



**FINANCE, LICENSE & REGULATION COMMITTEE**  
**MONDAY, NOVEMBER 23, 2015 – 6:00 PM**  
**COUNCIL CHAMBERS, CITY HALL**

**AMENDED AGENDA**

1. Call to Order by Alderman Kupsik
2. Roll Call
3. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes.
4. Approve the Finance, License and Regulation Committee Meeting minutes of November 9, 2015, as prepared and distributed.
5. **LICENSES & PERMITS**
  - a. Original 2015-2016 Operator's (Bartender) License application filed by Megan Melonas
  - b. Original 2015-2016 Class "B" Fermented Malt Beverage License application filed by Board and Brush LLC d/b/a Board and Brush Lake Geneva, 522 Center Street, Lake Geneva, Julie Selby, Agent
6. **First reading of Ordinance 15-15 adding a stop sign on Lake View Drive at the first intersection with Orchard Lane**
7. **Discussion/Recommendation on Resolution 15-R56, a resolution approving the 2015 tax levy for the City of Lake Geneva**
8. **Discussion/Recommendation on Resolution 15-R54, a resolution updating the schedule of fees to reflect increase in dog license fees**
9. Discussion/Recommendation on utilizing center area of Veteran's Park for adaptive playground equipment *(recommended Nov. 4, 2015 by Board of Park Commissioners)*
10. **Discussion/Recommendation on Resolution 15-R57, a resolution establishing a designated fund balance account and transferring \$15,000 of park funds set aside for adaptive playground equipment** *(recommended Nov. 4, 2015 by Board of Park Commissioners)*
11. Discussion/Recommendation on the Business Improvement District (BID) Operating Plan, budget and map
12. Discussion/Recommendation on request from Lake Geneva BID to use the Riviera Grounds (Richard Dreihaus Plaza) and downstairs of the Riviera building during the Festival of Lights ceremony
13. Discussion/Recommendation on limited issuance of credit cards to City Administrator, City Clerk, Assistant Public Works Director and BID Events Coordinator
14. Discussion/Recommendation on correction of retirement benefits for Ralph Braden with corresponding loan

Added Item 5.b.

15. Discussion/Recommendation on health benefits plan design modification including changing from a self-insured plan to a fully-insured plan
16. Discussion/Recommendation on HVAC maintenance agreement for City Hall/Police Department, Museum, and Firehouse
17. Discussion/Recommendation on EMS medical billing contract *(recommended by Police & Fire Commission 11/5/2015)*
18. Discussion/Recommendation on shared services agreement with the Town of Geneva for fire protection and emergency services for the term of January 1, 2016 to December 31, 2017 *(recommended by Police & Fire Commission 11/5/2015)*
19. Discussion/Recommendation on Luke maintenance and support contract *(recommended by Parking Commission 11/18/15)*
20. Discussion/Recommendation on limiting residential parking stickers to 4 per residence with a fee of \$25.00 for each additional sticker over 4 *(recommended by Parking Commission 11/18/15)*
21. Discussion/Recommendation on approval of Geneva Lake Use Committee Bylaws
22. Discussion on proposed closure of TID 4 by May 2016 with escrow for remaining projects
23. **Discussion/Recommendation on Resolution 15-R55, a budget resolution appropriating the funding of Tax Incremental District No. 4 (TID 4) remaining proposed projects; and proposed distribution of an advance of surplus funds to taxing jurisdictions**
24. **Presentation of Accounts**
  - a. Purchase Orders (none)
  - b. Prepaid Bills in the amount of \$4,634.20
  - c. Regular Bills in the amount of \$150,251.74

**25. 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.*

11/20/2015 6:39pm-Original Posting 11/21/2015 11:58am-Amended Posting  
 cc: Committee Members, Mayor & remaining Council, Administrator, City Clerk, Attorney

**FINANCE, LICENSE & REGULATION COMMITTEE**  
**MONDAY, NOVEMBER 9, 2015 – 6:00 PM**  
**COUNCIL CHAMBERS, CITY HALL**

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

**Roll Call.** Present: Aldermen Howell, Gelting, Kupsik, Kordus and Wall. Also Present: City Administrator Oborn and City Clerk Waswo.

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

Darien Schaefer, Lake Geneva Chamber of Commerce and CVB spoke on the Winterfest items requesting consideration on their applications. As the event has grown, they are requesting closing off Wrigley Drive and spreading out the snow sculptures from the Riviera to Flat Iron Park. Mr. Schaefer also requested consideration on waiving the banner fees as was done in the past.

**Approval of Minutes**

Wall/Howell motion to approve the Finance, License and Regulation Committee Meeting minutes of October 26, 2015, as prepared and distributed. Unanimously carried.

**LICENSES & PERMITS**

**Park Reservation Permit application filed by Lake Geneva Chamber & CVB to use Flat Iron Park and Brunk Pavilion for Winterfest event and allowing sales of food from Grand Geneva’s food truck beginning February 1, 2016 through February 7, 2016 with a \$25 application fee and \$105 reservation fee (recommended Nov. 4, 2015 by Board of Park Commissioners).** Kordus/Gelting motion to recommend approval. Unanimously carried.

Kordus/Howell motion to suspend the rules and combine items b, c, d, and e regarding the Winterfest applications into one vote. Unanimously carried.

**Beach Reservation Permit application filed by the Lake Geneva Chamber & CVB utilizing the Riviera Beach for helicopter rides Saturday, February 6, 2016 through Sunday, February 7, 2016 and a fire ring on Tuesday, February 9, 2016 with a \$25 application fee and \$105 reservation fee (recommended Nov. 5, 2015 by Piers, Harbors & Lakefront)**

**Street Closure Permit application by the Lake Geneva Chamber & CVB for two-day road closure of Wrigley Drive from Wrigley Drive and Broad Street to Wrigley Drive and Center Street on Saturday, February 6, 2016 through Sunday, February 7, 2016**

**Riviera Ballroom application filed by the Lake Geneva Chamber & CVB utilizing the ballroom and the downstairs of the Riviera for storage including snow sculptures displayed on the Driehaus Plaza Monday, February 1, 2016 through Sunday, February 7, 2016 with all fees waived (recommended Nov. 5, 2015 by Piers, Harbors & Lakefront)**

**Banner Permit application filed by Lake Geneva Chamber & CVB to use 11 banner poles January 18, 2016 through February 13, 2016 with request to waive fees**

Kordus/Gelting motion to recommend approval of items b, c, d, and e. In response to Alderman Wall’s question, City Clerk Waswo stated all departments including the Police discussed and were in agreeance with the road closure. Alderman Kupsik clarified if they vote to approve, it would include approval to waive banner fees. Unanimously carried.

**Park Permit application filed by Lake Geneva Hope Walk, for “Lake Geneva Hope Walk” using Library Park on September 24, 2016, from 5:30 am to noon with waiver of security deposit (recommended Nov. 4, 2015 by Board of Park Commissioners).** Kordus/Wall motion to recommend approval. Unanimously carried.

**Beach Reservation Permit application filed by Clearwater Outdoor to use the Lake Geneva Beach September 9 through September 11, 2016 from 6:00 am to 10:00 pm for the 7th Annual Masters Race (recommended Nov. 5, 2015 by Piers, Harbors & Lakefront).** Wall/Kordus motion to recommend approval. Unanimously carried.

**Renewal Massage Establishment License application filed by Mia Faccia LLC d/b/a Mia Faccia Salon and Day Spa, 235 Broad Street, Lake Geneva.** Kordus/Gelting motion to recommend approval. Unanimously carried.

**Renewal Massage Establishment License application filed by Body Logic Fitness Inc., 709 Main Street, Lake Geneva, WI.** Gelting/Kordus motion to recommend approval. Unanimously carried.

**Renewal 2015-2016 Operator's (Bartender) License applications filed by Kaleb Fisher**  
Gelting/Kordus motion to recommend approval. Unanimously carried.

**Discussion/Action on amending the Organizational Chart to reflect Fire Department correction**  
City Administrator Oborn stated the order was inadvertently switched and is being brought back for a formal motion on the correction. Kordus/Wall motion to recommend approval. Unanimously carried.

**Discussion/Action on awarding bid quotation to Beiffuss Corporation of Muskego, WI for the Veteran's Park field 5 rework in the amount of \$5,120 funded from ball field rehabilitation (recommended Nov. 4, 2015 by Board of Park Commissioners).** Wall/Gelting motion to recommend approval. Unanimously carried.

**Discussion/Action on a two-year extension of the Veteran's Park concessionaire contract with Ro-Della, Inc. (recommended Nov. 4, 2015 by Board of Park Commissioners)**  
Kordus/Kupsik motion to recommend approval. This was not put out for bid as the recommendation was to award the extension to the current vendor as they have been very happy with their service. Unanimously carried.

**Discussion/Action on repair of the 3-Graces fountain in Flat Iron Park with \$2,000 funded by Park Funds (recommended Nov. 4, 2015 by Board of Park Commissioners)**  
Kordus/Gelting motion to recommend approval. The City received a bid for \$10,055 for repairs due to vandalism and deterioration. Insurance will cover all but \$2,000, to be paid by park funds. Unanimously carried.

**Discussion/Action on Resolution 15-R48 increasing the Brunk Pavilion rental rates for resident/nonprofit to \$250 and non-resident to \$500 (recommended Nov. 4, 2015 by Board of Park Commissioners)**  
Kordus/Gelting motion to recommend approval. Unanimously carried.

**Discussion/Action on Resolution 15-R49 establishing the 2016 West End Pier, Lagoon Slip, Buoy, Dinghy and Kayak Rack Rates (recommended Nov. 5, 2015 by Piers, Harbors & Lakefront)**  
Gelting/Wall motion to recommend approval. All rates are increasing by 3%. Unanimously carried.

**Discussion/Action on buoy and boat slip lease agreements with Marina Bay Boat Company, Lake Geneva Boat Line and Gage Marine (recommended Nov. 5, 2015 by Piers, Harbors & Lakefront)**  
Wall/Kordus motion to recommend approval. The rates applied are the same as Resolution 15-R49. They do not go out for bid as in the past the contracts have been ongoing and renew every 3 years. Alderman Gelting commented they should consider raising the Riviera slip rates as they are more favorable. Unanimously carried.

**Discussion/Action on increasing the resident boat launch fees for non-trailer/non-motorized to \$7.00 and boats less than 20 feet in length to \$10.00 (recommended Nov. 5, 2015 by Piers, Harbors & Lakefront)**  
Wall/Kordus motion to recommend approval. The increase is up to the maximum allowed, rounded down to the nearest dollar. Unanimously carried.

**Discussion/Action on renewing Riviera elevator service agreement with Otis Elevator (recommended Nov. 5, 2015 by Piers, Harbors & Lakefront).** Wall/Kordus motion to recommend approval. This was not put out for bid. It is a roll over with the rate locked for 5 years. Piers and Harbors was comfortable staying with Otis as they have been happy with their service. Unanimously carried.

**Discussion/Action on Resolution 15-R50 authorizing the City of Lake Geneva to direct charge Public Fire Protection.** Kordus/Wall motion to recommend approval. This is a formal resolution passing what was approved at the last council meeting. It includes the meter sized method where larger meters are charged a higher fee. The method equalizes the cost among users. Unanimously carried.

**Presentation of Accounts – Alderman Kupsik**

Purchase Orders. None.

Kupsik/Kordus motion to recommend approval of Prepaid Bills in the amount of \$13,892.79. Unanimously carried.

Kordus/Howell motion to recommend approval of Regular Bills in the amount of \$129,209.91. Mr. Oborn clarified the Geneva Lake Environmental Agency is a quarterly payment. Unanimously carried.

**Adjournment**

Kordus/Gelting motion to adjourn at 6:29 p.m. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

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



**REGULAR CITY COUNCIL MEETING**  
**MONDAY, NOVEMBER 23, 2015 – 7:00 PM**  
**COUNCIL CHAMBERS, CITY HALL**

**AMENDED AGENDA**

Added Item 9.b.

1. Mayor Connors calls the meeting to order
2. Pledge of Allegiance – Alderman Chappell
3. Roll Call
4. Awards, Presentations, and Proclamations
5. Re-consider business from previous meeting
6. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda, except for public hearing items. Comments will to be limited to 5 minutes.
7. Acknowledgement of Correspondence
8. Approve Regular City Council Meeting minutes of November 9, 2015 and Special City Council minutes of November 16, 2015, as prepared and distributed
9. **CONSENT AGENDA.** Any item listed on the consent agenda may be removed at the request of any member of the Council. The request requires no second, is not discussed, and is not voted upon.
  - a. Original 2015-2016 Operator’s (Bartender) License application filed by Megan Melonas
  - b. Original 2015-2016 Class “B” Fermented Malt Beverage License application filed by Board and Brush LLC d/b/a Board and Brush Lake Geneva, 522 Center Street, Lake Geneva, Julie Selby, Agent
10. Item removed from the Consent Agenda
11. **Finance, License and Regulation Committee Recommendations – Alderman Kupsik**
  - a. **First reading of Ordinance 15-15 adding a stop sign on Lake View Drive at the first intersection with Orchard Lane**
  - b. **Resolution 15-R56, a resolution approving the 2015 tax levy for the City of Lake Geneva**
  - c. **Resolution 15-R54, a resolution updating the schedule of fees to reflect increase in dog license fees**
  - d. Discussion/Action on utilizing center area of Veteran’s Park for adaptive playground equipment (*recommended Nov. 4, 2015 by Board of Park Commissioners*)

- e. **Resolution 15-R57**, a resolution establishing a designated fund balance account and transferring \$15,000 of park funds set aside for adaptive playground equipment *(recommended Nov. 4, 2015 by Board of Park Commissioners)*
- f. Discussion/Action on the Business Improvement District (BID) Operating Plan, budget and map
- g. Discussion/Action on request from Lake Geneva BID to use the Riviera Grounds (Richard Dreihaus Plaza) and downstairs of the Riviera building during the Festival of Lights ceremony
- h. Discussion/Action on limited issuance of credit cards to City Administrator, City Clerk, Assistant Public Works Director and BID Events Coordinator
- i. Discussion/Action on correction of retirement benefits for Ralph Braden with corresponding loan
- j. Discussion/Action on health benefits plan design modification including changing from a self-insured plan to a fully-insured plan
- k. Discussion/Action on HVAC maintenance agreement for City Hall/Police Department, Museum, and Firehouse
- l. Discussion/Action on EMS medical billing contract *(recommended by Police & Fire Commission 11/5/2015)*
- m. Discussion/Action on shared services agreement with the Town of Geneva for fire protection and emergency services for the term of January 1, 2016 to December 31, 2017 *(recommended by Police & Fire Commission 11/5/2015)*
- n. Discussion/Action on Luke maintenance and support contract *(recommended by Parking Commission 11/18/15)*
- o. Discussion/Action on limiting residential parking stickers to 4 per residence with a fee of \$25.00 for each additional sticker over 4 *(recommended by Parking Commission 11/18/15)*
- p. Discussion/Action on approval of Geneva Lake Use Committee Bylaws
- q. Discussion on proposed closure of TID 4 by May 2016 with escrow for remaining projects
- r. **Resolution 15-R55**, a budget resolution appropriating the funding of Tax Incremental District No. 4 (TID 4) remaining proposed projects; and proposed distribution of an advance of surplus funds to taxing jurisdictions

**12. Plan Commission Recommendations – Alderman Kupsik**

- a. **Resolution 15-R52**, authorizing the issuance of a Conditional Use Application for Indoor Commercial Entertainment submitted by Julie Selby for Board & Brush, 800 Blue Spruce Circle, Hartland, WI 53029, for tenant space at 252 Center Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00258 including staff comments and finding of fact
- b. **Resolution 15-R53**, authorizing the issuance of a Conditional Use Application for a Physical Activity Studio (Yoga Studio) submitted by Samantha Strenger, 721 Geneva Street, Lake Geneva, WI 53147 for an upper level space at Good Vibes, at 234 Broad Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00257 including staff comments and finding of fact
- c. Discussion/Action on a Site Plan Amendment filed by Basso Builders, 405 Skyline Drive, for property at the corner of Skyline Drive and Curtis Street, Lake Geneva, WI 53147, Tax Key No. ZA459300001 including Staff Comments, two Spruce trees planted to west of pool, a walkway installed between buildings 2&3, and developer to work with staff on an attractive fence to be installed around the pool

- d. Discussion/Action on a Preliminary Plat filed by Kapur & Associates, Inc. for Symphony Bay, for property located South of Townline Road, North of Bloomfield Road and East of Edwards Blvd. Lake Geneva, WI 53147, formally known as Southland Farms Subdivision, Tax Key No's to be assigned including Staff Comments, an independent engineer to review engineering and traffic study, and walking path to be extended to Bloomfield Road on Southeast corner of property

**13. Discussion/Action on approval of 2016 Summer Season Lifeguard Services Contract with the Geneva Lake Water Safety Patrol** *(postponed from the October 26, 2015 Council meeting)*

- 14. Discussion/Action on contacting WI Department of Transportation for consideration of a "Park and Ride" *(recommended by Parking Commission 11/18/15)*

**15. Presentation of Accounts**

- a. Purchase Orders (none)
- b. Prepaid Bills in the amount of \$4,634.20
- c. Regular Bills in the amount of \$150,251.74

**16. Mayoral Appointments**

- a. Appointments to the Business Improvement District Board of Directors:
  - Michael Kocourek, Roger Wolff, and Andrew Fritz for a term expiring January 1, 2017
  - Kevin Fleming, Sean Payne, Steve Monticello, and Tammie Carstensen for a term expiring January 1, 2018

**17. Closed Session**

Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(e) for purposes of conducting other specified public business, whenever competitive bargaining reasons require a closed session concerning Police Union and Fire Union Negotiations (City Administrator Oborn)

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

**19. 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.*

11/20/2015 6:40pm-Original Posting 11/21/2015 11:59am-Amended Posting  
cc: Aldermen, Mayor, Administrator, Attorney, Department Heads, Media

**REGULAR CITY COUNCIL MEETING  
MONDAY, NOVEMBER 9, 2015 – 7:00 PM  
COUNCIL CHAMBERS, CITY HALL**

Mayor Connors called the meeting to order at 7:01 p.m.

