówisz po polsku, możesz skorzystać z bezpłatnej pomocy językowej. Zadzwoń pod numer 1-877-533-5020 (TTY: 1-800-947-3529).

Hindi: ध्यान दें: यदि आप हिंदी बोलते हैं तो आपके लिए मुफ्त में भाषा सहायता सेवाएं उपलब्ध हैं। 1-877-533-5020 (TTY: 1-800-947-3529) पर कॉल करें।

Albanian: KUJDES: Nëse flitni shqip, për ju ka në dispozicion shërbime të asistencës gjuhësore, papagesë. Telefononi në 1-877-533-5020 (TTY: 1-800-947-3529).

Tagalog: PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa 1-877-533-5020 (TTY: 1-800-947-3529).



Cottingham & Butler

Cottingham & Butler Compensation Agreement

This Agreement made as of the 1st day of January, 2018 (“Effective Date”) between City of Lake Geneva, a local government with an address of 626 Geneva, Lake Geneva, WI 53147 (“Client”) and COTTINGHAM & BUTLER INSURANCE SERVICES, INC., an Iowa corporation with an address of 800 Main Street, Dubuque, IA 52001 (“Cottingham & Butler”) (each individually a “party” and collectively “parties”)

At Client’s request, Cottingham & Butler has agreed to provide certain consulting and advisory services with respect to Client’s benefit program(s) on the terms and conditions set forth in this Agreement.

THEREFORE, Client and Cottingham & Butler agree as follows:

1. **Term of Agreement.** This Agreement shall commence on the Effective Date and shall remain in full force and effect for an initial term of three (3) years. This Agreement shall automatically renew on the first anniversary of the Effective Date and annually thereafter for additional one-year renewal terms. In the event of nonpayment by Client, Cottingham & Butler may suspend further services to Client for a period of not less than fifteen (15) days. If the outstanding invoice(s) are not paid within such time period, Cottingham & Butler may terminate this Agreement effective immediately.
2. **Cottingham & Butler Duties.** Cottingham & Butler will consult with and advise Client regarding the following matters (“Services”):
 - a. Health plan analysis and benchmarking.
 - b. Expected health plan costs and employee contribution analysis and recommendations.
 - c. Health plan marketing.
 - d. Employee communication and education tools and materials regarding benefits serviced under this agreement.
 - e. Developing executive summaries to provide information for long-term guidance.
 - f. Review of health plan costs relative to the benchmarks.
 - g. Analysis and market search for renewal considerations.
 - h. Renewal proposals.
 - i. Legislative updates.
 - j. Provide access to C&B sponsored webinars.
 - k. Provide quarterly Benefits newsletter via email.
 - l. Review carrier and program options for other employee benefits offered such as life, disability, voluntary programs, worksite programs, dental, vision, flexible spending, etc.
 - m. 5500 preparation (if applicable).

A more exhaustive list of provided services is included as Addendum A to this agreement.



Cottingham & Butler

3. **Changes.** Client may, with the prior written approval of Cottingham & Butler, which shall be given or withheld in its sole and absolute discretion, issue written directions for additional, ancillary, or modified Services within the general scope of Services. Any fees related to such additional, ancillary, or modified Services shall be set forth in writing.
4. **Disclosure.** C&B may enter into agreements with some insurance carriers through which it is compensated for services provided on behalf of the carriers. This compensation is based on several factors such as overall volume, growth, and in some cases profitability of the aggregate premium placed with such carriers. C&B subsidiaries may also receive compensation for services such as utilization review, case management and claims handling performed directly for the insurance carriers.

C&B's objective in recommending insurance carriers and coverages is to provide you, our client, with options for your consideration and selection. We will provide you with additional information, upon request, regarding payment C&B receives, in addition to the fee payment referred to herein, that relates to your account.

5. **Client Duties.** Client agrees to appoint Cottingham & Butler as Client's continuing Broker of Record for all contemplated health insurance matters. Client agrees to cooperate fully with Cottingham & Butler on all matters pertaining to insurance including providing Cottingham & Butler with accurate data concerning its current health insurance programs, past insurance history and all other information requested by Cottingham & Butler.

Moreover, Client agrees to:

- a. Pay Cottingham & Butler the fees outlined in Paragraph 6 of this Agreement, which fees may be revised at the time of renewal of this Agreement by the execution of an amendment to this Agreement signed by the parties.
 - b. Provide the information requested by Cottingham & Butler in as timely a manner as necessary for the performance of the Services listed in Paragraph 2 above.
 - c. Appoint Cottingham & Butler as Broker of Record on all applicable lines of its insurance related to Employee Benefits, including, but not limited to: Medical, Dental, Vision, Life, Disability, Voluntary Programs, Worksite Programs, Flexible Spending, etc.
6. **Service Fee.** Client shall pay to Cottingham & Butler all invoiced amounts for Services rendered by Cottingham & Butler in accordance with this Agreement. So long as the terms and conditions of the Cottingham & Butler Services are substantially similar and Cottingham & Butler's performance is acceptable, in each subsequent renewal term the annual or PEPM fee (as applicable) shall be increased 3% over the prior year, and shall be payable and earned as provided herein.

Monthly Invoices of Annual Fee:



Cottingham & Butler

Invoices for Services will be submitted monthly in the amount of \$2,083 by Cottingham & Butler for an annual payment of \$25,000 by Client. Payment is due upon receipt and is past due thirty (30) business days from receipt of invoice. If Client has any valid reason for disputing any portion of the invoice, Client will notify Cottingham & Butler within thirty (30) calendar days of receipt of invoice from Cottingham & Butler. If no such notification is given, the work and fees evidenced by the invoice shall be deemed accepted by Client. If a portion of an invoice is disputed, any portion of Cottingham & Butler's invoice and any future invoices not in dispute shall be paid in accordance with the procedures set forth herein.

Failure to pay may result in suspension of services and possible contract termination in accordance with section (1) of this Agreement.

Cottingham & Butler's fees under this Agreement shall be fully earned on the execution of this Agreement (and any renewal thereof), and payable on invoicing as outlined above.

7. **Limitation of Liability.** The Client agrees to defend, indemnify, and hold harmless Cottingham & Butler and its employees, agents, directors, officers, affiliates and subsidiaries from any and all loss, damage, liability, judgments, claims and expenses, including reasonable attorney fees, arising out of or related to:
- a. The Client's performance, or lack thereof, of its duties and obligations under its insurance programs or this Agreement;
 - b. The good faith performance by Cottingham & Butler of its duties to the Client under this Agreement; and
 - c. Actions taken by Cottingham & Butler at the direction of the Client.

Cottingham & Butler shall have the right to control the defense and any settlement of a claim or suit.

In no event shall Cottingham & Butler be liable to Client for indirect, special, incidental, or consequential damages, even if Client and Cottingham & Butler have been advised of the possibility of such damages.

No action, regardless of form, arising out of the services under this Agreement may be brought by either party more than three years after the act, event or service that is the subject of such action, or one year after the discovery of such act, error or omission, whichever occurs last.

8. **Confidentiality.** The recipient of any Confidential Information will not disclose that Confidential Information, except to affiliates, employees, and/or agents who need to know it and who have agreed in writing to keep it confidential. The recipient will ensure that those people and entities use Confidential Information only to exercise rights and fulfill obligations under this Agreement and that they will keep the Confidential Information confidential. The recipient may also disclose Confidential Information when required by law after giving the



Cottingham & Butler

disclosing party reasonable notice and the opportunity to seek confidential treatment, a protective order or similar remedies or relief prior to disclosure. Confidential Information shall not include information that: (1) the receiving party knew before it was disclosed by the disclosing party; (2) becomes public knowledge through no fault of the receiving party; (3) the receiving party obtains from sources other than disclosing party who owe no duty or confidentiality to the disclosing party; or (4) the receiving party independently develops. Separate HIPAA agreements may be required. The term "Confidential Information" means all business or technical information of the disclosing party, whether it is received, accessed or viewed by the receiving party in writing, visually, electronically or orally. Confidential Information shall include, without limitation, technical information, marketing and business plans, databases, specifications, formulations, tooling, prototypes, sketches, models, drawings, specifications, procurement requirements, samples, computer software (source and object codes), forecasts, identity of or details about actual or potential customers or projects, techniques, inventions, discoveries, know-how and trade secrets. "Confidential Information" also includes all such business or technical information of any third party that is in the possession of the disclosing party.

9. **Insurance Requirement.** THIS COMPENSATION AGREEMENT IS NOT AND SHALL NOT BE INTERPRETED OR CONSTRUED (a) AS A SUBSTITUTE FOR ANY HEALTH BENEFITS OR (b) AS AN AGREEMENT TO PROVIDE SUCH HEALTH INSURANCE OR BENEFITS.
10. **Relationship of the Parties.** Cottingham & Butler shall perform all Services as an independent contractor, and nothing contained herein shall be deemed to create any association, partnership, joint venture, or relationship of employer and employee between the parties herein or any affiliates or subsidiaries thereof, or to provide either party with the right, power or authority, whether express or implied, to create any such duty or obligation on behalf of the other party.
10. **Intellectual Property.** Cottingham & Butler shall retain all copyright, patent, trade secret and other intellectual property rights Cottingham & Butler may have in anything created or developed by Cottingham & Butler for Client under this Agreement ("Work Product"). Cottingham & Butler shall grant Client a nonexclusive worldwide license to use the Work Product during the term or any renewals of this Agreement.
11. **Integration.** This Agreement sets forth all the terms, conditions, and agreement of the parties, and supersedes former agreements relating to the same subject matter. There are no other terms, conditions, or agreement except as herein provided and no amendment or modification of this Agreement shall be effective unless reduced to writing and executed by the parties.
12. **Waiver.** Failure by either party at any time to enforce any obligation of the other party, to claim a breach of any term of this Agreement, or to exercise any power agreed hereunder will not be construed as a waiver of any right, power or obligation under this Agreement
13. **Jurisdiction/Venue.** The law of Iowa will be controlling in all matters relating to the interpretation and validity of this Agreement. The parties agree that the Iowa District Court



Cottingham & Butler

in and for Dubuque County, Iowa shall be the sole and proper venue for any claims or suits brought by either party relating to this Agreement.

14. **Severability.** If any provision of this Agreement is found to be invalid, illegal, null, or void by a court of competent jurisdiction, the Agreement shall be interpreted as if such provision(s) were deleted and the remaining provisions of the Agreement shall remain in full force and effect.

15. **Authority.** The undersigned parties represent and warrant that they have authority to execute this Agreement, all necessary corporate actions have been taken to authorize its signing, and it is binding upon Client and Cottingham & Butler, respectively.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

City of Lake Geneva

Cottingham & Butler, Inc.

By: _____
Company Officer

By: _____
Company Officer

Title: _____

Title: _____



Cottingham & Butler

Addendum A – Covered Services

Strategic Planning

- Assist in defining and prioritizing strategic health & welfare plan objectives
- Identify underperforming vendor programs and/or networks
- Assess carrier/vendor customer service levels
- Develop project action timelines
- Periodic review of employee demographics
- Provide and discuss relevant benchmarking data
- Assist in designing, implementing, and/or maintaining a formal wellness program
- ACA Cost Impact Analysis Study
- ACA Compliance and Cost Mitigation Recommendations
- 3 C's Analysis Tied to Cost/Savings provided upon request
- Executive Summaries outlining the results of financial performance, renewal processes, wellness programs and other pertinent benefit plan components

Financial Analysis

- Assess current funding arrangements for appropriateness and make recommendations as needed
- Evaluate current costs of benefits versus effectiveness of plan design
- Assist in developing appropriate employee contribution levels
- Provide reporting on savings/cost impact of all program changes made

Annual Renewal Preparation and Marketing

- Compare vendor renewals with Cottingham & Butler projections and block
- Develop and present alternative plan designs and provisions with associated financial and member impact analysis
- Budget, Contribution and Trend Reporting

Other Marketing or RFP Related Services

- Jointly determine list of vendors best suited to meet plan goals & objectives
- Perform pre-marketing evaluation of census data, PPO service areas, and administrative needs
- Develop RFPs for benefit plans including TPAs, Rx PBMs and Wellness Vendors
- Evaluate carrier client support services, financial ratings and accreditation

Account Management Services

- Serve as a liaison between the client and applicable insurance vendors
- Monitor and assist in the smooth resolution of elevated issues
- Act as employee/employer advocate to resolve any ongoing claims issues
- Audit and confirm all changes in applicable legal documents (contracts, policies, SPDs, etc.)
- Consult on improvement and recommendations on Wellness
- Employee Education/Communication Assistance
- ACA Compliance, Fee Calculations and Reporting Requirements



Cottingham & Butler

Annual Enrollment and Employee Communication

- Assist in the planning of employee meetings and health/wellness screenings
- Provide guidance on delivering a comprehensive communication strategy
- Introduce workable technology solutions for communications and enrollment
- Assist City of Lake Geneva's benefits team in conducting certain on-site benefit presentations.
- Create templates for employee education and communication campaigns, materials, emails, postcards, presentations and access to videos (printing/ mailing costs associated with guides/memos are not included)
- Provide templates and data merging for Annual Benefit Statements. Data must be provided from Client (printing and mailing costs not included)

Compliance Services and Resources

- Provide regular legislative updates (including but not limited to ACA, ERISA, HIPAA, COBRA, FMLA, ADA, etc.)
- Review plan documents and summary plan descriptions for regulatory compliance
- Author certain needed plan documents to include but not limited to:
Generic Benefit Form Preparation and ERISA Wrap Document
- Compliance On-Call – direct access to members of the C&B Human Resources Management and Compliance Teams, on an as-needed basis
- Provide access to periodic web casts compliance sessions
- Access to all C&B webinars
- Quarterly Benefit newsletter provided via email
- Full Compliance Audit (mock DOL audit) – *done electronic/telephonic*

Other Out-of-Scope Services Available (additional fees would apply)

- FMLA Management (if outsourced)
- ACA 6055/6056 Reporting and Filing (if outsourced)
- Eligibility and/or Spousal Carve-out Audit (if outsourced)
- Benefit Administration System (general assistance, set-up & liaison services provided at no cost)
- HC360 Integrated Wellness Program (other vendor options available)
- Health Coaching Services
- Condition Management Services
- Call Center Employee Enrollment (although part of this could be offset by worksite benefit commissions in some cases - especially if new lines are added)
- Comprehensive Compensation Analysis and Restructuring (pay grades, job titles, etc.)

City of Lake Geneva

Cottingham & Butler, Inc.

By: _____
Company Officer

By: _____
Company Officer

Title: _____

Title: _____

CITY OF LAKE GENEVA

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



Memorandum

Date: November 3, 2017
To: Personnel Committee
From: Blaine Oborn, City Administrator
Subject: Discussion/Action/Recommendation of recruitment services to fill the Finance Director (Comptroller) position

The City is actively advertising the Finance Director (Comptroller) position as follows:

Finance Director (Comptroller)

Date Posted: Tuesday, October 17, 2017

Position Objectives:

*The City of Lake Geneva (Pop 7,700) is accepting applications for the full time position of Finance Director (Comptroller – Chief Financial Officer). This position requires strong knowledge of governmental fund accounting, annual audit preparation, budget development and maintenance, debt service management, treasury/tax functions, financial reporting, with an open and positive communication style. Qualified candidates must also have supervisory experience, along with human resources knowledge. The position reports to the City Administrator and supervises full-time staff including: City Treasurer, Two Financial Analysts, and Parking Clerk, part-time staff including: Counter Clerk, and Benefits Clerk. Duties are as required by State Statute 62.09 which include but are not limited to Comptroller responsibilities, City Ordinances/Policies and assignments by the City Administrator and/or Common Council. Minimum qualifications include a Bachelor Degree in Accounting or Finance, or closely related field. The annual salary range is \$71,500 to \$92,880. The position is open until filled with first review **November 17, 2017**. Applications are available at www.cityoflakegeneva.com*

Submit a cover letter, resume and City application to:

*Blaine Oborn, City Administrator
626 Geneva Street
Lake Geneva, WI 53147
or cityadmin@cityoflakegeneva.com.*

Given that this is a difficult position to fill as municipal finance directors are in short supply nationwide and locally, I have also solicited proposals from the following four reputable firms:

- 1) **Baker Tilly Search & Staffing, LLC.** Their fee (30% of the candidate's first year total compensation) is payable if the City engages the services of a candidate that has been referred to the City by their firm (Example is a hire salary of \$75,000 equals a fee of \$22,500).
- 2) **GovHR USA, LLC.** Option 1 - Full Scope \$19,000 excludes printed brochures. Plus optional Assessment Center Fee \$6,000. Option 2 - Limited Scope Recruitment Process \$15,500. Option 3 - Virtual Recruitment \$6,500.

- 3) **Integrated Public Resources (IPR) a McMahon Group Company.** Services proposed a Time and Expense basis, with the amount not to exceed \$7,500 as outlined in the Proposal.
- 4) **Public Administration Associates, LLC.** Project costs expected to be around \$7,200.

See the attached proposals for detail on profiles and processes. The Proposed 2018 Finance Budget allocates \$15,000 for recruitment services. As the recruitment will likely cross budget years, the selected proposal and start period will factor into the allocation between calendar years expenses for recruitment services.

The Council options regarding Finance Director (Comptroller) recruitment services are:

- 1) Select a firm to immediately take over the recruitment process
- 2) Selected a firm to engage if the initial in-house search is unsuccessful
- 3) Postpone the selection of a recruitment firm

Contingency Search Agreement

This Contingency Search Agreement is made between Company and Baker Tilly Search & Staffing, LLC (BTSS). The following definitions are applicable to this Agreement: "Candidate" means a person referred to you by us, either directly or indirectly. "Refer" means the disclosure by us of the identity of a candidate by any means, orally or in writing. "Employment" means you engage the services of the candidate in any capacity, including as an employee, independent contractor, consultant, or other representative.

This confirms our agreement that BTSS will recruit, screen and refer qualified candidates for this position on a contingent basis. Your acceptance of referrals from BTSS shall be conclusive evidence of your acceptance of our fee, terms and conditions as stated in this agreement.

FEE AND TERMS

Our fees are payable if you engage the services of a candidate that has been referred to you, either directly or indirectly, through our efforts. The fee is payable should you or your affiliates engage such a candidate for any position within one year after our most recent communication relating to such candidate.

Our fee will be 30% of the candidate's first year total compensation. The placement fee for part-time employees is calculated based on their projected annual compensation, but not less than fifty percent of the full-time equivalent compensation. The fee will be invoiced the week prior to Candidate's first date of Employment and is due Net 10 days.

Candidates are referred to you in confidence. Should you refer or otherwise identify such a candidate to another company, which hires the candidate, you and the hiring company shall be responsible for the payment of the fee.

In the event that a candidate referred by BTSS has submitted his/her resume directly to Company or is found in Company's database, and has not been contacted about or interviewed for this position within the past six months, BTSS will be considered the source of the Referral and entitled to a full fee according to the terms of this agreement.

GUARANTEE

We guarantee our services. If a candidate is terminated for any reason except layoff, reduction in staff, reorganization or transfer of ownership of the Company within the first ninety (90) days of employment, BTSS will endeavor to replace the Candidate at no additional cost to Company.

GENERAL TERMS AND CONDITIONS

EEO

In accordance with Federal and State equal opportunity laws, BTSS will refer all qualified candidates regardless of race, color, religion, sex, marital status, national origin, age, sexual orientation, handicap or disability, status as a Vietnam-era or special disabled veteran, or other protected class status pursuant to applicable law.

Non-Disclosure and Confidentiality

BTSS hereby agrees that all financial and other information that it has and will receive concerning Company is confidential and will not be disclosed to any individual or entity without prior consent.

BTSS recognizes that while performing its duties under this Agreement, BTSS and its employees may be granted access to certain proprietary and confidential information regarding Company's business, customers, and employees. BTSS agrees to keep such information confidential. This paragraph does not apply to information that was previously known or information that is available in the public domain.

Recruiting of Company Employees

It is BTSS's practice not to recruit from its client companies, either directly or indirectly, for one year subsequent to the successful conclusion of a Contingency Search. This practice applies to Company location(s) where BTSS has been engaged to and successfully completed a Contingency Search within the past twelve months. Unless otherwise advised by Company, Company agrees that Company employees who apply directly to a BTSS job posting, or who are otherwise engaged in a public job search, may be considered for placement by BTSS.

Applicable Checks

BTSS will conduct applicable academic, reference and background checks on candidate selected for employment as noted below. Generally, these are completed when a decision has been made to extend an offer of employment to the selected candidate.

Company requests that BTSS perform the following applicable checks (check and initial all that apply):

Academic Check _____ (initials) Reference Check _____ (initials) Background Check _____ (initials)

Termination and Acknowledgement of Agreement

The term of the Agreement shall commence on the date below. Either party may terminate this agreement by giving thirty (30) days written notice of termination to the other party. I acknowledge receipt and agree to the terms of the BTSS Contingency Search Agreement.

Company

Name: _____

Signature: _____

Company: _____

Title: _____

Date: _____

Baker Tilly Search & Staffing, LLC

Name: _____

Signature: _____

Title: _____

Date: _____



November 1, 2017

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

Dear Mr. Oborn,

Thank you for the opportunity to provide you with a Proposal for the Finance Director/Comptroller recruitment and selection process for the City of Lake Geneva. We have provided several recruitment options for your consideration: the full-scope recruitment process, a limited scope recruitment, and a virtual recruitment. GovHR USA ("GovHR") prides itself on a tailored, personal approach to executive recruitment and selection, able to adapt to your specific requirements for the position.

Qualifications and Experience

GovHR is a public management consulting firm serving municipal clients and other public-sector entities on a national basis. Our headquarters offices are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois, and work exclusively in the public sector. GovHR offers customized executive recruitment services and completes other management studies and consulting projects for communities. Please note the following key qualifications of our firm:

- Since our establishment in 2009, our consultants have conducted hundreds of recruitments in 24 states, with an increase in business of at least 30% each year. Twenty-eight (28%) of our clients are repeat clients, the best indicator of satisfaction with our services.
- Surveys of our clients show that 94% rate their overall experience with our firm as *Outstanding*, and indicate that they plan to use our services or highly recommend us in the future.
- Our state of the art processes, including extensive use of social media for candidate outreach and skype interviews with potential finalist candidates, ensure a successful recruitment for your organization.
- Our high quality, thorough Recruitment Brochure reflects the knowledge we will have about your community and your organization, and will provide important information to potential candidates.
- We provide a two-year guarantee for our recruitments. Less than 1% of our clients have had to invoke the guarantee.
- The firm has a total of twenty-two consultants, both generalists and specialists (public safety, public works, finance, parks, etc.), who are based in Arizona, Florida, Illinois, Indiana, Michigan, and Wisconsin, as well as five reference specialists and eight support staff.

Our consultants are experienced executive recruiters who have conducted over 600 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the

630 Dundee Road, Suite 130, Northbrook, Illinois 60062
Local: 847.380.3240 Toll Free: 855.68GovHR (855.684.6847) Fax: 866.401.3100 GovHRUSA.com

EXECUTIVE RECRUITMENT • INTERIM STAFFING • MANAGEMENT AND HUMAN RESOURCE CONSULTING

country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public-sector leaders.

GovHR is led by Heidi Voorhees, President, and Joellen Earl, Chief Executive Officer. Ms. Voorhees previously spent 8 years with the nationally recognized public-sector consulting firm, The PAR Group, and was President of The PAR Group from 2006 – 2009. Ms. Voorhees has conducted more than 240 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 12 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, with ten years as the Village Manager for the Village of Wilmette. Ms. Earl is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Earl has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

Consultant Assigned

GovHR Senior Vice President Lee Szyborski will be responsible for your recruitment and selection process. Mr. Szyborski has assisted or managed more than 30 executive searches for communities in Illinois, Wisconsin, Missouri and Massachusetts, as well as non-profit agencies including the International City/County Management Association. Mr. Szyborski's contact information is:

Lee Szyborski
GovHR USA, LLC
342 N. Water Street, 6th Floor
Milwaukee, WI 53202
Telephone: (414) 750-7799
Lszyborski@govhrusa.com

A complete list of GovHR's clients is available on our website at www.govhrusa.com.

References

The following references can speak to the quality of service provided by GovHR:

Middleton, WI (Finance Director, 2015) – Lee Szyborski

Mike Davis
City Administrator
7426 Hubbard Avenue
Middleton, WI 53562
608-821-8358
mdavis@ci.middleton.wi.us

Franklin, WI (Economic Development Director, 2015) – Lee Szyborski

Franklin, WI (Director of IT, 2015) – Lee Szyborski

Steve Olson
Mayor
solson@franklinwi.gov
Mark Lubberda
Director of Administration
mlubberda@franklinwi.gov

9229 W. Loomis Road
Franklin, WI 53132
414-858-1100

Wausau, WI

(City Assessor, 2017) - Lee Szymborski
(Human Resources Director, 2017) - Lee Szymborski
(Public Works Director, 2014) - Lee Szymborski
(Fire Chief, 2013)

Robert Mielke, Mayor
407 Grant Street.
Wausau, WI 54403
715-261-6800

robert.mielke@ci.wausau.wi.us

Jennifer Kannenberg
Human Resources Specialist
715-261-6800

Jennifer.Kannenberg@ci.wausau.wi.us

Scope of Work – Full Scope Recruitment Process

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position. GovHR clients are informed of the progress of a recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

GovHR suggests the following approach to your recruitment, subject to your requests for modification:

Phase I – Position Assessment, Position Announcement and Brochure Development

Phase I will include the following steps:

- One-on-one or group interviews will be conducted with elected officials, appointed officials, staff and any other stakeholders identified by the client to develop our Recruitment Brochure. The proposal assumes up to two full days and one night depending upon the client's needs.
- Development of a **Position Announcement**.
- Development of a detailed **Recruitment Brochure** for your review and approval.
- Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes 90 days from the time you sign the contract until you are ready to appoint the finalist candidate.

Phase II – Advertising, Candidate Recruitment and Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 5,000 visits to our website each month. Finally, we develop a database customized to your recruitment and can do an email blast to thousands of potential candidates.

Phase II will include the following steps:

- Placement of the Position Announcement in appropriate professional online publications. In addition to public sector publications and websites, outreach will include LinkedIn and other private sector resources. We can provide the City with a list of where we intend to place the position announcement, if requested.
- The development of a database of potential candidates from across the country unique to the position and to the City of Lake Geneva, focusing on the leadership and management skills identified in Phase I as well as size of organization, and experience in addressing challenges and opportunities also outlined in Phase I. This database can range from several hundred to thousands of names depending on the parameters established for the outreach. Outreach will be done in person, and through e-mail and telephone contacts. GovHR consultants have extensive knowledge of the municipal government industry and will personally identify and contact potential candidates. With more than 600 collective years of municipal and consulting experience among our consultants, we often have inside knowledge about candidates.

Phase III – Candidate Evaluation and Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure.

Candidates will be interviewed by skype or facetime to fully grasp their qualifications, experience and interpersonal skills. The interviews include asking specific questions about their experiences and skill sets as well as asking questions specific to the Position. We will ask follow up questions and probe specific areas. By utilizing skype or facetime we will have an assessment of their verbal skills and their level of energy for and interest in the position.

Optional: One-way video Interview where finalist candidates answer interview questions on their own time. It's convenient for them and incredibly insightful for you. A link to each candidate video can be emailed to you for your review.

- Formal and informal references and an internet/social media search of each candidate will be conducted to further verify candidates' abilities, work ethic, management and leadership skills, analytical skills, interpersonal skills, ability to interact with the media, and any areas identified for improvement.
- All résumés will be acknowledged and contacts and inquiries from candidates will be personally handled by GovHR, ensuring that the City's process is professional and well regarded by all who participate.

Phase IV – Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report that presents the credentials of those candidates most qualified for the position. You will advise us of the number of reports you will need for the individuals involved in this phase of the recruitment and selection process. We provide a binder which contains the candidate's cover letter and résumé. In addition, we prepare a "mini" résumé for each candidate, so that each candidate's credentials are presented in a uniform way. GovHR will provide you with a log of all candidates who applied. You may also review all the résumés, if requested.

- GovHR will meet with you on-site to review the Recruitment Report and expand upon the information provided. The report will arrive two to three days in advance of the meeting, giving you the opportunity to fully review it. In addition to the written report, we will spend 2 to 3 hours discussing the candidates by reviewing their skype interviews and providing excerpts from the references we will have conducted on the individuals.

Phase V –Interviewing Process

Phase V will include the following steps:

- After the Recruitment Report is presented, the Interviewing Process will be finalized including the discussion of any specific components you deem appropriate, such as a writing sample or oral presentation.
- GovHR will develop the first and second round interview questions for your review and comment. GovHR will provide you with interview books that include the credentials each candidate submits, a set of questions with room for interviewers to make notes, and evaluation sheets to assist interviewers in assessing the candidate's skills and abilities.
- GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. In addition to a structured interview with the City, the schedule will incorporate a tour of Lake Geneva's facilities and interviews with senior staff, if the City so desires.
- Once candidates for interview are selected, additional references will be contacted, along with verification of educational credentials, criminal court, credit, and motor vehicle and records checks.
- GovHR recommends a two-step interviewing process with (typically) five or six candidates interviewed in the first round. Following this round, we strongly suggest that two or three candidates are selected for second round interviews. Again, we will prepare a second round of interview questions and an evaluation sheet.
- GovHR consultants will be present for all the interviews, serving as a resource and facilitator.

Phase VI – Appointment of Candidate

- GovHR will assist you as much as you request with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- GovHR will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Optional Assessment Center

If desired, GovHR will perform an Assessment Center for candidates selected for interview as part of the selection process. An Assessment Center is a very useful tool for evaluating the strengths, weaknesses and skills and abilities of the City's next Finance Director/Comptroller. GovHR consultants will prepare all the related documents and scoring sheets for a choice of any of three (3) of the following exercises to be completed on the Assessment Center day:

- In-Basket Exercise
- Written/Oral Presentation Exercise

- Leaderless Group Exercise
- Structured Interview
- Budget Analysis Exercise
- Personnel Issues Exercise
- Other exercise of the Client's choosing

Leadership/Personality Assessments

GovHR has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the client is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC and others. Typically these tools cost \$300 per candidate to administer. This fee is not included in our proposal.

Optional 360° Evaluation

As a service to the City of Lake Geneva, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed Finance Director at about six months into his or her employment. This evaluation will include seeking feedback from both Elected Officials and Department Directors, along with any other constituent the City feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR will prepare a proposal for this service.

Recruitment Schedule

A detailed recruitment schedule will be provided in Phase I. The recruitment and selection process typically takes 90 days from the time the contract is signed until the candidate is appointed. We can work with you on a shorter process, should you so desire.

Our typical recruitment process includes the following milestones and deliverables:

➤ Weeks 1 - 2	On-site interviews of City officials and staff, development and approval of recruitment brochure Deliverable: recruitment brochure
➤ Weeks 3 - 8	Placement of professional announcements; candidate identification, screening, interview and evaluation by consultant
➤ Week 9	Consultant recommendation to the City Council of qualified candidates Deliverable: recruitment report
➤ Week 10	Selection of candidate finalists by the City Council; additional background and reference checks, report preparation and presentation Deliverable: interview reports including suggested questions and evaluation sheets
➤ Weeks 11-12	Interviews of selected finalist candidates; City Council recommendation of final candidate; negotiation, offer, acceptance and appointment

Summary of Costs: Full Scope	Price
Recruitment Fee:	\$13,000
Recruitment Expenses: (not to exceed) <ul style="list-style-type: none"> ➤ Expenses include consultant travel, postage/shipping, telephone, support services, candidate due diligence efforts. copying etc. 	4,000
Advertising: <p style="margin-left: 20px;">*Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, Client is billed only for actual cost.</p>	2,000*
Total:	\$19,000**

**This fee does not include travel and accommodations for candidates interviewed. Recruitment brochures are produced as electronic files. Printed brochures can be provided, if requested, for an additional cost of \$900.

The above cost proposal is predicated on four consultant visits to the client; the first for the recruitment brochure interview process (up to two full days and one night, depending upon the client's needs; if additional days are needed they will be billed at \$500 per half day and \$950 for a full day, plus additional hotel charges, if required); the second to present recommended candidates; and the third and fourth for the candidate interview process (second round interviews are often scheduled a week or so following the first round interviews). Any additional consultant visits requested by the client will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

Optional Assessment Center Fee: \$6,000*

*The fee for the Assessment Center is \$6,000. The fee assumes that the Assessment Center will be held on one day and be limited to no more than five candidates. For each additional candidate, the fee will increase by \$750.

The fee includes the preparation and cost of the Assessment Center material, and a written report outlining the findings of the Assessment Center as reported by the Assessors. We will assist the City of Lake Geneva in selecting three (3) professionals from outside the organization to serve as Assessors in evaluating each candidate's strengths and weaknesses. The City will be responsible for paying a \$500 stipend to each Assessor (and possibly mileage for the assessors).

The Assessment Center fee does not include lodging, travel and meal expenses for the GovHR facilitator(s) to be on-site for the Assessment Center. Actual expenses will be billed in addition to the \$6,000. If the City chooses to add the Assessment Center option, the fees and expenses for this will be billed separately.

Payment for Fees and Services

Professional fees and expenses will be invoiced as follows:

- 1st Payment:** 1/3 of the Recruitment Fee (invoice sent upon acceptance of our proposal).
- 2nd Payment:** 1/3 of the Recruitment Fee and expenses incurred to date (invoice sent following the recommendation of candidates).
- Final Payment:** 1/3 of the Recruitment Fee and all remaining expenses (invoice sent after recruitment is completed).

Recruitment expenses and the costs for printing the Recruitment Brochure will be itemized in detail. Payment of invoices is due within thirty (30) days of receipt (unless the client advises that its normal payment procedures require 60 days.)

GovHR Guarantee

It is the policy of GovHR to assist our clients until an acceptable candidate is appointed to the position. Therefore, no additional professional fee would be incurred should the Client not make a selection from the initial group of recommended candidates and request additional candidates be developed for interview consideration. Additional reimbursable expenses may be incurred should the situation require consultant travel to Lake Geneva beyond the planned three visits.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the City or the employee's own determination, leave the employ of the City within the first 24 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only, if requested to do so within six months of the employee's departure.

In addition, in accordance with the policy of our firm as well as established ethics in the executive search industry, we will not actively recruit the placed employees for a period of five years.

Limited Scope Recruitment Process

GovHR offers Clients a "Limited Scope" recruitment process, designed for municipal officials who require only partial assistance with a recruitment.

Limited Scope Recruitment Process vs. Full Recruitment and Selection Process

The first several components of a Limited Scope Recruitment Process and a Full Recruitment and Selection Process are similar and are designed to recruit candidates for the position. The consultant will visit the community, develop and place the job announcement, conduct outreach for candidates, review resumes and conduct telephone interviews. Two (2) references and education verification will be completed for each candidate. Finally, a Recruitment Portfolio that includes the information on the recommended candidates including résumés, cover letters and any supporting information the candidate submitted will be prepared and provided to the client via a candidate presentation meeting. At this point in the Limited Scope Recruitment process, GovHR involvement will be complete.

In summary, the major differences between the Limited Scope Recruitment Process and the Full Recruitment and Selection Process are:

- A Recruitment Flyer, instead of a full Brochure, will be prepared for the Limited Scope Recruitment. This will be one page which will consist of a brief description of the community, a few candidate traits and a short list of opportunities and the job ad – all on a single page. This flyer will be distributed as a .pdf file.
- The Limited Scope Recruitment will include only the presentation of a single Recruitment Portfolio (for the client to reproduce) whereas a full Recruitment and Selection provides the client with as many books as requested. Any additional books will cost \$35 each, plus postage.
- Once candidates for interview are selected, two additional references will be contacted.
- GovHR will not conduct background investigations (court, credit, motor vehicle records checks, etc.)
- GovHR will not offer any guarantee regarding the selection and tenure of the candidates. GovHR will bill the client immediately after presentation of candidates and will not “redo” the Recruitment and Selection Process if the Client is unsuccessful in hiring someone from the group of recommended candidates.
- Development of interview questions, second interview questions, and assistance with contract negotiations will be the responsibility of the client.

Summary of Costs: Limited Scope	Price
Recruitment Fee:	\$10,500
Recruitment Expenses: (not to exceed) <ul style="list-style-type: none"> ➤ Expenses include consultant travel, postage/shipping, telephone, support services, candidate due diligence efforts, copying etc. 	3,000
Advertising: *Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, Client is billed only for actual cost.	2,000*
Total:	\$15,500**

**This fee does not include travel and accommodations for candidates interviewed.

Virtual Recruitment Process

GovHR offers Clients a "Virtual" recruitment process, designed for municipal officials who require only partial assistance with a recruitment.

Virtual Recruitment Scope of Services

- Discuss via telephone with client the position requirements and the recruitment process;
- Review position description and prepare draft two-page position announcement for client review and approval;

- Post position announcement on GovHR’s social media sources (Twitter, Facebook, LinkedIn) and distribute position announcement amongst professional network of contacts via direct e-mail outreach or personal telephone contact;
- Review all resumes and prepare matrix that matches each candidate’s qualifications and experience against position requirements;
- Schedule selected candidates for interviews and prepare draft interview questions; and
- Conduct up to three professional reference checks for up to three final candidates.

Summary of Costs: Virtual Recruitment	Price
Recruitment Fee:	\$6,500
Recruitment Expenses: (not to exceed) <ul style="list-style-type: none"> ➤ Expenses include consultant travel, postage/shipping, telephone, support services, candidate due diligence efforts, copying etc. 	N/A
Total:	\$6,500**

****Variable Costs:**

Advertising Expense. Can range from \$500 - \$1,500 depending on the type and sources used.

Candidate Background Checks: \$170 each background screening. \$30 per degree verification (per candidate, per degree)

Review of applications: In excess of 50 will be billed at the rate of \$125 an hour.

Philosophy

Executive search is an important decision-making process for a community and our primary goal is to help our client to make a good decision. Our firm’s executive recruitment philosophy embraces a professional process of integrity, trust, and respect toward all parties involved, and complete commitment toward meeting the expressed needs and desires of our client. All of our services are handled by principals of the firm who have established and well-regarded reputations in the search field, as well as actual operating experience in the public management fields in which they now consult. Each has impeccable professional credentials and unblemished personal reputations. Keeping both our client and prospective candidates informed on the status of the recruitment on a regular basis is also an important part of our recruitment process. Our work is carried out in an open manner with particular attention given toward seeking out critical factors of a client’s organization and governance, and utilizing such information respectfully and discreetly in seeking out candidates who truly have the ability to meet the expectations and needs of the client—working strenuously in developing a fully qualified, “best match” candidate pool for client consideration. Our process includes assistance in the critical final interview and selection phases of the recruitment, and availability to both client and candidate for months following the

appointment. Our process was developed and refined over the years to meet the special, and often unique, needs and circumstances facing our local government, public management, and related not-for-profit clients.

Why Choose GovHR?

We ask you to consider the following as you deliberate:

- We are a leader in the field of local government recruitment and selection with experience in more than 24 states, in communities ranging in population from 1,000 to 1,000,000. More than 28% of our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients.
- We are committed to bringing a diverse pool of candidates to your recruitment process. We network extensively with state, city and county management associations, attending more than 20 state and national conferences each year. In addition, we support and attend the meetings of Women Leading Government, the International Hispanic Network, the California Network of Asian Public Administrators, and the National Forum for Black Public Administrators.
- We conduct comprehensive due diligence on candidates. Before we recommend a candidate to you, we will have interviewed them via Skype, conducted reference calls, and media and social media searches. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.
- We are your partners in this important process. You are welcome to review all the resumes we receive and we will share our honest assessment of the candidates.
- Our goal is your complete satisfaction. We are committed to working with you until you find the candidate that is the best fit for your position.

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

Sincerely,



Heidi J. Voorhees
President
GovHR USA

Attachment: Consultant Biography

ACCEPTED BY THE CITY OF LAKE GENEVA, WISCONSIN

BY: _____

TITLE: _____

CONSULTANT BIOGRAPHY

Lee Szymborski **Senior Vice President, GovHR USA**

Lee Szymborski is a Senior Vice President with GovHR USA, working on both executive search and general management consulting assignments. He has more than 33 years of experience in local government administration.

Mr. Szymborski's experience spans both Wisconsin and Illinois communities. Mr. Szymborski served more than 15 years as City Administrator in Mequon, Wisconsin. Mequon is a full-service city with \$30 million in combined budgets, and more than 170 employees serving 23,000 residents. In addition to his Wisconsin service in Mequon, he also worked for the City of Wauwatosa and Milwaukee County. In Illinois, he served for 12 years as Assistant Village Manager in Buffalo Grove.

Mr. Szymborski's track record points to a results-oriented approach to municipal government management. That is demonstrated by his work including the purchase of a \$14 M private water utility that has seen its customer base increase under city ownership (Mequon); reorganizing city departments and reducing workforce costs in an organizationally sensitive manner (Mequon); spearheading a 10-community oversight committee to secure the startup of commuter rail service (Metra) on the WI Central railway (Buffalo Grove); and re-purposing TIF funds to provide incentives that secured a \$16 M mixed-use development in Mequon's Town Center. He is additionally skilled in budgeting, personnel administration, community engagement efforts and strategic planning.

Mr. Szymborski's experience in recruiting key staff extends back to his management roles in both Buffalo Grove and Mequon. In Buffalo Grove, he handled for the Village Manager all aspects of recruiting the management team. During his time in Mequon, Mr. Szymborski recruited all members of the City's management team.

Since joining GovHR USA in 2014, Mr. Szymborski has assisted or managed more than 35 executive searches for communities in Wisconsin, Illinois, Missouri and Massachusetts, as well as non-profit agencies including the International City/County Management Association. His recent searches include Administrator and department head positions for the Wisconsin communities of Glendale, Wauwatosa, Oak Creek, Waukesha, Middleton, and Beloit (Town). His work for Illinois municipalities include, among others, East Peoria, Washington and DeKalb. He has also managed local government searches in Missouri and Massachusetts. He has done management studies and strategic plans for several Wisconsin and Illinois communities. He has also been part of GovHR USA's classification and compensation studies in several Wisconsin, Illinois and Massachusetts communities.

Mr. Szymborski has published articles in Public Management magazine, and is an adjunct instructor at Upper Iowa University – Milwaukee Center. He holds a B.A. in Political Science, and an M.S. in Urban Affairs, both from the University of Wisconsin – Milwaukee. He is an active member of the Mequon-Thiensville Sunrise Rotary Club, and is a past-president of the club. Mr. Szymborski serves on the Board of Directors for the Mequon Nature Preserve. He is a recipient of the Mequon – Thiensville Chamber of Commerce's Distinguished Service Award. He has also served in leadership roles with the International City/County Management Association, the Wisconsin City/County Management Association, the Illinois City/County Management Association and the Illinois Association of Municipal Management Assistants (past-president).

Proposal

For Professional Consulting Services

Finance Director / Comptroller Recruitment Services

PREPARED FOR THE

CITY OF LAKE GENEVA

WALWORTH COUNTY | WISCONSIN

NOVEMBER 2017



PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES
FINANCE DIRECTOR / COMPTROLLER RECRUITMENT

PREPARED FOR THE
CITY OF LAKE GENEVA

PREPARED BY
INTEGRATED PUBLIC RESOURCES, LLC | NEENAH, WI

Table of Contents

LETTER OF TRANSMITTAL

IPR BACKGROUND

PROPOSAL FOR PROFESSIONAL SERVICES

REFERENCES

RESUMES

IPR GENERAL TERMS & CONDITIONS / RATE SCHEDULES

NOVEMBER 2017





Public/Private Partnerships

November 2, 2017

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

Re: Proposal for Professional Consulting Services
Finance Director / Comptroller Recruitment
City of Lake Geneva

Dear Blaine Oborn:

Integrated Public Resources, LLC (IPR) is pleased to submit a Proposal for Professional Consulting Services for recruitment for a Finance Director / Comptroller for the City of Lake Geneva.

IPR will assist and lead the City of Lake Geneva through a selection process to recruit and select a new Finance Director / Comptroller.

IPR operates with a service-oriented philosophy which values hard work, honesty, integrity and striving for excellence. We will provide the services of myself and Rick Hermus. Together, we have over 60 years of combined local government experience, which affords us the capability and expertise needed to complete this recruitment as we will demonstrate in the attached Proposal.

I served as Village Manager in Brown Deer. In addition to my 15 years in Brown Deer, you will also note that I have served as Village Administrator for the Village of Little Chute and City Manager in Eau Claire. I now bring my experiences and knowledge to assist communities through my efforts with Integrated Public Resources.

We look forward to working with the City to lead you through this important process and decision. If you have any questions or concerns as you review our Proposal, please do not hesitate to contact me.

Respectfully,

Integrated Public Resources, LLC

A handwritten signature in black ink that reads "Russell Van Gompel".

Russell Van Gompel, ICMA-CM
Senior Account Executive

Company Profile

McMAHON and its affiliates have been providing innovative and cost-effective engineering and architectural solutions to municipalities, utilities, and other public sector entities since 1909. To enhance our spectrum of services, in 2015 McMAHON established Integrated Public Resources, LLC (IPR). IPR is our vehicle for providing Public/Private Partnerships (P3's) for a vast array of projects in small to medium-sized communities. IPR blends the risks of project delivery between the public and private sectors to bring a project to fruition.

Since 2015, IPR has also offered Municipal Administrator Services to local governments on an as-needed basis, including:

- Interim Administrator Services
- Administrator Recruitment
- Organizational Analysis
- Operations Improvements
- Operational Budgets
- Capital Budgets/Plans
- Grant Services
- Economic Development Projects
- Downtown Revitalization Initiatives
- TIF District Implementation
- Business Improvement District (BID) Creation
- Consolidation or Shared Services Studies
- Comprehensive Planning
- Strategic Planning
- Classification & Compensation Studies
- Facilitation & Training
- Project Management

These services are provided by professional administrators that each have 30-years of local government experience. Rick Hermus and Russ Van Gompel lead the Municipal Administrator Services team. Rick Hermus was previously the Village Administrator in Kimberly. Since retiring as Kimberly's Village Administrator, he has been a local government consultant to numerous communities, including serving as interim Administrator for the Village of Little Chute. Russ Van Gompel previously served as the City Manager for the City of Eau Claire. Prior to that, he was Village Manager at Brown Deer and Village Administrator in Little Chute. Tammy Scott is IPR's grant writing and administration specialist. She has previously held municipal government positions in community development, administration and finance. Tammy can assist communities with grant research, application, and administration, and has helped clients successfully fund over \$20 million in project value during her time with The McMAHON Group.

TJ Lamers rounds out the IPR team, as the lead Program Manager focused on public/private partnership opportunities.

As an affiliate of The McMAHON Group of companies, IPR operates from McMAHON's corporate headquarters in Neenah, Wisconsin. We have additional office locations in Machesney Park, Illinois and Valparaiso, Indiana. In total, The McMAHON Group has a staff of approximately 150 professional engineers, architects, surveyors, technicians, field personnel, and administrative specialists. All work for the City of Lake Geneva will be performed from our Neenah location.





IPR Leadership



Dennis J. Lamers, P.E.
President
920.751.4200 ext. 250
dlamers@mcmgrp.com



Thomas J. Lamers
Project Manager
920.751.4200 ext. 323
tlamers@mcmgrp.com



Rick J. Hermus
Senior Account Executive
920.851.7209
rhermus@mcmgrp.com



Russell Van Gompel, ICMA-MC
Senior Account Executive
715.491.5898
rvangompel@mcmgrp.com



Matthew J. Greely, P.E.
Senior Project Manager
920.751.4200 ext. 226
mgreely@mcmgrp.com



Timothy C. Bronn, P.E., BCEE
Vice President/Illinois Regional Office
815.636.9590
tbronn@mcmgrp.net



Tammy Scott
Grant Write / Administrator
815.636.9590
tscott@mcmgrp.com



Vic Lutz
Vice President/ Chief Financial Officer
920.751.4200 ext. 247
vlutz@mcmgrp.com

Proposal For Professional Services

IPR STATEMENT OF UNDERSTANDING

IPR understands that the City of Lake Geneva desire to recruit a new Finance Director / Comptroller. Our goal in this process is to attract the best candidate for the position, while conducting a selection process that is thorough, professional, and timely. While the City of Lake Geneva is in control of the process and will ultimately make the selection, it is important to include input from the staff and community to make the process successful. IPR believes it is important to recruit potential candidates and will promote the opportunity through social media and personal contacts.

PROPOSED SCOPE OF WORK

IPR will provide the services of Russell Van Gompel to assist you with the recruitment process and will provide the services as follows:

1. Meet with the City Administrator and staff to review the position description and personality and characteristics for a new Finance Director / Comptroller and to review the recruitment process.
2. Advertise and recruit for the position. Advertisement will include posting at the WGFOA, League of Wisconsin Municipalities, and other websites. IPR will discuss with the City of Lake Geneva the appropriate websites and seek approval before placing the advertisements. Announcements will also be distributed on popular social media connections.
3. Conduct preliminary discussions with potential candidates.
4. Review applications, conduct background and reference checks and prepare a list of 5 – 6 semi-finalists and recommendations to the City Council, along with application materials.
5. Schedule and assist with the interviews including preparing a list of potential interview questions. Assist with the preparation of the interviewing process if needed. Interviews will include a meet and greet with community members, interviews with the City Council, interviews with key staff, and a tour of the community.
6. Assist with the selection of a candidate, if desired.
7. Assist with the contract negotiations and acceptance by both parties if desired.

ESTIMATED SCHEDULE

Services in this Agreement shall commence from a date to be determined. The actual dates will be confirmed based on the needs of the City of Lake Geneva.

- ▶ Initial meeting with the City Administrator within five (5) business days of acceptance.
- ▶ Review application deadline to maximize the number of potential candidates.
- ▶ Interviews will be scheduled within fifteen (15) days from the application deadline.
- ▶ Selection of a finalist will be within five (5) working days from the date of interviews..

RESPONSIBILITIES OF CITY

- ▶ The primary contact for the City will be Blaine Oborn.
- ▶ The City of Lake Geneva agrees to schedule meetings and interviews to meet the desired results.
- ▶ Payment for publication of position advertisement.

COMPENSATION

Services proposed herein shall be as follows on a Time and Expense basis, with the amount not to exceed \$7,500 as outlined in the Proposal. Rate and Fee Schedules are attached. Please note the attached schedules are based on 2017 rates. 2018 rates are not available at this time; however, the rates are expected to increase by approximately 3%.

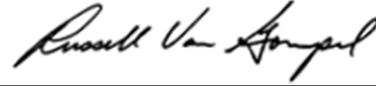
All services will be provided in accordance with IPR's General Terms and Conditions, dated June 23, 2015 (attached).

ACCEPTANCE

CITY OF LAKE GENEVA
Walworth County, Wisconsin

INTEGRATED PUBLIC RESOURCES, LLC
Neenah, Wisconsin

Signature (Authorized Representative)



Russell Van Gompel, ICMA-CM
Senior Account Executive

Date: _____

Date: 11/02/2017

Witness:

Date: _____

Attachments: Fee Schedule
Reimbursable Expenses Schedule
General Terms & Conditions

Qualifications

RECENT EXPERIENCE

City of Brillion – Organizational Analysis

IPR was retained by the City of Brillion in 2016 to conduct an Organizational Analysis. The main objectives of the Analysis were to develop organizational scenarios that allow the delivery of services at a high level and improve upon operating efficiencies. IPR reviewed the City's existing organizational structure and prepared a survey that was sent to twelve Wisconsin communities of similar size to Brillion. Results of the comparable community surveys were utilized in the evaluation of Brillion's existing structure in several areas, including Administration, Public Works, Culture and Education, Parks and Recreation, Safety Services, Community Development, and Utilities. Ultimately, IPR provided a final report summarizing the findings and recommending a new organizational chart for the City.

City of Mondovi – Interim Administrator Services and Recruitment

IPR provided interim Administrator service for five (5) months for the City of Mondovi. During this time, Russell Van Gompel provided the day-to-day administrative duties, assisted with preparing and gained approval of an operating budget, and initiating a capital improvement planning process. Mr. Van Gompel and IPR also organized and coordinated the recruitment process for a new Administrator. The recruitment efforts led to 20 potential applicants for the position and the process concluded with the hiring of a successful candidate.