The Pledge of Allegiance was led by Alderman Howell.

**Roll Call.** Present: Mayor Connors, Aldermen Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell. Absent (excused): Alderman Chappell. Also Present: City Attorney Draper, City Administrator Oborn and City Clerk Waswo.

**Awards, Presentations, and Proclamations.**

Mayor Connors announced winter parking regulations will be in effect November 15 with no overnight parking. This is also the same day free parking will begin.

**Re-consider business from previous meeting.** None.

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

**Acknowledgement of Correspondence.** None.

**Approval of Minutes**

Wall/Kordus motion to approve Special City Council – Budget Workshop Meeting minutes of October 21, 2015 and Regular City Council Meeting minutes of October 26, 2015, as prepared and distributed. Motion carried 7 to 0.

**Consent Agenda**

**Park Reservation Permit application filed by Lake Geneva Chamber & CVB to use Flat Iron Park and Brunk Pavilion for Winterfest event and allowing sales of food from Grand Geneva’s food truck beginning February 1, 2016 through February 7, 2016 with a \$25 application fee and \$105 reservation fee (*recommended Nov. 4, 2015 by Board of Park Commissioners*)**

**Beach Reservation Permit application filed by the Lake Geneva Chamber & CVB utilizing the Riviera Beach for helicopter rides Saturday, February 6, 2016 through Sunday, February 7, 2016 and a fire ring on Tuesday, February 9, 2016 with a \$25 application fee and \$105 reservation fee (*recommended Nov. 5, 2015 by Piers, Harbors & Lakefront*)**

**Street Closure Permit application by the Lake Geneva Chamber & CVB for two-day road closure of Wrigley Drive from Wrigley Drive and Broad Street to Wrigley Drive and Center Street on Saturday, February 6, 2016 through Sunday, February 7, 2016**

**Riviera Ballroom application filed by the Lake Geneva Chamber & CVB utilizing the ballroom and the downstairs of the Riviera for storage including snow sculptures displayed on the Driehaus Plaza Monday, February 1, 2016 through Sunday, February 7, 2016 with all fees waived (*recommended Nov. 5, 2015 by Piers, Harbors & Lakefront*)**

**Banner Permit application filed by Lake Geneva Chamber & CVB to use 11 banner poles January 18, 2016 through February 13, 2016 with request to waive fees**

**Park Permit application filed by Lake Geneva Hope Walk, for “Lake Geneva Hope Walk” using Library Park on September 24, 2016, from 5:30 am to noon with waiver of security deposit (*recommended Nov. 4, 2015 by Board of Park Commissioners*)**

**Beach Reservation Permit application filed by Clearwater Outdoor to use the Lake Geneva Beach September 9 through September 11, 2016 from 6:00 am to 10:00 pm for the 7th Annual Masters Race (recommended Nov. 5, 2015 by Piers, Harbors & Lakefront)**

**Renewal Massage Establishment License application filed by Mia Faccia LLC d/b/a Mia Faccia Salon and Day Spa, 235 Broad Street, Lake Geneva**

**Renewal Massage Establishment License application filed by Body Logic Fitness Inc., 709 Main Street, Lake Geneva, WI**

**Renewal 2015-2016 Operator's (Bartender) License applications filed by Kaleb Fisher**

**Items removed from the Consent Agenda.** None.

Hill/Gelting motion to approve. Motion carried 7 to 0.

**Kupsik/Howell motion to approve amending the Organizational Chart to reflect Fire Department correction**

The Fire Chief noticed these two items were switched. The correction is being brought back for formal approval.

Roll Call: Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voted "yes." Motion carried 7 to 0.

**Kupsik/Gelting motion to approve awarding bid quotation to Beilfuss Corporation of Muskego, WI for the Veteran's Park field 5 rework in the amount of \$5,120 funded from ball field rehabilitation (recommended Nov. 4, 2015 by Board of Park Commissioners).** Field 5 has drainage and runoff issues, which the rework will fix.

Roll Call: Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voted "yes." Motion carried 7 to 0.

**Kupsik/Gelting motion to approve a two-year extension of the Veteran's Park concessionaire contract with Ro-Della, Inc. (recommended Nov. 4, 2015 by Board of Park Commissioners).** Park Board did not feel it was necessary to go out for bid and recommended an extension of the contract as they have been happy with Ro-Della's service.

Roll Call: Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voted "yes." Motion carried 7 to 0.

**Kupsik/Gelting motion to approve repair of the 3-Graces fountain in Flat Iron Park with \$2,000 funded by Park Funds (recommended Nov. 4, 2015 by Board of Park Commissioners).** Due to vandalism the insurance company will cover \$8,000. Additional repairs are needed which will be done at the same time.

Roll Call: Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voted "yes." Motion carried 7 to 0.

**Kupsik/Howell motion to approve Resolution 15-R48 increasing the Brunk Pavilion rental rates for resident/nonprofit to \$250 and non-resident to \$500 (recommended Nov. 4, 2015 by Board of Park Commissioners).** Alderman Hill was in favor of waiving the fees, but is concerned with the City being in the wedding business. Mr. Oborn noted it does put the City in the wedding business as it's a good venue. He felt there was room to raise the fee even more.

Roll Call: Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voted "yes." Motion carried 7 to 0.

**Kupsik/Wall motion to approve Resolution 15-R49 establishing the 2016 West End Pier, Lagoon Slip, Buoy, Dinghy and Kayak Rack Rates (recommended Nov. 5, 2015 by Piers, Harbors & Lakefront)**

The fees are increasing by 3% which is still well below Fontana's rates. Piers and Harbors would like to annually raise the rate to be comparable.

Roll Call: Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voted "yes." Motion carried 7 to 0.

**Kupsik/Wall motion to approve buoy and boat slip lease agreements with Marina Bay Boat Company, Lake Geneva Boat Line and Gage Marine (recommended Nov. 5, 2015 by Piers, Harbors & Lakefront)**

The fees are the same as established in Resolution 15-R49. The contacts are renewed every 3 years with discussion about possibly going out for bids in the future.

Roll Call: Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voted "yes." Motion carried 7 to 0.

**Kupsik/Wall motion to approve increasing the resident boat launch fees for non-trailer/non-motorized to \$7.00 and boats less than 20 feet in length to \$10.00** *(recommended Nov. 5, 2015 by Piers, Harbors & Lakefront)*

The fees are being raised to the maximum amount rounded down to the nearest dollar. Alderman Hill commented these two resident fees are the same as the non-resident fees and felt residents should have some advantage over non-residents. Mr. Oborn replied these two categories do not allow a higher fee for non-residents. They could be set lower but cannot be set higher than the maximum per State Statute.

Roll Call: Wall, Kordus, Gelting, Kupsik, Hedlund, Howell voted “yes.” Motion carried 6 to 1 with Alderman Hill voting “no.”

**Kupsik/Kordus motion to approve renewing Riviera elevator service agreement with Otis Elevator** *(recommended Nov. 5, 2015 by Piers, Harbors & Lakefront)*

Roll Call: Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voted “yes.” Motion carried 7 to 0.

**Kupsik/Kordus motion to approve Resolution 15-R50 authorizing the City of Lake Geneva to direct charge Public Fire Protection.** Mr. Oborn stated this is a formal resolution recommending the meter size method which means larger meters would have higher fees to provide equality. The resolution would still be valid even if the 36% increase is not approved. An annual resolution is not needed, but any increase would be accounted for in the levy limit.

Roll Call: Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voted “yes.” Motion carried 7 to 0.

**Presentation of Accounts – Alderman Kupsik**

Purchase Orders. None.

Kupsik/Gelting motion to approve Prepaid Bills in the amount of \$13,892.79.

Roll Call: Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voted “yes.” Motion carried 7 to 0.

Kupsik/Gelting motion to approve Regular Bills in the amount of \$129,209.91.

Roll Call: Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voted “yes.” Motion carried 7 to 0.

**Mayoral Appointments.** None.

**Adjournment**

Kordus/Gelting motion to adjourn at 7:29 p.m. Motion carried 7 to 0.

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/s/ Sabrina Waswo, City Clerk

**THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE COMMON COUNCIL**

**SPECIAL CITY COUNCIL MEETING  
MONDAY, NOVEMBER 16, 2015 – 5:00 PM  
COUNCIL CHAMBERS, CITY HALL**

Mayor Connors called the meeting to order at 5:16 p.m.

The Pledge of Allegiance was led by City Clerk Waswo

**Roll Call.** Present: Mayor Connors, Aldermen Chappell, Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell. Also Present: City Attorney Draper, City Administrator Oborn, Comptroller Pollitt and City Clerk Waswo

City Administrator Oborn explained the two resolutions and options. Option 1 reflected a balanced budget based upon a forecast of the city's assessed value. It included a \$249,443 increase from the previous year in expenditures and revenues, 1.5% salary increase for employees, and moving the fire protection fee to the utility bill. There were slight increases in debt service and the Library levies.

Option 2 is based upon the actual assessed value. With the higher assessment, the levy was raised \$110,000 keeping a flat mill rate. There is an increase of approximately \$60,000 in the contingency line item.

Option 2 can take some of the assessment and reduce it down from the \$155,010 in option 2a and go to Option 2b and allocate a part of that to increase the employee raises from 1.5% to 2% which would cost about \$20,000. The PSC is forcing the city to tie the water rate increase with the PFP fee. The PFP fee may have to be paid as a municipal charge as opposed to a direct charge on the utility bill (around \$19,500 a month). Mr. Oborn is projecting one month will be paid as a municipal charge but worst case is 3 months. The utility bill in April would not have the full 3 months as they are not authorized to charge for the whole period.

Alderman Kordus questioned in option 2b, if the PFP fee could be pulled out of contingency by resolution if needed and could that be the same for employee raises. Mr. Oborn replied it is an option. Mayor Connors explained each month is roughly \$19,500 provided to the utility to make them whole.

**Mayor Connors opened the Public hearing pertaining to the adoption of the 2016 operating and capital budget for the City of Lake Geneva**

Terry O'Neill, 954 George St, questioned if the transfer of the Fire Hydrant rental fee from property taxes to the water bill would be reflected as a 5% reduction in the 2016 property taxes. He asked the current budget draft shows a corresponding reduction of revenue and expenses in the 2016 spending budget. The number of full-time City administration workers is being reduced and replaced with part-time workers, which saves money but reduces employee perspective, loyalty and commitment to the City. In the Fire Department, the opposite is occurring where full-time employees increases and part-time employees and volunteers decreases. This results in department loyalty and job security increasing but reduces motivation. It also increases cost and influence in the City. The cost is not due to fighting fires but to transform the Fire Department into an EMS department that requires different equipment and personnel. He questioned if having an EMS division would benefit the residents or just the Fire Department and personnel.

Pete Peterson, 1601 Evergreen Lane, commented that income is speculation whereas the expense is more accurate, showing an increase of \$249,000. It also shows \$232,000 for the public fire protection charge. Therefore that expense is actually \$470,000. This is a 5 to 10% in cash outflow for the taxpayers. There is no equitable way to divide this cost to the rate payer and taxpayer. If moving an expense of \$232,000, then the bottom line should be \$232,000 less. The tax rate is being kept as what is being said is the same even though the assessments have gone up. The total expense is being raised to all the people who use water and the taxes. He questioned the difference between the contingency fund and undesignated reserve fund. He believes the undesignated fund should be the contingency fund.

Hedlund/Kordus motion to close the public hearing. Unanimously carried.

**Resolution 15-R51, a resolution approving and adopting the 2016 operating and capital budgets for the City of Lake Geneva.** City Administrator Oborn explained the reduction for the public fire protection fee strategy has been to increase the debt service to correspond. It is reported on the levy limit. The City has a lot of unused levy capacity in debt service so rather than pass it on; the strategy has been to increase the debt service to offset the reduction in the levy limit. Mr. Oborn noted EMS cost is a matter of service and results in faster response times with staff available to fight fires. It costs more with the paid on premise but is still cheaper than a career Fire Department. For undesignated funds, the City is at 25%. This is the optimal level our bonds rating company want the City to be at. If it continues above 25%, the Council may make the decision to spend some of the fund balance; however, it is there so immediate cuts are not made should something happen.

Alderman Hill was in favor of option 2b.

**Hedlund/Hill motion to adopt Resolution 15-R51 to use option 2b and keep the mill rate flat.**

Alderman Hedlund believes the City will have to pay the first month of the \$19,500 and would like employees to receive the 2% raise.

Alderman Gelting noted 2b includes 2% employee raises and would authorize payment of the PFP of \$19,000. He asked if it could be put on the tax roll. Mr. Oborn stated it will be adjusted but the City may have to file an amended levy limit. In subsequent years if the PFP charge goes up, the City will have to reflect that in levy limit increases. There is \$1 million debt service with about \$250,000 on the levy limit worksheet. The City has \$750,000 in levying authority. Mr. Gelting asked if 2b eliminates the contingency or just reduces it by that amount. Mr. Oborn explained 2a put it up to \$155,010. Option 2b brings it down to \$114,510 by the combination of the \$21,000 and \$19,500. Mr. Gelting said the City is moving \$232,000 off the tax roll but spending \$232,000 additional plus spending \$309,000 with 2b. Spending would be increased by \$541,000. Mr. Oborn said the net is \$309,000. Mr. Gelting questioned if they are comfortable increasing the spending fairly significantly. He feels the raises are well earned by staff, but has a hard time saying it is offset by increasing the debt service levy when the debt service payment is increased by \$34,000 not \$232,000. Mayor Connors added that Options 2a and 2b are keeping the mill rate flat to what it was last year because of the higher assessment. Mr. Oborn said the revenue is going up by the same amount, so we are keeping the same budget.

Mayor Connors noted Option 1 shows an increase in a part-time position in the Clerk's Office as well as increased elections and salary. The paid on premise for the Fire Department is an additional \$117,000. Revenue is generated by the increase in assessment and transfer of the fire protection fee. Mayor Connors stated Ms. Chappell was correct in stating the mill rate will remain the same and the increase in assessed value will bring in more taxes.

Alderman Wall asked if the increase from last year was \$156,000 plus the \$232,000. Mayor Connors replies it was under Option 2a. Last year \$8.1 million was budgeted, this year it is almost \$8.5 million. The only other major expense was \$95,000 for the Street Department. This is a 3.78% increase from last year. Mr. Gelting added they are also spending another \$232,000.

Alderman Kordus said what is really increasing is most the FPF with a potential cost of \$40,000, most likely \$19,500, and \$21,000 in employee raises. This is a minimum increase of \$40,500 and a maximum of \$60,000 in spending. He questioned if 2b is adopted, are they assuming the motion is to go with 2a or can they tag 2b to Option 1 as well as reduce the contingency on Option 1 and decrease the levy limit but still carry 2b forward. Alderman Kupsik explained Option 1 reduces the mill rate. Alderman Hill felt the City doesn't have the revenue to account for the options in 2b. Mr. Kordus commented we do, but they would have to reduce contingency down to \$35,000 or \$40,000. Mr. Gelting stated the undesignated funds would be added to if there was contingency left at year end. Comptroller Pollitt responded it could be designated to other funds such as equipment replacement or capital projects. Mr. Kordus is more comfortable with Option 1 and tagging Option 2b on to Option 1. Mayor Connors clarified Option 2b is keeping the mill rate flat and adding employee raises and the fire protection fee. Mr. Kordus followed by saying it is assuming Option 2a and adding the additional spending of up to \$60,000 for Option 2b. He would be much more comfortable with the reduction in mill rate and taking the \$40,000 to \$60,000 out of contingency. Alderman Hedlund would like to do it in one swoop as opposed to approving Option 2a and then coming back to the Council with an amendment to add those other items. Mr. Kordus again, prefers it tagged onto Option 1 rather than Option 2a and reduce the mill rate.

Mayor Connors questioned if by only taking the fire protection fee and employee raises, would the mill rate change or would contingency be reduced. Mr. Kordus would like to know what the mill rate change would be or take it all out of contingency. Ms. Chappell asked what the lower mill rate is and last time it was discussed, it was not worth it to lower. Ms. Pollitt explained the difference in Option 1 versus Option 2a or 2b. It is 5 cents on the mill rate, which would be \$5 per \$1,000 assessed value. Ms. Hill stated she is not comfortable with that small of a contingency fund. She noted the employees need to be taken care of and staff needs to be added. Last year they debated the 1.5% versus the 2% and said they could revisit the 0.5% and take it out of contingency. It never happened. The employees received 1.5% and the raise wasn't applied until June. She feels 2b is the most realistic option.

Mr. Wall noted his social security increased by 1.7% last year but this year is a 0% increase. If there isn't any inflation, why is there a 4% increase in the budget. Mr. Gelting restated he has a hard time saying the increase is so subtle when \$232,000 is moving to a fee. He understands and agrees with the move to expand that expense over a broader base with users that are not necessarily part of the tax base, but to not give the benefit of the reduction on the taxes feels like it is spending money like it is free money. He does not like increasing fees consistently and moving the expense side up. They need to do some pay increases and thinks 2% isn't too much to go as it is fairly modest. He felt staff will be worked harder as time goes on. They are fooling themselves to think it is ok to take that \$232,000 windfall and use it. He feels it needs to be given back to the people that are going to be paying it on their water bill.

Alderman Chappell stated it is not just a 2% increase in the wages; the bulk is the Fire Department paid on premise. Mr. Gelting replied it was \$31,000 net increase which is fairly modest. Ms. Chappell said the next biggest item is paying for the Public Works Director as well as another staff member at the Street Department. Mr. Gelting felt the budget needed to be fine tuned. They are taking the savings from the tax bill and shifting it to a fee on the water bill. He asked if they are comfortable shifting that to a fee to the constituents. Ms. Chappell said she would be more upset if it were to a piece of equipment and feels the items added are needed. It would bother her if half way through the year it was taken from contingency. She feels this was looked at wisely and the money is being used properly.

Mayor Connors would like staff to comment on the implication if they were to lower the levy. Mr. Oborn said the general rule is not to lower it as it is more challenging to raise it back up. Mayor Connors felt lowering it could mean long term implications. Mr. Gelting asked if the alternative would be to divert it to a debt service levy or increase the debt service by that amount. Mr. Oborn replied the goal is to lower debt to get to a pays as you go system. It puts money aside for equipment and they would only borrow for roads.