Village of Kimberly – Interim Administrator and Recruitment

IPR provided interim Administrator Services for five (5) months for the Village of Kimberly. In addition to managing the day-to-day operations of the community, a great deal of time and resources were directed toward a major redevelopment project in the community on a demolished former paper mill site. Rick Hermus coordinated contracts for additional demolition work, the installation of infrastructure for residential development on the site, and coordinated engineering and planning efforts on mixed use redevelopment (multi-family and commercial). Mr. Hermus worked with several developers on negotiating and successfully executing Development Agreements for over \$40 Million in redevelopment projects. Mr. Hermus also provided recruitment services for the community, soliciting over sixty (60) applicants for the Administrator position, and concluded with the hiring of a successful candidate.

Kimberly-Little Chute Joint Library Director

IPR provided executive recruitment for the Joint Library Director for the Kimberly-Little Chute Joint Library. This is a unique position, as the Joint Library serves two (2) communities, with two (2) separate locations, while utilizing a joint collection of materials and joint staffing. The recruitment resulted in over forty (40) applicants for the position and the successful hiring of a candidate for the position of Library Director for the Joint Library.

Village of Cambridge – Treasurer / Administrator Recruitment

IPR provided executive recruitment for the Village of Cambridge with the recruitment of their Treasurer / Administrator. The Treasurer / Administrator is the chief administrative official and is responsible for implementing policies set forth by the Village Board. This position is responsible for the financial and administrative duties performed in accordance with the provisions set forth by State Statute 61.26 and Cambridge Ordinances and Policies. The recruitment resulted in fourteen (14) applicants for the position, and resulted in the successful hiring of a candidate for the position of Treasurer / Administrator for the Village of Cambridge.

City of Weyauwega – Administrator Recruitment

IPR provided executive recruitment for the City of Weyauwega with the recruitment of their Administrator. This is a managerial position that is under the supervision of the Weyauwega Common Council and is responsible for planning, developing, operating, and maintaining the municipal government of the City of Weyauwega. The recruitment resulted in twenty eight (28) applicants for the position, and resulted in the successful hiring of a candidate for the position of Administrator for the City of Weyauwega.

CLIENT LIST

CITY OF BRILLION, WISCONSIN

Lori Gosz, Administrator
130 Calumet Street
Brillion, WI 54110
Email: admin@ci.brillion.wi.us
Phone: 920-756-2250

Gary Dieter, Mayor
130 Calumet Street
Brillion, WI 54110
Email: mayor.gldeiter@hotmail.com
Phone: 920-756-2250

VILLAGE OF KIMBERLY, WISCONSIN

Chuck Kuen, Village President
515 West Kimberly Avenue
Kimberly, WI 54130
Email: ckuen@valleymanagement.com
Phone: 920-788-7500

CITY OF MONDOVI, WISCONSIN

Treig Pronschinske, Mayor
156 South Franklin Street
Mondovi, WI 54755
Email: mondovi@nelson-tel.net
Phone: 715-926-3866

KIMBERLY-LITTLE CHUTE JOINT LIBRARY BOARD, WISCONSIN

Jim Moes, President
625 Grand Avenue
Little Chute, WI 54140
Email: jim@littlechutewi.org
Phone: 920-788-7825

RUSSELL VAN GOMPEL, ICMA-CM

Senior Account Executive

EXPERIENCE

Brown Deer (Village Of), WI – Village Manager

Administration Of All Day-To-Day Operations

Managed & Directed Economic Development Activities Including Recommendations Of Development Agreements

Negotiated Collective Bargaining Agreements, Established & Monitored Compensation Plan For Non-Represented Employees

Preparation & Presentation Of The Annual Budget

Representative For All Matters Involving Legislative & Intergovernmental Affairs

Served As Personnel Officer By Administering Policy & Procedures, Hiring, Promoting, & Disciplining Employees

Served As Primary Public Information Officer By Communicating With The News Media

Major Accomplishments

Coordinated & Completed Village-Wide Strategic Planning & Visioning Project

Created A Stormwater Utility

Created Two Tax Increment Financing Districts

Elected To The Cities & Villages Mutual Insurance Company (CVMIC) Board Of Directors & Served As President Of The Board

Received A FEMA Hazard Mitigation Grant For The Acquisition Of Ten Properties To Construct A Detention Facility To Eliminate Flooding

Eau Claire (City Of), WI – City Manager

Administered City Policies & Objectives

Assured Optimum Use Of City Fiscal, Physical & Human Resources

Chief Executive Officer Providing General Management Of City Operations

Coordinated & Directed City Departments & Staff Operations By Effectively Utilizing Staff

Developed & Implemented Operational & Administrative Procedures & Policies

Managerial & Supervisory Work In Planning, Organizing & Directing Operations

Recommend Operational & Capital Budgets

Major Accomplishments

Amended Two & Created Two Additional Tax Increment Financing Districts

Improved & Increased Citizen Communications Utilizing Social Media

Led Efforts To Aid In downtown Redevelopment Efforts

Managed & Delivered A Total General Fund Operational Surplus Of \$7,415,424 Over A Three Year Period

Negotiated A \$30 Million Dollar Mixed-Use & \$40 Million dollar Community Arts Center Development Agreements

Presented & Obtained City Council Approval For City Debt Service & Fund Balance Policies

Received The 2015 Meritorious Service Award From The Wisconsin City/County Management Association

Little Chute (Village Of), WI

Village Administrator

Finance Director

Education:

International City / County Management

Association – Credentialed Manager

Bachelor's Degree; Business Administration, Accounting Major – University of Wisconsin - Oshkosh

Associates Degree; Science, University of Wisconsin – Fox Valley Center

Professional Affiliations:

International City / County Management Association

Wisconsin City / County Management Association

Eau Claire Economic Development Corporation

Gateway Industrial park Corporation

Eau Claire Redevelopment Authority



Integrated
PUBLIC RESOURCES

RICK J. HERMUS

Senior Account Executive

PROFESSIONAL SUMMARY

Served In Managerial & Supervisory Roles With An Emphasis On Financial & Personnel Issues
Managed Financial Matters Ranging From Personal & Small Business To Multi-Million Dollar
Municipal Corporations; Eliminating Redundancies In Local Government
Assisted In The Development Of Several Innovative Municipal Programs
Joint Custodial Department
Joint Library
Joint Police Department
Developed Partnerships Within Communities To Gain Efficiencies & Build Trust Among Staff,
Elected Officials & The Community, Municipal Trash Collection, Sewer Utility Operations,
Water Utility Operations
Active In Regional Economic Development & Other Partnerships To Encourage Development Of
Inter-Governmental Cooperation

EXPERIENCE

Local Government Consultant

Kimberly (Village Of), WI -
Assist With Development Agreements For Potential Partners In Various Segments Of The
Redevelopment Plan
Assisted Village Administrator & Financial Advisor In The Planning, Financing &
Redevelopment Of An Approximately 100-Acre Industrial Site In The Heart Of The
Community
Development & Implementation Of Tax Increment Financing (TIF) District Project Plan
Development & Implementation Of Amendment To An Existing Tax Increment Financing
(TIF) District Project Plan In Accordance With Wisconsin Statutes & Community
Development Plan
Mentor To Administrators In Various Areas Of Management, Including Personnel
Management, Community Development, Budgeting & Organizational Structure
Community Coalition Of Forest County, WI - Wisconsin Executive Director
Updated Organization Bylaws
Managed Overall Operations
Obtained Sustaining Operational Grants
'A Drug Free Community Grant' - The Substance Abuse & Mental Health Services
Administration, U.S. Department Of Health & Human Services.
Little Chute (Village Of), WI - Interim Village Administrator
Assisted Village Board In Retaining Recruitment Firm To Select Successor Administrator
Coordinated Several Complicated Capital Projects
Created Appropriate Goals & Objectives For Village Board & Staff To Work Together
Negotiated & Implement Development Agreements With Local Developers
Streamlined & Amended Budgetary Process Procedure
Successfully Worked With Village Board & Management Team To Maintain Service Levels
Unique Authentic Dutch Windmill In The Heart Of Downtown
Village Hall Expansion Project
Kimberly (Village Of), WI - First Village Administrator
Reported To Six Village Board Members & Village President
Oversaw All Village Operations
Supervised Village Managers
Chief Of Police
Complex Superintendent
Deputy Clerk
Fiscal Manager
Library Director
Park & Recreation Director
Street Commissioner
Water Utility Superintendent

Education:

Bachelor's Degree; Business Administration,
Economics Minor - Lakeland College,
Sheboygan, WI / Graduated Summa
Cum Laude.
Associates Degree; Accounting, Fox Valley
Technical College, Appleton, WI.

Professional Affiliations:

Wisconsin City Managers Association -
Served On WCMA Board Of Directors
7-Years; Held Several Offices Including
1-Year As President
Cities & Villages Mutual Insurance Co -
Served On The CVMIC Board Of
Directors 9-Years Including 2-Years As
Vice President
State Of Wisconsin Mining Investment &
Local Impact Fund Board - Appointed
By Governor Scott Walker 2013;
Current Member

Personal Affiliations:

Knights Of Columbus - Member Since
1977; Held Several Offices Including
Financial Secretary
Lake Lucerne Advancement Association -
Current Treasurer

RICK J. HERMUS

EXPERIENCE (continued)

Local Government Consultant

- Kimberly (Village Of), WI - Administrator / Clerk / Treasurer
 - Developed, Managed & Supervised Several Municipal Budgets
 - General Fund (\$4.8 Million)
 - Sanitary Sewer Utility (\$1.3 Million)
 - Storm Water Utility (\$0.9 Million)
 - Water Utility (\$1.6 Million)
 - Developed & Managed Capital Improvement Plan
 - Developed Ordinances & Policies As Directed By Village Board
 - Managed Day-To-Day Operations
 - Negotiated & Managed Municipal Employee Contracts
 - Negotiated Sale Of Municipal Property To Business Owners
 - Elected By My Peers To Serve As:
 - President Of The Wisconsin City Managers Association
 - Vice President Of The Cities & Villages Mutual Insurance Company
 - Served On Several Local & Regional Boards / Committees
- Matthews Tire Company - Office Manager / Accountant
 - Daily Reconciliation Of Sales & Disbursements
 - Daily, Monthly & Annual Accounting Functions Of Three Franchise Goodyear Dealerships
 - Payroll Administration
 - Inventory Management
 - Monthly & Annual Financial Statements.
 - Work Performance Incentives
 - Part Of The Overall Management Team.
 - Reported Directly To The Franchise Owner
- Travis Roberts, CPA, SC - Staff Accountant
 - Managed Several Small To Medium Business Clients
 - Preparation Of Individual & Business Tax Returns
 - Preparation Of Monthly & Annual Financial Statements
 - Sales & Expense Analysis
 - Preparation Of Individual Tax Returns For Non-Business Clients

1. Integrated Public Resources, LLC (IPR) will bill the Owner monthly with net payment due in fifteen (15) days. Past due balances shall be subject to a service charge at a rate of 1.0% per month. In addition, IPR may, after giving forty-eight (48) hours notice, suspend service under any Agreement until the Owner has paid in full all amounts due for services rendered and expenses incurred. These expenses include service charges on past due invoices, collection agency fees and attorney fees incurred by IPR to collect monies due IPR
2. The stated costs and scope of work constitute our best estimate of the costs and tasks required to perform the work as defined. This Agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or project development services, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction, which may alter the project scope. IPR will promptly inform the Owner in writing of such situations so that changes in this Agreement can be negotiated as required.
3. The stipulated cost is firm for acceptance by the Owner thirty (30) days from date of the agreement publication.
4. Costs and schedule commitments shall be subject to re-negotiation for delays caused by the Owner's failure to provide specified facilities or information, or for delays caused by unpredictable occurrences, including without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, acts of God or the public enemy, or acts or regulations of any governmental agency. Temporary delay of services caused by any of the above, which results in additional costs beyond those outlined, may require re-negotiation of this Agreement.
5. Reimbursable expenses incurred by IPR in the interest of the project including, but not limited to, equipment rental and testing will be billed to the Owner at invoice cost plus 10%.
6. McMahon, Inc., as a subcontractor to IPR will maintain insurance coverage in the following amounts:

General Liability			
Bodily Injury	- Property Damage Per Incident		\$1,000,000
	- Annual Aggregate		\$2,000,000
Automobile Liability			
Bodily Injury			\$1,000,000
Property Damage			\$1,000,000
Excess Liability Coverage			\$5,000,000

If the Owner requires coverages or limits in addition to the above stated amounts, premiums for additional insurance shall be paid by the Owner. IPR's liability to Owner for any indemnity commitments, reimbursement of legal fees, or for any damages arising in any way out of performance of our contract is limited to such insurance coverages and amounts.

7. Any Opinion Of Probable Cost requires full underground investigations. If, at the Owners option, underground characterization is not completed, the Owner shall bear the cost of unforeseen conditions not covered by contingencies attached to the Opinion Of Probable Cost.
8. When IPR, subsequent to execution of an Agreement, finds that specialized equipment must be purchased to provide special services, the cost of such equipment will be added to the agreed cost only after the Owner has been notified and agrees to these costs.
9. The Owner agrees to provide such legal, accounting, and insurance counseling services as may be required for the project for the Owner's behalf. All unresolved claims, disputes and other matters in question between the Owner and IPR shall be submitted to mediation.
10. Termination of this Agreement by the Owner or IPR shall be effective upon seven (7) days written notice to the other party. The written notice shall include the reasons and details for termination; payment is due as stated in paragraph 1. If the Owner defaults in any of the Agreements entered into between IPR and the Owner, or if the Owner fails to carry out any of the duties contained in these terms and conditions, IPR may, upon seven (7) days written notice suspend its services without further obligation or liability to the Owner unless, within such seven (7) day period the Owner remedies such violation to the reasonable satisfaction of IPR
11. Re-use of any documents or Auto-CAD representations pertaining to this project by the Owner or extensions of this project or on any other project shall be at the Owner's risk and the Owner agrees to defend, indemnify, and hold harmless IPR from all claims, damages, and expenses including attorney's fees arising out of such re-use of the documents or Auto-CAD representations by the Owner or by others acting through the Owner.
12. Purchase Orders - In the event Owner issues a purchase order or other instrument related to the project, it is understood and agreed that such document is for Owner's internal accounting purposes only and shall in no way modify, add to, or delete any of the terms and conditions of this Agreement. If the Owner does issue a purchase order or other similar instrument, it is understood and agreed that IPR shall indicate the purchase order number on the invoices sent to the Owner.
13. IPR will provide all work in accordance with generally accepted industry practices. IPR will not provide or offer to provide work inconsistent with or contrary to such practices. Similarly, IPR will not accept those terms and conditions offered by the Owner in its purchase order, requisition or notice of authorization to proceed, except as set forth herein or expressly accepted in writing. Written acknowledgment of receipt, or the actual performance of work subsequent to receipt, of any such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.
14. IPR intends to serve as the Owner's representative for work as defined in this Agreement and to provide advice and consultation to the Owner.
15. The Owner shall be responsible for maintenance of the structure, or portions of the structure, which have been completed and have been accepted for its intended use by the Owner. All structures are subject to wear and tear, and environmental and man-made exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance is the sole responsibility of the Owner. IPR shall have no responsibility for such issues or resulting damages.



FEE SCHEDULE - 2017

INTEGRATED PUBLIC RESOURCES, LLC

NEENAH, WI

JANUARY 9, 2017

LABOR CLASSIFICATION	HOURLY RATE
Senior Project Manager	\$157.00
Senior Planning	\$157.00
Project Manager - I	\$146.00
Project Manager - II	\$131.00
Professional Administrative Services	\$110.00
Vice President / Surveyor	\$134.00
Senior Surveyor	\$102.00
Surveyor	\$92.00
Surveyor Assistant - I	\$83.00
Surveyor Assistant - II	\$74.00
Surveyor Apprentice	\$52.00
Senior Electrical Engineer	\$142.00
Senior Project Engineer	\$136.00
Project Engineer - I	\$129.00
Project Engineer - II	\$112.00
Project Engineer - III	\$109.00
Project Engineer - IV	\$95.00
Project Engineer - V	\$82.00
Senior Engineering Technician - I	\$108.00
Senior Engineering Technician - II	\$98.00
Engineering Technician - I	\$90.00
Engineering Technician - II	\$75.00
Engineering Technician - III	\$66.00
Environmental Specialist - I	\$95.00
Environmental Specialist - II	\$73.00
Environmental Specialist - III	\$69.00
Plumbing Designer Technician	\$95.00
IPR Manager	\$87.00
Erosion Control Technician	\$72.00
Senior Landscape Architect	\$157.00
Senior Architect - I	\$160.00
Senior Architect - II	\$145.00
Architect	\$126.00
Architectural Designer	\$102.00
Architectural Designer - III	\$77.00
Architectural Intern - I	\$114.00
Architectural Intern - II	\$105.00
Architectural Intern - III	\$89.00
Architectural Intern - IV	\$49.00
Senior Ecologist	\$146.00
Senior Hydrogeologist	\$156.00
Senior G.I.S. Specialist	\$119.00
G.I.S. Specialist - I	\$77.00
G.I.S. Specialist - II	\$72.00
G.I.S. Technician	\$63.00
Environmental Scientist - I	\$142.00
Environmental Scientist - II	\$72.00
Environmental Scientist - III	\$67.00
Public Finance Specialist	\$110.00
Senior Draftsperson	\$103.00
Draftsperson	\$87.00
Draftsperson - I	\$76.00
Draftsperson - II	\$65.00
Graphic Designer	\$83.00
Grant Administrator	\$64.00
Senior Administrative Assistant	\$77.00
Administrative Assistant	\$63.00
Senior Account Executive	\$55.00
Travel Time	\$50.00
Intern	\$49.00
On-Site Project Representative	\$63.00
Principal	\$208.00
Professional Witness Services	\$285.00

Services subcontracted will be billed to the Owner at invoice cost plus 12%.

Use of special equipment, such as computers, television and sewer cleaning devices, soil density testers, flow meters, samplers, dippers, etc., will be charged to the project per the standard Equipment Rate Schedule, which is available upon request.

This Fee Schedule is subject to revisions due to labor rate adjustments and interim staff or corporate changes.

CORPORATE HEADQUARTERS

Street Address:
1445 McMAHON DRIVE
NEENAH, WI 54956

Mailing Address:
P.O. BOX 1025
NEENAH, WI 54957-1025

Ph 920.751.4200 | Fax 920.751.4284

Email: MCM@MCMGRP.COM
Web: WWW.MCMGRP.COM



REIMBURSABLE EXPENSES SCHEDULE - 2017

Integrated Public Resources, LLC | NEENAH, WI | JANUARY 9, 2017

DESCRIPTION	RATE
REIMBURSABLE EXPENSES:	
Commercial Travel	1.1 of Cost
Delivery & Shipping	1.1 of Cost
Meals & Lodging	1.1 of Cost
Review & Submittal Fees	1.1 of Cost
Outside Consultants	1.12 of Cost
Photographs & Models	1.1 of Cost
Misc. Reimbursable Expenses & Project Supplies	1.1 of Cost
REIMBURSABLE UNITS:	
Large Format Paper Copies:	
Black & White:	
▪ Up To 24" x 30"	\$0.60/Sheet
▪ 24" x 36"	\$0.70/Sheet
▪ 30" x 42"	\$1.00/Sheet
▪ 36" x 48"	\$1.35/Sheet
Color:	
▪ Color - 17" x 22"	\$5.00/sheet
▪ Color - 22" x 34"	\$10.00/sheet
▪ Color - 24" x 36"	\$10.00/Sheet
▪ Color - 36" x 48"	\$20.00/Sheet
Photocopy Charges - Black & White	\$0.07/Image
Photocopy Charges - Color / 8½" x 11"	\$0.45/Image
Photocopy Charges - Color / 8½" x 14" and 11" x 17"	\$0.75/Image
Computer Time	\$10.00/Hour
Computer Time - AutoCAD	\$15.00/Hour
Mileage	\$.60/Mile
Mileage - Truck/Van	\$0.85/Mile
All-Terrain Vehicle	\$60.00/Day
Global Positioning System (GPS)	\$21.00/Hour
Global Positioning System (GPS) Mobilization	\$100/Each
Hand-Held Global Positioning System (GPS)	\$15.00/Hour
Robotic Total Station	\$20.00/Hour
Survey Hubs	\$0.30/Each
Survey Lath	\$0.50/Each
Survey Paint	\$4.50/Can
Survey Ribbon	\$2.00/Roll
Survey Rebars - 1¼"	\$10.00/Each
Survey Rebars - ¾"	\$3.00/Each
Survey Rebars - 5/8"	\$2.50/Each
Survey Iron Pipe - 1"	\$2.75/Each
Survey Plastic or Fiberglass Fence Post - 1"	\$2.50/Each
Survey Steel Fence Post - 1"	\$4.00/Each
Landscaping Spikes	\$1.00/Each

CORPORATE HEADQUARTERS

Street Address:
1445 McMAHON DRIVE
NEENAH, WI 54956

Mailing Address:
P.O. BOX 1025
NEENAH, WI 54957-1025

Ph 920.751.4200 | Fax 920.751.4284

Email: MCM@MCMGRP.COM
Web: WWW.MCMGRP.COM



Public Administration Associates, LLC

*P.O. Box 282
Oshkosh WI 54903
262.903.9509
kevin.brunner1013@gmail.com
public-administration.com*

November 1, 2017

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

Dear Mr. Oborn:

In response to your request, I am herewith submitting our proposal to assist the City of Lake Geneva in the recruitment/selection of a new Finance Director/Comptroller. What follows is information about our company and the assistance that we would bring, if desired. Please feel free to visit our website at www.public-administration.com.

Public Administration Associates is dedicated to encouraging professional municipal administration and to assist local governments in that endeavor. Bill and Denise Frueh as well as Dr. Stephen Hintz formed Public Administration Associates in 1998. A description of our company and the benefits it has to offer governmental entities is included as Attachment "A". While all three other partners will be available to assist in this recruitment effort, I will serve as the lead person for this project. I may be assisted from time to time by Dr. Hintz, who has over 30 years of municipal management consulting experience here in Wisconsin. Dr. Hintz and I frequently collaborate on consulting assignments and our firm recently completed successful department director searches similar to the Finance Director/Comptroller position for the Cities of Menasha, Shawano and Whitewater as well as the Village of Bellevue. The Whitewater search, which was completed in September, was for a Public Works Director.

I am also enclosing a list showing the municipalities we have assisted in their administrator and department director searches in Attachment "B". In the last year, I have personally completed the administrator searches for the Villages of Belleville, Cross Plains, Marshall and McFarland in Dane County and also assisted on the searches for the cities of Monona, Platteville and Verona. In addition, I successfully completed recruitments for the City of St. Francis in Milwaukee County; Green Lake County and for the Towns of Buchanan, Greenville and Lawrence in the Fox Valley. As a reference on a recent project, I would encourage you to contact either Marshall Village President Marlin Hensler (608-843-0741) or Town of Lawrence Town Chair Dr. Lanny Tivaldo (920) 619-6257.

The partners have many years of leadership experience in the International City/County Management Association and the Wisconsin City/County Management Association. I am a Life Member of both organizations. I am a former President of the Wisconsin City/County Management Association and

have been an active member for the past 33 years. Partner Stephen Hintz was the Secretariat-Coordinator of that group for twenty years. We personally know many potential candidates for this position and we have the ability to provide you access to a wide range of prospects to fill the position with the best possible person.

The list of different governmental entities that Public Administration Associates have conducted executive searches for is quite extensive; over 140 since 1996. We have been asked on many occasions to return to municipalities that we have previously worked for and are proud of our many long-term relationships many of them spanning almost 30 years.

An Executive Summary of reasons why we believe you should select Public Administration Associates, LLC, is included as Attachment "C".

Many studies have shown that those governmental entities that utilize executive search firms select a person who more closely fits their needs and thus, they are more satisfied with their choice. We say "their choice" because our philosophy is that the City Administrator and/or City Council make the selection. We provide comprehensive and objective information to assist them in the selection process. We also handle all the paperwork of notifications, negotiations, etc... thus saving your staff the additional burden and clerical work in this regard. We facilitate the process in a very effective and efficient manner.

At no additional cost to the city, our firm uses a video interview process along with extremely thorough reference checks to assist the City Administrator and/or City Council in making the selection of the finalists for the position. If you prefer, we could use other available electronic interview systems such as Skype or Facetime in lieu of the prepared video interview.

Our services do not end when you hire your Finance Director/Comptroller. At no cost, we stay in touch with you and the person you hire throughout their tenure to offer whatever assistance and advice may be needed. We take a personal interest in making your choice as successful as possible and we feel our lengthy experiences may be of assistance to your new Finance Director/Comptroller.

I live in Walworth County and I am very familiar with a number of local government finance professionals who I believe will have an interest in this position if approached by our firm. It would be a privilege to assist you. Please call if I can answer any questions or concerns you may have regarding this proposal.

Thank you for your consideration.

Sincerely,

Kevin M. Brunner
Kevin M. Brunner
Public Administration Associates, LLC

cc-Dr. Stephen Hintz

Proposal for:

**The Recruitment for the Position of
Finance Director/Comptroller**

City of Lake Geneva, WI

**Submitted to Lake Geneva
City Administrator Blaine Oborn**

November 1, 2017

Contact Person:

Kevin M. Brunner
Public Administration Associates, LLC
1155 W. South Street
Whitewater, WI 53190
262-903-9509
kevin.brunner1013@gmail.com
www.public-administration.com

**A PROPOSAL SUBMITTED TO LAKE GENEVA, WISCONSIN
FOR THE RECRUITMENT OF THE POSITION OF
FINANCE DIRECTOR/COMPTROLLER**

Project Consultants

Kevin Brunner will be the lead person on the project. He will serve as the lead consultant for PAA and will be responsible for all formal contacts with the City. He will attend all meetings with the City Administrator and any selection team or committee in the design and implementation of the recruitment and selection process. Brunner and Dr. Stephen Hintz will both conduct background and reference checks, in part to provide a means of verifying responses. They will also serve as the contacts with the semi-finalists and finalists and, subject to the City's instructions, will negotiate the employment agreement with the selected candidate.