Mr. Wall is fine with employee raises, but asked if there was a contingency at \$95,000 then and now we are raising it. Ms. Pollitt explained that is Option 1. He feels Option 2b is too high. Ms. Chappell asked if they can do Option 2b to be tacked on to Option 1. Mayor Connors stated Option 1 decreased contingency by roughly \$40,000. It was noted recruitment, retirement and outside legal fees are some of the expenses that come out of the contingency fund.

Roll Call: Chappell, Hill, Kupsik, Hedlund, Howell voted "yes." Motion carried 5 to 3 with Alderman Wall, Kordus and Gelting voting "no."

### **Adjournment**

Kordus/Hill motion to adjourn at 6:10 p.m. Unanimously carried.

---

/s/ Sabrina Waswo, City Clerk

**THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE COMMON COUNCIL**

# City of Lake Geneva

Licenses Issued Between 11/23/2015 and 11/23/2015

Date: 11/20/2015  
Time: 12:13 PM  
Page: 1

## Operator's Regular

<u>Issued</u>	<u>License No</u>	<u>Customer</u>	<u>Address</u>	<u>Total</u>
11/23/2015	2015 -285	Megan Naomi Melonas Employer: Walgreens #5600	W1030 Myrtle Road 351 N. Edwards Blvd.	50.00

Operator's Regular

Count: 1

Totals for this Type:

50.00

# ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning Nov 24 2015 ;  
ending June 30 2016 ;

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

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

Applicant's Wisconsin Seller's Permit Number: _____	
Federal Employer Identification Number (FEIN): _____	
LICENSE REQUESTED	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ <u>100.27</u>
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
Publication fee	\$ <u>85.00</u>
<b>TOTAL FEE</b>	\$ <u>85.27</u>

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

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

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): B & B LAKE GENEVA LLC

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

Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>MEMBER</u>	<u>JULIE SELBY 800 BLUE SPRUCE CIR HARTLAND, WI</u>	<u>53021</u>
Vice President/Member	<u>MEMBER</u>	<u>CHRIS SELBY 800 BLUE SPRUCE CIR HARTLAND, WI</u>	<u>53029</u>
Secretary/Member			
Treasurer/Member			
Agent	<u>JULIE SELBY</u>		
Directors/Managers			

3. Trade Name BOARD & BRUSH LAKE GENEVA Business Phone Number (262) 409-1639  
4. Address of Premises 252 CENTER ST. Post Office & Zip Code Lake Geneva 53147

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period?  Yes  No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant?  Yes  No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business?  Yes  No
8. (a) Corporate/limited liability company applicants only: Insert state WI and date 10/9/15 of registration.  
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company?  Yes  No  
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin?  Yes  No

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

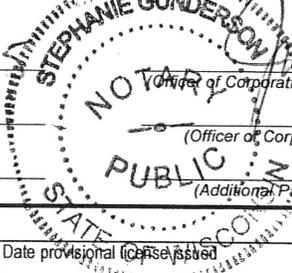
9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) 1000 sq ft studio w/ craft tables. BEV. STORED IN BEV. COOLER
10. Legal description (omit if street address is given above): and served throughout the premise
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year?  Yes  No  
(b) If yes, under what name was license issued?
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864]  Yes  No
13. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [phone (608) 266-2776]  Yes  No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs?  Yes  No

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

**SUBSCRIBED AND SWORN TO BEFORE ME**

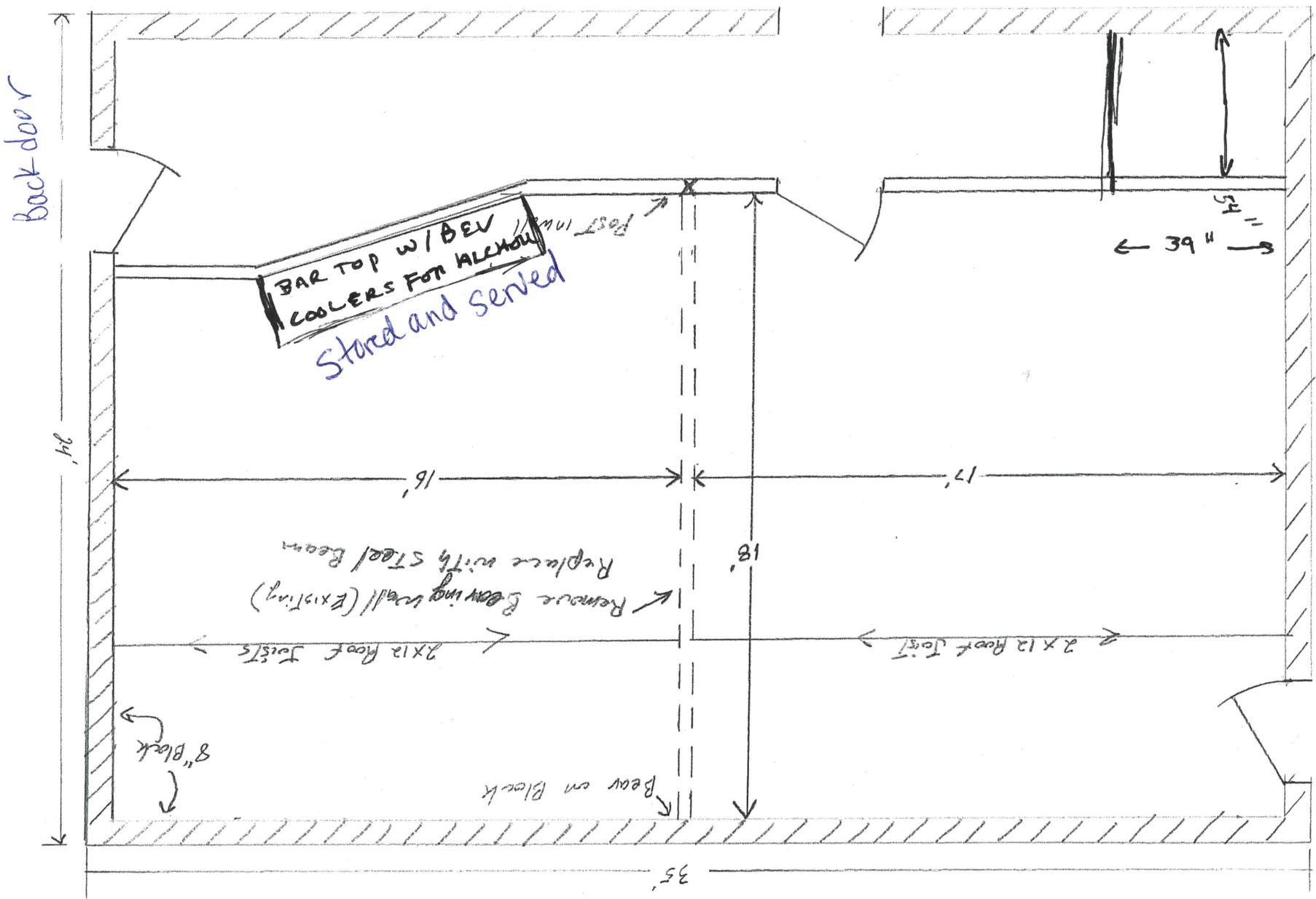
this 19 day of October, 2015  
Stephanie Gunderson  
(Clerk/Notary Public)  
My commission expires 4/13/18

Julie Selby  
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)  
Chris Selby  
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)  
(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)



TO BE COMPLETED BY CLERK			
Date received and filed with municipal clerk	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
<u>10/19/2015</u>	<u>11/23/2015</u>		
Date license granted	Date license issued	License number issued	

252 Center Street  
LARK (Gross) Inc  
Flat Roof



Front door

Back door

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

Submit to municipal clerk.

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

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

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

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

located at 252 CENTER ST. LAKE GENEVA 53147

appoints JULIE SELBY  
(name of appointed agent)  
800 N. BLUE SPRUCE CIR HARTLAND, WI 53029  
(home address of appointed agent)

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

Yes  No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).  
BOARD & BRUSH LLC HARTLAND, WI

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 16 MONTHS

Place of residence last year 800 BLUE SPRUCE CIRCLE HARTLAND, WI

For: BEB LAKE GENEVA LLC  
(name of corporation/organization/limited liability company)

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

And: \_\_\_\_\_  
(signature of Officer/Member/Manager)

**ACCEPTANCE BY AGENT**

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

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

[Signature] 10/19/15 Agent's age \_\_\_\_\_  
(signature of agent) (date)  
800 N. BLUE SPRUCE CIRCLE HARTLAND, WI Date of birth \_\_\_\_\_  
(home address of agent) 53029

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

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

Approved on 10-22-15 by [Signature] Title Police Chief  
(date) (signature of proper local official) (town chair, village president, police chief)



VALIDATE ONLINE AT [SERVINGALCOHOL.COM](http://SERVINGALCOHOL.COM)

CODE: AZZRFUWFNE

ONLINE TRAINING

SERVING ALCOHOL INC  
UNITED STATES OF AMERICA  
[team@servingalcohol.com](mailto:team@servingalcohol.com)

# CERTIFICATION

This certifies that

*Julie Selby*

has completed the Serving Alcohol Inc. approved course

## **Wisconsin Alcohol Seller-Server**

February 16, 2015

**APPROVED BY THE STATE OF WISCONSIN SS-125.04**

**PROVIDER TRAINING IN COMPLIANCE WITH SS-134.66**

**STUDENT ACKNOWLEDGED UNDERSTANDING OF SS-134.88:**

Restrictions on sale or gift of cigarettes or tobacco products; that state law prohibits selling tobacco products to any person under the age of 18; and failure to comply with these restrictions may result in a citation.

PERSONS COMPLETING THIS COURSE HAVE AGREED TO EXECUTE THE FOLLOWING POLICIES TO THE BEST OF THEIR ABILITIES:

- \* CARD ANY PERSON 35 YEARS OF AGE OR YOUNGER
- \* OBSERVE AND REPORT ANY CUSTOMER SHOWING SIGNS OF POSSIBLE IMPAIRED BEHAVIOR
- \* RESPOND IMMEDIATELY TO ANY POSSIBLE PROBLEM SITUATIONS
- \* DETERMINE THAT PEOPLE ENTERING THE PREMISES TO CONSUME ALCOHOL ARE OF LEGAL ALCOHOL DRINKING AGE AND RECARD THEM IF THERE IS ANY QUESTION AS TO THEIR AGE
- \* ENSURE A PERSON MATCHES THEIR VALID LEGAL IDENTIFICATION

# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
SELBY		JULIE		P	
Home Address (street/route)		Post Office	City	State	Zip Code
800 N. BLUE SPRUCE CIR		HARTLAND	HARTLAND	WI	53029
Home Phone Number		Age	Date of Birth	Place of Birth	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- JULIE SELBY (MEMBER) of B & B LAKE CENEVA LLC  
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 16 MONTHS
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?  Yes  No  
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No  
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No  
 If yes, identify. BOARD & DAUSH LLC HARTLAND, WI CLASS B BEER / CLASS C WINE  
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin?  Yes  No  
 If yes, identify.  
(Name of Wholesale Licensee or Permittee) (Address By City and County)

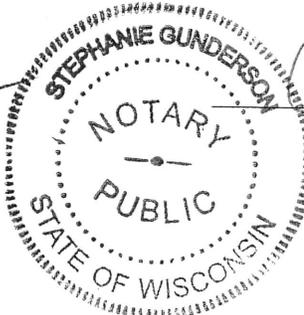
6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
LINCOLN FINANCIAL	1300 S. CLINTON FT. WAYNE IN	1986	2001
Employer's Name	Employer's Address	Employed From	To

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 19 day of October, 2015  
Stephanie Gunderson  
(Clerk/Notary Public)  
 My commission expires 4/13/18



Julie Selby  
(Signature of Named Individual)



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Wisconsin Department of Revenue

# AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
SELBY		CUATIS		E.	
Home Address (street/route)		Post Office	City	State	Zip Code
800 BLUE SPRUCE CIR		HARTLAND	HARTLAND	WI	53029
Home Phone Number		Age	Date of Birth	Place of Birth	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an **individual**.
- A member of a **partnership** which is making application for an alcohol beverage license.
- MEMBER** of **BEB Lake Geneva LLC**  
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 16
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?  Yes  No  
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No  
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No  
 If yes, identify. (Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin?  Yes  No  
 If yes, identify. (Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name <b>GARDNER DENVER</b>	Employer's Address <b>222 E. ERIE MILWAUKEE WI</b>	Employed From <b>3/1/14</b>	To <b>8/30/15</b>
Employer's Name <b>REGAL BELOIT</b>	Employer's Address <b>BELOIT WI</b>	Employed From <b>8/1/13</b>	To <b>8/30/15</b>

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 19 day of OCTOBER, 2015  
Stephanie Gunderson  
(Clerk/Notary Public)  
 My commission expires 4/13/16



[Signature]  
(Signature of Named Individual)



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**ORDINANCE NO. 15-15**

**AN ORDINANCE TO AMENDING CHAPTER 74, TRAFFIC AND VEHICLES,  
ARTICLE VI, TRAFFIC CODE, SECTION 74-204, STOP INTERSECTIONS, SUBSECTION (1), SINGLE-  
STOP INTERSECTIONS**

1. That Section 74-204(1) of Chapter 74, TRAFFIC AND VEHICLES, Article VI, Stop intersections, of the Lake Geneva Municipal Code is hereby amended to read as follows:

Sec. 74-204 Stop intersections.

[Ord. No. 07-08, § 1, 11-12-2007]

The intersections designated are declared stop intersections. When stop signs are erected giving notice thereof, every operator of a vehicle approaching a stop sign at any such intersection shall stop as required by law.

- (1) Single-stop intersections. The following intersections are designated stop intersections:

Alley, running east and west north of Pleasant Street; stopping at Madison Street and Maxwell Street  
Andria Drive, southbound; stopping at Townline Road  
Ann Street, eastbound; stopping at Center Street  
Ann Street, westbound; stopping at Williams Street  
Badger Lane, southbound; stopping at Conant Street  
Bonnie Brae Lane, southbound; stopping at South Street  
Campbell Street, eastbound; stopping at Wells Street  
Cass Street, eastbound; stopping at Curtis Street  
Cass Street, westbound; stopping at South Lake Shore Drive  
Cemetery Road, westbound; stopping at Elkhorn Road  
Center Street, southbound; stopping at Wrigley Drive  
Clover Street, northbound; stopping at LaSalle Street  
Clover Street, southbound; stopping at Park Row  
Commercial Court, southbound; stopping at Park Drive  
Connie Circle, eastbound; stopping at Timothy Drive  
Cook Street, northbound; stopping at North Street  
Cook Street, southbound; stopping at Main Street  
Cottontail Lane, southbound; stopping at Highway 50/Grand Geneva Parkway  
Country Club Drive, southbound; stopping at Main Street  
Curtis Street, northbound; stopping at Main Street  
Curtis Street, southbound; stopping at Townline Road  
Darwin Street, eastbound; stopping at Curtis Street  
Dodge Street, westbound; stopping at Forest Drive  
Dorwood Drive, southbound; stopping at South Street  
Eagle Drive, eastbound; stopping at Promontory Drive  
East Street, northbound; stopping at Main Street  
Edgewood Court, southbound; stopping at Edgewood Drive  
Edgewood Drive, eastbound; stopping at Elkhorn Road  
Elm Street, north bound; stopping at Maple Street  
Elmwood Avenue, south bound; stopping at Linda Lane  
Eugene Drive, east bound; stopping at Dorwood Drive  
Eugene Drive, westbound; stopping at South Lake Shore Drive  
Forest Street, north bound; stopping at McDonald Road  
Forest Street, south bound, stopping at Main Street (Highway 50)  
Francis Drive, westbound; stopping at Forest Street  
Franklin, south bound; stopping at Dodge Street  
Fremont Avenue, south bound; stopping at Dodge Street  
Gardner Street, eastbound; stopping at Center Street  
Gardner Street, westbound; stopping at Williams Street

Garrison Drive, eastbound; stopping at Dorwood Drive  
Garrison Drive, north bound; stopping at Eugene Drive  
Geneva Parkway North, westbound; stopping at Edwards Boulevard  
Geneva Parkway South, south bound; stopping at Park Drive  
Geneva Street, westbound; stopping at Maxwell Street  
George Street, eastbound; stopping at Williams Street  
Grant Street, eastbound; stopping at Williams Street  
Grant Street, westbound, stopping at Elkhorn Road  
Grove Street, eastbound; stopping at Sage Street  
Grove Street, westbound; stopping at Center Street  
Haskins Street, westbound; stopping at Center Street  
Havenwood Drive, south bound; stopping at Main Street  
Heather Circle, eastbound; stopping at Andria Drive  
Henry Street, eastbound; stopping at Center Street  
Hillcrest Drive, eastbound; stopping at Timber Lane  
Host Drive, westbound; stopping at Wells Street  
Kendall Lane, south bound; stopping at Conant Street  
Lagrange Drive, eastbound; stopping at South Lake Shore Drive  
Lake Geneva Boulevard, north bound; stopping at Wells Street  
Lake Geneva Boulevard, southbound; stopping at South Street  
Lake View Drive, north bound; stopping at Main Street  
Lake View Drive, south bound; stopping at Orchard Lane (first intersection with Orchard Lane)  
LaSalle Street, eastbound; stopping at Maxwell Street  
Linda Lane, eastbound; stopping at Main Street  
Logan Street, eastbound; stopping at Madison Street  
Madison Street, south bound; stopping at Main Street  
Maple Street, west bound; stopping at South Lakeshore Drive  
Marion Street, eastbound; stopping at Clover Street  
Marshall Street, eastbound; stopping at Center Street  
Marshall Street, westbound, stopping at Madison Street  
Maxwell Street, north bound, stopping at Elkhorn Road  
Maxwell Street, south bound, stopping at Main Street  
Maytag Road, westbound; stopping at South Lakeshore Drive  
Mill Street, north bound, stopping at Geneva Street  
Mill Street, south bound, stopping at Main Street  
Miller Road, eastbound, stopping at Timber Lane  
Milwaukee Avenue, eastbound, stopping at Center Street  
Milwaukee Avenue, westbound, stopping at Williams Street  
Minahan Road, northbound, stopping at Interchange North  
Minahan Road, southbound, stopping at Sheridan Springs Road  
Mobile Street, northbound; stopping at Wells Street  
North Street, eastbound; stopping at Center Street  
North Street, westbound; stopping at Warren Street  
Park Drive, eastbound; stopping at Southwind Drive  
Park Drive, westbound; stopping at Edwards Boulevard (Highway 120)  
Park Row, eastbound; stopping at Madison Street  
Pearson Drive, southbound; stopping at Main Street  
Peller Road, southbound; stopping at Main Street (Highway 50)  
Penny Lane, westbound; stopping at Romin Road  
Pheasant Court, northbound; stopping at Eagle Drive  
Pilgrim Church Road, northbound; stopping at South Lake Shore Drive  
Pine Tree Lane, eastbound; stopping at South Lake Shore Drive  
Pleasant Street, eastbound; stopping at Madison Street  
Pond View Drive, southbound; stopping at Dodge Street  
Promontory Drive, northbound; stopping at Edgewood Drive  
Rogers Court, eastbound; stopping at Center Street