PAA Objectives and Approach to an Executive Search

Our primary objectives are (1) to attract the highest number of professionally qualified, experienced, and diverse applicants and (2) to facilitate a selection process that is thorough, professional, and timely, resulting in the selection of the candidate who best meets the requirements of the City.

Appropriate communications shall be maintained with the City Administrator and/or selection team/committee throughout the process by on-site meetings, email and, if necessary, phone calls.

Our philosophy is that while we certainly review applicants carefully, it is not our role to actually select candidates. We fully recognize that the final decision rests with the City Administrator.

Finally, we believe that the process should be conducted in a planned, deliberate, and timely fashion. Specific preferences of the City Administrator and/or selection team/committee will be accommodated in the design of the process and as necessary throughout the process.

Outline of Process

This proposal describes the activities to be performed by Public Administration Associates, LLC, acting as consultants for Lake Geneva in the recruitment and selection of a new Finance Director/Comptroller.

Activities to be performed by Consultants:

1. Communicate with the City Administrator and/or Selection Team/Committee as appropriate to discuss the most important qualifications and personal characteristics desired in the Finance Director/Comptroller. We will gain an understanding of the position and review the job description. We will jointly determine recruitment procedures and the interview and selection process, and determine the time schedule;

[This is important in reviewing the current position and establishing the qualities that the City Administrator and the City Council desire in the Finance Director/Comptroller and to determine the recruitment procedures and schedule.]

2. On the basis of these discussions, we will restructure and repost the position advertisements;

[The position profile will be available on-line and distributed to persons who may be interested in the position.]

3. Place advertisements in appropriate publications and on-line sources, (Government Finance Officers Association (GFOA) and GFOA-Wisconsin On-Line Newsletter and Website; International City/County Management Association On-Line Newsletter, and the League of Wisconsin Municipalities on-line, Strategic Government Resources, (a national local government recruitment site), Wisconsin and Illinois City/County Management Association Newsletters, six schools of Public Administration throughout the United States); we will contact and encourage personally known Local Government Public Finance professionals to apply and well as send out an e-flyer about the position opening to Wisconsin CPA firms that provide municipal audit and financial advisory services, major municipal Finance Departments as well as to past applicants for Public Finance positions that PAA has recruited for.

[This will be a national search. The GFOA and ICMA Newsletters and on-line venues are the premier channels for reaching qualified Finance Director/Comptrollers across the nation.]

4. Receive applications and acknowledge receipt;

5. Review applications, prepare a “mini-resume” on each applicant and sort into appropriate categories (“qualified”, “wild card”, and “not qualified”);

[The initial sorting of applicants is made on the basis of type of experience, quality of experience, education, and any other characteristics that may be relevant.]

6. Review applications with the City Administrator and Selection Team/Committee and select 5-10 Candidates for Further Consideration;

[The City Administrator and Selection Team/Committee review the sorted applications with the focus being on the applicants in the “qualified”, and “wild card” categories. The City Administrator and Selection Team/Committee select those applicants about whom it wants more information. Typically, 5 to 10 applicants are selected as semi-finalists.]

7. Contact semi-finalists; conduct background and reference checks; prepare semi-finalist candidate reference report summaries; arrange for video presentations or interviews;

[This is the most important and time-consuming part of the search process. Semi-finalists must supply references that are elected officials and staff members with whom the applicant has worked. If references are not appropriate, semi-finalists must supply additional references. Questions are asked about accomplishments, strengths, skills, interpersonal relationships, and areas of improvement. This information is critical in evaluating the candidates.]

8. Review semi-finalists with the City Administrator and Selection Team/Committee for selection of candidates to be interviewed in person in Lake Geneva;

[The City Administrator and Selection Team/Committee review the profiles developed from the reference/background information and review the videos or conduct the video interviews. They then select three to five candidates as finalists to be interviewed. We typically recommend four finalists. At this stage, all of the candidates should be technically qualified to serve as the City Finance Director/Comptroller. The primary value of the interview is to determine the "fit" with the City Administrator, City Council and staff.]

9. Work with the City Administrator and final candidates to arrange on-site, final interviews; conduct criminality, drivers checks and verify the educational attainments claimed by the finalist candidates.

10. Assist in the interview process, including arranging the schedule, coordinating plans with candidates, providing sample interview questions, conducting a writing exercise, observing the interviews, facilitating the selection of the first choice, and seeing that the interviews run smoothly;

[While there are a variety of approaches to the interview process, PAA will work with the City Administrator to determine the right mix of interviews and activities to assist in making the final employment decision. We also like to use an on-line assessment tool such as Caliper Profile to further assist in the validation of the candidate's skill set for the position. (There is an additional nominal charge for this service that we can discuss if selected and if the City desires this additional selection tool).

Typically we have all the final candidates go through a four stage process: (1) formal interview with the City Administrator and/or Selection Team/Committee, (2) a tour of the city facilities, (3) meet with other department heads and senior staff, (4) a writing exercise to determine writing skills.

The meetings with the other department heads are important for the candidates and the department heads. Although this group does not make the decision on the selection of the new Finance Director/Comptroller, each of them is asked to comment, without ranking or comparison, on the candidates as further evidence for the City Administrator and/or Selection Team/Committee to consider.]

11. Convey terms to and from the candidate selected until agreement is reached;

*[The City Administrator and Selection Team/Committee will meet after the interviews to select their choice for Finance Director/Comptroller. They instruct the consultant to begin discussions with the desired candidate. The use of a third party negotiator is very helpful in the process of reconciling differences between the City and the candidate. When an employment agreement has been prepared, the consultant informs the City Administrator if they make an offer on the basis of the agreement, the offer will be accepted.] **Note: If an employment contract with the selected candidate is not desired then this step in the process can be eliminated with the exception of PAA's negotiation on behalf of the City regarding the final terms and conditions of employment.***

12. After acceptance of the Employment Agreement by the City Manager and City Council and the designated candidate, the consultant will thank all applicants and notify them of the final result.

Cost

The project costs for professional services will be \$6,500 (note if items 11 and 12 are not necessary i.e. contract negotiation and preparation, then this fee can be reduced by \$500) plus reimbursement of actual out-of-pocket expenses incurred by PAA such as advertising, copying and mileage costs (because the lead consultant Kevin Brunner lives in Whitewater these latter costs will be negligible). Advertising costs are expected to be in the range of \$500 to \$700, depending on the venues selected. The total cost will reflect the fee for professional services plus actual out-of-pocket expenses and advertising costs. A total cost of \$7,200 should be sufficient to be budgeted for this recruitment.

PAA is sensitive to the pressures faced by local governments to contain costs. As such, we will work with you to ensure that the recruitment is conducted in a cost-effective manner. We only submit our invoice after the chosen individual and the City executes the Employment Agreement, thus completing the project. No interim payments are billed.

Guarantee

In the unlikely event that none of the finalist candidates are chosen, we will continue the search on your behalf at no added cost beyond direct expenses. In addition, if within a year of employment the Finance Director/Comptroller resigns or is dismissed for cause, we will conduct another search for direct expense only. There will be no charge for professional services.

Time Schedule

The process can proceed at a pace approved by the City Administrator. However, once it has been started it is important to proceed in an expeditious manner. Following is the suggested schedule:

<u>Week</u>	<u>Action</u>
Week 1	Meet or communicate with City Administrator and any other others to accomplish tasks identified in Activities 1 & 2. Prepare and Place Advertisements with the GFOA, International City/County Management Association, Wisconsin League of Municipalities, on the Internet and other venues. Contact Wisconsin CPA firms, large Wisconsin and Illinois municipal Finance Departments and known local government finance professionals with position announcement.
Week 3	Closing Date for applications.
Week 4	Meet with the City Administrator and Selection Team/Committee to review applicants and select semi-finalists.
Week 5	Meet with the City Administrator and Selection Team/Committee to review semi-finalists and select finalists (at this meeting video interviews would be conducted or presented).
Week 7	Interview finalists, select first choice, and authorize consultant to negotiate terms with designee.
Week 8	Make offer and adopt employment agreement in open session by City Council (if necessary and knowing that it will be accepted).
Weeks 10-12	New Finance Director/Comptroller arrives (assuming that the designee must give approximately two to four weeks' notice in present position).

If the foregoing proposal is acceptable, signing this document shall constitute the contract for services.

Signed: Kevin M. Brunner
Partner, Public Administration Associates

Dated: November 1, 2017

Accepted: _____
Lake Geneva, Wisconsin

Dated: _____

ATTACHMENT "A"

What is Public Administration Associates, LLC?

Public Administration Associates, LLC, is a consulting firm specializing in local government recruitment and management studies. William Frueh, Denise Frueh, and Stephen Hintz, who are the partners, formed this partnership in April 1998. Its headquarters are located at 1310 Fairview Street in Oshkosh, Wisconsin.

What expertise do the partners have in local government?



Denise Frueh served in the Finance Department for the City of Oshkosh for seven years. Her experiences include being the Deputy and Acting City Assessor. She received her Master of Business Administration from the University of Wisconsin Oshkosh. She has been actively consulting since 1996. Ms. Frueh acts as the business manager for the partnership.



Dr. Stephen Hintz served on the faculty of the University of Wisconsin Oshkosh from 1972 until 2002, where he taught personnel, budgeting, and municipal management in the Master of Public Administration program. For twenty years, he served as executive secretary of the Wisconsin City/County Management Association. Hintz holds a Ph.D. in political science from Yale University. He has been consulting with municipalities on recruitment and management issues since 1980. In 1998, Hintz was elected to the Oshkosh Common Council and is a former Mayor of Oshkosh, (2002-2004). In 2001, he received the prestigious Sweeney Academic Award from the International City/County Management Association for his lifelong work in promoting public administration.



William Frueh has many years of experience in local and state governments as a City Manager in Council Bluffs, Iowa; Newton, New Jersey; Shawnee, Oklahoma and Oshkosh, Wisconsin where he retired after 20 years as its City Manager. He also served as the Director of Economic and Community Affairs for the State of Oklahoma. In January 2000, Oshkosh Citizens and the *Oshkosh Northwestern* newspaper named Frueh as one of the ten people in Oshkosh who most influenced the development of Oshkosh during the twentieth century. Frueh received his bachelor's degree in Civil Engineering from Iowa State University and has experience as a City Engineer and Public Works Director. He has been actively consulting since 1996 and is a Life Member of both the International City/County Management Association and Wisconsin City/County Management Association.



Associate Kevin Brunner has over thirty two years of experience in serving Wisconsin local governments. He served as manager /administrator in Saukville, Monona, De Pere and Whitewater and also worked as an assistant Administrator for the city of Appleton and Kenosha County. He recently retired from public service after serving as Director of Central Services/Public Works for Walworth County. He was the recipient of the 2007 Wisconsin City/County Manager of the Year and 2012 Service Innovation awards, both from the Wisconsin City and County Management Association (WCMA). Brunner is a past president of the WCMA and served on the League of Wisconsin Municipalities and Alliance of Cities Boards of Directors. He is a MPA graduate of Michigan State University and the University of Virginia Senior Executive Institute.

What is the range of activity of Public Administration Associates, LLC?

During the past 19 years, the partners have been responsible for the recruitment of more than 240 Managers and/or Administrators and Department Heads, the third most placements of similar recruiting firms in the United States and by far, the most placements of any firm in the State of Wisconsin. The partners also conduct many studies on municipal organization, management, public safety, personnel and budgeting.

Why is the cost of services performed by Public Administration Associates, LLC, likely to be less than the cost of other consulting firms?

The partners do not maintain separate office facilities or employ staff. In addition, although Public Administration Associates, LLC, believes that its partners are fairly compensated, it is committed to fostering effective and efficient local government and sensitive to the fact that public officials must be prudent in spending public money. We believe we provide a wider level of services in the recruitment process than our competitors at a substantially lower cost. Many times prospective clients consider our proposal with the thought that the lesser quoted cost reflects a substandard product. We believe that any fair comparison will reveal that our proposal reflects a far superior product at a reduced cost to our clients.

Further information about the partnership can be found at www.public-administration.com.

ATTACHMENT "B"

Manager/Administrator/Department Head Searches Conducted

Public Administration Associates, LLC

State of Wisconsin (unless otherwise noted) (Updated 11/1/2017) Municipalities & Counties

Note: The number beside the municipality name is the number of times PAA has assisted the municipality.

Cities

Adams (2)
Algoma
Antigo (3)
Ashland (2)
Baraboo (2)
Berlin
Brillion
Chippewa Falls (2)
Clintonville
Columbus
Crystal River, FL
Delavan (3)
DePere (3)
Durand
Eagle River
El Paso, Illinois
Elroy (3)
Evansville (3)
Fond du Lac
Fort Atkinson
Fox Lake (2)
Geneseo, IL
Hartford
Hillsboro (2)
Hudson
Independence, IA
Jefferson (2)
Kewaunee
Lancaster (4)
Marquette, Iowa
Marshfield (2)
Mauston (5)
Menasha (3)
Mequon
Merrill
Milton
Minonk, IL (3)
Monona (2)
Monroe (2)
New Lisbon
New London (2)
Niagara
Oak Park Heights, MN
Oconto (2)
Pine Island, MN
Platteville (5)
Portage
Prairie du Chien (2)

Princeton
Reedsburg (2)
Rhineland (4)
Rice Lake
Richland Center
Shawano (2)
South Haven, MI
St. Croix Falls
St. Francis
Sturgeon Bay (4)
Rhineland (4)
Tomah
Verona (5)
Washburn (2)
Waterford
Waukesha
Waupaca
Waupun
Wautoma (2)
Wauwatosa (2)
Weyauwega (2)
Whitewater (2)

Villages

Allouez
Bayside (4)
Belleville
Bellevue
Clinton (3)
Cross Plains
Colfax
Darien
Denmark (2)
Edgar
Elm Grove
Ephraim
Fox Point (4)
Germantown
Grafton (2)
Greendale (2)
Hales Corners
Hartland (2)
Howard (3)
Johnson Creek (4)
Kewaskum
Little Chute (4)
Maple Bluff
Marshall
McFarland (2)

Mukwonago
New Glarus (2)
North Fond du Lac (3)
Oregon
Osceola
Paddock Lake (2)
Palmyra
Pardeeville
Prairie du Sac
Pulaski
Schofield
Sherwood
Slinger (2)
Spring Green
Sussex
Thiensville (2)
Turtle Lake (2)
Twin Lakes (2)
Union Grove
Waunakee (2)
W. Milwaukee (3)
Wind Point (2)
Winneconne (4)
Whitefish Bay (2)
Wrightstown (3)

Towns

Algoma (2)
Beloit
Buchanan (3)
Cedarburg (2)
Clayton
Grand Chute
Greenville (2)
La Pointe
Lawrence
Menasha (4)
Rib Mountain
Richfield (2)
Weston

Counties

Chippewa (3)
Green Lake
Iowa
Monroe
Polk
Shawano
Washburn
Wabasha, MN (2)

ATTACHMENT “C”

EXECUTIVE SUMMARY

Reasons for engaging Public Administration Associates, LLC, for this recruitment are:

THE MOST QUALIFIED

- Over 210 years combined experience in municipal government by four partners and three associates
- Life Members of Wisconsin City/County Management and International City/County Management Associations
 - Partners William Frueh and Kevin Brunner both have 30+ years and Associate Duane Gau (12 years) managing Wisconsin municipalities.

THE MOST EXPERIENCED

- PAA has recruited over 240 Administrator/Managers/Department Heads
- PAA has recruited over 50 Municipal Department Heads including but not limited to Public Works Directors, Finance Directors, Community Development Directors, Fire and Police Chiefs and Park and Recreation Directors
- Have extensive referenced files on over 900 possible candidates
- Know the possible candidates-can encourage possible candidates to apply

THE BEST PROCESS

- Solicitation includes all possible on-line and print media plus six schools of Public Administration
- A detailed written report is prepared on all semi-final and final applicants to assist in the municipal client's review and consideration of those candidates.
- An alternate group is used to give opinions of strengths/weaknesses of finalists
- At your direction, we prepare and negotiate Employment Agreement with selected person
- At the client's request, we utilize proven and validated on-line assessment tools to assist in the selection process.

WE HAVE A RECORD OF ENTHUSIASTIC APPROVAL

- Please contact any of our previous clients or references to verify
-
- Over one-third of our municipal clients are repeat clients

CITY OF LAKE GENEVA

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



Memorandum

Date: November 3, 2017
To: Personnel Committee
From: Blaine Oborn, City Administrator
Subject: Discussion/Action/Recommendation on filling the Senior Financial Analyst (Treasurer) Vacancy as a Full-time position

The City Hall is in the process of: 1) Upgrading to a new Financial Systems in March 2018, 2) Effective January 1, 2018, doing finance/treasury functions including payroll and accounts receivable for the Utility Commission, and 3) Effective January 1, 2018 performing the Public Works Department administrative functions currently handled by the Utility Commission.

I recommend that the Senior Financial Analyst (Treasurer) position currently a 75% (30 hours per week) position be upgraded to a Full-time (40 hours per week) position. The increased hours are in the Proposed 2018 Budget with the cost offset from additional revenue from the Utility Commission.

CITY OF LAKE GENEVA

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



Memorandum

Date: November 3, 2017

To: Personnel Committee

From: Blaine Oborn, City Administrator

Subject: Discussion/Recommendation on expanding Recreation Services and Coordination with other interests including the YMCA and Lake Geneva Schools via: Advocating for the School Recreation District Model OR Expanding the Municipal Recreation Model with the creation of Recreation Director Position

I met with Lake Geneva Schools Superintendent Jim Gottinger as directed by the Personnel Committee regarding Lake Geneva Schools interest in expanding Recreation Services using the School Recreation District Model. It will likely take the school 1 to 2 years to implement with intervening negotiations with the City. The Council also decided to not fund a City Recreation Director Position in the 2018 Budget.

Given the Lake Geneva Schools interest, I recommend the Personnel Commission postpone further consideration of creating a City Recreation Director position and refer the matter of partnering in a School Recreation District to the Finance, License, and Regulation Committee.

The following is a recap past memos:

March 30, 2017 Memo:

Alderman Flower at the May Personnel Committee meeting requested that this item be placed on the Agenda. This position would be similar to the Recreation Director position in the City of Elkhorn with their position job description attached. Their adopted pay range for the position is \$53,048 - \$71,567 that is in between our Pay Grade Scale 13 (52,346.15 - 68,050.00) and Scale 14 (55,486.92 - 72,133.00) positions. For comparison the Parking Manager position is a grade 12 and the City Clerk is a grade 13. The Elkhorn Recreation Director does not directly oversee the parks maintenance so it is not a Parks & Recreation position. Their Recreation Department also has a full-time Administrative Assistant position along with the season help. We could also merge Lakefront Department and the Harbormaster into a new Recreation & Lakefront Department. I would recommend keeping parks maintenance in the Public Works Department like Elkhorn. Also for history, since at least 1990, the City has occasionally talked about moving away from paying the YMCA, currently at \$54,000 annually, and creating a City Recreation Department with a full-time or part-time Recreation Director position

July 31, 2017 Memo:

This item was continued from the last meeting with the City Administrator to reach out to the YMCA, Lake Geneva Schools, and George Williams College for input. I have invited Mike Kramp

CEO/Executive Director, Geneva Lakes Family YMCA and Jim Gottinger, Superintendent, Lake Geneva Schools to the Personnel Committee Meeting to provide input. I have also made contact with George Williams College but the faculty member is currently out of the country. I have also been approached by another expert for consultant or interim services.

September 1, 2017 Memo:

Introduction:

As part of evaluating the possibility of creating a Recreation Director position in the City to coordinate with other interests including the YMCA, Lake Geneva Schools, and other City departments, I was requested to review possible models for providing recreation services. In Wisconsin there are basically two models for providing public recreation services.

A) Municipal Recreation Model.

The first model is the Municipal Recreation Model that the City of Lake Geneva currently uses along with the City of Elkhorn, the City of Delavan, and the Village of Williams Bay. The only difference is that Lake Geneva uses the Geneva Lake YMCA as its recreation department for activities at Veteran's Park. While the other three nearby municipalities have recreation departments and offer additional services. The creation of a Recreation Department with the hiring of a Recreation Director would allow the City to better manage activities at Veteran's Park and expand into other recreational services. One of the justifications for not expanding is that unlike the other communities, Lake Geneva has the YMCA with already expanded recreational programs.

Many of the municipal recreation departments use a two tier rate charge for much of their programs with a lower fee for residents recognizing that recreation activities are being subsidized by property taxes from residents and a higher fee for non-residents. Under Elkhorn Parks and Recreation FAQ (Frequently Asked Questions) is:

"Am I considered a resident or non-resident for Rec Programs?"

The City of Elkhorn declares the following policy for residency requirements:

A person is considered a resident if the citizen resides within the corporate boundaries of the City of Elkhorn (Not school district or postal city).

A person is not considered a resident if any of the following occur:

A City of Elkhorn business owner that lives outside of the City of Elkhorn limits.

Citizens that reside outside of the City of Elkhorn limits. If you live in the Town of Lafayette, Town of Geneva, Town of Delavan, or Town of Sugar Creek, you are a non-resident.

Baby sitters, day care employees, relatives, and participants that live outside the corporate limits of the City of Elkhorn.

Cannot provide proof of residency when registering for programs.

Under Lake Geneva recreation services provided by the YMCA, there is no reduced rate for the City of Lake Geneva residents and the YMCA has resisted implementing the two tier rate policy. The City could possibly fund the Recreation Director position by:

- 1) Reducing funding provided to the YMCA (currently at \$54,000 annually)*
- 2) Using fees from additional programs, likely not substantial*
- 3) Charging the Lakefront Fund for piers, harbor, and lakefront services*
- 4) Contributions from the School District and benevolent organizations*
- 5) Increasing property taxes, limited by the levy limit*

B) School Recreation District Model.

The second model is the School Recreation District Model used by nearby Big Foot Recreation District, Shorewood Recreation, and Milwaukee Recreation. Under this model the

School District is the recreation department using Community Education Funds that are separate from school operating funds. For example, the Big Foot Recreation District serves the residents of the Big Foot School District comprising the Villages of Fontana, Sharon and Walworth, the Townships of Walworth and Sharon and parts Delavan and Linn Townships.

Under this model, the City would likely still maintain the parks, but recreation activities in the City would be run by Lake Geneva Schools via the Lake Geneva-Genoa City Union (Badger) High School District Community Education Fund. The Recreation District boundaries would be the same as the Badger High School District. There are already Badger Community Education activities and from their website "Providing opportunities for life-long learning and enrichment, Badger Community Education serves as a bridge between Lake Geneva Schools and those we serve. Classes include exercise, nutrition, arts, crafts, hobbies, parenting strategies, computer usage, photography, money management, and more." Under this model, the recreation district would be created and coordinated with the municipalities in the Badger District. Funding would also be from the school district.

Conclusion:

I appreciate the input from Chris Wells, facility member with George Williams College who I have meet with and is willing to be a sounding board. If the City wants to pursue a study, he recommends that I contact the Wisconsin Park and Recreation Association for assistance. The options are:

- 1) Continue to pursue expanding the Municipal Recreation Model by hiring a Recreation Director*
- 2) Discuss further the option of the School Recreation District Model with Lake Geneva Schools*
- 3) Do a Recreation Services Study for further analysis before making a decision on the direction*

September 30, 2017 Memo:

As part of evaluating the possibility of creating a Recreation Director position in the City to coordinate with other interests including the YMCA, Lake Geneva Schools, and other City departments, I was requested to review possible models for providing recreation services. In Wisconsin there are basically two models for providing public recreation services: 1) The Municipal Recreation Model that the City currently uses, and 2) The School Recreation District Model used by nearby Big Foot Recreation District. As directed by this Committee, I am discussing the School Recreation District Model with Lake Geneva Schools with an upcoming meeting this week.

The 2018 Budget Goals lists, Consideration of Recreation Director Position. It will need to be determined as part of the Budget process on whether to fund the Recreation Director position and the related funding amount provided to the YMCA (currently at \$54,000 annually).

CITY OF LAKE GENEVA

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



Memorandum

Date: October 17, 2017

To: Finance, License, and Regulation Committee

From: Blaine Oborn, City Administrator

Subject: Schedule of Fees Resolution Changes from the Budget Workshop:

- a. Discussion/Recommendation on Revised Fire Inspection Fees
- b. Discussion/Recommendation on Revised Beach Rate and/or Hours
- c. Discussion/Recommendation on Revised Building Inspection Fees
- d. Discussion/Recommendation on Revised Parking Stall Rates

The 2018 Proposed Budget includes the following funding requiring implementation:

- Increase Fire Inspection Fees for \$40,000
- Increase Beach Rate and/or Hours for \$15,000
- Increase Inspection Fees for \$20,000
- Increase Parking Stall Rates for \$100,000

Proposals are attached for:

- Increase Fire Inspection Fees
- Increase Beach Rate and/or Hours
- Increase Parking Stall Rates for \$100,000

The Proposal for increasing Inspection Fees is still pending.



Resolution 17-R48

The Common Council of the City of Lake Geneva does hereby establish the following revised schedule of fees, effective June 26, 2017.

SCHEDULE OF FEES

CITY OF LAKE GENEVA, WISCONSIN

The City of Lake Geneva may retain overpayments of taxes, fees, licenses, and similar charges when the overpayment is \$2 or less, unless such refund is specifically requested by the remitter.