Rogers Court, westbound; stopping at William Street  
Rolling Lane, southbound; stopping at South Street  
Romin Road, northbound; stopping at Laurie Street  
Romin Road, southbound; stopping at South Street  
Rush Street, eastbound; stopping at Mobile Street  
Sage Street, northbound; stopping at Sheridan Road  
Sage Street, southbound; stopping at Geneva Street  
Sheridan Springs Road, westbound; stopping at Interchange North  
Sky Lane, southbound; stopping at Main Street  
Skyline Drive, westbound; stopping at Curtis Street  
Snake Road, northbound; stopping at Main Street  
South 12, exit ramp, northbound; stopping at South 50  
South 12, exit ramp, southbound; stopping at South 50 (stop light)  
South Street, westbound; stopping at South Lake Shore Drive  
Southwind Drive, southbound; stopping at Townline Road  
Spring Street, westbound; stopping at Center Street  
Sue Ann Drive, eastbound; stopping at Timothy Lane  
Sue Ann Drive, westbound; stopping at South Lake Shore Drive  
Timothy Drive, northbound; stopping at Oakwood Lane  
Timothy Drive, southbound; stopping at Eugene Drive  
Tolman Street, southbound; stopping at George Street  
Tomike Street, southbound; stopping at Grant Street  
Veterans Parkway, northbound; stopping at Park Drive  
Veterans Parkway, southbound; stopping at Townline Road  
Walker Street, eastbound; stopping at Center Street  
Walker Street, westbound; stopping at Williams Street  
Walworth Street, westbound; stopping at Center Street  
Warren Street, northbound; stopping at Park Row  
Warren Street, southbound; stopping at Main Street  
Water Street, westbound; stopping at Center Street  
Waverly Street, north bound; stopping at Water Street  
West Street, north bound; stopping at Main Street  
Wheeler Street, eastbound; stopping at Madison Street  
Wheeler Street, westbound; stopping at Elkhorn Road  
Wisconsin Street, westbound; stopping at Cook Street  
Wrigley Drive, eastbound; stopping at Broad Street  
Wrigley Drive, north bound; stopping at Baker Street  
#2 Geneva Square, south bound; stopping at Sheridan Springs Road  
...

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

Adopted, passed, and approved by the Common Council of the City of Lake Geneva, Walworth Count, Wisconsin, this \_\_\_ day of \_\_\_\_\_, 2015.

ATTEST:

\_\_\_\_\_  
James R. Connors, Mayor

\_\_\_\_\_  
Sabrina Waswo, City Clerk

First Reading: November 23, 2015  
Second Reading:  
Adopted:  
Published:

**RESOLUTION 15-R56**

**WHEREAS**, the Common Council of the City of Lake Geneva has approved the 2016 Budget for the governmental and administrative operations of the City of Lake Geneva,

**NOW THEREFORE BE IT RESOLVED**, that there is hereby levied a gross tax of \$28,134,162.12 upon all taxable property within the City of Lake Geneva and the appropriate school districts, as returned by the assessors in the year of 2015 for the following purposes:

<b>NAME</b>	<b>AMT NEEDED</b>	<b>TAX BASE</b>	<b>MILL RATE</b>
STATE OF WISCONSIN	199,768.14	1,140,811,200	.000175111
COUNTY OF WALWORTH	5,402,300.10	1,140,811,200	.004735490
CITY OF LAKE GENEVA	6,890,410.69	1,140,811,200	.006039922
GATEWAY TECHNICAL COLLEGE	935,696.45	1,140,811,200	.000820203
LAKE GENEVA JOINT 1 SCHOOL	8,662,644.11	1,140,102,200	.007598129
LINN JOINT 4 SCHOOL	1,351.51	709,000	.001906220
UHS LAKE GENEVA-GENOA CITY	6,041,991.12	1,140,811,200	.005296224

28,134,162.12

**BE IT FURTHER RESOLVED** that the City Clerk is hereby instructed to spread the said tax upon the tax roll of the City of Lake Geneva, Wisconsin.

**BE IT FURTHER RESOLVED**, that the City Clerk be hereby authorized to levy a tax and place on the tax roll any delinquent water and sewer bills and any other special assessments and special charges which the City is empowered to do so under the Wisconsin Statutes;

**BE IT FURTHER RESOLVED**, this resolution is to be effective upon adoption.

Dated this 23<sup>rd</sup> Day of November, 2015

CERTIFIED BY:



\_\_\_\_\_  
James R. Connors, Mayor

\_\_\_\_\_  
Sabrina Waswo, City Clerk

**2015 COLLECTED IN 2016**  
**MILL RATE WORKSHEET**  
**CITY OF LAKE GENEVA**

									% INCREASE
		2009	2010	2011	2012	2013	2014	2015	This Year
DIST	NAME	Mill Rate	Final						
SWI	STATE OF WISCONSIN	0.20	0.18	0.19	0.18	0.17	0.18	0.18	0.0%
64	COUNTY OF WALWORTH	4.49	4.48	4.58	4.86	4.67	4.82	4.74	-1.7%
246	CITY OF LAKE GENEVA	5.51	5.51	5.51	5.90	6.04	6.04	6.04	0.0%
600	GATEWAY TECHNICAL COLLEGE	1.49	1.51	1.57	1.70	1.66	0.81	0.82	1.2%
2885	LAKE GENEVA J1	6.44	6.88	6.87	8.12	7.54	7.31	7.60	4.0%
2884	UHS LAKE GENEVA-GENOA CITY	4.66	4.77	4.80	5.47	5.59	5.71	5.30	-7.2%
	State School Levy Tax Credit	(1.67)	(1.74)	(1.76)	(1.93)	(2.05)	(2.04)	(2.29)	12.3%
		<b>21.12</b>	<b>21.59</b>	<b>21.76</b>	<b>24.30</b>	<b>23.62</b>	<b>22.83</b>	<b>22.39</b>	-1.9%

Linn Jt 4 School district                      4.18      4.04      4.07      4.99      4.49      4.63      1.91      -58.7%

**FINAL**

# CITY OF LAKE GENEVA

626 Geneva Street  
Lake Geneva, WI 53147  
(262) 248-3673  
[www.cityoflakegeneva.com](http://www.cityoflakegeneva.com)



## Memorandum

**Date:** November 23, 2015  
**To:** Finance, License & Regulation Committee  
**From:** Blaine Oborn, City Administrator  
**Subject:** Discussion/Recommendation on change in Dog License Fees

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The County increased their portion of the City Dog License fee in 2015 to the following:

	<u>Altered</u>	<u>Unaltered</u>
County receives:	\$ 9.00	\$ 24.00
City receives:	\$ 4.00	\$ 0.00

In 2015, the City issued 113 altered tags and 7 unaltered tags. The County's portion was \$1,017 altered and \$168.00 unaltered. The City retained \$482.00 altered and \$0 unaltered.

The City rates in the area are as follows:

	<u>Altered</u>	<u>Unaltered</u>
Lake Geneva:	\$13.00	\$24.00
Elkhorn:	\$12.00	\$27.00
Delavan:	\$15.00	\$25.00

It is recommended that the City of Lake Geneva increase the Unaltered Dog License fee to (*a minimum*) of \$25.00, with the City retaining \$1.00 for each Unaltered Dog License sold.



## Resolution 15-R54

The Common Council of the City of Lake Geneva does hereby establish the following revised schedule of fees, effective November 23, 2015.

# 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.**

<b>ALCOHOL LICENSE FEES * STATUTORY LIMITS</b>	
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
<b>ANNEXATION FILING FEE - DUE UPON PETITION</b>	<b>\$200.00</b>
<b>AMUSEMENTS</b>	
Coin Operated music machine/juke box	\$20.00 per machine
<b>ASSESSMENT REQUEST LETTER</b>	<b>\$35.00 each</b>
<b>BANNER PERMIT</b>	\$20.00 per banner per two-week time period
<b>BUSINESS LICENSE</b>	<b>\$25.00 Annual</b>
Late fee after July 1	\$20.00 (in addition to license fee)
<b>CAT LICENSE</b>	
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)
<b>DOG LICENSE</b>	
Not Spayed/Neutered	<del>\$25.00</del> <del>\$24.00</del> Annual
Spayed/Neutered	\$13.00 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)
<b>BOWLING ALLEY</b>	<b>\$20.00 per lane</b>
<b>BILLIARDS OR POOL TABLE</b>	<b>\$40.00 per table</b>
<b>CARRIAGE COMPANY LICENSE</b>	<b>\$50.00 Annual</b>
Each Additional Carriage	\$25.00
<b>CLOSING OUT SALE</b>	<b>\$25.00 event</b>
<b>CIGARETTE/TOBACCO LICENSE * STATUTORY</b>	<b>\$100.00 Annual</b>
<b>DIRECT SELLERS PERMIT</b>	<b>\$50.00 nonrefundable application fee</b>

<b>MASSAGE ESTABLISHMENT</b>	
Investigation	\$50.00 Annual
Transfer	\$50.00
<b>MOBILE HOME PARK LICENSE</b>	\$100.00 Annual
<b>PARADE PERMITS</b>	\$25.00 nonrefundable application fee
<b>CITY PARK PERMITS</b> 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
<b>ADDITIONAL PARK AMENITIES</b>	
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
<b>PARKING STICKERS</b>	
Resident & Non-Resident Residence Owners - 2 hours free parking	Free Lasts 2 years (even)
Resident Replacement Sticker (Requires City Administrator Approval)	\$25.00
Business Owner - 2 hours free parking	\$25.00 Lasts 2 years (even) \$15.00 for 1 year
Walworth County Resident - 2 hours free parking	\$160.00 Lasts 2 years (even) \$80.00 for 1 year
Parking Lot Permit	\$400.00 Annual
<b>PARKING RATES</b>	
Space 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

<b>PARKING TICKETS</b>	
Expired Stall (Over 2 hours; Over 5 hours; Over 25 min.)	\$20.00
More than 3 motorcycles	\$20.00
Backed into parking stall	\$25.00
Compact Car Only	\$25.00
No Parking Zone	\$25.00
Parking by fire hydrant	\$40.00
Handicap Zone	\$150.00
<b>LATE FEES</b>	
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
<b>PUBLIC ASSEMBLY PERMIT</b>	Free
<b>PUBLIC RECORDS REQUESTS * STATUTORY</b>	
Photocopies (can include hourly wage for gathering data)	\$0.25 per page
<b>REISSUE CHECK FEE</b>	\$25.00
<b>RETURNED CHECK FEE (NSF)</b>	\$30.00 each
<b>ROOM TAX LICENSE</b>	\$10.00 Annual
<b>SHOWS, CIRCUS, CARNIVALS</b>	
Circus	\$50.00 per day
Tent Show - Day 1	\$15.00
Tent Show - Each Additional Day	\$10.00
All Other	\$2.00 per day
<b>SIDEWALK CAFÉ PERMIT</b>	\$15.00 per seat Annual
<b>STREET USE PERMIT</b>	\$25.00 nonrefundable application fee
Up to two days	\$40.00
More than two days	\$100.00
<b>TAX EXEMPT REPORT FILING (every other year)</b>	\$20.00
Late Fee	\$20.00
<b>TAXI CAB COMPANY LICENSE</b>	\$50.00 Annual
Each Additional Car	\$25.00
<b>TAXI CAB DRIVER LICENSE</b>	\$25.00 Annual
<b>THEATER LICENSE</b>	
Up to 1,200 seats	\$200.00
Over 1,200 seats	\$275.00
<b>TRAPPING PERMIT</b>	\$25.00 Annual
<b>CITY HALL MEETING ROOM RENT</b>	\$25 per event

<b>BEACH</b> (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
<b>Beach Use Permits</b> 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
<b>BUOY/SLIP RATES ESTABLISHED ANNUALLY BY RESOLUTION</b>	
Season Launch Pass for Kayaks, Canoes and Paddleboards (non-trailer, non-motor)	\$30.00 per year
<b>RIVIERA RENTALS</b> <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

<b>BUILDING &amp; ZONING DEPT.</b>	
<b>Building</b>	
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"> <li>• The exterior dimensions, including attached garage and each floor level</li> <li>• Unfinished areas of basements of one and two family dwellings are not included.</li> </ul>	
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.	
<b>Zoning</b>	
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
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	

<b>CEMETERY FEES</b>	
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) (\$200 Perpetual Care)	\$1,200.00 \$1,000.00 bottom row
2 <sup>nd</sup> 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
<b>FIRE DEPARTMENT FEES</b>	
<b>Fees for Apparatus and Personnel</b>	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.
<b>EMS First Responder and Transport Fees</b>	
Residents Fee	\$100.00 per call
Non-Resident Fee	\$150.00 per call
<b>Ambulance Transport Fee Schedule</b>	
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
<b>Fees Relating To Permits Required</b>	
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
<b>Fees Relating To Fire Protection Systems</b>	
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.
<b>Modifications to existing systems</b>	
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
<b>Sprinkler system underground mains</b>	
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
<b>PUBLIC WORKS DEPARTMENT FEES</b>	
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 23<sup>rd</sup> day of November, 2015.

\_\_\_\_\_  
James R. Connors, Mayor

Attest:

\_\_\_\_\_  
Sabrina Waswo, City Clerk

# CITY OF LAKE GENEVA

626 Geneva Street  
Lake Geneva, WI 53147  
(262) 248-3673  
[www.cityoflakegeneva.com](http://www.cityoflakegeneva.com)



## Memorandum

**Date:** November 19, 2015

**To:** Finance, License & Regulation Committee

**From:** Blaine Oborn, City Administrator

**Subject:** Discussion/Recommendation on Adaptive Playground in Veterans' Park and proposed City Funding

---

The Board of Park Commissioners at the November 4, 2015 meeting recommended approval by the City Council of a designated Adaptive Playground area at Veterans' Park that would extend the current playground area. The area would be accessible to all children. Ms. Ocampo is an advocate for the playground and has committed to raising funds to complete the project. The Commission is asking the City to designate \$15,000 from the Parks Funds toward the \$500,000 to \$1,000,000 project. The current balance of the Parks Funds is around \$30,000. The City is also asked to set up an account to receive donations for the project. The City appreciates Ms. Ocampo's help for this project that will be a great improvement to the community. Attached is minutes and a map of the proposed location.

### **Brunk Pavilion Fee Discussion**

Administrator Oborn stated the present charge structure is too low and recommended a higher rate than the \$125/\$250 present charge. There was comparison with the Riviera rates. After weekend versus weekday rates, it was moved by Ald. Kupsik to charge \$250 for residents/non-profits/\$500 for non-residents any day. In other words the rate would be the same weekday and weekend to use the pavilion. The motion passed 8-0.

**(This item needs to go to FLJ and Council for approval via resolution to change fees and charges)**

### **OLD BUSINESS**

#### **Adaptive playground discussion – Dusti Ocampo.**

Ms. Ocampo was present to discuss her request for a designated location. DPW Winkler provided mapping information with dimensions for a location in the center of Veterans Park. There was discussion regarding a set aside of space roughly equivalent to what is in Kenosha. In reply to a question by Commissioner Swanson, Ms. Ocampo also indicated she would like to wait until she has all the funds raised before doing the project versus phasing. There was also discussion about access and distance of the proposed area from parking.

It was moved by Ald. Kupsik and seconded by Commissioner Quickel to approve the center area of Veterans Park by the play equipment for an adaptive playground of up to 15,000 square feet in size (150' north/south by 100' east/west). Ms. Ocampo inquired about last month's discussed possible \$15,000 of City funds for seed money toward the project. The motion was then amended to include a recommendation to set aside \$15,000 of Park Funds toward the adaptive park. (Presumably the City would set up a segregated fund like the dog park). The motion passed 8-0.

**(The funding matter needs to go to FLJ and Council for approval. The area set aside in Veterans Park needs to go to Council for approval).**

### **Future Meeting Agenda Items-December 2, 2015 Meeting.**

The following will be discussed at the next meeting:

- Dunn Field concessions agreement.
- Placement of the existing Dunn brass plaque at Dunn Field.

### **ADJOURN:**

It was moved by Mayor Connors and seconded by Commissioner Hassler to adjourn. The motion passed 8-0 and the meeting was adjourned at 7:51 PM.



PARK DR

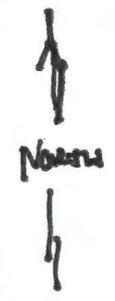
GENEVA PKWY

VETERANS PKWY

FED REFRNT

NEW ADAPTIVE  
Play Area

TOWNLINE RD



VETERANS PARK - LOCATION PLAN

Restrooms

↑  
North  
↓

100'

150'

MOLITOR  
FIELD



**RESOLUTION 15-R57**

WHEREAS, the Common Council approved the 2015 Budgets for the City of Lake Geneva, and

WHEREAS, the Board of Park Commissioners at their November 4, 2015 meeting recommended the establishment of a Designated Fund Balance account for Adaptive Playground Equipment and requested the transfer of \$15,000 from the current Park Fund into this account for this specific purpose, and

WHEREAS, the Park Fund currently has approximately a balance of \$27,000 which is sufficient to complete this transfer, and

BE IT THEREFORE RESOLVED, that the Common Council designate a Designated Fund Balance account for Adaptive Playground Equipment and approve the transfer of monies in the amount of \$15,000.00 as follows:

Increase Acct # 45 00-00 3440, Designated Fund Balance-Adaptive Playground Equipment, by \$15,000.00.  
Decrease Acct # 45 00-00 3580, Reserved Park Fund Balance, by \$15,000.00.