LICENSES & PERMITS	
ALCOHOL LICENSE FEES * STATUTORY LIMITS	
Temporary Retailer's	\$10.00 Each
Provisional/Temp. Operator (60 days)	\$15.00 each
Operator	\$50.00 Annual Prorated after January 1 to \$30.00
Class A Liquor	\$500.00
Class A Beer	\$100.00
Class C Wine	\$100.00
Class B Liquor (Quota License)	\$500.00
Class B Beer	\$100.00
Reserve Class B Liquor	\$10,000.00
Change of Agent	\$10.00
Publication Fee	\$25.00
Extension of Premises	\$25.00
ANNEXATION FILING FEE - DUE UPON PETITION	\$200.00
AMUSEMENTS	
Coin Operated music machine/juke box	\$20.00 per machine
ASSESSMENT REQUEST LETTER	\$35.00 each
BANNER PERMIT	\$20.00 per banner per two-week time period
BUSINESS LICENSE	\$25.00 Annual
Late fee after July 1	\$20.00 (in addition to license fee)
CAT LICENSE	
Not Spayed/Neutered	\$8.00 Annual
Spayed/Neutered	\$4.00 Annual
Late fee after April 1, or 30 days after adoption of new animal if adoption occurs after April 1	\$5.00 (in addition to license fee)
DOG LICENSE	
Not Spayed/Unneutered	\$29.00 Annual
Spayed/Neutered	\$14.00 Annual
Late fee after April 1, or 30 days after adoption of new animal if adoption occurs after April 1	\$5.00 (in addition to license fee)
BOWLING ALLEY	\$20.00 per lane
BILLIARDS OR POOL TABLE	\$40.00 per table
CARRIAGE COMPANY LICENSE	\$50.00 Annual
Each Additional Carriage	\$25.00
CLOSING OUT SALE	\$25.00 event
CIGARETTE/TOBACCO LICENSE * STATUTORY	\$100.00 Annual

CREAMERY PERMIT	\$50.00
DIRECT SELLERS PERMIT	\$50.00 nonrefundable application fee
MESSAGE ESTABLISHMENT	
Investigation	\$50.00 Annual
Transfer	\$50.00
MOBILE HOME PARK LICENSE	\$100.00 Annual
PARADE PERMITS	\$25.00 nonrefundable application fee
CITY PARK PERMITS	
RENTAL FEES ARE PER DAY, PER LOCATION	\$25.00 nonrefundable application fee
49 Attendees or less	
Non-Profit Organization	\$50.00 deposit, \$30.00 Rental
Resident	\$50.00 deposit, \$30.00 Rental
Non-Resident	\$100.00 deposit, \$75.00 Rental
50 to 149 Attendees	
Non-Profit Organization	\$100.00 deposit, \$55.00 Rental
Resident	\$100.00 deposit, \$55.00 Rental
Non-Resident	\$150.00 deposit, \$125.00 Rental
150 or more Attendees	
Non-Profit Organization	Deposit Determined by Park Board, \$105.00 Rental
Resident	Deposit Determined by Park Board, \$105.00 Rental
Non-Resident	Deposit Determined by Park Board, \$225.00 Rental
BASEBALL TOURNAMENT PERMIT FEE - VETERAN'S PARK	\$1,000 Security Deposit
Friday Rental	\$150.00
Saturday Rental	\$300.00
Sunday Rental	\$300.00
ADDITIONAL PARK AMENITIES	
Brunk Pavilion Rental	\$250.00 Resident/Non-Profit \$500.00 Non-Resident
Benches	\$50.00 deposit, \$5.00 each
Picnic Tables	\$50.00 deposit, \$15.00 each
Barricades	\$50.00 deposit, \$5.00 each
Fencing - Snow	\$30.00 per 50 feet
Trash Receptacles	\$50.00 deposit, \$8.00 each
PARKING STICKERS	
Resident & Non-Resident Residence Owners - Lasts 2 years (even) - 2 hours free parking	4 free per residence each additional \$25.00
Business Owner - 2 hours free parking	\$25.00 Lasts 2 years (even) \$25.00 for 1 year (effective Jan. 1 2017) \$50.00 (effective Jan. 1, 2018)
Walworth County Resident - 2 hours free parking	\$160.00 Lasts 2 years (even) \$80.00 for 1 year
Parking Lot Permit	\$400.00 Annual

PARKING RATES	
Parking Stall Rate for stalls on Wrigley Dr., 10 stalls at the boat launch, stalls on lower Center St. south of Main St. and stalls on lower Broad St. south of Main St.	\$2.00 per hour
All other Parking Stalls Rate	\$1.00 per hour
Parking Meter Bags/Contractor Permits	\$10.00 administrative fee \$25.00 deposit per locked bag March 1 - Nov 14: \$20.00 daily per bag Nov 15 - Feb 29: \$10.00 daily per bag
PARKING TICKETS	
Expired Stall (Over 2 hours; Over 5 hours; Over 25 min.)	\$20.00
More than 3 motorcycles	\$20.00
Improper Use or Display of Sticker	\$20.00
Backed into parking stall	\$25.00
Compact Car Only	\$25.00
No Parking Zone	\$25.00
Over the Line	\$25.00
Parking by fire hydrant	\$40.00
Handicap Zone	\$150.00
Parking with Trailer or Trailer alone in Sage Lot D	\$25.00
Parking any Vehicle without a Trailer or with an occupied Trailer in Boat Launch Parking Lot F	\$25.00
LATE FEES	
Expired Stall After 10 days	\$40.00
More than 3 motorcycles After 10 days	\$40.00
Backed into parking stall After 10 days	\$50.00
Compact Car Only After 10 days	\$50.00
No Parking Zone After 10 days	\$50.00
Parking by fire hydrant	\$80.00
Handicap Zone	\$300.00
Second Collection Letter Fee	\$6.00
Vehicle Suspension Release Fee	\$20.00
PUBLIC ASSEMBLY PERMIT	Free
PUBLIC RECORDS REQUESTS * STATUTORY	
Photocopies (can include hourly wage for gathering data)	\$0.25 per page
RADON TEST KIT	\$10.00
REISSUE CHECK FEE	\$25.00
RETURNED CHECK FEE (NSF)	\$30.00 each
ROOM TAX LICENSE	\$10.00 Annual
SHOWS, CIRCUS, CARNIVALS	
Circus	\$50.00 per day
Tent Show - Day 1	\$15.00
Tent Show - Each Additional Day	\$10.00
All Other	\$2.00 per day
SIDEWALK CAFÉ PERMIT	\$15.00 per seat Annual

STREET USE PERMIT	\$25.00 nonrefundable application fee
Up to two days	\$40.00
More than two days	\$100.00
TAX EXEMPT REPORT FILING (every other year)	\$20.00
Late Fee	\$20.00
TAXI CAB COMPANY LICENSE	\$50.00 Annual
Each Additional Car	\$25.00
TAXI CAB DRIVER LICENSE	\$25.00 Annual
THEATER LICENSE	
Up to 1,200 seats	\$200.00
Over 1,200 seats	\$275.00
TRAPPING PERMIT	\$25.00 Annual
CITY HALL MEETING ROOM RENT	\$25 per event

LAKEFRONT	
BEACH (Open Memorial Day thru Labor Day - no glass containers allowed)	
Children age 6 and under	Free
Children age 7-12	\$4.00 per day
Ages 13 to Adult	\$7.00 per day
Resident Beach Tags (Maximum 6 per Household)	\$3.00 per tag
Seasonal Pass Adult 13 and up	\$70.00 per year
Seasonal Pass Child 7-12	\$40.00 per year
Beach Use Permits Rental Excludes Beach Operating Hours Memorial Day through Labor Day 9:00am to 5:00pm Rental Fees are Per Day	\$25.00 nonrefundable application fee
49 Attendees or less	
Non-Profit Organization	\$50.00 deposit, \$30.00 Rental
Resident	\$50.00 deposit, \$30.00 Rental
Non-Resident	\$100.00 deposit, \$75.00 Rental
50 to 149 Attendees	
Non-Profit Organization	\$100.00 deposit, \$55.00 Rental
Resident	\$100.00 deposit, \$55.00 Rental
Non-Resident	\$150.00 deposit, \$125.00 Rental
150 or more Attendees	
Non-Profit Organization	Deposit Determined by Piers, Harbors & Lakefront, \$105.00 Rental
Resident	Deposit Determined by Piers, Harbors & Lakefront, \$105.00 Rental
Non-Resident	Deposit Determined by Piers, Harbors & Lakefront, \$225.00 Rental
Beach Bathrooms - Opening/Cleaning	Hourly Rate

BOAT LAUNCH PERMIT		
One-Time Launch	Resident	Non-Resident
Non-Trailer Non-Motor	\$7.00	\$8.00
Less than 20 feet	\$10.00	\$11.00
20 feet to 25 feet 11 inches	\$14.00	\$21.00
26 feet and over	\$16.00	\$24.00
Season Launch Permit	Resident	Non-Resident
Non-Trailer Non-Motor	\$70.00	\$80.00
Less than 20 feet	\$100.00	\$110.00
20 feet to 25 feet 11 inches	\$140.00	\$210.00
26 feet and over	\$160.00	\$240.00
BUOY/SLIP RATES ESTABLISHED ANNUALLY BY RESOLUTION		
Season Launch Pass for Kayaks, Canoes and Paddleboards (non-trailer, non-motor)		\$30.00 per year
RIVIERA RENTALS <i>Maximum attendees is 380</i>		
Security Deposit		\$1,000.00
Resident Rental Fee (Friday, Saturday, Sunday)		\$2,500.00
Non-Resident Rental Fee (Friday, Saturday, Sunday)		\$3,000.00
Resident & Non-Resident Weekday Rental Fee (Monday - Thursday)		\$500.00
Not-for-Profit Group Rental Fee		\$400.00
Per Hour Set Up Fee		\$20.00 per hour
Security Guards for Event (2)	Additional Renter Expense- Hourly Rate	
Extra Security Guard over 250 attendees	Additional Renter Expense - Hourly Rate	

BUILDING & ZONING	
Building	
Minimum permit fee for all building permits	\$50.00
Residences -	
One & Two family & attached garage (new, addition and alterations)	\$0.31 / sq. ft.
Accessory buildings & garages	\$0.22 / sq. ft.
Decks	\$0.10 / sq. ft., or \$50.00 minimum
Residences - Apartments, Three family & over, Row Housing, Multiple Family Dwellings, Institutional (new, addition and alterations)	\$0.31 / sq. ft.
Local Business, Office Building (new, addition or alteration)	\$0.30/ sq. ft.
Manufacturing or Industrial (new, addition or alteration)	\$0.25 / sq. ft.
Permit to start construction	\$100.00 (1-2 family) \$150.00 (all others)
Residential Roofing and Siding	\$50.00
All other buildings, structures, alterations, residing, reroofing, repairs, where square footage cannot be calculated	\$10.00 / \$1,000.00 valuation

Commercial/Industrial Exhaust Hoods and Exhaust Systems	\$75.00 / Unit
New Residential Heating	\$100.00 first unit, \$50.00 each additional unit.
Replacement Residential Heating	\$50.00 / unit
Commercial New or Replacement Heating	\$100.00 / unit, up to and including 150,000 BTU units. Additional fee of \$16.00 / each 50,000 BTU fraction thereof up to a maximum of \$750 / unit.
Heating and Air Conditioning Distribution Systems	\$2.00 / 100 sq. ft. of conditioned area with a minimum fee of \$50.00
Commercial Air Conditioning - Other than Wall Units (new or replacement)	\$100.00/ unit up to 5tons or 60,000 BTU's. Additional fee of \$16.00 each ton or 12,000 BTU's or fraction thereof up to a maximum of \$750.00 / unit.
Residential Air Conditioning - Other than Wall Units (new or replacement)	\$50.00 / unit
Permanently installed Wall unit	\$20.00 / unit
Wrecking or Razing - Building Inspector may waive fee if structure is condemned	\$75.00 (One or Two Family Residences and Accessory Structure over 250 sq. ft.)
Commercial / Industrial Razing	\$250.00
Moving buildings over public right-of-ways	\$150.00 plus \$0.03 / sq. ft.
Fuel Tanks	\$50.00 administrative fee / tank for installation or removal
Re-Inspections	\$50.00 / inspection
Commercial Electrical Re-Inspections	\$100.00 / Inspection
Plan Examination:	
One and Two Family Residence	\$100.00
Apartments, Three Family Residence, Row Housing, Multiple family Building	\$75.00 plus \$10.00 /unit
State Approved Plans	\$50.00
Commercial, Industrial, Institutional & Additions	\$150.00
State Approved Plans	\$50.00
Heating Plans, Energy Calculations, or Lighting Plans submitted separately	\$75.00 / Plan
Additions, Alterations to 1 & 2 Family Dwellings	\$50.00
Accessory building over 240 sq. ft., and decks for 1 & 2 family dwellings	\$40.00
Special Inspections and Reports	\$100.00 / inspection
Wisconsin Uniform Building Permit Seal	\$35.00
Occupancy Permit - Residential	\$50.00
Commercial and Industrial	\$100.00
Temporary (6 months or less)	\$75.00

Plumbing Permit	\$12.00 / fixture, drain or device, \$50.00 minimum. \$1.00 / lineal foot of sewer or private water main, \$50.00 minimum.
Residential Electrical Permit - for minor installations with fees not exceeding \$5.00, the permit fee may be waived by the inspector.	\$0.10 / sq. ft. of area served or \$1.00 per device box - If area cannot be calculated, \$50.00 minimum.
Commercial Electrical Permit - for minor installations with fees not exceeding \$5.00, the permit fee may be waived by the inspector.	\$0.10 / sq. ft. of area served or \$1.00 per device box - If area cannot be calculated, \$100.00 minimum.
New Residential Electrical Service	\$100.00 / Service
Residential Service Update	\$75.00 / Service
Residential Sub-Panel	\$50.00 / Panel
Residential Generator	\$75.00 (includes gas piping)
Commercial Service (New or Update)	\$150.00 First 200 Amps, \$25.00 each additional 100 Amps.
Commercial Sub-Panel	\$50.00 First 100 Amps, \$10.00 each additional 100 Amps.
Commercial Generator	\$150.00 (includes gas piping)
Commercial Low Voltage	\$1.00 / Device, \$75.00 Minimum
Commercial Exterior Light Fixture Replacement	\$100.00 per site
Erosion control fees:	
New One and Two Family Buildings	\$100.00 / lot
One and Two Family Additions and Accessory Structures	\$50.00
Multi-Family Residential, Commercial, Industrial and Institutional	\$150.00/Building, plus \$5.00/1,000 sq. ft. disturbed lot area up to \$2,000.00 max.
Other	\$40.00
Triple Fees: Upon failure to obtain a permit before work on a building has been started, except in emergency cases, the total fee shall be triple the total fees charged.	
NOTE: Fees shall be charged on gross square footage defined as follows: <ul style="list-style-type: none"> • The exterior dimensions, including attached garage and each floor level • Unfinished areas of basements of one and two family dwellings are not included. 	
NOTE: In determining costs, all construction shall be included with the exception of heating, air conditioning, electrical or plumbing work.	
NOTE: All fee amounts shall be rounded up to the next full dollar amount.	
NOTE: An additional fee for plan review may be assessed at the time of application for renewal of the permit.	
Zoning	

Text Amendment (per Section 98-902)	\$300.00
Zoning Map Amendment (per Section 98-903)	\$400.00
Conditional Use (per Section 98-905)	\$400.00
Per Section 98-407(3)	\$100.00
Zoning Verification Letter	\$30.00
Temporary Use (per Section 98-906)	\$50.00
Sign Permit (per Section 98-907)	\$50.00 minimum or \$0.35 / sq. ft. of sign area *
Site Plan (per Section 98-908)	\$400.00 *
Certificate of Occupancy (per Section 98-909)	\$50.00 *
Variance (per Section 98-910)	\$300.00 *
Interpretation (per Section 98-911)	\$150.00 *
Appeal (per Section 98-912)	\$300 *
Filing or Recording fee with City Clerk, plus actual recording fee.	\$10.00
Zoning Permit	\$50.00
PD Zoning Map Amendment	\$750.00 (Includes 1 PIP Review)
PIP Review	\$400.00
* Base fee may be modified by Subsection (4) of Section 98-935, Fees of the Zoning Code	

CEMETERY FEES	
Opening Grave - Weekdays (Full Burial)	\$675.00
Opening Grave - Saturdays (Full Burial)	\$800.00
Opening Grave - Weekdays (Cremation)	\$450.00
Opening Grave - Saturdays (Cremation)	\$525.00
Two cremations buried in same grave at one time	\$100.00 extra charge
Opening Grave - Weekdays - Baby Under 1 Year	\$200.00
Opening Grave - Saturdays - Baby Under 1 Year	\$300.00
Grave (50% Perpetual Care)	\$650.00
Grave - Single Cremation (50% Perpetual Care)	\$400.00
Grave - Double Cremation (50% Perpetual Care)	\$500.00
Columbarium Niche (includes opening & inurnment)	\$1,200.00
(\$200 Perpetual Care)	\$1,000.00 bottom row
2 nd Inurnment if Niche allows for two	\$150.00 additional
Niche Door Inscriptions	\$240.00
Frost Charges (November 1 to March 15)	\$75.00
Stake Out Fee for Foundations	\$50.00
Foundation Charges	\$0.40 per square inch
Use of Cemetery for Functions	20% of Gross Receipts

FIRE DEPARTMENT FEES

Fees for Apparatus and Personnel	1 hour minimum and fractions thereafter on hourly rates unless stated otherwise
Chief, Deputy Chief or Assistant Chief	\$21.00/hr.
Fire and EMS Personnel	\$21.00/hr.
Engine/Squad	\$550.00/hr.
Truck (aerial apparatus)	\$875.00/hr.
Brush Truck	\$300.00/hr.
Air Boat	\$300.00/hr.
Technical Rescue and Utility	\$500.00/hr.
Chief, Deputy Chief, Assistant Chief, or Command Vehicle	\$50.00/hr.
Utility	\$50.00/hr.
Ambulance	\$175.00/hr.
EMS First Responder and Transport Fees	
Residents Fee	\$100.00 per call
Non-Resident Fee	\$150.00 per call
Ambulance Transport Fee Schedule	
Advanced Life Support Base Rate	\$750.00
Advanced Life Support Base Rate (ALS2)	\$850.00
Advanced Life Support Base Rate (Intercept)	\$918.89
Advanced Life Support Base Rate (Intercept ALS2)	\$1010.47
Equal Level Staffing Mutual Aid	\$300.00
Basic Life Support Base Rate	\$650.00
Mileage Charge	\$18.00 per mile
Supplies used fee	
Defibrillation	\$100.00
EKG Monitoring	\$150.00
Spinal Immobilization	\$150.00
I/O Needle & Associated Supplies	\$200.00
Airway Placement	\$150.00
Oxygen & Associated Supplies	\$100.00
IV & Associated Supplies	\$150.00
CPAP Disposable	\$150.00
Epi 1:1000	\$35.00
Nitro Tabs	\$22.00
Albuterol/Ventolin	\$30.00
Glucagon	\$211.00
Narcan	\$48.00
ASA	\$32.00
Dextrose 25gms/50cc	\$32.00
Glucose	\$10.50
CO2 Monitor Nasal/Tube	\$40.00
Oil Dry	\$10.00 per bag
BLS Supplies Used	\$75.00
ALS Supplies Used	\$125.00
Fees Relating To Permits Required	
Fire pit burn permit	\$15.00 each fire or \$50.00 yr

Fireworks permit	\$50.00
Burning permits	\$50.00
Key box processing fee	\$10.00
Operational Permit	\$75.00
Fees Relating To Fire Protection Systems	
Basic system Review Fee is charged for systems without hydraulic calcs	\$250
Fire Sprinkler, Fire Control and/or Fire Suppression system plan review with one set of hydraulic calculations. (Fee is charged for each separate floor and /or area of building per system and review.)	\$300.00
Verifications of Additional Hydraulic Calcs (fee is charged for each additional set of hydraulic calculations required by the AHJ)	\$175.00
Additional review of same system. (Fee applies to all re-submittals.)	\$300
Site inspection during installation 2 hour minimum Note: system may not be concealed prior to inspection. Inspections are required for all systems.	\$75.00/hr.
Modifications to existing systems	
Min. fee per system without hydraulic calcs	\$75.00
Fee per sprinkler up to 15 sprinklers w/o calcs	\$20.00 ea.
Fee per sprinkler up to 15 with calcs	\$200.00
Fire Pumps per review	\$300.00
Sprinkler system underground mains	
0-200 feet	\$75.00
201-999 feet	\$125.00
1000 or more	\$300
Fire hose standpipe connections	\$15.00 each
Other fire protection systems (hood, wet & dry chem.)	\$300
Fire alarm systems per control panel	\$250.00
Fire Alarm system manual pull stations, initiating devices; this includes smoke, heat, flame, ionization, photoelectric detectors, water flow devices and all monitoring devices per review.	\$50.00 up to 3 \$10 each additional
Witness of all required tests - 2 hour minimum	\$150/hr.
Inspection during installation	\$75.00/hr.
Fire protection Consulting on systems and or for occupancies or permits	\$75.00/hr. 1 Hour Minimum

POLICE DEPARTMENT FEES

FINGERPRINTING	
City Residents	\$15.00
Individuals employed in business in city limits or working for city licensed business	\$15.00
Non-Residents	\$60.00

PUBLIC WORKS FEES

CONSTRUCTION PERMIT FEE	
--------------------------------	--

Curb Cut/Driveway Approach Fee	\$25.00
Right-of-Way Excavation Fee	\$25.00
Storm Sewer Connection Fee	\$25.00
Sanitary Sewer Connection Fee	\$25.00
Special brush, limb and refuse pick-up	\$24.00 per 15 minutes
Dumpster Delivery	\$50.00 per dumpster
Dumpster Pick-up	\$50.00 plus additional landfill fees

Adopted this 26th day of June, 2017.

Alan Kupsik, Mayor

Attest:

Sabrina Waswo, City Clerk

From: Dennis Detkowski <ddetkowski@cityoflakegeneva.com>

Date: November 2, 2017 at 3:41:18 PM CDT

To: John Peters <jpeters@cityoflakegeneva.com>

Subject: Fee Schedule Changes

Chief,

Per FLR and Council direction please see the below necessary fee schedule changes.

Chief, Deputy Chief or Assistant Chief	\$25.00/hr.
Fire and EMS Personnel	\$25.00/hr.
Engine/Squad	\$750.00/hr.
Truck (aerial apparatus)	\$1300.00/hr.
Ambulance	\$270.00/hr.

This needs to be added to the fee schedule resolution and removed from the ordinance (as per below)

Fire prevention inspection fee schedule:

	Building Type	Fee
	Residential:	
	4 to 36 units	\$10 per unit per year
	37 to 60 units	\$400 per year
	61 to 99 units	\$450 per year
	100 units and above	\$500 per year
	Commercial:	
	Under 1,000 square feet	\$50
	1,000 to 4,999 square feet	\$100
	5,000 to 24,999 square feet	\$150
	25,000 to 99,000 square feet	\$200
	100,000 to 174,999 square feet	\$400
	175,000 to 249,999 square feet	\$700
	Industrial:	
	Under 5,000 square feet	\$100
	5,000 to 24,999 square feet	\$200
	25,000 to 99,000 square feet	\$300
	100,000 to 174,999 square feet	\$500
	175,000 to 349,999 square feet	\$800

Additionally Ordinance number 30-122 needs to be changed as follows:

Sec. 30-122 Annual fire prevention inspection fees.

[Ord. No. 04-01, § I, 1-26-2004; Ord. No. 04-37, § I, 12-13-2004; Ord. No. 05-03, § I, 2-14-2005]

(a)

An annual fire prevention inspection fee is established for the City.

(b)

An annual fire prevention inspection fee shall be charged to the property owner for the required inspections of each building, structure and premise as specified in the fire prevention inspection fee schedule.

(c) Fire prevention inspection fee schedule ~~as follows:~~ shall be adopted by resolution of the Common Council and shall be maintained as fee schedules in the office of the City Clerk.

Building Type	Fee
Residential:	
4 to 36 units	\$5 per unit per year
37 to 60 units	\$200 per year
61 to 99 units	\$225 per year
100 units and above	\$250 per year
Commercial:	
Under 1,000 square feet	\$25
1,000 to 4,999 square feet	\$50
5,000 to 24,999 square feet	\$75
25,000 to 99,000 square feet	\$100
100,000 to 174,999 square feet	\$200
175,000 to 249,999 square feet	\$350
Industrial:	
Under 5,000 square feet	\$50
5,000 to 24,999 square feet	\$100
25,000 to 99,000 square feet	\$150
100,000 to 174,999 square feet	\$250
175,000 to 349,999 square feet	\$400
Additional conditions:	

(1)

The fee for hotels and motels shall be the same as for residential property, except that the fee shall be calculated on a per room basis.

(2)

Square footage refers to the total floor area of any building or structure.

(3)

Inspection fees shall be charged to the property owner. Any fees unpaid by November 1 of each year shall be entered upon the tax roll as a special charge against the property and all proceedings in relation to the collection, return, and sale of the property for delinquent real estate taxes, shall apply to the inspection fee.

Dennis Detkowski
Captain
NREMTP
CCEMTP

Lake Geneva Fire Dept.
730 Marshall St.
Lake Geneva, WI 53147
262-248-6075 ext-6004 Office
262-248-2264 Fax
ddetkowski@cityoflakegeneva.com

CITY OF LAKE GENEVA

626 Geneva Street
Lake Geneva, WI 53147
www.cityoflakegeneva.com



Memorandum

TO: Chairman Kordus and Finance, License & Regulation Committee

FROM: Sylvia Mullally, Parking Manager

DATE: November 2, 2017

RE: Discussion on FY18 Beach Revenue Options

Current Beach Rates	Lake Geneva	Fontana	Williams Bay
Children (6 years & under)	Free	Free	Free
Children (Between 6 & 12 years)	\$4.00	\$4.00	\$5.00
Adults (12 years & over)	\$7.00	\$8.00	\$8.00

Hours	Lake Geneva	Fontana	Williams Bay
With lifeguards	9a-5p	9a-9p	8a-5p
No lifeguards-Swim at own risk	After 5p	After 5p	After 5p

Option #1-Raising rate by \$1.00 -----\$40,000 potential additional revenue

- Increase beach rate for adults to \$8.00.
- In line with Fontana & Williams Bay rates
- No additional costs incurred; no additional risk of liability; no change to existing Lifeguard contract

Option #2-Extending by 1 hour-----Indefinable additional revenue

Additional Costs

- Additional staff wages: (\$4,515-\$5,000) estimated
- Additional costs for supplies, toiletries: (\$250-\$1000) estimated
- Additional costs if Lifeguard/Waterpatrol contract amended (\$4,370)

Breakeven analysis to cover additional expenses:

- Needed 645 additional adult attendees per season-\$4,515 -OR-
- Needed 1,129 additional 6-12yrs. attendees per season-\$4,516
- Double if adding Lifeguard

Option #3-Raising rate & extend by 1 hour---\$35,000 and indefinable additional revenue

- \$35,000 after additional costs (wages & supplies)
- Additional costs if Lifeguard/Waterpatrol contract amended (\$4,370)
- Additional revenue potential after 5:00pm (n/a) depends on additional attendance

Proposal #1

- Increase parking rate to \$2 on locations:
 - 700 & 800 Main Street
 - Center Lot
- Estimated Additional Revenue: **\$100,000-\$140,000**
- No costs incurred

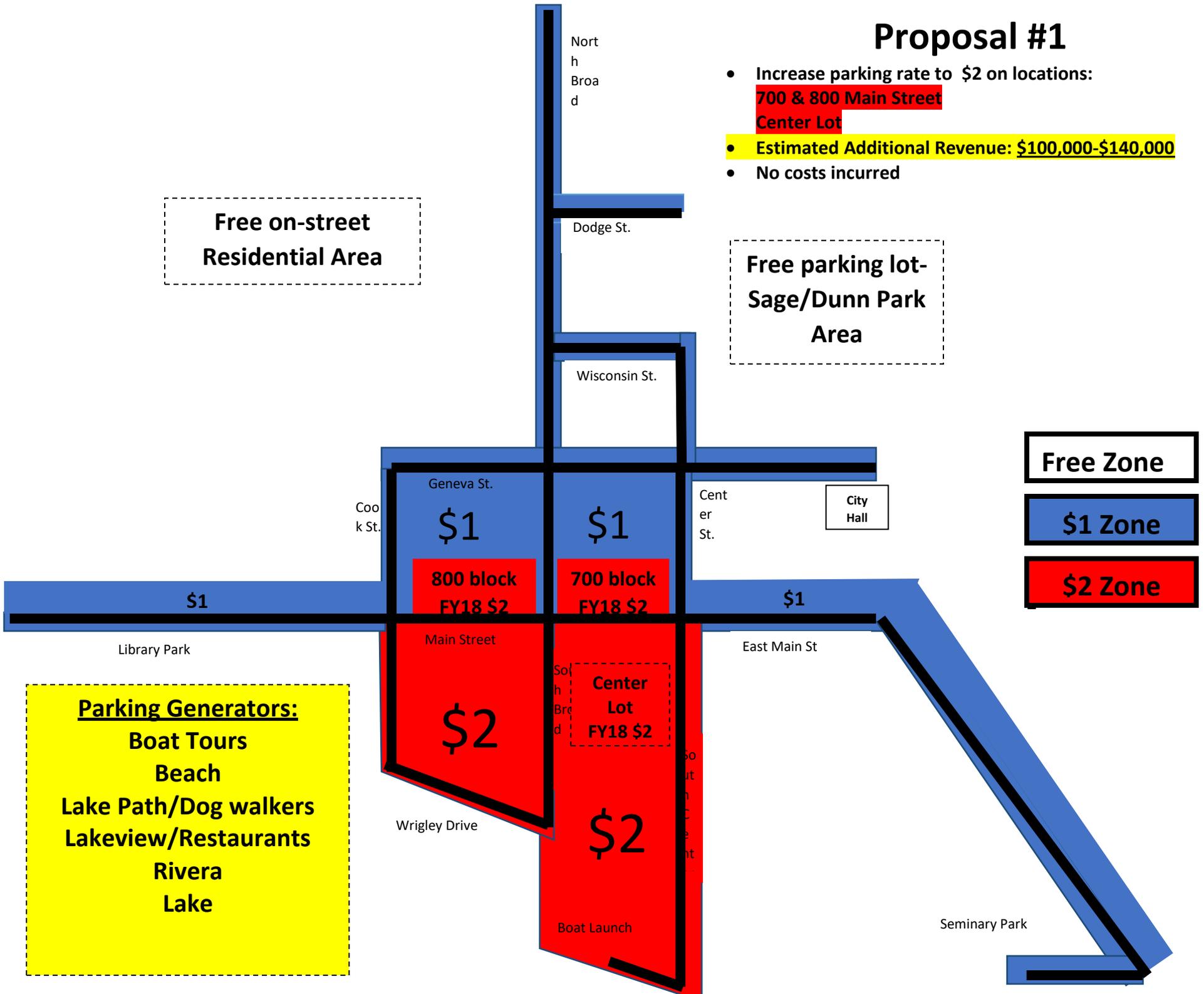
Free on-street Residential Area

Free parking lot-Sage/Dunn Park Area

Free Zone

\$1 Zone

\$2 Zone



Parking Generators:
 Boat Tours
 Beach
 Lake Path/Dog walkers
 Lakeview/Restaurants
 Rivera
 Lake



LAKE GENEVA PUBLIC LIBRARY

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

October 23, 2017

Credit card request for Lake Geneva Public Library

Good morning, Blaine:

The library finance committee has discussed the desirability of having a City credit card to facilitate purchasing for ongoing operations and increased efficiency for City and Library staff. Making this request was approved by the Lake Geneva Public Library Board of Trustees.

Having strong checks and balances through separation of activities has been a fundamental process change implemented several years ago for all transactions. The success of the process change is demonstrated through past several years of audit reviews without any issues. The proposed policy and procedures for handling a City credit card are outlined in the policy document attached to this email.

The procedures can certainly be modified as directed by the City.

The benefits of approving and implementing this request include:

1. Eliminating the need for employees to use their personal credit cards or funds to front expenditures until a check reimbursement to the employee can be made.
2. The use of employee funds causes a number of reimbursement requests to be submitted by library staff. The use of a credit card eliminates almost all of these situations as well as the ongoing cost of issuing checks and the processing time of City staff.
3. The finance committee reviews each transaction provided in the monthly City issued detail report and is done so by each member before the committee meeting.
4. The library is fortunate to have Emily Kornak as our Library Director. Emily has multiple professional experiences which reinforce her understanding and commitment to solid practices.

Blaine, I suspect there are additional benefits and efficiencies that would be realized by City staff. I am sure City administrative staff could provide additional insights.

We would be pleased to provide any additional information which might be needed to consider our request.

Sincerely,

Fritz Oppenlander
President, Lake Geneva Public Library Board of Trustees

Credit Card Guidelines

Usage:

Director will keep the CC in the locked safe/closet

It will only be given to the individual users for a pre-approved or standard library purchase

Upon CC return the purchase receipt or purchase order will be given to the Director & marked with the proper budget cost center to be charged, initialed by both the user and Director.

Also verified by a separate staff member items were received on order form or an attached packing list attached when the items arrive.

Statement Processing:

The CC statement will be balanced by Accounts Payable with the receipts and documentation the Director has collected

The statement will be processed with a summary of charges and cost centers to billed and submitted to the City of LG

This complete process will follow the same dual control as other library invoices are handled.

09/2017

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

Prepaid Checks

10/16-11/03

Total:

\$448,118.80

Checks over \$5,000:

\$ 433,950.18 *Payne & Dolan - 2017 Street Improvement Program*

FROM 10/14/2017 TO 10/23/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
CHASE	CHASE CARD SERVICES								
	8486-10/17			10/08/17		66152	10/19/17	2,613.59	2,613.59
		01 INTL CODE CNCL-CODE BOOK TABS	1124005310						22.63
		02 ICMA-CLASS REG	1114205332						390.00
		03 IA EI-ELEC CODE BK, MEMBR SHP	1124005310						143.00
		04 WALMART-GLOVES	4234505250						11.64
		05 AMAZON-BLADE BALANCER	1152015952						190.89
		06 PAYPAL-MULTIMETER	1152015350						94.20
		07 CITY OF MADISON-PARKING	1132105330						11.05
		08 WESTBEND-BOND INS-FOLLENSBEE	1124005399						20.00
		09 APPLE- WALKING TOUR APP	1170005720						104.45
		10 VISTAPRINT-BIZ CARDS-ELDER	1114305310						14.98
		11 SUBWAY-MEALS-COUNCIL	1111005331						40.09
		12 GO DADDY-WEBSITE HOSTING	1115105450						131.88
		13 PAYPAL-EMS CONF BLAUSER	1122005412						150.00
		14 PAYPAL-PUBLIC ED ITEMS	1122005340						1.81
		15 PERSONAL DOORMAT CO-FLOOR MATS	1122005360						581.46
		16 HOME DEPOT-EXT CRD,HOOKS	1122005350						58.82
		17 PENNWELL BOOKS-OFF EDUC BKS	1122005412						147.00
		18 LEISURE PRO-DIVE EQUIP	5022005800						368.50
		19 AMAZON-RTF GEAR/EQUIP	1122005736						39.69
		20 CMS RESCUE-RTF GEAR/EQUIP	1122005736						91.50
								VENDOR TOTAL:	2,613.59
KORNAK	EMILY KORNAK								
	REIMB 10/17			10/17/17		66153	10/19/17	233.39	233.39
		01 PIGGLY-TRAINING REFRESHMENTS	9900005332						7.38
		02 POTBELLY'S-TRAINING LUNCH	9900005332						27.06
		03 MILKSTREET-MAG SUBSCRIPTION	9900005412						19.95
		04 HOME DEPOT-WATER HEATER	9900005360						179.00
								VENDOR TOTAL:	233.39
TECHSO	TECHSOUP								
	2003044			10/19/17		66154	10/19/17	126.00	126.00
		01 INTERNET HOTSPOTS	4599005960						126.00
								VENDOR TOTAL:	126.00
WATSO	PEGGY WATSON								
	WELLNESS 2017			10/09/17		66155	10/19/17	121.32	121.32
		01 WOODMANS-WELLNESS WATER	1110205132						8.25
		02 AMAZON-WELLNESS SNACKS	1110205132						93.32
		03 AMAZON-SPOONS	1116105310						19.75
								VENDOR TOTAL:	121.32
								TOTAL --- ALL INVOICES:	3,094.30

FROM 10/25/2017 TO 11/03/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
AMAZO	AMAZON								
	8932-10/17			10/10/17		66228	11/02/17	584.12	584.12
	01	DVDS	9900005414						49.93
	02	HANDWASH,CHAIRMAT,BABYBMPR	9900005211						82.29
	03	2-DISC WALLET	9900005512						73.31
	04	TONER,MONITOR STAND	9900005310						289.99
	05	HAND CLEANSER	9900005350						43.82
	06	DVDS	9900005411						44.78
								VENDOR TOTAL:	584.12
AMERIC	AMERICOLLECT								
	150119027			10/20/17		66229	11/02/17	91.00	91.00
	01	REUSS-AURORA HEALTH CARE	1110105516						91.00
								VENDOR TOTAL:	91.00
AT&T81	AT&T								
	RE102517			10/13/17		66222	10/25/17	2,267.88	2,267.88
	01	262 R42-8188 663 1 CITY HALL	1116105221						291.09
	02	262 R42-8188 663 1-POLICE	1121005221						291.09
	03	262 R42-8188 663 1-COURT	1112005221						32.34
	04	262 R42-8188 663 1-METER	4234505221						32.35
	06	262 248-2264 368 9-FIRE DEPT	1122005221						342.88
	07	262 248-4567 367 1-911 MODEM	1121005221						247.29
	08	262 248-4715 125 4-CITY HALL	1116105221						299.75
	10	262 248-4913 601 4-STR FAX/DSL	1132105221						195.88
	12	262 249-5299 313 5-6 LIB LINES	9900005221						127.14
	13	262 249-5299 313 5-1 STR LINE	1132105221						21.19
	14	262 249-5299 313 5-COURT FAX	1112005221						21.19
	15	262 249-5299 313 5-CH ALARM	1116105221						42.38
	16	262 249-5299 313 5-CEM 1 LINE	4800005221						21.19
	17	262 249-5299 313 5-LOWER RIV	4055205221						21.19
	18	262 249-5299 313 5-UPPER RIV	4055105221						42.38
	19	262 249-5299 313 5-FIRE 2 LINE	1122005221						42.38
	20	262 249-5299 313 5-POL 3 LINES	1121005221						63.66
	21	262 248-6837 457 9-POL 911 CON	1121005221						132.51
								VENDOR TOTAL:	2,267.88
BAKER	BAKER & TAYLOR								
	L3367102-9/17			09/30/17		66223	10/26/17	4,675.44	3,333.83
	01	2033124416-11 ITEM	9900005410						187.28
	02	2033140172-39-ITEMS	9900005410						579.44
	03	2033147755-36 ITEMS	9900005410						519.32

FROM 10/25/2017 TO 11/03/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	L3367102-9/17			09/30/17		66223	10/26/17	4,675.44	3,333.83
	04	2033151769-26 ITEMS	9900005410						467.23
	05	2033157718-30 ITEMS	9900005410						492.81
	06	2033174305-27 ITEMS	9900005410						585.64
	07	2033190244-33 ITEMS	9900005410						502.11
	L3367512-9/17			09/30/17		66223	10/26/17	4,675.44	1,218.35
	01	2033124346-4 ITEMS	9900005411						46.05
	02	2033124347-6 ITEMS	9900005411						83.58
	03	2033124348-8 ITEMS	9900005411						107.92
	04	2033124349-2 ITEMS	9900005411						20.68
	05	2033150229-1 ITEM	9900005411						3.14
	06	2033150230-1 ITEM	9900005411						5.59
	07	2033150231-3 ITEMS	9900005411						36.98
	08	2033150232-2 ITEMS	9900005411						16.38
	09	2033150233-2 ITEMS	9900005411						22.62
	10	2033150234-7 ITEMS	9900005411						65.87
	11	2033163498-1 ITEM	9900005411						15.66
	12	2033163499-2 ITEMS	9900005411						21.23
	13	2033163500-2 ITEMS	9900005411						30.48
	14	2033163501-1 ITEM	9900005411						12.59
	15	2033163502-1 ITEM	9900005411						11.74
	16	2033163503-3 ITEMS	9900005411						34.11
	17	2033163504-44 ITEMS	9900005411						504.35
	18	2033189225-2 ITEMS	9900005411						15.23
	19	2033189226-2 ITEMS	9900005411						20.68
	20	2033189227-3 ITEMS	9900005411						40.24
	21	2033189228-4 ITEMS	9900005411						59.28
	22	2033189229-5 ITEMS	9900005411						43.95
	L4013232-9/17			09/30/17		66223	10/26/17	4,675.44	123.26
	01	2033121155-3 ITEMS	9900005414						71.34
	02	2033150206-1 ITEM	9900005414						27.34
	03	2033150207-1 ITEM	9900005414						24.58
								VENDOR TOTAL:	4,675.44
GEE	SHANNON GEE								
	REIMB 10/17			10/23/17		66224	10/26/17	9.00	9.00
	01	MEALS-IDB TRAINING	1121005331						9.00
								VENDOR TOTAL:	9.00
LIVING	LIVING AS A LEADER								
	LAAL 10931			07/15/17		66225	10/26/17	1,350.00	1,350.00
	01	CHIEF CLASS	1121005410						1,350.00
								VENDOR TOTAL:	1,350.00

FROM 10/25/2017 TO 11/03/2017

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
PAYNE	PAYNE & DOLAN INC								
	PMT #1			10/16/17		66230	11/02/17	433,950.18	433,950.18
	01	2017 STREET IMPROVEMENTS	4332101701						433,950.18
								VENDOR TOTAL:	433,950.18
PCP	PETTY CASH - POLICE DEPT								
	PETTY CASH-10/17			10/26/17		66226	10/26/17	97.80	97.80
	01	USPS	1121005312						97.80
								VENDOR TOTAL:	97.80
USBANK	US BANK								
	3341-10/17			10/12/17		66231	11/02/17	672.62	672.62
	01	KALAHARI-FROGGATT-PROPHOENIX	1121005331						129.00
	02	CHULAVISTA-TIETZ	1121005331						164.00
	03	POLICEONE-HINZPETER TASER CERT	1121005410						225.00
	04	WALMART-DETERGENT	1121005399						22.74
	05	WALMART-RECORDS DEPT CAMERA	1121005399						131.88
								VENDOR TOTAL:	672.62
VERIZON	VERIZON WIRELESS								
	9793890350			10/03/17		66227	10/26/17	1,238.72	1,238.72
	01	AIR CARDS-SEP	1121005221						1,238.72
								VENDOR TOTAL:	1,238.72
WALMA	WALMART COMMUNITY								
	6368-10/17			10/16/17		66232	11/02/17	52.74	52.74
	01	CITY HALL CO ALARM	1116105350						38.77
	02	CASCADE	1122005350						13.97
								VENDOR TOTAL:	52.74
WCMA	WCMA								
	CONF-MULLALLY			11/02/17		66233	11/02/17	35.00	35.00
	01	WCMA CONF-OSHKOSH 11/3/17	4234505332						35.00
								VENDOR TOTAL:	35.00
								TOTAL --- ALL INVOICES:	445,024.50

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

Accounts Payable

	<u>Fund #</u>	
1. General Fund	11	\$ 86,093.96
2. Debt Service	20	\$ -
3. TID #4	34	\$ -
4. Lakefront	40	\$ 11,226.08
5. Capital Projects	41	\$ 51,786.62
6. Parking	42	\$ 8,052.37
7. Cemetery	48	\$ 2,285.56
8. Equipment Replacement	50	\$ 225.00
9. Library Fund	99	\$ 4,524.71
10. Impact Fees	45	\$ 74,452.10
11. Tourism Commission	47	\$ 25,000.00
Total All Funds		\$263,646.40

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

**FINANCE, LICENSE, & REGULATION COMMITTEE
FLR Meeting Date: 11/7/17**

TOTAL UNPAID ACCOUNTS PAYABLE **\$ 263,646.40**

ITEMS > \$5,000

Miller & Associates - Manning Park	\$ 41,502.62
Lake Geneva Convention & Visitors Bureau - 4th Quarter 2017 Payment	\$ 25,000.00
Lake Geneva Utility Commission - Impact Fees	\$ 23,488.00
Baycom, Inc - ALPR Installation	\$ 20,225.00
Envisionware - RFID Conversion	\$ 19,850.64
YMCA - November/December Payment	\$ 9,000.00
Nyquist - 3rd Quarter IT Services	\$ 7,431.93
Down to Earth Contractors - Manning Park Grading, Topsoil; Repair Storm Damage	\$ 5,368.50
Geneva Lake Environmental Agency - November Payment	\$ 5,000.00

Balance of Other Items \$ 106,779.71

INVOICES DUE ON/BEFORE 11/14/2017

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

5ALARM	5 ALARM FIRE & SAFETY EQUIP						
169770-1	09/29/17	01	CAMERA BATTERY	1122005240		11/14/17	110.29
						INVOICE TOTAL:	110.29
170498-1	10/18/17	01	POWER SUPPLIES	1122005240		11/14/17	45.19
						INVOICE TOTAL:	45.19
						VENDOR TOTAL:	155.48
ACL	ACL SERVICES LLC						
201709-0	10/01/17	01	BLOOD DRAWS	1121005380		11/14/17	134.00
						INVOICE TOTAL:	134.00
						VENDOR TOTAL:	134.00
ADVANAU	ADVANCE AUTO PARTS						
7193724357514	08/31/17	01	SPARK PLUG-MOWER	4800005250		11/14/17	2.69
						INVOICE TOTAL:	2.69
7193726558331	09/22/17	01	SPARK PLUGS,WIPER BLADES	4800005250		11/14/17	42.96
						INVOICE TOTAL:	42.96
7193727737004	10/04/17	01	TAIL LIGHTS	4800005250		11/14/17	15.98
						INVOICE TOTAL:	15.98
						VENDOR TOTAL:	61.63
ADVAND	ADVANCED DISPOSAL SERVICES						
A40000008701	10/15/17	01	LANDFILL USE-2.83 TN	1136005296		11/14/17	158.10
						INVOICE TOTAL:	158.10
						VENDOR TOTAL:	158.10
AMYS	AMY'S SHIPPING EMPORIUM						
12070	10/20/17	01	MALEK-BRUNK PLANS	1122005312		11/14/17	26.71
						INVOICE TOTAL:	26.71
						VENDOR TOTAL:	26.71

INVOICES DUE ON/BEFORE 11/14/2017

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

ARROW	ARROW PEST CONTROL INC						
74820	10/25/17	01	PEST CONTROL-NOV	1116105360		11/14/17	55.00
						INVOICE TOTAL:	55.00
						VENDOR TOTAL:	55.00
AUROL	AURORA HEALTH CARE						
IN 343	10/17/17	01	EMS SUPPLIES-DRUGS	1122005810		11/14/17	478.52
						INVOICE TOTAL:	478.52
						VENDOR TOTAL:	478.52
AUROM	AURORA MEDICAL GROUP						
476072	10/15/17	01	DRUG TEST	1132105205		11/14/17	50.00
		02	DRUG TEST	1100001391			75.00
						INVOICE TOTAL:	125.00
						VENDOR TOTAL:	125.00
AUTOW	AUTOWORKS PLUS						
30640	10/16/17	01	NEW TIRE-TRK #42	1132105250		11/14/17	116.25
						INVOICE TOTAL:	116.25
						VENDOR TOTAL:	116.25
AVENET	AVENET WEB SOLUTIONS						
41492	10/11/17	01	NOV-DEC WEBSITE HOST	1115105450		11/14/17	133.33
		02	JAN-OCT WEBSITE HOST	1100001610			666.67
						INVOICE TOTAL:	800.00
						VENDOR TOTAL:	800.00
BADGE	BADGER HIGH SCHOOL						
REFUND 10/17	10/15/17	01	BADGER-SEC DEP-10/13/17	4055102353		11/14/17	1,000.00
		02	BADGER-SETUP,SEC GRD-10/13/17	4055104674			-224.75

INVOICES DUE ON/BEFORE 11/14/2017

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

BADGE	BADGER HIGH SCHOOL						
REFUND 10/17	10/15/17	03	BADGER-LEASE 10/13/17	4055104674		11/14/17	-400.00
						INVOICE TOTAL:	375.25
						VENDOR TOTAL:	375.25
BATT+	BATTERIES PLUS LLC						
575-P94731	10/25/17	01	KIOSK BATTERIES	4234505250		11/14/17	419.70
						INVOICE TOTAL:	419.70
						VENDOR TOTAL:	419.70
BAYCOM	BAYCOM INC						
PB633	09/30/17	01	ALPR INSTALL	4321001701		11/14/17	20,225.00
						INVOICE TOTAL:	20,225.00
						VENDOR TOTAL:	20,225.00
BEK	BEK SPECIALTIES						
178673	09/28/17	01	NAME BADGES-2	9900005211		11/14/17	19.00
						INVOICE TOTAL:	19.00
						VENDOR TOTAL:	19.00
BENSON	ALISHA BENSON						
REIMB	09/27/17	01	MILEAGE-119.8 MILES	9900005332		11/14/17	64.09
						INVOICE TOTAL:	64.09
						VENDOR TOTAL:	64.09
BESTR	BEST TRUCK REPAIR INC						
27895	10/06/17	01	LEAF WAGON HITCH	1132145430		11/14/17	1,938.98
						INVOICE TOTAL:	1,938.98
						VENDOR TOTAL:	1,938.98
BESTT	BEST STAMPS						

INVOICES DUE ON/BEFORE 11/14/2017

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

BESTT BEST STAMPS							
355633	10/19/17	01	NOTARY STAMP-GRITZNER	1121005310		11/14/17	40.00
						INVOICE TOTAL:	40.00
355646	10/27/17	01	NOTARY STMPs-GRITZNER,PAPENFUS	1121005399		11/14/17	48.00
		02	"SCANNED" STAMP-DATA	1121005399			22.00
						INVOICE TOTAL:	70.00
						VENDOR TOTAL:	110.00
BINDE BINDER LIFT LLC							
17306	10/10/17	01	BINDER LIFT-BARIATRIC PATIENTS	1122005810		11/14/17	849.00
						INVOICE TOTAL:	849.00
						VENDOR TOTAL:	849.00
BOUND BOUND TREE MEDICAL LLC							
82628625	09/19/17	01	TUBING,ETCO2, GUARDS	1122005810		11/14/17	218.08
						INVOICE TOTAL:	218.08
82645491	10/04/17	01	PAPER,PRESSURE INFUSER	1122005810		11/14/17	185.74
						INVOICE TOTAL:	185.74
82646976	10/05/17	01	EMS SUPPLIES-BP CUFFS	1122005810		11/14/17	179.16
						INVOICE TOTAL:	179.16
82666862	10/25/17	01	GLUCOSE STRIPS,BLADES	1122005810		11/14/17	164.41
						INVOICE TOTAL:	164.41
82668069	10/26/17	01	BLADES	1122005810		11/14/17	6.29
						INVOICE TOTAL:	6.29
						VENDOR TOTAL:	753.68
BRUCE BRUCE EQUIPMENT INC							
P04890	10/17/17	01	IMPELLER-GIANT VAC #41	1132145430		11/14/17	1,776.94
						INVOICE TOTAL:	1,776.94
						VENDOR TOTAL:	1,776.94

INVOICES DUE ON/BEFORE 11/14/2017

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

BUMPL	BUMPER TO BUMPER AUTO PARTS						
662-376290	10/12/17	01	BAND CLAMP-TRK #25	1132105351		11/14/17	9.70
						INVOICE TOTAL:	9.70
662-376479	10/16/17	01	LIGHT BULB-TRK #35	1132105351		11/14/17	7.89
						INVOICE TOTAL:	7.89
662-376550	10/16/17	01	4 CYCLE OIL	1122005341		11/14/17	10.38
						INVOICE TOTAL:	10.38
662-376764	10/19/17	01	WIRE,LIGHTS,TIES,SWITCHES	4800005250		11/14/17	80.62
						INVOICE TOTAL:	80.62
662-377330	10/27/17	01	OIL FILTERS	4800005250		11/14/17	30.40
						INVOICE TOTAL:	30.40
662-377676	11/02/17	01	4-CYCLE FUEL	1122005341		11/14/17	10.38
						INVOICE TOTAL:	10.38
						VENDOR TOTAL:	149.37
CDW	CDW GOVERNMENT INC						
KJL2167	09/30/17	01	HDMI SPLITTER	1121005305		11/14/17	73.99
						INVOICE TOTAL:	73.99
						VENDOR TOTAL:	73.99
CINTAS	CINTAS CORP						
5009279905	10/30/17	01	BANDAGES,WIPES,MEDS	1132105390		11/14/17	88.45
						INVOICE TOTAL:	88.45
						VENDOR TOTAL:	88.45
CLARKE	CLARKE MOSQUITO CONTROL PROD						
5078377	08/02/17	01	MOSQUITO FOGGER SWITCH	1132105342		11/14/17	78.32
						INVOICE TOTAL:	78.32
						VENDOR TOTAL:	78.32