Adopted this 23<sup>rd</sup> day of November, 2015.

APPROVED:

\_\_\_\_\_  
James R. Connors, Mayor

ATTEST:

\_\_\_\_\_  
Sabrina Waswo, City Clerk

# **Downtown Lake Geneva Wisconsin Business Improvement District 2016 Operating Plan**

## **A. Introduction**

The following is the 2016 Operating Plan for the downtown Lake Geneva Business Improvement District (BID). The 2016 plan builds on the success of the previous plans and complies with Wisconsin Statute 66.608. The plan maintains the current BID borders. (See attached map)

## **B. Purpose of the 2016 Business Improvement District**

The 2016 BID Operating Plan continues to promote an organization and funding vehicle to develop and promote the entire Lake Geneva Downtown Business Improvement District.

## **C. Goals of the 2016 Operating Plan**

1. Enhance the BID through advertising, special events, and promotions.
2. Continue the street scape program with flowers, lights, holiday decorations, and benches.
3. Provide the administration and compliance with State Law.
4. The 2016 Operating Plan for the BID is coordinated with the activities of the City of Lake Geneva, Lake Geneva Chamber of Commerce, Lake Geneva Development Corporation, and the BID's own events.

## **D. Method of Special Assessment**

The projects proposed in the operating plan will be funded through a special assessment based on the assessed value of all commercially zoned properties in the district. This special assessment shall be levied by the city and collected in the method currently used by the city for collection of property taxes. The final assessment level shall be approved by the Lake Geneva City Council.

## **E. Proposed Expenditure**

(See attached budget.)

## **F. Description of How Creation of the District Promotes Orderly Development of the Municipality**

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

## **G. Audit**

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

## **H. Board of Directors**

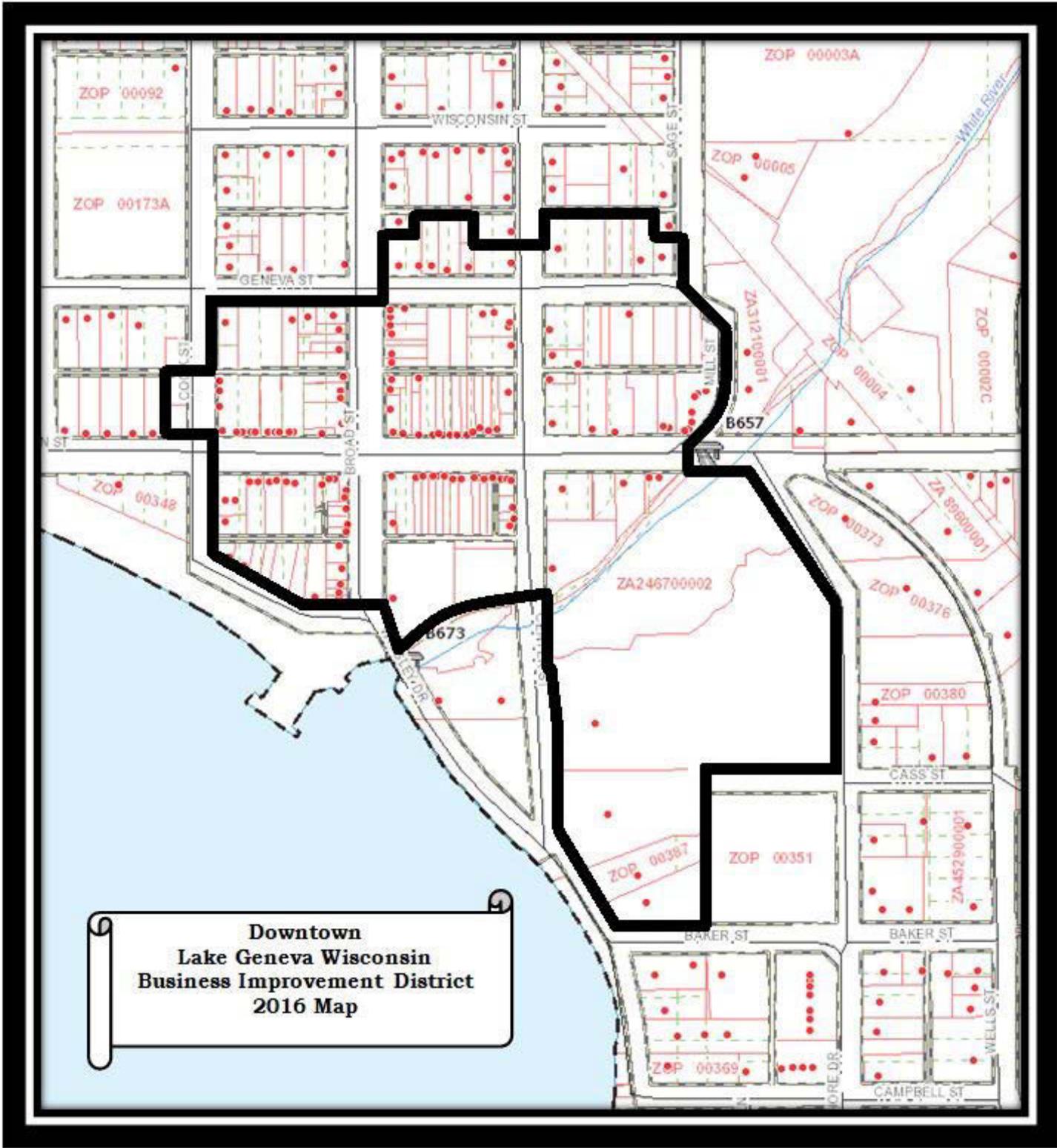
The BID Board shall consist of seven members, more than 50% of whom shall be commercial property owners within the BID. The other members shall be owners or managers of businesses within the BID. The Board member terms shall be of two year staggered terms. The President of the Board shall be elected to a one year term at the January meeting.

## 2016 BUDGET

### LAKE GENEVA DOWNTOWN BUSINESS IMPROVEMENT DISTRICT (BID)

1. Flowers, hanging baskets, holiday decorations	\$ 85,000
2. Light poles, benches, planters	\$ 15,000
3. Sidewalk cleaning	\$ 12,000
4. Audit	\$ 1,500
5. Contingency, Administrative	\$ 4,000
6. Business Recruitment	\$ 2,000
7. Advertising, Events, Event Coordination	\$ 79,500

**TOTAL: \$199,000**



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## Memorandum

**Date:** November 20, 2015

**To:** Finance, License & Regulation Committee

**From:** Blaine Oborn, City Administrator

**Subject:** Discussion/Action on request from Lake Geneva BID to use the Riviera Grounds (Richard Dreihaus Plaza) and downstairs of the Riviera building during the Festival of Lights ceremony

---

The Business Improvement District (BID) is holding the annual Festival of Lights on Friday, December 4th 2015, from 5:00 PM to 6:00 PM at the Riviera. In previous years, it has been held in Flat Iron Park and they lit the large trees; however, since the trees have been cut down with the addition of the new pavilion, they need to reconsider the location. Lake Geneva Festival of Lights includes tree lighting, a Christmas storybook reading, cocoa & cookies, and a visit from Santa (via fire truck). The event is for both local and visiting children.

The downstairs of the Riviera is not normally rented so there is no application process. Preliminary approval has already been given. Staff is recommending approval for the BID use of the Riviera Grounds if the weather is good and the downstairs of the Riviera if the weather is bad for the Festival of Lights. The security guard is already there for an upstairs event and will let them in and close once the event is completed. The two restrooms on the downstairs floor will be open. The BID is asked to note that there is a very large issue with the heat downstairs and to keep the doors closed.

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## Memorandum

**Date:** November 20, 2015

**To:** Finance, License & Regulation Committee

**From:** Blaine Oborn, City Administrator

**Subject:** Discussion/Action on limited issuance of credit cards to Department Heads and BID

I am requesting credit cards for the new Administrator, City Clerk, and Assistant Public Works Director to replace cards issued to their predecessors. The Events Coordinator for the BID is also in need of a credit card to purchase event supplies. The limits requested are \$2,000 each. I am confident that controls are in place to ensure only proper usage. Also, credit card usage will often reduce purchase prices, thus saving money to the City.

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## Memorandum

**Date:** November 20, 2015

**To:** Finance, License & Regulation Committee

**From:** Blaine Oborn, City Administrator

**Subject:** Discussion/Recommendation on correction of retirement benefits for Ralph Braden with corresponding loan

### Background:

Ralph Braden retired from the City in July 2013. His retirement date was changed and due to the antiquated Wisconsin Retirement System (WRS) process, his final year's earnings were double counted causing Mr. Braden's pension to be overstated. The WRS caught the error in February 2014. But due to the WRS slow process, Mr. Braden was not notified of being overpaid until October 2015. The overpayment amounts to \$5,197.77 and the WRS is giving him a choice on how to pay it back. He can take a lifetime reduction in benefits of \$26.61/month or repay of the full \$5,197.77. Mr. Braden is requesting a \$5,000 loan from the City to assist with this repayment since the error was no fault of his own.

### Recommendation:

Staff is recommending the Council to direct the City attorney to draft a loan agreement with Mr. Braden for \$5,000 to allow him to pay the lump sum back to the WRS. The terms will be interest free for 5 years with a monthly payment of \$83.33 per month with no prepayment penalties. Mr. Braden will pay the loan monthly along with his retirement health insurance premium contribution to the City.

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## Memorandum

**Date:** November 20, 2015

**To:** Finance, License & Regulation Committee

**From:** Blaine Oborn, City Administrator

**Subject:** Discussion/Action on health benefits plan design modification including changing from a self-insured plan to a fully-insured plan

The City is considering health benefits plan design modification including changing from a self-insured plan to a fully-insured plan as a potential cost savings measure. The City hopes to receive a firm quote for a fully-insured plan on Monday, November 23<sup>rd</sup> and have a presentation for City Council consideration.

City of Lake Geneva

HVAC Maintenance Agreement (City Hall, Police, Museum, & Firehouse)

		BID	Wt. Price	Experience	Combo
Mared Mechanical Contractors Corp.	Milwaukee, WI	5,475.00	2.50	1	3.50
Peck & Weis	Lake Geneva, WI	4,374.00	1.00	3	4.00
Squire One Heating & Cooling, LLC	Burlington, WI	4,920.00	2.00	3	5.00
Lee Plumbing, Heating, Cooling and Electric		6,017.00	3.00	2	5.00
Vorpagel Service, Inc.	Burlington, WI	8,900.00	5.00	1	6.00
Thielmann & Son Heating & Cooling	Burlington, WI	6,210.00	4.00	3	7.00
Komfort Heating & Cooling, Inc.	Elkhorn, WI	6,680.00	4.00	3	7.00
Brimmer Mechanical, Inc.	Burlington, WI	11,520.00	5.00	3	8.00

**AGREEMENT FOR PROFESSIONAL SERVICES  
EMERGENCY MEDICAL SERVICE USER FEE BILLING SERVICES**

**By And Between**

**CITY OF LAKE GENEVA  
A Wisconsin Municipality**

**And**

**EMS MEDICAL BILLING ASSOCIATES, LLC  
9401 WEST BROWN DEER ROAD, SUITE 101  
MILWAUKEE, WI 53224  
A Wisconsin Limited Liability Company**

**THIS AGREEMENT IS MADE** and entered into by and between the **CITY OF LAKE GENEVA**, with offices located at 626 Geneva Street, Lake Geneva, WI., 53147, hereinafter referred to as the **“CLIENT”**, and **EMS MEDICAL BILLING ASSOCIATES, LLC**, a Wisconsin Limited Liability Company, with offices located at 9401 W. Brown Deer Road, Suite 101, Milwaukee, Wisconsin 53224, hereinafter referred to as the **“SERVICE PROVIDER”**

**WHEREAS, CLIENT** desires to engage **SERVICE PROVIDER** to furnish professional and technical services with respect to Emergency Medical Service User Fee Billing Services, hereinafter referred to as the **“PROJECT”**, and **SERVICE PROVIDER** has signified its willingness to furnish professional and technical services to **CLIENT**.

**WITNESSETH:**

**NOW, THEREFORE**, in consideration of the mutual promises, Agreements, understandings and undertakings hereinafter set forth, and good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

## ARTICLE I

- 1.1 PERFORMANCE STANDARDS.** In performing **PROJECT** services, **SERVICE PROVIDER** will meet all legal requirements for billing and collections services imposed by the State of Wisconsin.
- 1.2 SCHEDULE OF PROJECT SERVICES.** **SERVICE PROVIDER** shall commence performing **PROJECT** services on the date indicated here: \_\_\_\_\_.
- 1.3 RETENTION.** All records and documents related to the services provided under this Agreement are the property of the **CLIENT**, but shall be retained by the **SERVICE PROVIDER** on behalf of the **CLIENT** for a period of seven (7) years after the Agreement expires or is terminated. These records and documents shall be made available to **CLIENT** at anytime during this Agreement, or after the expiration or termination of this Agreement, upon written request of **CLIENT**. Prior to the destruction of any records or documents, **SERVICE PROVIDER** must notify **CLIENT** in writing of the proposed destruction, in a manner that reasonably allows **CLIENT** to make a timely request for return of the records and/or documents to the **CLIENT**.
- 1.4 CONFIDENTIALITY.** No reports, information, and/or data given to or prepared or assembled by **SERVICE PROVIDER** under this Agreement shall be made available to any individual or organization by **SERVICE PROVIDER** without the written approval of **CLIENT**. Notwithstanding the above, **SERVICE PROVIDER** may release records to third party, upon having proper consents and following State laws, rules and regulations.
- 1.5 ERRORS, OMISSIONS OR DEFICIENCIES.** **SERVICE PROVIDER** shall, without additional compensation, revise any materials prepared under this Agreement if it is determined that the **SERVICE PROVIDER** is responsible for any errors, omissions, or deficiencies. ***In total satisfaction of all such errors, omissions or deficiencies and in lieu of any and all other remedies, SERVICE PROVIDER shall refund to CLIENT, upon finalization of any audit which shows a billing error, the SERVICE PROVIDER'S percentage fee times the refunded amount.***
- 1.6 EXCLUSIVITY.** **CLIENT** agrees that during the term of this agreement and any extensions thereof, the **CLIENT** will not enter into any other agreements which might provide for any competition with the services provided by the **SERVICE PROVIDER**. This Article does not apply to agreements between the **CLIENT** and licensed collection agencies for the specific purpose of delinquent debt collections services, including the Wisconsin Tax Refund Intercept Program.

## ARTICLE II

**2.1 SERVICES TO BE PROVIDED BY CLIENT.** In the event that any information, data, surveys, reports, photographs, records and maps are existing and available and are useful for carrying out the work on **PROJECT**, **CLIENT** shall promptly furnish copies of these materials, provided these materials are owned by and in the possession of the **CLIENT**, in either hard copy or digital format, to be determined by the **CLIENT**, to **SERVICE PROVIDER** for use during the contract period. **CLIENT** designates the Fire Chief or his or her designee to Act as its representative with respect to the work to be performed under this Agreement, and such person shall have authority to transmit instructions, receive information, interpret and define **CLIENT'S** policies and provide decisions in a timely manner pertinent to the work covered by this Agreement until **SERVICE PROVIDER** has been advised in writing by **CLIENT** that such authority has been revoked.

**2.2 INCIDENT INFORMATION.** **CLIENT** will submit to **SERVICE PROVIDER** an electronic run report or, if not capable by US Postal Service, fax or other electronic media, a paper "run sheet" which provides the following information:

- 2.2.1 Run or Incident Number
- 2.2.2 Date and time of incident and/or transport
- 2.2.3 Transport to and from locations
- 2.2.4 Medical information and patient care specifics, including narrative
- 2.2.5 A hospital FIN sheet, or the equivalent detailing the following:
  - 2.2.5.1 Patient Name and phone number
  - 2.2.5.2 Patient Address, including apartment or lot number
  - 2.2.5.3 Patient Date of Birth
  - 2.2.5.4 Patient full and complete medical insurance information
  - 2.2.5.5 Patient Social Security Number, if available
- 2.2.6 Patient consent signature. *If the patient is mentally or physically unable to sign, EMTs must document why the patient was unable to sign, and obtain a signature from an authorized third party as mandated under Centers for Medicare and Medicaid Services (CMS) rules.*

In the event of a malfunction of the electronic patient care export, **CLIENT** agrees to provide said data to **SERVICE PROVIDER** via U.S. Postal service, fax or other electronic media.

**2.3 PAYMENT INFORMATION.** **CLIENT** agrees that payment information received in **CLIENT'S** office will be forwarded to **SERVICE PROVIDER** within three (3) business days via fax, electronic mail or other electronic means.

**2.4 CLIENT RATES AND FEES.** **CLIENT** will provide **SERVICE PROVIDER** with Emergency Medical Service rate and fee information within ten (10) days after the effective date of this Agreement or within Ten (10) days of the effective date of any subsequent

change. **SERVICE PROVIDER** agrees to implement **CLIENT'S** billing rates within five (5) business days of written notification to the **SERVICE PROVIDER**.

**ARTICLE III**

**3.1 COMPENSATION RATE.** **SERVICE PROVIDER** agrees to provide the services described in Article I in accordance with the following fee schedule which covers all other items of whatever nature needed in connection with **PROJECT** services: **Seven and six tenths (7.60%)** percent of payments posted to **CLIENT'S** records monthly for Emergency Medical Services provided by **CLIENT** beginning the effective date of this contract.