INVOICES DUE ON/BEFORE 11/14/2017

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

COMPL	COMPLETE OFFICE OF WISCONSIN						
165574	10/10/17	01	TONER	1121005310		11/14/17	84.75
						INVOICE TOTAL:	84.75
						VENDOR TOTAL:	84.75
COPIE	COPIES & PRINTS PLUS LLC						
306495	10/05/17	01	REFUSAL FORMS	1122005810		11/14/17	81.00
						INVOICE TOTAL:	81.00
						VENDOR TOTAL:	81.00
DES	DATA EQUIPMENT SERVICES						
822	10/13/17	01	MODEM SVC-OCT	4234505221		11/14/17	990.00
		02	MODEM SVC-OCT	4054105340			45.00
						INVOICE TOTAL:	1,035.00
						VENDOR TOTAL:	1,035.00
DIRECT	DIRECT CONTACT CLEANING LLC						
5674	10/24/17	01	FLOOR STRIP & WAX	1122005350		11/14/17	410.00
						INVOICE TOTAL:	410.00
						VENDOR TOTAL:	410.00
DOUSM	DOUSMAN TRANSPORT CO						
45-001308	10/16/17	01	SHUTTLE-OKTOBERFEST	4234505399		11/14/17	1,767.88
						INVOICE TOTAL:	1,767.88
						VENDOR TOTAL:	1,767.88
DOWN	DOWN TO EARTH CONTRACTORS INC						
6614	09/18/17	01	MANNING PARK GRADING	4352005300		11/14/17	950.00
						INVOICE TOTAL:	950.00
6638	10/18/17	01	STORM DAMAGE SINKHOLE-VETS PRK	1110005245		11/14/17	1,307.50
						INVOICE TOTAL:	1,307.50

INVOICES DUE ON/BEFORE 11/14/2017

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

DOWN	DOWN TO EARTH CONTRACTORS INC						
6639	10/18/17	01	MANNING PARK TOPSOIL	4352005300		11/14/17	684.00
						INVOICE TOTAL:	684.00
6649	10/25/17	01	EMERG STORM SEWER REPAIR	1132155450		11/14/17	2,427.00
						INVOICE TOTAL:	2,427.00
						VENDOR TOTAL:	5,368.50

DUNN	DUNN LUMBER & TRUE VALUE						
698014	09/07/17	01	CONCRETE MIX-STONES	4800005420		11/14/17	32.34
						INVOICE TOTAL:	32.34
700006	09/25/17	01	NUTS&BOLTS	1122005350		11/14/17	3.60
		02	DISCOUNT	1100004819			-0.18
						INVOICE TOTAL:	3.42
700233	09/27/17	01	THREADLOCKER,NUTS,BOLTS-#206	1121005361		11/14/17	5.93
		02	DISCOUNT	1100004819			-0.30
						INVOICE TOTAL:	5.63
700469	09/28/17	01	AXE HANDLE	1122005340		11/14/17	15.49
		02	DISCOUNT	1100004819			-0.77
						INVOICE TOTAL:	14.72
700507	09/29/17	01	PAINT/PVC CEMENT	9900005350		11/14/17	9.85
		02	DISCOUNT	9900004819			-0.49
						INVOICE TOTAL:	9.36
701206	10/05/17	01	WINDOW WASH/SITE FLAGS	4800005351		11/14/17	81.19
						INVOICE TOTAL:	81.19
701900	10/12/17	01	CHAIN,BOLTS,SCREWS	4800005340		11/14/17	10.13
						INVOICE TOTAL:	10.13
701959	10/12/17	01	AXE HANDLE	1122005240		11/14/17	16.99

INVOICES DUE ON/BEFORE 11/14/2017

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

DUNN	DUNN LUMBER & TRUE VALUE						
701959	10/12/17	02	DISCOUNT	1100004819		11/14/17	-0.85
						INVOICE TOTAL:	16.14
702186	10/16/17	01	KIOSK BATTERIES	9900005350		11/14/17	5.99
		02	DISCOUNT	9900004819			-0.30
						INVOICE TOTAL:	5.69
702190	10/16/17	01	LIGHT BULBS	4800005350		11/14/17	34.99
						INVOICE TOTAL:	34.99
702667	10/19/17	01	SEED,HOSE	1152005352		11/14/17	79.98
		02	DISCOUNT	1100004819			-4.00
						INVOICE TOTAL:	75.98
702725	10/19/17	01	PADLOCK,KEYS,LIGHT BULBS	4800005240		11/14/17	25.31
						INVOICE TOTAL:	25.31
702744	10/19/17	01	AXE HANDLE	1122005240		11/14/17	16.99
		02	DISCOUNT	1100004819			-0.85
						INVOICE TOTAL:	16.14
703140	10/24/17	01	RAID,ANTI-FREEZE	1152005350		11/14/17	34.91
		02	DISCOUNT	1100004819			-1.75
						INVOICE TOTAL:	33.16
703411	10/26/17	01	BATTERIES	1116105350		11/14/17	4.99
		02	DISCOUNT	1100004819			-0.25
						INVOICE TOTAL:	4.74
703445	10/26/17	01	CHAIN-LINK	4800005340		11/14/17	12.16
						INVOICE TOTAL:	12.16
703801	10/30/17	01	NUTS,BOLTS,COUPLING	4800005351		11/14/17	30.59
		02	DISCOUNT	1100004819			-1.53
						INVOICE TOTAL:	29.06

INVOICES DUE ON/BEFORE 11/14/2017

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

DUNN	DUNN LUMBER & TRUE VALUE						
704192	10/02/17	01	AXE HANDLE	1122005240		11/14/17	16.99
		02	FUEL	1122005341			22.99
		03	DISCOUNT	1100004819			-2.00
						INVOICE TOTAL:	37.98
K02415	10/17/17	01	TIE DOWN-GIANT VAC	1132105340		11/14/17	16.99
		02	DISCOUNT	1100004819			-0.85
						INVOICE TOTAL:	16.14
K02457	10/17/17	01	LINSEED OIL, VELCRO	1122005350		11/14/17	15.98
		02	DISCOUNT	1100004819			-0.80
						INVOICE TOTAL:	15.18
K02621	10/19/17	01	LIGHT BULBS	4800005350		11/14/17	24.99
		02	LIGHT BULBS RETURNED	4800005350			-34.99
						INVOICE TOTAL:	-10.00
K02633	10/19/17	01	FAUCET PARTS BREAKROOM	9900005350		11/14/17	8.29
		02	DISCOUNT	9900004819			-0.41
						INVOICE TOTAL:	7.88
						VENDOR TOTAL:	477.34
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
EAGLM	EAGLE MEDIA INC						
00124785	09/28/17	01	UNIFORM-RASMUSSEN	1121005138		11/14/17	134.85
						INVOICE TOTAL:	134.85
00124788	09/27/17	01	UNIFORM-GRITZNER	1121005138		11/14/17	99.76
						INVOICE TOTAL:	99.76

INVOICES DUE ON/BEFORE 11/14/2017

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

EAGLM EAGLE MEDIA INC							
00124789	09/27/17	01	UNIFORM-WAY	1121005138		11/14/17	95.76
						INVOICE TOTAL:	95.76
00124841	10/05/17	01	UNIF-WOJTAS	1121005139		11/14/17	42.79
						INVOICE TOTAL:	42.79
						VENDOR TOTAL:	373.16
EAM EMERGENCY APPARATUS MAINT							
96398	10/17/17	01	T1 HYDRAULIC LEAK REPAIR	1122005240		11/14/17	1,012.66
						INVOICE TOTAL:	1,012.66
96415	10/24/17	01	T1-AERIAL SERVICE/MAINTANCE	1122005240		11/14/17	1,810.54
						INVOICE TOTAL:	1,810.54
96548	10/24/17	01	A2 AUTO EJECT REPAIR	1122005240		11/14/17	560.63
						INVOICE TOTAL:	560.63
						VENDOR TOTAL:	3,383.83
EDC EDC EDUCATIONAL SERVICES							
DIR1634459	10/01/17	01	YOUTH BOOKS	9900005411		11/14/17	200.79
						INVOICE TOTAL:	200.79
						VENDOR TOTAL:	200.79
ELKPD ELKHORN POLICE DEPARTMENT							
DJURDJULOV	10/13/17	01	WARRANT #D189366-2,DJURDJULOV	1112002428		11/14/17	836.00
						INVOICE TOTAL:	836.00
						VENDOR TOTAL:	836.00
EMS EMS MEDICAL BILLING ASSOCIATES							
OCTOBER 2017	11/02/17	01	COMMISSIONS-OCT	1122005214		11/14/17	1,859.82
						INVOICE TOTAL:	1,859.82

INVOICES DUE ON/BEFORE 11/14/2017

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

EMS	EMS MEDICAL BILLING ASSOCIATES						
SEPTEMBER 2017	09/30/17	01	COMMISSIONS-SEPT	1122005214		11/14/17	1,451.70
						INVOICE TOTAL:	1,451.70
						VENDOR TOTAL:	3,311.52
ENVIS	ENVISIONWARE INC						
INV-US-33124	09/29/17	01	RFID READER KIT	4599005960		11/14/17	8,064.48
						INVOICE TOTAL:	8,064.48
INV-US-33127	09/30/17	01	RFID ENCODING/TRAINING	4599005960		11/14/17	987.50
						INVOICE TOTAL:	987.50
INV-US-33519	10/26/17	01	RFID CONVERSION	4599005960		11/14/17	10,798.66
						INVOICE TOTAL:	10,798.66
						VENDOR TOTAL:	19,850.64
FIRSTS	FIRST SUPPLY LLC						
1579378-01	10/09/17	01	TOILET PARTS	4055105360		11/14/17	574.67
						INVOICE TOTAL:	574.67
1607314-00	10/10/17	01	TOILET PARTS	4055105360		11/14/17	391.29
						INVOICE TOTAL:	391.29
						VENDOR TOTAL:	965.96
FORD	FORD OF LAKE GENEVA						
59947	09/26/17	01	OIL CHANGE-#202	1121005361		11/14/17	30.95
						INVOICE TOTAL:	30.95
59956	09/26/17	01	OIL CHANGE-#204	1121005361		11/14/17	30.95
						INVOICE TOTAL:	30.95
59966	09/27/17	01	OIL CHANGE-203	1121005361		11/14/17	30.95
						INVOICE TOTAL:	30.95

INVOICES DUE ON/BEFORE 11/14/2017

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

FORD	FORD OF LAKE GENEVA						
60323	10/20/17	01	OIL CHANGE-#200	1121005361		11/14/17	29.95
						INVOICE TOTAL:	29.95
60359	10/24/17	01	NEW BATTERY-#205	1121005361		11/14/17	140.51
						INVOICE TOTAL:	140.51
60380	10/26/17	01	WHEEL ALIGNMENT-#203	1121005361		11/14/17	92.65
						INVOICE TOTAL:	92.65
						VENDOR TOTAL:	355.96
GENEVA	TOWN OF GENEVA						
RITSCHARD	10/09/17	01	CIT IC8092T5NB-RITSCHARD	1112004510		11/14/17	187.00
						INVOICE TOTAL:	187.00
						VENDOR TOTAL:	187.00
GENON	GENEVA ONLINE INC						
1053685	10/02/17	01	EMAIL SVC-OCT	1121005221		11/14/17	39.00
						INVOICE TOTAL:	39.00
1055154	11/01/17	01	EMAIL SVC-NOV	1121005221		11/14/17	39.00
						INVOICE TOTAL:	39.00
						VENDOR TOTAL:	78.00
GIRAF	GIRAFFE ELECTRIC						
17-822	09/28/17	01	OUTDR LT RELOC-1070 CAREY	1132105360		11/14/17	1,241.25
						INVOICE TOTAL:	1,241.25
17-857	10/04/17	01	FOUNTAIN REPAIR	4055205355		11/14/17	577.50
						INVOICE TOTAL:	577.50
17-858	10/04/17	01	ELECTRIC RELOCATE-1070 CAREY	1132105360		11/14/17	338.75
						INVOICE TOTAL:	338.75
						VENDOR TOTAL:	2,157.50

INVOICES DUE ON/BEFORE 11/14/2017

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

GLCAR	GLENN F CHERNEY						
1810	10/14/17	01	CARPET CLEANING	9900005360		11/14/17	1,585.00
						INVOICE TOTAL:	1,585.00
						VENDOR TOTAL:	1,585.00
GLENF	GLEN FERN CONSTRUCTION LLC						
17-137	10/13/17	01	OVERHEAD DOOR-1070 CAREY	4332101701		11/14/17	4,620.00
						INVOICE TOTAL:	4,620.00
						VENDOR TOTAL:	4,620.00
GLENV	GENEVA LAKE ENVIRONMENTAL AGCY						
RE110117	11/01/17	01	NOVEMBER PAYMENT	4054105730		11/14/17	5,000.00
						INVOICE TOTAL:	5,000.00
						VENDOR TOTAL:	5,000.00
GLPLU	GENEVA LAKE PLUMBING CO						
13019	10/09/17	01	NEW WATER PUMP-VETS PARK	1152015350		11/14/17	1,190.91
						INVOICE TOTAL:	1,190.91
						VENDOR TOTAL:	1,190.91
GREAT	GREAT AMERICA LEASING CORP						
21522189	10/23/17	01	BIZ HUB OCT	1122005340		11/14/17	172.58
						INVOICE TOTAL:	172.58
						VENDOR TOTAL:	172.58
HENRYS	HENRY SCHEIN INC						
45881719	09/26/17	01	NARCAN RAPID FILL	1122005810		11/14/17	80.78
						INVOICE TOTAL:	80.78
46125579	10/03/17	01	BVMS-CPR CLASS	1122005610		11/14/17	70.42
						INVOICE TOTAL:	70.42

INVOICES DUE ON/BEFORE 11/14/2017

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

HENRYS HENRY SCHEIN INC							
46137570	10/04/17	01	SUCTION CATHETERS	1122005810		11/14/17	49.19
						INVOICE TOTAL:	49.19
46299887	10/09/17	01	LARYNGOSCOPE	1122005810		11/14/17	16.95
						INVOICE TOTAL:	16.95
46391830	10/11/17	01	MED MASK	1122005810		11/14/17	117.95
						INVOICE TOTAL:	117.95
46910797	10/26/17	01	GLOVES-PRISONERS	1121005290		11/14/17	385.00
						INVOICE TOTAL:	385.00
						VENDOR TOTAL:	720.29
HESTA HE STARK AGENCY INC							
6089PARK-10/17	10/31/17	01	COLLECTION FEES-OCT	4234505216		11/14/17	254.56
						INVOICE TOTAL:	254.56
						VENDOR TOTAL:	254.56
HOLLY HOLLYWOOD PLUMBING							
1884	10/18/17	01	PIPING RELOCATE	4322001701		11/14/17	1,780.00
						INVOICE TOTAL:	1,780.00
						VENDOR TOTAL:	1,780.00
HOME HOME DEPOT CREDIT SERVICES							
5297-10/17	09/22/17	01	CRACK FILLER-SALT SHED	1132125351		11/14/17	27.22
						INVOICE TOTAL:	27.22
						VENDOR TOTAL:	27.22
INITIAL INITIAL DESIGNS							
6361	10/10/17	01	EMBROIDER BADGES	1122005138		11/14/17	19.00
						INVOICE TOTAL:	19.00
						VENDOR TOTAL:	19.00

INVOICES DUE ON/BEFORE 11/14/2017

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

ITU	ITU ABSORB TECH INC						
6884713	10/20/17	01	MATS, TOWELS, COVERALLS	1132105360		11/14/17	80.70
						INVOICE TOTAL:	80.70
6884714	10/20/17	01	MATS	1116105360		11/14/17	95.93
						INVOICE TOTAL:	95.93
6892570	11/03/17	01	MATS	1116105360		11/14/17	95.93
						INVOICE TOTAL:	95.93
						VENDOR TOTAL:	272.56
JAMES	JAMES IMAGING SYSTEMS INC						
779775	10/18/17	01	TOSH ES3555-SEPT OVER	1121005531		11/14/17	115.60
						INVOICE TOTAL:	115.60
779776	10/18/17	01	TOSH ES357-OCT	1121005531		11/14/17	34.64
						INVOICE TOTAL:	34.64
						VENDOR TOTAL:	150.24
JANIK	JANI-KING OF MILWAUKEE						
MIL11170369	11/01/17	01	CLEANING-NOV	9900005360		11/14/17	1,083.00
						INVOICE TOTAL:	1,083.00
						VENDOR TOTAL:	1,083.00
JEFFE	JEFFERSON FIRE & SAFETY INC						
241760	10/23/17	01	SAFETY VEST	1122005800		11/14/17	48.01
						INVOICE TOTAL:	48.01
						VENDOR TOTAL:	48.01
JTHOM	JTHOMAS PARTS						
PL03895096	10/04/17	01	FUEL, OIL FILTERS	4800005250		11/14/17	124.00
						INVOICE TOTAL:	124.00
						VENDOR TOTAL:	124.00

INVOICES DUE ON/BEFORE 11/14/2017

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

KAEST	KAESTNER AUTO ELECTRIC CO						
257974	10/13/17	01	AMBER LIGHTS-TRUCKS	4800005351		11/14/17	564.48
						INVOICE TOTAL:	564.48
						VENDOR TOTAL:	564.48
KENOSC	KENOSHA CLERK OF COURT						
WARRANT-LEE	10/13/17	01	#16TR14668&669-LEE	1112002428		11/14/17	401.00
						INVOICE TOTAL:	401.00
						VENDOR TOTAL:	401.00
KIESL	KIESLER'S POLICE SUPPLY INC						
0839874	10/09/17	01	UNIFORM-HALL	1121005138		11/14/17	466.00
						INVOICE TOTAL:	466.00
						VENDOR TOTAL:	466.00
KINGW	PAMELA KINGWILL						
REIMB	10/24/17	01	CATALOG TRNG-DARIEN 32 MI	9900005332		11/14/17	17.12
						INVOICE TOTAL:	17.12
						VENDOR TOTAL:	17.12
KORDU	ROBERT KORDUS						
REIMB 10/17	10/18/17	01	284 MILES-LWM CONF	1111005332		11/14/17	151.94
						INVOICE TOTAL:	151.94
						VENDOR TOTAL:	151.94
KORNAK	EMILY KORNAK						
REIMB-10/17	10/30/17	01	MOBILE BEACON-WIFI HOTSPOTS	4599005960		11/14/17	1,320.00
		02	LAKESHORES MTG/DINNER	9900005332			135.00
		03	OCTOBER MILEAGE-309 MI	9900005332			165.32
						INVOICE TOTAL:	1,620.32
						VENDOR TOTAL:	1,620.32

INVOICES DUE ON/BEFORE 11/14/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
LAKESI LAKESIDE INTERNATIONAL LLC							
2154225P	10/30/17	01	ALTERNATOR-TRK #33	1132105351		11/14/17	437.50
						INVOICE TOTAL:	437.50
						VENDOR TOTAL:	437.50
LANGE LANGE ENTERPRISES INC							
63509	10/11/17	01	STREET ID SIGNS	1134105374		11/14/17	1,986.55
						INVOICE TOTAL:	1,986.55
						VENDOR TOTAL:	1,986.55
LANGU LANGUAGE LINE SERVICES							
4164233	09/30/17	01	INTERPRETER-SEPT	1121005140		11/14/17	4.36
						INVOICE TOTAL:	4.36
						VENDOR TOTAL:	4.36
LARK LARK UNIFORM OUTFITTERS INC							
252152	09/25/17	01	UNIFORM-RASMUSSEN	1121005138		11/14/17	139.95
						INVOICE TOTAL:	139.95
252504	10/02/17	01	UNIFORM-WOJTAS	1121005139		11/14/17	162.85
						INVOICE TOTAL:	162.85
252700	10/03/17	01	UNIFORM-WALSER	1121005138		11/14/17	165.75
						INVOICE TOTAL:	165.75
252814	10/04/17	01	UNIFORM-BOULAND	1121005139		11/14/17	107.95
						INVOICE TOTAL:	107.95
253280	10/13/17	01	UNIFORM-MCNEIL	1121005139		11/14/17	119.95
						INVOICE TOTAL:	119.95
						VENDOR TOTAL:	696.45
LARRY LARRY'S TOWING & RECOVERY							

INVOICES DUE ON/BEFORE 11/14/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
LARRY LARRY'S TOWING & RECOVERY							
29059	09/28/17	01	TOWING-KIA OPTIMA	1134105290		11/14/17	165.00
						INVOICE TOTAL:	165.00
						VENDOR TOTAL:	165.00
LASERW LASER WORKS UNLIMITED LLC							
1328	10/05/17	01	AWARDS PLAQUE	1122005399		11/14/17	97.39
						INVOICE TOTAL:	97.39
1330	09/30/17	01	AWARDS PLAQUE	1122005399		11/14/17	141.20
						INVOICE TOTAL:	141.20
1337	10/16/17	01	NAMEPLATE-FOLLENSBEE	1124005310		11/14/17	11.00
		02	NAMEPLATE-FREDERICK	1169305310			11.00
		03	NAMEPLATE-ELDER	1114305310			11.00
						INVOICE TOTAL:	33.00
						VENDOR TOTAL:	271.59
LGARE LAKE GENEVA CONVENTION							
RE110117	11/01/17	01	4TH QTR 2017 PMT	4700005710		11/14/17	25,000.00
						INVOICE TOTAL:	25,000.00
						VENDOR TOTAL:	25,000.00
LGUTI LAKE GENEVA UTILITY							
1000 HUDSON TRAIL	07/26/17	01	1000 HUDSON TRAIL	4500002452		11/14/17	1,690.00
		02	1000 HUDSON TRAIL	4500002452			1,865.00
						INVOICE TOTAL:	3,555.00
260 HIGHLAND WAY	10/25/17	01	260 HIGHLAND WAY	4500002452		11/14/17	1,690.00
		02	260 HIHGLAND WAY	4500002453			1,865.00
						INVOICE TOTAL:	3,555.00
321 MANNING WAY	10/31/17	01	321 MANNING WAY	4500002452		11/14/17	1,690.00

INVOICES DUE ON/BEFORE 11/14/2017

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

LGUTI LAKE GENEVA UTILITY							
321 MANNING WAY	10/31/17	02	321 MANNING WAY	4500002453		11/14/17	1,865.00
						INVOICE TOTAL:	3,555.00
400 MANNING WAY	10/31/17	01	400 MANNING WAY	4500002452		11/14/17	1,690.00
		02	400 MANNING WAY	4500002453			1,865.00
						INVOICE TOTAL:	3,555.00
6171	10/24/17	01	WATER SHUTOFF-HYDRANT REPAIRS	4322001701		11/14/17	25.00
						INVOICE TOTAL:	25.00
728 WILLIAMS STREET	10/13/17	01	728 WILLIAMS ST	4500002452		11/14/17	2,704.00
		02	728 WILLIAMS ST	4500002453			2,984.00
						INVOICE TOTAL:	5,688.00
865 PLATT AVE	10/23/17	01	865 PLATT AVE	4500002452		11/14/17	1,690.00
		02	865 PLATT AVE	4500002453			1,865.00
						INVOICE TOTAL:	3,555.00
						VENDOR TOTAL:	23,488.00
LIVING LIVING AS A LEADER							
LAAL 11277	10/20/17	01	TRAINING-DERRICK	1121005410		11/14/17	6,350.00
						INVOICE TOTAL:	6,350.00
						VENDOR TOTAL:	6,350.00
LLS LAKESHORES LIBRARY SYSTEM							
1858	08/21/17	01	WIFI INFRASTRUCTURE	4599005960		11/14/17	2,220.22
						INVOICE TOTAL:	2,220.22
1878	10/30/17	01	WIFI INFRASTRUCTURE	4599005960		11/14/17	3,152.24
						INVOICE TOTAL:	3,152.24
						VENDOR TOTAL:	5,372.46
MAILF MAILFINANCE							

INVOICES DUE ON/BEFORE 11/14/2017

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

MAILF	MAILFINANCE						
N6822983	10/26/17	01	METER LEASE-DEC-FEB	1116105532		11/14/17	891.00
						INVOICE TOTAL:	891.00
						VENDOR TOTAL:	891.00
MALEK	MALEK & ASSOCIATES CONSULTANTS						
5666	10/04/17	01	SPRK-WHITETAILE PRES #2	1122005750		11/14/17	375.00
						INVOICE TOTAL:	375.00
5667	10/04/17	01	SPRK-WHITETAILE PRES #3	1122005750		11/14/17	375.00
						INVOICE TOTAL:	375.00
5678	10/30/17	01	PLAN REVIEW-WOODS SCHL FA	1122005750		11/14/17	630.00
						INVOICE TOTAL:	630.00
5679	10/31/17	01	PLAN REV-GOLDEN YRS SPRINKLER	1122005750		11/14/17	1,590.00
						INVOICE TOTAL:	1,590.00
5680	10/30/17	01	PLAN REV-BRUNK #2 FA	1122005750		11/14/17	735.00
						INVOICE TOTAL:	735.00
						VENDOR TOTAL:	3,705.00
MARED	MARED MECHANICAL						
104471	09/29/17	01	LEAKING HEATING PUMP REPAIR	1116105360		11/14/17	2,078.84
						INVOICE TOTAL:	2,078.84
104932	10/18/17	01	BURNER-CLEAN&REPAIR	1151105240		11/14/17	450.00
						INVOICE TOTAL:	450.00
6940	10/13/17	01	PREV MAINT-OCT	1116105360		11/14/17	780.00
						INVOICE TOTAL:	780.00
						VENDOR TOTAL:	3,308.84
MARTIN	MARTIN GROUP						