**3.1.1 COMPENSATION FOR COLLECTION SERVICES.** **CLIENT** may contract with external collection agencies, recommended by **SERVICE PROVIDER**, for the purpose of pursuing collections on delinquent accounts. The **CLIENT** agrees to compensate **SERVICE PROVIDER** the amount of Twenty-two and six tenths **(22.6%)** percent of net payments collected by the external collection agency(s). It is understood that this fee is not in addition to the 7.6% due to the **SERVICE PROVIDER** but is inclusive of **SERVICE PROVIDER'S** 7.6% fee.

If **CLIENT** chooses to contract with an external collection agency or agencies not recommended by **SERVICE PROVIDER**, the **CLIENT** agrees to compensate the **SERVICE PROVIDER 7.6%** of net payments received by the **CLIENT** or the **CLIENT'S** external collections agency(s) (which is in addition to fees paid by the **CLIENT** to the **CLIENT'S** external collection agency) on all accounts forwarded to the **CLIENT** or **CLIENT'S** external collection agency(s) by the **SERVICE PROVIDER**. It is agreed that it is the responsibility of the **CLIENT** or the **CLIENT'S** external collection agency(s) to provide payment information each month to the **SERVICE PROVIDER** for all payments received from collections activity.

**3.1.2 COMPENSATION FOR TAX REFUND INTERCEPT PROGRAM (TRIP):** If **CLIENT** is eligible under Wisconsin law to utilize the TRIP program, **CLIENT** may contract with an external collection agency, recommended by **SERVICE PROVIDER**, for the purpose of pursuing delinquent accounts via the TRIP program. **CLIENT** agrees to compensate **SERVICE PROVIDER** the amount of Twenty-two and six tenths **(22.6%)** percent of net payments collected by the external collection agency(s). It is understood that this fee is not in addition to the 7.6% due to the **SERVICE PROVIDER** but is inclusive of **SERVICE PROVIDER'S** 7.6% fee.

If **CLIENT** chooses to contract with an external collection agency or agencies not recommended by **SERVICE PROVIDER**, **CLIENT** agrees to compensate the **SERVICE PROVIDER 7.6%** of net payments received by the **CLIENT** or the **CLIENT'S** external collections agency(s) on all accounts forwarded to TRIP on the **CLIENT'S** behalf. It is agreed that it is the responsibility of the **CLIENT** or the **CLIENT'S** external collection

agency(s) to provide payment information each month to the **SERVICE PROVIDER** for all payments received from collections activity through the TRIP program.

**3.1.3 ZOLL SOFTWARE SUPPORT:** **CLIENT** agrees to compensate **SERVICE PROVIDER** the amount of Two Hundred (\$200.00) dollars annually for support of the Zoll Rescuenet billing software.

**3.1.4 COMPENSATION FOR IMAGETREND ELITE TRAINING:** **CLIENT** agrees to compensate **SERVICE PROVIDER** the amount of One Hundred and Fifty (\$150) per hour for any training or customization required to transition **CLIENT** to the IMAGETREND ELITE platform, plus fifty dollars (\$50.00) per hour travel expenses.

**3.1.5 CREDIT CARD PAYMENTS:** **CLIENT** agrees to accept payment of ambulance invoices by credit card through **CLIENT'S** credit card merchant account. **CLIENT** agrees to pay all transaction fees associated with payment by credit card, debit card and online payments for the period of the contract, if applicable. **CLIENT** has the right to change merchant accounts at any time, as long as sufficient invoice and payment information is provided to **SERVICE PROVIDER** on each payment, and in a timely basis.

**3.1.6 COMPENSATION FOR VEHICLE RESCUE SERVICES:** **CLIENT** agrees to compensate the **SERVICE PROVIDER** the amount of Sixty (\$60.00) dollars for each vehicle rescue service incident billed by the **SERVICE PROVIDER**. **SERVICE PROVIDER'S** 7.6% fee as detailed in Article 3.1 does not apply.

**3.2 COMPENSATION FOR ADDITIONAL SERVICES.** For authorized extensions of work or additional services provided outside of the scope of services specified in this Agreement, **CLIENT** and **SERVICE PROVIDER** shall agree upon a fee and payment schedule prior to commencement of additional services.

**3.3 MONTHLY INVOICES.** Monthly invoices shall be mailed by **SERVICE PROVIDER** to the **CLIENT, ATTN: Fire Chief and Comptroller.**

**3.4 METHOD OF PAYMENT.** Payment of **SERVICE PROVIDER'S** fees shall be as follows:

**3.4.1** Invoices are due and payable by **CLIENT** to **SERVICE PROVIDER**, no later than twenty-five (25) days from receipt of the invoice.

**3.4.2** Invoices not paid by **CLIENT** within twenty-five (25) days of receipt shall be subject to a one and one-half (1.5%) percent interest charge per month on any balance outstanding more than twenty-five (25) days.

**3.4.3** If **CLIENT** fails to make any payment due within sixty (60) days after receipt of an invoice which is in order, **SERVICE PROVIDER** may, after giving seven (7) days

written notice to **CLIENT**, suspend services under this Agreement until all amounts are paid in full.

#### **ARTICLE IV**

**TERMS OF AGREEMENT.** This Agreement shall be effective upon approval and execution by **SERVICE PROVIDER** and **CLIENT** and shall remain in effect for three (3) years thereafter. This Agreement and all its terms and conditions, without change, may be extended for an additional two (2) year period by Letter of Agreement to that effect executed by both parties at any time during the Agreement term.

#### **ARTICLE V**

**5.1 TERMINATION.** Either party shall have the right to terminate this Agreement for reason of breach of the terms as stated in Addendum A and in this Agreement or the exhibit by giving ninety (90) days advance, written notice to the other party. Termination shall not relieve either of the parties from obligations already incurred. **SERVICE PROVIDER** shall, following such ninety (90) days, continue to forward to **CLIENT** all money received on **CLIENT'S** behalf, subject to receipt of the fee provided for herein.

**5.2 USE OF INCOMPLETE OR UNFINISHED DOCUMENTS.** **SERVICE PROVIDER** shall not be liable for **CLIENT'S** subsequent use of incomplete or unfinished documents provided pursuant to this Article.

**5.3 TRANSFERRING DATA AT CONTRACT TERMINATION.** **SERVICE PROVIDER** will supply to the **CLIENT** an Extensible Markup Language (XML) export of all the **CLIENT'S** data entered into **SERVICE PROVIDER'S** Imagetrend Rescue Bridge, as well as an export of all the **CLIENT'S** data from the **SERVICE PROVIDER'S** Olim imaging program, upon notification of termination of this Agreement at no cost to the **CLIENT**. Other forms of transference that require additional labor of the **SERVICE PROVIDER** will be billed at a fee of One Hundred and Twenty-Five Dollars (\$125.00) per hour.

#### **ARTICLE VI**

**AMENDMENTS.** Should any party desire any modifications to this Agreement, these modifications shall be negotiated between the parties and set in writing. Should the parties fail to agree to such modifications, this Agreement shall remain in full force and effect.

#### **ARTICLE VII**

**INDEPENDENT CONTRACTOR.** **SERVICE PROVIDER** performs services hereunder as an independent contractor. Client is solely interested in the end product of **SERVICE PROVIDER'S** performance under this agreement and does not control any aspect of its means, mode, methods or timing of performance.

## ARTICLE VIII

**8.1 INDEMNITY AND HOLD HARMLESS. SERVICE PROVIDER** shall indemnify, and hold harmless **CLIENT**, and its officers and employees from and against any and all claims, damages, losses, judgments, expenses and attorney fees which they may incur, pay or sustain as a result of any negligent act, error, or omission, of **SERVICE PROVIDER** which causes death, personal injury or property damage to any person or party or which violates the right of any person or party protected by law.

Nothing contained within this agreement is intended to be a waiver or estoppels of the contracting municipality or its insurer to rely upon the limitations, defenses, and immunities contained within Wisconsin law, including those contained within Wisconsin Statutes 893.80, 895.52 and 345.05. To the extent that indemnification is available and enforceable, the municipality or its insurer shall not be liable in indemnity or contribution for an amount greater than the limits of liability for municipal claims established by Wisconsin law.

**8.2 ACTS AND OMISSIONS. Neither CLIENT nor SERVICE PROVIDER** are responsible for any acts or omissions of the other party or the other party's officers and employees.

**8.3 DATA NOT PROVIDED BY SERVICE PROVIDER. SERVICE PROVIDER** is not responsible for the accuracy of the data provided by **CLIENT** or data obtained or available from public or government records or sources of the public domain.

**8.4 REPRODUCED DATA FURNISHED BY CLIENT. CLIENT** shall obtain from Owner of documents provided by **CLIENT** any and all consents required by law to reproduce data protected by patent, trademark, service mark, copyright or trade secret, and **SERVICE PROVIDER** assumes no responsibility of any failure of **CLIENT** to obtain any required consent.

## ARTICLE IX

**INSURANCE. SERVICE PROVIDER** shall procure and maintain, during the term of this Agreement, insurance policies, hereinafter specified. **SERVICE PROVIDER**, if **CLIENT** requests, shall furnish a Certificate of Insurance indicating compliance with the foregoing to the **CLIENT**. The insurance requirement shall not be construed to conflict with the obligations of **SERVICE PROVIDER** in Article XIII – Indemnity and Hold Harmless. **SERVICE PROVIDER** will maintain the insurance required under Article IX of the Agreement for Professional Services, Emergency Medical Services User Fee Billing Service and the **CLIENT** will be named as an additional insured under the general liability policy to insure the indemnities provided in the Agreement.

The following insurance will be in effect and continue in effect during the term of the Agreement in not less than the following amounts:



the Walworth County Circuit Court as the presiding court. All proceedings as outlined above shall take place in Walworth County, Wisconsin. Prior to the commencement of any litigation, the parties agree to mediate any and all issues between the parties.

All costs of any litigation shall be paid by the losing party to the prevailing party including actual attorney fees of the prevailing party.

#### **ARTICLE XIV**

**NO WAIVER.** No failure to exercise, or delay in exercising, any right, power or remedy hereunder on the part of either party shall operate as a waiver thereof, nor shall any single or partial exercise of any other right, power or remedy preclude any other further exercise thereof or the exercise of any other right, power or remedy. No express waiver shall affect any event or default other than the event of default specified in such waiver, and any such waiver, to be effective, must be in writing and shall be operative only for the time and to the extent expressly provided therein. A waiver of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition.

#### **ARTICLE XV**

**TRAINING: SERVICE PROVIDER** will provide the following training at no cost to the **CLIENT**:

- a. One annual refresher training of Field Bridge and billing documentation.

**ADDITIONAL TRAINING: CLIENT** agrees to compensate **SERVICE PROVIDER** the fee of one thousand dollars (\$1,000) per 8-hour day, plus fifty dollars (\$50.00) per hour travel expenses for any training requested beyond the training listed above.

**SOFTWARE TECHNICAL SUPPORT: SERVICE PROVIDER** will fully support the ImageTrend software during the term of this agreement. Any and all other software support requests will be charged at a fee of One Hundred Twenty-Five (\$125.00) dollars per hour. **SERVICE PROVIDER** will determine if remote support or on-site support is required. Should on-site support be necessary, travel expenses of \$50.00 per hour will apply.

**HARDWARE SUPPORT: CLIENT** agrees to compensate **SERVICE PROVIDER** the fee of One Hundred Twenty-Five (\$125.00) per hour for any and all hardware support requests. Travel expenses of Fifty dollars (\$50.00) per hour apply for on-site support. **SERVICE PROVIDER** will determine if remote support or on-site support is required.

## **ARTICLE XVI**

**HARDSHIP REQUESTS: SERVICE PROVIDER** agrees to submit all requests for hardship write-offs in writing to **CLIENT** within 10 days of being instructed by the patient. **CLIENT** agrees to provide a written decision to the **SERVICE PROVIDER** within 60 days of receiving the hardship request.

## **ARTICLE XVII**

**NOTICES.** Any notice required or permitted to be given to either party under this Agreement shall be sufficient if hand delivered or in writing, and sent by registered or certified mail, return receipt requested, postage prepaid, to the following addresses of the parties as indicated below.

**17.1 For CLIENT:**

Fire Chief  
730 Marshall Street  
Lake Geneva, WI 53147

With a copy to: (if applicable)  
City Administrator  
626 Geneva Street  
Lake Geneva, WI 53147

**17.2 For SERVICE PROVIDER:**

Paula S. Bliemeister, CFO  
EMS Medical Billing Associates, LLC.  
9401 W. Brown Deer Road, Suite 101  
Milwaukee, WI 53224

## **ARTICLE XVIII**

**NO THIRD PARTY BENEFICIARIES.** This Agreement is intended to be solely between the parties hereto. No part of this Agreement shall be construed to add, confer, supplement, amend, abridge or repeal existing rights, benefits, or privileges of or to any third party or parties, including, but not limited to, employees of either of the parties.

## **ARTICLE XIX**

**CLIENT** and **SERVICE PROVIDER** each certify that they have authority under their respective organizational structure and governing laws to execute this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have herein executed this Agreement on the dates below given.

**CLIENT:**

**CITY OF LAKE GENEVA**  
A Wisconsin Municipality

BY: \_\_\_\_\_  
Name:  
Title:  
Date: \_\_\_\_\_

**SERVICE PROVIDER:**

**EMS MEDICAL BILLING ASSOCIATES, LLC**  
A Wisconsin Limited Liability Company

BY: \_\_\_\_\_  
Name: Paula S. Bliemeister  
Title: CFO  
Date: \_\_\_\_\_

**ADDENDUM "A"**

**AGREEMENT FOR PROFESSIONAL SERVICES  
EMERGENCY MEDICAL SERVICE USER FEE BILLING SERVICES**

**By And Between**

**CITY OF LAKE GENEVA  
A Wisconsin Municipality**

**And**

**EMS MEDICAL BILLING ASSOCIATES, LLC  
A Wisconsin Limited Liability Company  
SCOPE OF WORK AND RESPONSIBILITIES OF  
SERVICE PROVIDER**

**A. SCOPE OF SERVICES. SERVICE PROVIDER shall:**

1. Bill patients or their insurance provider (including Medicare and/or Medicaid), up to three times (1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> notices), for emergency medical services rendered by the City of Lake Geneva (CLIENT). In the event of partial payment from an insurance company or Medicaid or Medicare, the **SERVICE PROVIDER** shall bill the patient monthly, for up to three (3) months, for the balance due. If no payment is made by the patient within thirty (30) days after the third billing, the bill shall be treated as uncollectible and reported to the **CLIENT** by the **SERVICE PROVIDER**. **SERVICE PROVIDER** will continue to attempt to collect on those accounts.
2. Determine the charges based on:
  - a. Criteria established by **CLIENT**;
  - b. Government (Medicare and Medicaid) rules and regulations; and ,
  - c. Patient and incident information received from **CLIENT**.
3. Print, and as necessary, fold, stuff, and mail bills for emergency medical services provided by **CLIENT**.
4. Respond to patient questions and requests for billing information.
5. Process and mail each bill within ten (10) calendar days after the information is received by the **SERVICE PROVIDER** from **CLIENT**.

6. Maintain a separate record for each incident showing billing attempts, patient contact information and payments as well as other useful information. Records shall be made available at any time to **CLIENT**.
7. **CLIENT** authorizes **SERVICE PROVIDER** to be the payee address and correspondence address. All payments and correspondence will be made out in the **CLIENT'S** name. **SERVICE PROVIDER** will have deposit privileges only to a bank account specified by the **CLIENT**.
8. Submit claims electronically to Medicare, Medicaid and any insurance companies capable of accurately receiving such claims.
9. Provide technical support for the duration of the Agreement. Support shall include, but not limited to, resolving problems related to billing, collection and administrative matters.
10. Provide documentation to support accounts designated as uncompensated care write-offs as determined by policies defined by **CLIENT**.
11. Submit monthly detail transactions reports for the preceding month itemizing incidents billed, collections made, adjustments made to bills and account aging information and such other reports as are customarily available or as are requested by **CLIENT**.
12. Keep **CLIENT** informed of proposed or pending legal issues that may affect billings or the billing process with regard to State and Federal regulations.
13. Accept information transactions from the software program that **CLIENT** uses for Emergency Medical Service reporting and bill accordingly.
14. Furnish upon request and without additional compensation, such explanation as may be necessary to clarify and interpret its report and other actions taken in accordance with the Agreement.
15. **SERVICE PROVIDER** will complete necessary paperwork for **CLIENT's** Medicare revalidation process. **CLIENT** is responsible for the revalidation fee charged by the Centers for Medicare and Medicaid Services (CMS).

The parties hereto agree as outlined.

**CLIENT:**

**CITY OF LAKE GENEVA**  
A Wisconsin Municipality

BY: \_\_\_\_\_

Name:

Title:

Date: \_\_\_\_\_

**SERVICE PROVIDER:**

**EMS MEDICAL BILLING ASSOCIATES, LLC**  
A Wisconsin Limited Liability Company

BY: \_\_\_\_\_

Name: Paula S. Bliemeister

Title: CFO

Date: \_\_\_\_\_

EMERGENCY SERVICES AGREEMENT  
BETWEEN THE TOWN OF GENEVA  
AND THE CITY OF LAKE GENEVA

WHEREAS, the Town of Geneva, without its own Fire services department, finds it necessary to contract with other municipal entities, including the City of Lake Geneva Fire Department (LGFD), to provide these services to the Town of Geneva citizens and property, together with those traveling in or through the Town of Geneva; and

WHEREAS, the parties deem it to be the best interest of the Town of Geneva and the City of Lake Geneva to maximize fire protection, by entering into an agreement regarding providing such services; and

WHEREAS, Section 66.0301, Stats., allows municipalities to contract with other municipalities for the receipt or furnishing of services required or authorized by law;

NOW, THEREFORE, the Town of Geneva, Wisconsin, and the City of Lake Geneva, Wisconsin, hereby agree as follows:

1. Term. Except as otherwise provided for herein, the term of this agreement shall be from January 1, ~~2014~~2016 to December 31, ~~2015~~2017.
2. Coverage. The area to which the City of Lake Geneva shall provide services as described herein to the Town of Geneva is described in more detail in a map attached to this agreement as Exhibit 1, and incorporated herein by reference.
3. Services to be provided. The City of Lake Geneva, Walworth County, Wisconsin, shall provide fire protection, utilizing City of Lake Geneva equipment and personnel pursuant to the contract herein. Services provided herein shall include, but not be limited to, responding on behalf of the Town of Geneva to fires, fire protection calls, fire inspections, and similar services.
4. Compensation.
  - a. General annual retainer fee. The general annual retainer fee shall be ~~\$27,000.00~~27,810 per year. Payment of this fee shall be in two equal installments of ~~\$13,500.00~~13,905 due and payable on January 15<sup>th</sup> and July 15<sup>th</sup> of each year during the term of this agreement.

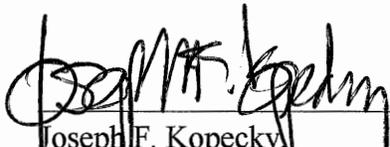
- b. Fire response fee. In addition to the general annual retainer fee set forth above in paragraph a, there shall be a Fire Response fees payable according to the [City of Lake Geneva Resolution, Schedule of Fees, Fire Department Response Fees as set forth in the attach Exhibit 32](#). For the purposes of this agreement, one fire response as stated herein, shall be defined as an emergency call that the LGFD is dispatched out to respond, regardless of the number of LGFD vehicles, and regardless of the duration of any such response. Dispatches shall be by the Walworth County Dispatch, direct calls to the LGFD or Lake Geneva Police Department or by similar procedures to summon a response. The initial response shall be such equipment that is required according to LGFD protocol or by the standard operating procedures of LGFD. If excess equipment or personnel arrive, as determined by the incident commander, any such excess equipment or personnel shall be returned to the City of Lake Geneva or made available as soon as possible to respond to other incidents. On those occasions when the LGFD is called on a simultaneous dispatch with the Elkhorn Area Fire Department, the response fee stated herein shall be payable. If the LGFD responds outside the LGFD territory shown on Exhibit 1 and no other department responds, then LGFD shall be paid the Fire Response Fee. It is understood and agreed that on all responses by the LGFD in the LGFD territory described in Exhibit 1, LGFD shall be the incident commander. It shall also be the incident commander in all responses wherein no other fire department responds. The Town of Geneva shall not be liable for any fire response fee for any response whose location is outside the service area in Exhibit 1, which results form a direct call to the Lake Geneva Fire Department or Lake Geneva Police Department. The Town of Geneva understands and agrees that any such calls from outside the service area in Exhibit 1 shall be “hot keyed” to Walworth County dispatch. The City of Lake Geneva, the Lake Geneva Fire Department, and the Lake Geneva Police Department shall not be responsible or liable for any delays in response by following the procedure, and shall have no obligation to respond directly to any such calls from residents located in areas outside the service area in Exhibit 1. The costs associated with this agreement will be reviewed semi-annually.
- c. “False Alarms.” A “false alarm” shall be defined as an act of God that causes an automated alarm system to activate erroneously, resulting in a dispatch of the LGFD to the Town. Lightning strikes, severe storms, and faulty alarm systems, together with unfounded calls into the 9-1-1 system, which cause the LGFD to respond to what are ultimately determined to be non-emergency situations, shall also be recognized as false alarms. The costs of responding to “false alarms” are included in the general annual retainer fee.

- d. Fire Inspections. The LGFD shall conduct fire inspections semi-annually for all public businesses located in the LGFD service territory for the Town as shown in Exhibit 1. Inspections shall be conducted under Comm. 14 Wis. Admin. Code, employing the NFPA 1 standards. **LGFD shall bill the town an annual fee of \$4,500 as compensation for these inspections, to be paid quarterly each year as set forth in paragraph 8 below. In addition, the LGFD shall conduct Short Term Rental inspections as requested at \$25 per unit per year.** Any violations which are not corrected as directed by the Fire Inspector shall be reported to the Town of Geneva Building Inspector, who shall report said violations to the Town of Geneva Police Department for issuance of citation and prosecution in the Municipal Court. The Fire Inspector shall cooperate as necessary to prosecute such violations, as part of the fee herein.
- e. Ambulance Transports. The LGFD shall be the back-up responder to Paratech for all ambulance calls in the LGFD territory shown on Exhibit 1. The LGFD shall have the right to bill the end user or receiver of any ambulance transport or emergency services, including any applicable response fees shown on the **attached Exhibit 2.**
- f. Dispatch. The Town of Geneva acknowledges and agrees that all calls directly to the Lake Geneva Police Department or LGFD will be handled in the following manner: The Police Department or LGFD will dispatch its own equipment and personnel according to their internal protocol. The call will then be forwarded to the Walworth County dispatch for handling. It is explicitly understood that LGFD and Lake Geneva Police Department shall not be responsible for dispatching Paratech in such instances.
5. Insurance Coverage. The LGFD shall be an independent contractor for the Town of Geneva for these services. LGFD shall maintain liability, errors and omissions and motor vehicle collision, workman's compensation, and liability coverage for all LGFD personnel performing services pursuant to this agreement, and shall indemnify and hold harmless the Town of Geneva for any and all services performed under or pursuant to this contract. LGFD personnel shall be compensated by the City of Lake Geneva, without contribution from the Town of Geneva, other than as provided in this Emergency Services Agreement. Notwithstanding the foregoing, the Town of Geneva agrees and understands that the LGFD has limited liability under Sec. 893.80, Wis. Stat., and continues to have municipal immunities available to municipal fire department in the State of Wisconsin and the hold harmless agreement stated herein is subject to such limitations of liability and municipal immunities.

6. Opt Out. The Parties to this agreement may terminate this agreement prior to the final date of the term stated herein. At least six months prior to the date of termination of this agreement, the party terminating this contract shall deliver to the municipal offices for the other participant to this contract, a written notice terminating this agreement. Termination herein may be made with or without good cause. The 6-month notice of termination shall be intended to provide adequate notice to the parties to make other safety arrangements for their citizens and constituents, and/or to make other financial and other arrangements as necessary to effectuate the best interests of each respective municipality. If either party elects to opt out of this agreement as provided herein, such elections shall be effective at the end of a calendar month. If this agreement is terminated during a calendar year, any unused portion of the ~~\$27,000~~ **general annual retainer fee**, broken down by months, for which services has been opted out, shall be reimbursed to the Town of Geneva, within sixty days of the termination of this agreement.
7. Monthly Activity Reports. The LGFD Fire Chief shall provide a written summary of all activities performed pursuant to this contract to the Town of Geneva at the monthly meeting at the City of Lake Geneva Police and Fire Commission. Said report shall include a listing and identification of all fire calls, EMS calls, “false alarms”, and fire inspection calls, together with any other work performed herein.
8. Payment Procedures. The City of Lake Geneva shall provide a bill to the Town of Geneva on a quarterly basis (March, June, September, and December of each year herein) for all fees other than the general annual retainer. The **general annual retainer fee** of ~~\$27,000~~ shall be billed to and paid by the Town in two equal installments as set forth in Paragraph 4a. The town shall make payment pursuant to any quarterly bill within 30 days thereafter.
9. Arbitration of Differences. If the parties have a disagreement regarding the implementation or interpretation of any aspect of this agreement, either party may elect to arbitrate said differences, using the arbitration procedures of Chapter 788, Wis. Stats. However, rather than use a panel three arbitrators, the parties, if they agree, may jointly select a single arbitrator to decide the dispute. Each party shall pay their own attorney fees and costs related to said arbitration, but costs for the arbitrator and court reporter shall be divided equally between the parties. Specific procedures regarding preparation and conduct for arbitration proceedings shall be determined by the parties, or as ordered by the arbitrator. Any right to seek relief in a court of record shall be governed pursuant to the provisions of Ch. 788, Wis. Stats.

IN WITNESS WHEREOF, the undersigned having lawful authority from their respective municipalities have set their hand and set on the dates set forth below.

11/09/15  
Date

  
\_\_\_\_\_  
Joseph F. Kopecky  
Town of Geneva Chairman and  
Authorized Representative of  
The Town of Geneva, Walworth County, WI

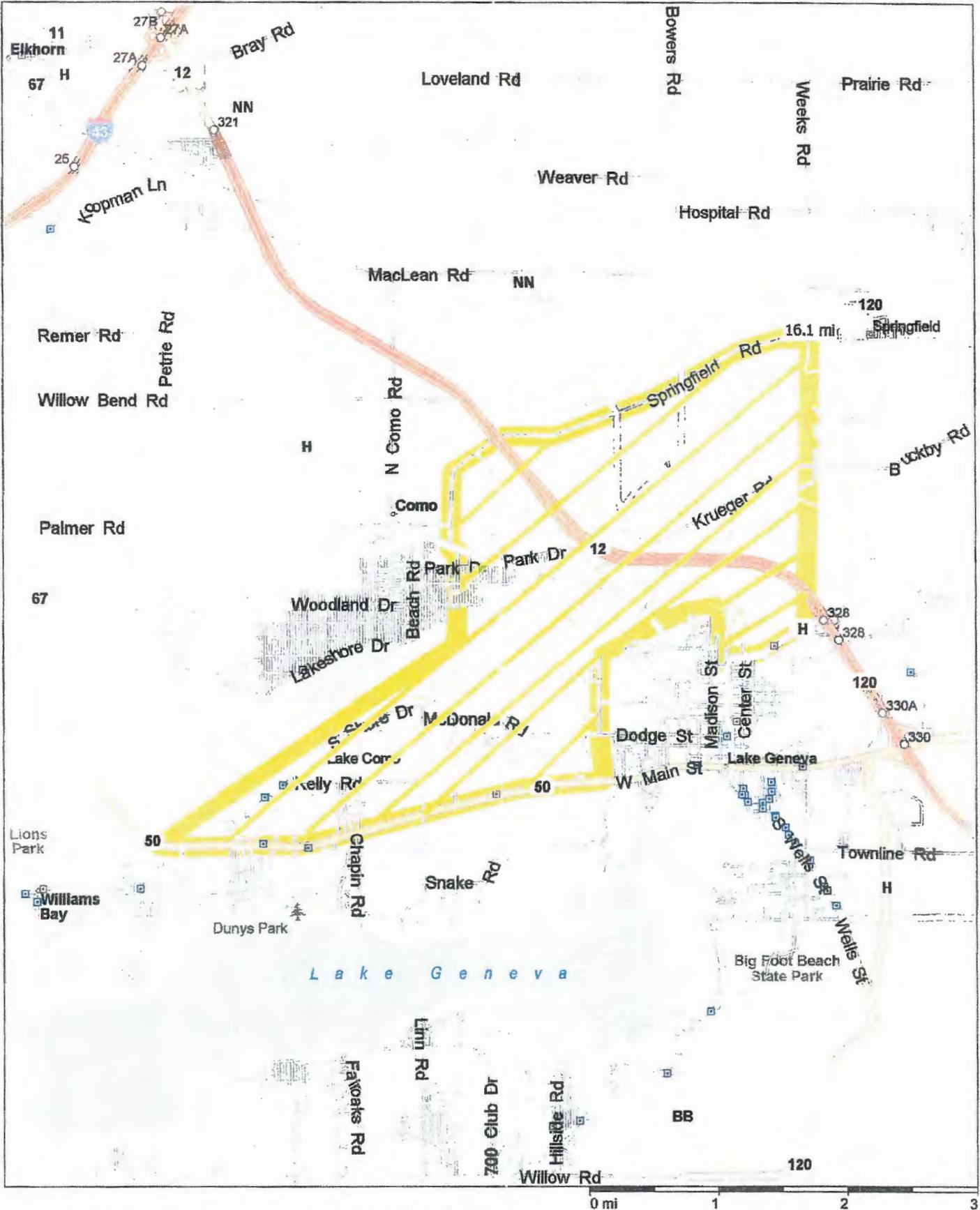
\_\_\_\_\_  
Date

\_\_\_\_\_  
James Connors,  
Mayor and Authorized Representative of The  
City of Lake Geneva,  
Walworth County, Wisconsin

\_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Tom Hartz, President  
City of Lake Geneva Police  
And Fire Commission

Como, Wisconsin, United States



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Certain mapping and direction data © 2007 NAVTEQ. All rights reserved. The Data for areas of Canada includes information taken with permission from Canadian authorities, including: © Her Majesty the Queen in Right of Canada, © Queen's Printer for Ontario. NAVTEQ and NAVTEQ ON BOARD are trademarks of NAVTEQ. © 2007 Tele Atlas North America, Inc. All rights reserved. Tele Atlas and Tele Atlas North America are trademarks of Tele Atlas, Inc.

VERIFIED OCTOBER 2015 LGFD

**EXHIBIT 2**

<b>FIRE DEPARTMENT FEES</b>	
<b>Fees for Apparatus and Personnel</b>	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.
<b>EMS First Responder and Transport Fees</b>	
Residents Fee	\$100.00 per call
Non-Resident Fee	\$150.00 per call
<b>Ambulance Transport Fee Schedule</b>	
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
<b>Supplies used fee</b>	
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	\$250
Fee is charged for systems without hydraulic calcs	
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
<b>Sprinkler system underground mains</b>	
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



## Memorandum

**To:** Mayor Connors & Common Council  
Finance, License & Regulation Committee (FLR)

**CC:** Blaine Oborn, City Administrator

**From:** Sylvia Mullally, Parking Manager

**Re:** Request to renew FY16 APT maintenance contract

**Date:** November 19, 2015

---

### Request:

On November 18, 2015 the Parking Commission recommended continuing the maintenance agreement contract for the City's (67) Luke II meters for fiscal year 2016.

### Background:

In 2013, the Council agreed to an annual exclusive ongoing maintenance contract with the distribution company, Automated Parking Technologies, LLC (APT). The agreement provides the following:

- Warranty parts: Covered 100%-24/7/365
- Warranty labor
- Preventative Maintenance (3x per year)
- Preferential scheduling
- Remote Access
- Renewal of the manufacturer's (Digital) product warranty which includes all hardware, firmware, and software for all meters
- The stipulation to cancelling the agreement would be that the City would have to retroactively pay the past contractual years, in full, before any future labor, parts, software or firmware were released to the City.

In 2014, staff renegotiated the APT agreement (**FY2015**) at a lower cost per meter because the City's Parking Department was increasingly performing more maintenance labor duties internally.

For fiscal year 2015, staff renegotiated the APT agreement (**FY2016**) at a lower cost per meter because of the City's winter shutdown.

**Analyst and Recommendation:**

Although, the Parking Department has lowered the overall maintenance labor costs and improved service time in repairing the meters internally, the agreement is an exclusive propriety contract which stipulation prohibits the City to seek a competitive distributor for the software and firmware component. Per the original agreement, if the City lets the APT agreement lapse, then the City would be responsible to pay APT for any future software or firmware updates retroactively starting from the date of cancellation. Although, the City would save costs in parts and labor performed in-house, the overall savings may be lost in buying software and firmware incurring additional costs. Therefore, because of the discounted price that staff was able to obtain, the FY2016 agreement is the least risky and most economical compared to cancelling the contract. Going forward, staff will continually put forth a conscience effort to minimize maintenance costs in the future and continue talks with APT and Digital (manufacturer) regarding future revisions to the agreement.



# Automated Parking Technologies, LLC

People and Products *You Can Count On*

## INVOICE

**0000151459**

Customer	Location	Date of Service
City Of Lake Geneva Contract 626 Geneva Street Lake Geneva WI 53147	City Of Lake Geneva 626 Geneva Street Lake Geneva WI 53147	
		Invoice Date
		10/7/2015

P.O. Number	Terms	Due Date	Customer Number	Work Order
	NET 30	11/6/2015	0442401-00001	

QTY	PART #	DESCRIPTION	PRICE	AMOUNT
-----	--------	-------------	-------	--------

Invoice for the location annually maintenance agreement contract.				
67.00		Annual Agreement Fee Per Machine Yearly maintenance period covering from January 1st, 2016 thru December 31st, 2016	925.00	61,975.00

<b>Sub Total</b>	<b>\$61,975.00</b>
Shipping, Handling And Taxes	\$0.00
<b>Total Amount</b>	<b>\$61,975.00</b>
2% Discount Applies To Balances Paid In Full Within 30 Days	

offenders. Mullally suggested booting or towing vehicles to penalize repeat offenders and recoup fines. Fleming stated he did not condone booting or towing like Chicago and felt it is not an image the City would want. Mayor Connors stated it may be illegal to boot a vehicle in the state of Wisconsin altogether. Mullally was unsure of the legality. However, Connors stated the city of Milwaukee was allowed to boot. Krause suggested Mullally provide information about the legality of booting at the next meeting.

#### **8. Discussion/Recommendation on Central Dennison traffic flow**

Mullally demonstrated various recommendations made by Central Dennison administration to improve traffic flow during pick-up and drop-off during the school year. Mullally stated these recommendations were common sense and could easily be implemented with signage; pending ordinance changes. Recommendations included:

- a) Prohibiting parking on school days from 8:30-4:30 on the south side of Dodge Street from Madison to Cook Street - creating an unobstructed pick-up-drop-off zone
- b) Eliminating ordinance “No parking on school days 8-5” on the west side of Madison Street from Wisconsin to Dodge Street - to allow public parking
- c) Eliminating ordinance “1 hour” parking only on school days from 8:30-4:30 on the east side of Cook street (angled stalls) - to allow public parking
- d) Marking (5) stalls on the east side of Madison Street (south of Wisconsin Street) and marking (5) stalls on the west side of Cook Street (south of Wisconsin Street) for 1 hour parking only on school days - creating a clearer pick-up/drop-off zone for parents
- e) Reconfiguring a curb cut on the east side of Madison Street (north of Wisconsin Street) to create a new “pickup-drop-off only” zone for parents on school days; giving the public the option for additional parking stalls for the summer season and on weekends

Mayor Connors was concerned that (2) two handicap spaces would be eliminated; Mullally stated those spaces could be replaced. Krause stated one hour parking could be replaced with 15 or 20 minute parking as most parents utilize spaces only for pick-up or drop-off. Krause also requested the item be on the next agenda with Warren Flitcroft present for clarification of the changes requested.