INVOICES DUE ON/BEFORE 11/14/2017

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

MARTIN	MARTIN GROUP						
1223878	10/20/17	01	KONICA 20-OCT	1121005531		11/14/17	14.55
						INVOICE TOTAL:	14.55
						VENDOR TOTAL:	14.55
MAYER	MAYER REPAIR						
10185m	09/20/17	01	TRANS REPAIR-T1	1122005240		11/14/17	1,648.44
						INVOICE TOTAL:	1,648.44
						VENDOR TOTAL:	1,648.44
MIDST	MIDSTATE EQUIPMENT						
N19066	10/23/17	01	MOWER REPAIR	4800005250		11/14/17	201.73
						INVOICE TOTAL:	201.73
N19172	10/26/17	01	MOWER REPAIR	4800005351		11/14/17	173.81
						INVOICE TOTAL:	173.81
						VENDOR TOTAL:	375.54
MIDWEA	MIDWEST ACTION CYCLE						
10/27/17	10/27/17	01	REPAIR #214	1121005361		11/14/17	134.95
						INVOICE TOTAL:	134.95
						VENDOR TOTAL:	134.95
MIDWED	MIDWEST DOOR COMPANY						
2556	10/16/17	01	GARAGE DOOR	4332101701		11/14/17	2,000.00
						INVOICE TOTAL:	2,000.00
						VENDOR TOTAL:	2,000.00
MIDWETA	MIDWEST TAPE						
95427633	09/25/17	01	YOUTH MOVIES	9900005411		11/14/17	150.91
						INVOICE TOTAL:	150.91

INVOICES DUE ON/BEFORE 11/14/2017

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

MIDWETA MIDWEST TAPE							
95450342	10/03/17	01	DVDS	9900005411		11/14/17	26.98
		02	DVDS	9900005414			70.97
						INVOICE TOTAL:	97.95
95465878	10/10/17	01	CREDIT MEMO	9900005414		11/14/17	-19.99
						INVOICE TOTAL:	-19.99
95474161	10/10/17	01	DVDS	9900005414		11/14/17	162.91
						INVOICE TOTAL:	162.91
95483232	10/13/17	01	DVDS	9900005414		11/14/17	46.98
						INVOICE TOTAL:	46.98
95503748	10/20/17	01	ADULT DVDS	9900005414		11/14/17	59.97
						INVOICE TOTAL:	59.97
						VENDOR TOTAL:	498.73
MIKES MIKES AUTO REPAIR INC							
41886	10/12/17	01	WHEEL ALIGNMENT-TRK #15	1132105250		11/14/17	119.29
						INVOICE TOTAL:	119.29
						VENDOR TOTAL:	119.29
MILLE MILLER & ASSOCIATES							
217560	09/20/17	01	MANNING PARK	4500005961		11/14/17	20,000.00
		02	MANNING PARK	4352005300			20,560.00
						INVOICE TOTAL:	40,560.00
217591	10/13/17	01	MANNING PARK SWINGSET	4352005300		11/14/17	942.62
						INVOICE TOTAL:	942.62
						VENDOR TOTAL:	41,502.62
MINES MINE SAFETY APPLIANCES CO							

INVOICES DUE ON/BEFORE 11/14/2017

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

MINES MINE SAFETY APPLIANCES CO							
99270632	10/04/17	01	TIC REPAIR-#E2	1122005240		11/14/17	341.50
						INVOICE TOTAL:	341.50
						VENDOR TOTAL:	341.50
MUELL SUE MUELLER							
REIMB	10/11/17	01	FNB-16.8 MILES	9900005211		11/14/17	8.99
						INVOICE TOTAL:	8.99
						VENDOR TOTAL:	8.99
MUTUA MUTUAL OF OMAHA							
RE110117	11/01/17	01	CEM DISABILITY-NOV	4800005137		11/14/17	29.16
		02	PKG DISABILITY-NOV	4234505137			16.81
		03	CH DISABILITY-NOV	1110205134			95.62
		04	LIB DISABILITY-NOV	9900005137			56.63
		05	PD DISABILITY-NOV	1110205134			568.95
		11	STR DISABILITY-NOV	1110205134			210.41
		12	UTIL DISABILITY-NOV	1100001634			154.50
		13	WWTF DISABILITY-NOV	1100001634			73.25
						INVOICE TOTAL:	1,205.33
						VENDOR TOTAL:	1,205.33
NAPAE ELKHORN NAPA AUTO PARTS							
096121	10/30/17	01	COOLANT FILTER	1132105351		11/14/17	7.13
						INVOICE TOTAL:	7.13
						VENDOR TOTAL:	7.13
NYQUI JEFF MISKIE							
1168	10/17/17	01	3RD QTR IT SVCS	1121005305		11/14/17	1,275.04
		02	3RD QTR IT SVCS	1121005361			2,192.49
		03	3RD QTR IT SVCS	1121005399			62.50

INVOICES DUE ON/BEFORE 11/14/2017

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

NYQUI JEFF MISKIE							
1168	10/17/17	04	3RD QTR IT SVCS	1121005380		11/14/17	400.00
		05	3RD QTR IT SVCS	5021005800			225.00
		06	3RD QTR IT SVCS	1121005262			375.00
		07	3RD QTR BID	1100001391			200.00
						INVOICE TOTAL:	4,730.03
1169	10/17/17	01	3RD QTR IT SVCS	1122005450		11/14/17	712.50
						INVOICE TOTAL:	712.50
1170	10/17/17	01	3RD QTR IT SVCS	1115105450		11/14/17	1,426.90
						INVOICE TOTAL:	1,426.90
1172	10/22/17	01	IT SVS-VENETIAN FESTIVAL	1129005399		11/14/17	562.50
						INVOICE TOTAL:	562.50
						VENDOR TOTAL:	7,431.93
OFFIC OFFICE DEPOT							
972211935001	10/17/17	01	TONER	1114205310		11/14/17	64.17
		02	CALCULATOR-PW,MN	1115105310			118.47
		03	MARKERS,CALC	1124005310			58.20
						INVOICE TOTAL:	240.84
						VENDOR TOTAL:	240.84
OFFICP OFFICE PRO INC							
0274416-001	09/13/17	01	PAPER CLIPS,CORRECT TAPE	9900005310		11/14/17	9.44
						INVOICE TOTAL:	9.44
0275742-001	09/25/17	01	COPY PAPER	9900005310		11/14/17	269.90
						INVOICE TOTAL:	269.90
						VENDOR TOTAL:	279.34
PARAT PARATECH AMBULANCE SERVICE							

INVOICES DUE ON/BEFORE 11/14/2017

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

PARAT	PARATECH AMBULANCE SERVICE						
10/17	10/31/17	01	INTERCEPTS-OCT	1122005218		11/14/17	516.33
						INVOICE TOTAL:	516.33
23715	10/17/17	01	CPR CARDS-12	1122005610		11/14/17	84.00
						INVOICE TOTAL:	84.00
23719	10/27/17	01	12 CPR CARDS	1122005610		11/14/17	240.00
						INVOICE TOTAL:	240.00
SEPTEMBER 2017	09/30/17	01	INTERCEPTS-SEPT	1122005218		11/14/17	636.10
						INVOICE TOTAL:	636.10
						VENDOR TOTAL:	1,476.43
PATS	PATS SERVICES INC						
A-150940	10/23/17	01	PORT A POTTY SVC-OCT	4800005360		11/14/17	80.00
						INVOICE TOTAL:	80.00
						VENDOR TOTAL:	80.00
PETES	PETE'S TIRE ELKHORN LLC						
48599	10/12/17	01	TIRES-TRK #15,#16	1132105351		11/14/17	4,980.00
						INVOICE TOTAL:	4,980.00
						VENDOR TOTAL:	4,980.00
PFI	PFI FASHIONS INC						
236788	10/11/17	01	COATS,VESTS	4234505138		11/14/17	430.12
						INVOICE TOTAL:	430.12
236847	10/25/17	01	UNIFORM-WOJTAS	1121005138		11/14/17	106.12
						INVOICE TOTAL:	106.12
236931	10/02/17	01	CAPS	4234505138		11/14/17	57.12
						INVOICE TOTAL:	57.12

INVOICES DUE ON/BEFORE 11/14/2017

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

PFI	PFI FASHIONS INC						
236954	10/17/17	01	REFLECTIVE CLOTHING	4800005138		11/14/17	626.22
						INVOICE TOTAL:	626.22
236955	10/17/17	01	REFLECTIVE CAPS	4800005138		11/14/17	96.80
						INVOICE TOTAL:	96.80
						VENDOR TOTAL:	1,316.38
PIGGLY	PIGGLY WIGGLY						
12OCT2017	10/12/17	01	CAKE,CUPS,PLATES-AWRDS CERMEMO	1122005399		11/14/17	52.85
						INVOICE TOTAL:	52.85
23OCT2017	10/23/17	01	VINEGAR	1122005340		11/14/17	2.39
						INVOICE TOTAL:	2.39
						VENDOR TOTAL:	55.24
PJELE	PJ ELECTRIC CO						
14026	10/30/17	01	TV RECEPTACLES-WORKOUT ROOM	1121005342		11/14/17	419.00
						INVOICE TOTAL:	419.00
14062	10/30/17	01	RFID-WALL JACKS,DATA LINE INST	4599005960		11/14/17	4,175.00
						INVOICE TOTAL:	4,175.00
						VENDOR TOTAL:	4,594.00
PLANT	PLANTAG, INC						
41610	10/19/17	01	BLUE PRINT ID TAGS	1124005310		11/14/17	77.40
						INVOICE TOTAL:	77.40
						VENDOR TOTAL:	77.40
PRESE	PRESENTA PLAQUE CORPORATION						
21857	09/22/17	01	AWARDS PLAQUES	1122005399		11/14/17	426.33
						INVOICE TOTAL:	426.33
						VENDOR TOTAL:	426.33

INVOICES DUE ON/BEFORE 11/14/2017

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

QUILL	QUILL CORPORATION						
1156487	09/26/17	01	PAPER,CORRECT TAPE	1121005310		11/14/17	153.07
						INVOICE TOTAL:	153.07
1198087	09/27/17	01	WIRELESS MOUSE	1121005310		11/14/17	47.98
						INVOICE TOTAL:	47.98
1500853	10/09/17	01	TONER	1121005310		11/14/17	107.99
						INVOICE TOTAL:	107.99
						VENDOR TOTAL:	309.04
RED	RED THE UNIFORM TAILOR						
00W67343	09/30/17	01	UNIF-SHIRTS-LECHNER	1122005138		11/14/17	123.98
						INVOICE TOTAL:	123.98
00W67464	10/12/17	01	UNIF-NAMEPLATE-BAUMAN	1122005138		11/14/17	27.90
						INVOICE TOTAL:	27.90
00W67555	10/12/17	01	UNIF-NAMEPLATE-LECHNER	1122005138		11/14/17	27.90
						INVOICE TOTAL:	27.90
00W67662	10/09/17	01	UNIF-HAT-MILLS	1122005138		11/14/17	44.00
						INVOICE TOTAL:	44.00
0B209704	10/26/17	01	UNIF-BADGE RETURN-DERRICK	1122005138		11/14/17	-30.00
						INVOICE TOTAL:	-30.00
0B209706	10/26/17	01	UNIF-BADGE RETURN-LECHNER	1122005130		11/14/17	-39.95
						INVOICE TOTAL:	-39.95
0B209800	10/30/17	01	UNIF-SHIRT RETURN-BAUMANN	1122005138		11/14/17	-26.35
						INVOICE TOTAL:	-26.35
0W66709A	10/23/17	01	UNIF-DIMZOFF	1121005139		11/14/17	98.54
						INVOICE TOTAL:	98.54

INVOICES DUE ON/BEFORE 11/14/2017

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

RED	RED THE UNIFORM TAILOR						
0W67259A	10/26/17	01	UNIF-BADGE-R DERRICK	1122005138		11/14/17	13.90
						INVOICE TOTAL:	13.90
0W67343A	10/09/17	01	UNIF-SHIRTS,PANTS-LECHNER	1122005138		11/14/17	225.03
						INVOICE TOTAL:	225.03
0W67344B	10/09/17	01	UNIF-SHIRT-ZIENTEK	1122005138		11/14/17	53.20
						INVOICE TOTAL:	53.20
0W67407A	10/09/17	01	UNIF-PANTS-BASTEK	1122005138		11/14/17	89.98
						INVOICE TOTAL:	89.98
0W67463A	10/09/17	01	UNIF-SHIRTS,BELT-BAUMANN	1122005138		11/14/17	135.34
						INVOICE TOTAL:	135.34
						VENDOR TOTAL:	743.47
RHYME	RHYME BUSINESS PRODUCTS						
AR178185	10/30/17	01	SHARP-OCT B&W	1116105531		11/14/17	104.33
		02	SHARP-OCT COLOR	1116105531			169.79
						INVOICE TOTAL:	274.12
						VENDOR TOTAL:	274.12
RHYMEL	RHYME BUSINESS PRODUCTS						
21471078	10/16/17	01	COPIER LEASE-NOV	9900005532		11/14/17	320.15
						INVOICE TOTAL:	320.15
						VENDOR TOTAL:	320.15
RICHAS	STEVEN RICHARD						
EMR REGISTRY	11/01/17	01	NATIONAL EMR REGISTRY	1121005410		11/14/17	75.00
						INVOICE TOTAL:	75.00
						VENDOR TOTAL:	75.00

INVOICES DUE ON/BEFORE 11/14/2017

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

RITTER RITTER TECHNOLOGY LLC							
T62667-001	12/27/16	01	HYDRAULIC FITTINGS-JD LOADER	1132135420		11/14/17	135.24
						INVOICE TOTAL:	135.24
U54914-001	08/18/17	01	HYDRAULIC FITTINGS-JD LOADER	1132135420		11/14/17	156.01
						INVOICE TOTAL:	156.01
						VENDOR TOTAL:	291.25
ROTE ROTE OIL COMPANY							
1723700210	08/25/17	01	283.1 GALS CLEAR DIESEL	1132105341		11/14/17	639.52
						INVOICE TOTAL:	639.52
1729000409	10/17/17	01	263.6 GALS DYED DIESEL	1132105341		11/14/17	579.65
						INVOICE TOTAL:	579.65
1729000411	10/17/17	01	117.6 GALS CLEAR DIESEL	1132105341		11/14/17	295.06
						INVOICE TOTAL:	295.06
1729800408	10/25/17	01	153.3 GALS CLEAR DIESEL	1132105341		11/14/17	392.30
						INVOICE TOTAL:	392.30
1729800409	10/25/17	01	99.5 GALS DYED DIESEL	1132105351		11/14/17	223.77
						INVOICE TOTAL:	223.77
1729800411	10/25/17	01	28.8 GALS DYED DIESEL	1132105341		11/14/17	64.78
						INVOICE TOTAL:	64.78
						VENDOR TOTAL:	2,195.08
RUNDL RUNDLE SPENCE							
S2611643.001	10/11/17	01	GASKET	1116105350		11/14/17	20.27
						INVOICE TOTAL:	20.27
						VENDOR TOTAL:	20.27
SALAM SALAMANDER TECHNOLOGIES INC							

INVOICES DUE ON/BEFORE 11/14/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
SALAM SALAMANDER TECHNOLOGIES INC							
13570	10/26/17	01	ID CARD SUBSCR RENEW	1129005399		11/14/17	500.00
						INVOICE TOTAL:	500.00
						VENDOR TOTAL:	500.00
SHERW SHERWIN-WILLIAMS COMPANY							
0382-5	10/11/17	01	PRKG STALL/CROSSWALK PAINT	1134105370		11/14/17	469.20
						INVOICE TOTAL:	469.20
6599-8	08/07/17	01	STREET PAINT	1134105370		11/14/17	149.10
						INVOICE TOTAL:	149.10
						VENDOR TOTAL:	618.30
SHRED SHRED-IT							
8123218119	09/22/17	01	SHREDDING SVC-SEP	1121005531		11/14/17	35.00
						INVOICE TOTAL:	35.00
8123418002	10/22/17	01	SHREDDING SVC-OCT	1116105360		11/14/17	15.00
						INVOICE TOTAL:	15.00
8123418781	10/22/17	01	SHREDDING SVC-OCT	1121005531		11/14/17	35.00
						INVOICE TOTAL:	35.00
						VENDOR TOTAL:	85.00
SIMPLX SIMPLEXGRINNELL							
84129104	09/28/17	01	ELEVATOR DUCT REPAIR	1116105360		11/14/17	431.20
						INVOICE TOTAL:	431.20
						VENDOR TOTAL:	431.20
SLNEW SOUTHERN LAKES NEWSPAPERS							
191153-2017	10/09/17	01	SPIRIT AD-JUNE	4055105316		11/14/17	383.00

INVOICES DUE ON/BEFORE 11/14/2017

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

SLNEW	SOUTHERN LAKES NEWSPAPERS						
191153-2017	10/09/17	02	SPIRIT AD-JULY	4055105316		11/14/17	383.00
		03	SPIRIT AD-SEP	4055105316			383.00
		04	SPIRIT AD-OCT	4055105316			383.00
		05	CREDIT ON ACCT	4055105316			-256.00
						INVOICE TOTAL:	1,276.00
						VENDOR TOTAL:	1,276.00
SOMAR	SOMAR TEK LLC/SOMAR ENTERPRISE						
100547	08/30/17	01	UNIFORM-KELLER	1121005138		11/14/17	39.99
						INVOICE TOTAL:	39.99
100634	10/31/17	01	UNIFORM-ECKLUND	1121005138		11/14/17	34.99
						INVOICE TOTAL:	34.99
						VENDOR TOTAL:	74.98
SPRING	SPRINGSTED INC						
17-031	10/20/17	01	CONTIN DISCL 2017	1115105212		11/14/17	1,700.00
						INVOICE TOTAL:	1,700.00
						VENDOR TOTAL:	1,700.00
STANG	KAY STANG						
REIMB	09/19/17	01	22 MILES-WALWORTH LIB	9900005332		11/14/17	11.77
						INVOICE TOTAL:	11.77
						VENDOR TOTAL:	11.77
STFRAN	ST FRANCIS DE SALES						
REFUND-BARR	10/11/17	01	BARRICADES	1100002353		11/14/17	50.00
						INVOICE TOTAL:	50.00
						VENDOR TOTAL:	50.00
T0001544	ALERT-ALL CORP						

INVOICES DUE ON/BEFORE 11/14/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
T0001544 ALERT-ALL CORP							
217090217	09/14/17	01	FIRE SAFETY STICKERS	1122005340		11/14/17	115.00
						INVOICE TOTAL:	115.00
						VENDOR TOTAL:	115.00
T0001553 SUE SHOUDER							
REIMB	10/11/17	01	ELEC TRG-MUKWONAGO-52 MI	1114305311		11/14/17	27.82
						INVOICE TOTAL:	27.82
						VENDOR TOTAL:	27.82
T0001556 SANDY VESELKA							
REFUND	10/16/17	01	VESELKA-SEC DEP 10/14/17	4055102353		11/14/17	1,000.00
		02	VESELKA-SETUP,SEC GRD 10/14/17	4055104674			-299.25
						INVOICE TOTAL:	700.75
						VENDOR TOTAL:	700.75
T0001557 PRAIRIE LAND TOWING							
170052623	10/10/17	01	TOW DEFENDANTS CAR	1121005380		11/14/17	312.00
						INVOICE TOTAL:	312.00
						VENDOR TOTAL:	312.00
T0001562 JAMES E ALLEN							
REFUND	10/23/17	01	OVERPAYMENT #34361-MARTIN	1112004510		11/14/17	25.00
						INVOICE TOTAL:	25.00
						VENDOR TOTAL:	25.00
T0001563 FREDDY MADRIGAL							
REFUND	10/18/17	01	OVERPMT #AD839883-1-MADRIGAL	1112004510		11/14/17	98.80
						INVOICE TOTAL:	98.80
						VENDOR TOTAL:	98.80

INVOICES DUE ON/BEFORE 11/14/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
T0001565 MARY DOROBEK							
REFUND	10/22/17	01	DOROBEK-SEC DEP-10/21/17	4055102353		11/14/17	1,000.00
		02	DOROBEK-SETUP, SEC GRD-10/21	4055104674			-340.38
						INVOICE TOTAL:	659.62
						VENDOR TOTAL:	659.62
T0001566 ALICIA LORENTZ							
REFUND	10/22/17	01	LORENTZ-SEC DEP-10/20/17	4055102353		11/14/17	1,000.00
		02	LORENTZ-SETUP, SEC GRD-10/20	4055104674			-274.00
						INVOICE TOTAL:	726.00
						VENDOR TOTAL:	726.00
T0001567 MADISON FAITH HERBERT							
REFUND	10/23/17	01	PAID WRONG MUNI-HERBERT	1100001391		11/14/17	30.00
						INVOICE TOTAL:	30.00
						VENDOR TOTAL:	30.00
T0001569 ARENZ, MOLTER, MACY, RIFFLE							
1374	08/25/17	01	PERSONNEL MATTER	1113105214		11/14/17	675.00
						INVOICE TOTAL:	675.00
						VENDOR TOTAL:	675.00
T0001573 WILLKOMM CONSTRUCTION SERVICE							
REF PERMIT #20170394	10/31/17	01	PERMIT #20170394 DUPLICATED	4500002453		11/14/17	186.00
		02	PERMIT #20170394 DUPLICATED	4500002452			85.00
		03	PERMIT #20170394 DUPLICATED	1124004432			108.00
						INVOICE TOTAL:	379.00
						VENDOR TOTAL:	379.00
T0001576 JILL RODRIGUEZ							
REFUND	11/01/17	01	RODRIGUEZ-SEC DEP-6/1/18	4055102353		11/14/17	1,000.00

INVOICES DUE ON/BEFORE 11/14/2017

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

T0001576 JILL RODRIGUEZ							
REFUND	11/01/17	02	CANCELLATION-6/1/18	4055104674		11/14/17	-100.00
						INVOICE TOTAL:	900.00
						VENDOR TOTAL:	900.00
T0001578 WILL BRANCH							
LG101	10/07/17	01	PROGRAM CDS	9900005411		11/14/17	30.00
						INVOICE TOTAL:	30.00
						VENDOR TOTAL:	30.00
TIME TIME WARNER CABLE							
710897601101417	10/14/17	01	INTERNET SVC-OCT	1121005221		11/14/17	206.79
						INVOICE TOTAL:	206.79
						VENDOR TOTAL:	206.79
TREDR TREDROC TIRE							
7240006139	10/12/17	01	4 TIRES-BOBCAT	1132105250		11/14/17	1,700.29
						INVOICE TOTAL:	1,700.29
						VENDOR TOTAL:	1,700.29
TSC TRACTOR SUPPLY CREDIT PLAN							
4033-10/17	10/20/17	01	SPRAYER PARTS	1152015952		11/14/17	161.93
						INVOICE TOTAL:	161.93
						VENDOR TOTAL:	161.93
ULINE ULINE							
91449100	10/18/17	01	CHAIR MATS	1122005310		11/14/17	336.95
						INVOICE TOTAL:	336.95
						VENDOR TOTAL:	336.95
UNIQUE UNIQUE MANAGEMENT SERVICES INC							

INVOICES DUE ON/BEFORE 11/14/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
UNIQU UNIQUE MANAGEMENT SERVICES INC							
451999	10/01/17	01	COLLECTION FEES-SEP	9900005510		11/14/17	26.85
						INVOICE TOTAL:	26.85
						VENDOR TOTAL:	26.85
UNITOCC UNITED OCC MEDICAL SVC LLC							
190-11	09/22/17	01	ACADEMY EXAM-BRYCE	1121005411		11/14/17	571.10
						INVOICE TOTAL:	571.10
						VENDOR TOTAL:	571.10
VERIZON VERIZON WIRELESS							
9795147330	10/23/17	01	CELL CHGS-OCT	1122005221		11/14/17	342.31
						INVOICE TOTAL:	342.31
						VENDOR TOTAL:	342.31
WALCC WALWORTH COUNTY CLERK OF COURT							
WARRANT-DEROSE	10/20/17	01	#17-15094 DEROSE, JERRY	1112002428		11/14/17	500.00
						INVOICE TOTAL:	500.00
						VENDOR TOTAL:	500.00
WALCOS WALWORTH COUNTY SHERIFF							
SEPTEMBER 2017	10/06/17	01	PRISONER CONFINES-SEP	1112005290		11/14/17	90.00
						INVOICE TOTAL:	90.00
						VENDOR TOTAL:	90.00
WALCOT WALWORTH COUNTY TREASURER							
64-246 1017	10/31/17	01	COURT FINES-OCTOBER 2017	1112002420		11/14/17	340.00
						INVOICE TOTAL:	340.00
						VENDOR TOTAL:	340.00
WANAS THE WANASEK CORPORATION							

INVOICES DUE ON/BEFORE 11/14/2017

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

WANAS	THE WANASEK CORPORATION						
16-793-04	10/31/17	01	DRAW 4-227 SLSD FINAL	4234505870		11/14/17	4,116.18
						INVOICE TOTAL:	4,116.18
						VENDOR TOTAL:	4,116.18
WCTC	WAUKESHA CNTY TECH COLLEGE						
S0653988	10/26/17	01	GEE-DECEP BEHAVIOR CLASS	1121005410		11/14/17	90.00
						INVOICE TOTAL:	90.00
						VENDOR TOTAL:	90.00
WEST	WEST BEND MUTUAL INSURANCE CO						
NOT2369209	10/17/17	01	NOTARY BOND-GRITZNER	1121005399		11/14/17	20.00
						INVOICE TOTAL:	20.00
						VENDOR TOTAL:	20.00
WISC	STATE OF WISCONSIN						
64-246 10/17	10/31/17	01	COURT FINES-OCTOBER 2017	1112002424		11/14/17	1,772.15
						INVOICE TOTAL:	1,772.15
						VENDOR TOTAL:	1,772.15
YMCA	YMCA						
RE110117	11/01/17	01	NOV/DEC PAYMENT	1170005760		11/14/17	9,000.00
						INVOICE TOTAL:	9,000.00
						VENDOR TOTAL:	9,000.00
						TOTAL ALL INVOICES:	263,646.40