#### **9. Discussion/Recommendation on continuing parking meter maintenance contract**

Mullally gave the Commission background of the parking meter maintenance contract per request from Krause at the last meeting. Mullally stated in 2013 the Council agreed to an annual exclusive ongoing maintenance contract with the distribution company APT.

The agreement provides the following:

- Warranty parts: Covered 100% - 24/7/365
- Warranty labor
- Preventative Maintenance (3x per year)
- Preferential scheduling
- Remote Access
- Renewal of the manufacturer’s (Digital) product warranty which includes all hardware, firmware, and software for all meters

- The stipulation to cancelling the agreement would be that the City would have to retroactively pay the past contractual years, in full, before any future labor, parts, software or firmware were released to the City.

Mullally stated in 2014 she renegotiated the APT agreement (**FY2015**) at a lower cost per meter because the City's Parking Department was increasingly performing more maintenance labor duties internally. And fiscal year 2015, the agreement was renegotiated to a lower cost because of the City's winter shutdown. Upon review, Mullally stated although her department could perform a majority of the labor now, because the APT agreement is exclusive she would have to purchase updates from APT for software and firmware. Without renewing the contract the City would risk paying a retro fee for all the contractual years missed before receiving updated services. Mullally explained this was the contract the City originally agreed to however with the discounted price and her staff performing most repairs, it was beneficial to keep the contract in place. Krause/Fleming motioned to recommend that the City continue with the APT contract. Motion carried 3 to 0.

**10. Discussion/Recommendation Park n Ride on Edwards Blvd.**

Oborn explained because of highway access, the City may be an optimal place for a Park-and-Ride parking lot. Oborn stated the parking lot could be multi-use for commuters going out of the city and visitors coming into downtown. Mullally commented it could also be used as a permanent location for the downtown shuttle on event weekends. Oborn and Mullally thought the Edwards Blvd. area near the Home Depot Park would be usable as it is City owned, City maintained and would give access to the park. Esarco felt the Edwards Blvd. area may not be suitable because of speedy traffic and Mayor Connors concurred. Oborn stated the City could write a letter to WisDOT for their consideration and they would ultimately do a traffic study and would give their recommendations. Krause/Fleming motioned to recommend the Counsel allow Oborn to write a letter of consideration to WisDOT for a Park-and-Ride. Motion carried 3 to 0.

**11. Date and agenda items for next meeting**

Thursday, December 17, 2015 at 8:00am.

Krause requested consideration of garbage pickups at 600 block of Main Street.

Mayor Connors requested to discuss eliminating the stalls on the 600 block of Main Street.

**12. Adjourn**

Fleming motioned to adjourn. Motion carried 3 to 0 to adjourn at 7:28pm.



## Memorandum

**To:** Mayor Connors & Common Council  
Finance, License & Regulation Committee (FLR)

**CC:** Blaine Oborn, City Administrator

**From:** Sylvia Mullally, Parking Manager

**Re:** Specifying the maximum number of "free" residential parking stickers

**Date:** November 19, 2015

---

### Recommendation for discussion:

On November 18, 2015 the Parking Commission recommended that the City discuss specifying the number of free parking stickers given to residents.

### Background:

City records shows some resident addresses have between (5) five and (11) eleven parking stickers registered to one address. It may be in the best interest of the community to limit the number of "free" parking stickers given to reduce the risk of misuse. Therefore, the Parking Commission recommended Council consider limiting the number of "free" parking stickers to (4) four and charge a \$25.00 fee for any additional stickers.

**City of Lake Geneva Parking Commission**  
**November 18, 2015 – 6:00pm**  
**Conference Room 2A, City Hall**  
**Minutes**

1. **Opening and Attendance:** Attendance recorded and copies of minutes distributed.
2. **Roll Call at 6:00pm**  
Present: Chairman Krause, Fleming, and Ann Esarco  
Also Present: Schaefer (non-voting), City Administrator Oborn and Parking Manager Mullally  
Absent: Swangstu and Gelting
3. **Approval of Minutes from September 16, 2015**  
Fleming/Krause motioned to approve minutes. Motion carried 3 to 0.
4. **Open Comments**  
None
5. **Discussion/Recommendation on 2016 dates for the City's downtown shuttle**  
Mullally summarized the total number of attendees who used the downtown bus shuttle during the 2015 season; it was agreed that the most attendance was during promoted event weekends such as Winterfest and Venetian Festival. Mullally pointed out that the lowest attendance dates were during the 4<sup>th</sup> of July weekend. Mullally asked the Commission if they wanted to keep the current schedule or add any new dates so she could finalize bus scheduling. She suggested Country Thunder weekend as she noticed a spike in traffic during that weekend. Esarco suggested the Lake Geneva marathon. Fleming said that they did not see the need at this time.  
Krause/Fleming motioned to not provide shuttle service for the 4<sup>th</sup> of July weekend and to put the item on the next agenda for finalizing the remaining 2016 dates. Motion carried 3 to 0.
6. **Discussion/Recommendation on maximum number of residential parking stickers allowed**  
Mullally briefed the Commission that City records show some residents have between (5) five and (11) eleven parking stickers registered to one name. Oborn stated there was a risk of misuse. Mullally suggested the Commission consider recommending a limit on the number of stickers given free; and charging a fee for additional stickers. Esarco commented it would work for compliance as she herself stopped getting beach passes she normally never uses due to the new beach pass fee. Krause/Fleming motioned to recommend Council consider to limit the number of free stickers to (4) four and charge a \$25.00 fee for any additional stickers. Motion carried 3 to 0.
7. **Discussion/Recommendation on clamp/boot repeat offenders**  
Mullally stated this year the City would assume a loss of \$18,000 due to repeat ticket offenders or individuals who have multiple unpaid tickets. Mullally explained after a year tickets would be forwarded to a collection agency but the City had no guaranteed of recouping fines. Mullally explained although the City's enforcement system does not have the capability to note repeat offenders, on the updated system that will be implemented officers would have verification of repeat

## **Final Draft 11-18-15**

### **By-Laws**

#### **Geneva Lake Use Committee**

##### **Name**

The name of this organization shall be the **Geneva Lake Use Committee (GLUC)**

##### **Mission Statement**

*To maintain the safe and uniform use of Geneva Lake now and in the future. Committee is a recommending body. Their recommendations shall be presented to each funding community for joint uniform consideration and action.*

##### **Objects**

The objects and purpose of this committee shall be to encourage and promote the following:

Recommend changes and revisions to the Joint Uniform Lake Ordinances for Geneva Lake, Wisconsin to maintain the safe and uniform use of the lake.

##### **Membership**

Membership will come from the following communities;

Village of Fontana\*

City of Lake Geneva\*

Town of Linn\*

Town of Walworth

Village of Williams Bay\*

\*Funding community as of January 1, 2015

Membership shall be established in the following manner:

The chief executive officer of the governing body of each funding community shall appoint two members to the committee; one shall be a member of the legislative body of their community, and the other shall be a lay person residing within their community.

Should the Town of Walworth wish to become a funding community in the future, the chief executive shall appoint a member of that town's legislative body and a lay person residing within that community to the committee, such members shall enjoy the same rights and privileges as all other members of the committee.

Effective January 1, 2016, each funding community shall contribute \$750.00 annually.

##### **Resignation by any committee member**

Any and all resignation shall be in letter form and either mailed or hand delivered to the Committee Chairperson.

##### **Non-member public participation**

All members of the public may attend the GLUC Meetings, however only committee members have the right to vote.

## **Meetings and Elections**

Meetings shall be held as needed on the third Tuesday of the month. At least five days written notice shall be given to all members and the public prior to each meeting. A special meeting of the GLUC may be called by the Chairperson or upon the request of three or more members. "Notice to the Public" is defined as Public Notice Posting by each funding community at their standard designated locations.

A quorum will consist of five committee members ; discussion can take place at any publicly noticed meeting with or without a quorum, however no action shall be taken when a quorum is not present.

All recommendations to participating communities require the affirmative vote of a majority of the members attending a meeting when a quorum is present.

## **The order of the meetings shall be as follows;**

- Call to order
- Roll call either written or verbal
- Approval of Minutes from last meeting
- Public Comments (limited to five minutes per person)
- Correspondence received
- Treasurer report
- New business
- Old business
- Adjournment

## **Officers and their powers and duties**

Officers of the committee shall consist of a Chairperson, a Treasurer, and a Secretary. The following are the duties of each:

### **Chairperson:**

Term- the Chairperson shall serve a two year term from May 1<sup>st</sup> through April 30<sup>th</sup> of the second year.

Appointment – Beginning January 1<sup>st</sup> 2016, the Chairperson shall be the elected official from the Town of Linn. The Chairperson shall change on May 1<sup>st</sup> of each odd numbered year beginning May 1<sup>st</sup>, 2017 and will be the elected official from the following community in the following order: Fontana, Walworth(if they become a contributing member), Williams Bay, Lake Geneva, and Linn

The Chairperson shall preside at all meetings of the GLUC. In the event the Chairperson will be absent from a meeting, the Chairperson shall appoint an elected official from a funding community to serve as a temporary Chairperson. In the event of an unanticipated absence, the committee shall select a Chairperson, by majority vote from the elected officials present at the meeting.

The Chairperson is responsible for establishing the agenda of each meeting by supplying the proper information to the Secretary prior to the posting date. The Chairperson shall run all meetings according to Robert's Rules of Order.

**Secretary:**

Effective January 1, 2016, the Secretary will be compensated at \$1,000.00 per year, paid semi-annually in arrears. The appointment of the Secretary requires unanimous approval by all funding communities and shall run for a five year term. The Secretary may be removed with or without cause by a majority vote of the elected officials of the funding communities who serve on the GLUC.

The Secretary shall take minutes at all meetings and forward copies of said minutes to all members 5 days prior to the next meeting for review. The Secretary will only place those items on the agenda that are directed by the Chairperson or as directed by the Committee at a duly called meeting.

Expenses incurred by the Secretary shall be forwarded to the Treasurer for recommendation of payment at each meeting.

**Treasurer:**

The Treasurer shall keep track of all dues paid by each municipality and invoices paid from the Committee checkbook. The Treasurer shall give a report at all meetings. The Treasurer shall prepare all finance books for audit by designated committee members at each January meeting. The Treasurer may be removed with or without cause by a majority vote of the elected officials of the funding communities who serve on the GLUC. The Treasurer shall be elected by the GLUC at their first meeting after May 1<sup>st</sup> each year from within its membership of funding communities.

**Expenses:**

All expenses of the Committee will be shared equally by the participating communities.

Any expenses above \$500.00 will require the approval of all the Legislative bodies of participating communities (excludes the Secretary's salary of \$1,000.00 per year).

**Dissolution:**

Any Funding community as of January 1, 2015 may withdraw from the Organization upon 30 days written notice to the other participating communities after which time this organization shall be dissolved. (see Membership Section for Funding Communities as of January 1, 2015)

City of Lake Geneva  
 Tax Incremental Financing District No. 4  
 Remaining Projects 11/23/2015

# <u>Projects:</u>	Approved by City Council <u>05/11/15</u>	Action by PW Committee <u>11/12/15</u>	Proposed Remaining Projects <u>11/23/15</u>
1 Bury overhead wires on Main Street from Curtis to Wells	\$ 900,000	Approved	\$ 900,000
2 Traver Hotel redevelopment grant	\$ 300,000		\$ 300,000
3 White River Trail acquisition and construction	\$ 400,000		\$ 400,000
4 Downtown Signage	\$ 200,000	Considering	\$ 200,000
5 Theatre redevelopment grant	\$ 800,000		\$ 800,000
6 Tree Planting			\$ 100,000
7 Contingency			\$ 200,000
8 Riviera grounds rehabilitation		Approved	\$ 100,000
9 Downtown traffic flow and timing engineering		Considering	\$ -
<b>Total Additional Projects Cost</b>	<b>\$ 2,600,000</b>		<b>\$ 3,000,000</b>

**Proposed Plan**

- 1 Approve remaining projects with allowable spending.
- 2 Approve plan to Escrow funds for remaining projects to allow TID closure.
- 3 Approve plan to close TID No. 4 by May 2016 to avoid 2017 increment.
- 4 Approve advance to Taxing Jurisdictions of unused spending in the amount of \$6 million.
- 5 Approve notification to Taxing Jurisdictions of City Plan.

**City of Lake Geneva - Tax Incremental Financing District No. 4 (2016 Spending) 11/23/2015**

Projects	<u>Project Plan Total</u>	<u>Actual Costs Total</u>	Project Costs (Over) Under <u>Project Plan</u>	Allowable Spending & Escrow	Description / <u>Reduction</u>
<b>Beach &amp; Boat Facilities District</b>					
General Projects-Wayfinding & Economic I	2,745,014		108,628	200,000	4-Signage
River remodel		900,319			
Museum improvements		192,856			
Lakefront improvements		1,543,211			
West/East Pier Areas	868,892		161,005		
Geneva Lake dam		450,925			
East pier - gas docks		174,967			
River sea wall		81,995			
Library Park	202,603	183,752	18,851		
<b>Total Beach &amp; Boat Facilities</b>	<b>3,816,509</b>	<b>3,528,025</b>	<b>288,484</b>	<b>200,000</b>	<b>(88,484)</b>
<b>White River Canal District</b>					
Boat launch	799,727	196,048	603,679		
Park Improvement/Redevelopment	1,340,542		(29,398)	100,000	8-Riviera Grounds
Seminary Park improvements		107,130			
Dunn Field parking and bathrooms		1,034,078			
Flat Iron park		228,732			
Main St. Improvement	536,870	748,421	(211,551)		
Highway Bypass	1,197,712	1,197,712	-		
<b>Total White River Canal District</b>	<b>3,874,851</b>	<b>3,512,121</b>	<b>362,730</b>	<b>100,000</b>	<b>(262,730)</b>
<b>White River Trail District</b>					
Extension of White River Trail	290,198	90,198	200,000		
Redevelopment planning, design, engineeri	124,231	24,231	100,000		
Acquisition and construction	1,125,172	766,335	358,837	400,000	3-Trail
<b>Total White River Trail District</b>	<b>1,539,601</b>	<b>880,764</b>	<b>658,837</b>	<b>400,000</b>	<b>(258,837)</b>
<b>Beach &amp; White River Canal Districts</b>					
Underground placement of antiquated powe	543,203	343,203	200,000	200,000	1-Bury Wires
Downtown Parking Improvements	1,000,000	72,107	927,893		
Downtown Signage & Lighting Improveme	752,621	833,499	(80,878)		
Intersection Improvements & Acquisitions	3,380,813	3,240,487	140,326		
<b>Total Beach &amp; White River Canal Districts</b>	<b>5,676,637</b>	<b>4,489,296</b>	<b>1,187,341</b>	<b>200,000</b>	<b>(987,341)</b>
<b>Non-Specific Area TID Projects</b>					
Traffic signals	800,000	866,750	(66,750)		
Parking meter system	600,000	689,670	(89,670)		
Equipment for TID area maintenance	185,000	181,007	3,993		
Park building upgrades	50,000	-	50,000		
Tree planting	200,000	65,442	134,558	100,000	6-Tree Planting
Edwards Blvd. improvement	3,004,050	2,876,006	128,044		
<b>Total Non-Specific Area TID Projects</b>	<b>4,839,050</b>	<b>4,678,875</b>	<b>160,175</b>	<b>100,000</b>	<b>(60,175)</b>
<b>Administrative &amp; Other</b>					
Redevelopment plan update	15,000	-	15,000		
Administrative	1,157,203	259,989	897,214	200,000	7-Contingency
Organizational costs	21,298	21,298	-		
Design, engineering & maintenance	60,000	-	60,000		
Discretionary funding				300,000	2-Traver Hotel
Discretionary funding	4,231,769	2,803,469	1,428,300	800,000	5-Theatre
Legal services	45,468	31,568	13,900		
Escrow account for maintenance	1,000,000	-	1,000,000	700,000	1-Bury Wires
<b>Total Administrative &amp; Other</b>	<b>6,530,738</b>	<b>3,116,324</b>	<b>3,414,414</b>	<b>2,000,000</b>	<b>(1,414,414)</b>
<b>Total Debt Service</b>	<b>924,318</b>	<b>924,318</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Project Costs</b>	<b>27,201,704</b>	<b>21,129,723</b>	<b>6,071,981</b>	<b>3,000,000</b>	<b>(3,071,981)</b>

**Agenda Items:**

**1. Discussion of Traffic Control at the intersections of Center/Dodge, Williams/George and Dodge/Broad Streets continued from the October meeting.**

This item was tabled to a future meeting.

**2) Consideration of the following TIF #4 Projects to approve engineering and bid specification expenditures to be sent to Council:**

- a) Engineering Proposal from Kapur to re-evaluate and update signal timings and traffic flow Downtown.**
- b) Bury Power lines on Main Street from Curtis Street to Downtown.**
- c) Upgrade downtown signage.**
- d) Riviera grounds rehabilitation.**

2a.) Assistant DPW Earle explained he and DPW Winkler met with TAPCO for an hour on 11 Nov. and many 'bugs' and corrupted data were repaired. Signal at Cook and Main was reprogrammed for winter as well as all the turn lanes on Main and Broad. Assistant DPW Earle explained the schedule; 7am-5:30pm normal. 5:31pm to 12am 'speedy'. 12:01am-6:59am flash. With Main having yellow and north-south streets flashing red. This item was tabled.

Motion by Ald. Howell, 2nd by Ald. Kupsik, and passed 3-0 to wait and see how the signals perform for a while before going any further with signal design changes.

2b.) The project was discussed. The Committee wished to have DPW Winkler to bring back the project when prices are more definitive.

Motion by Chair Kordus, 2nd by Ald. Howell, and passed 3-0 to direct directed DPW Winkler to proceed with obtaining prices from all affected utilities based on the project scope in the packet.

2c.) Signage was discussed including parking lot signage and directional signage. Chair Kordus asked Sylvia Mullally to bring back information on prices on making all parking signs in the city uniform. We now have several different styles and Sylvia would like to make them uniform so they are easier to spot. DPW Winkler is to contact the Chamber and ask them to get prices for replacing and/or rehabbing all wayfaring signs downtown.

Direction of the Committee was by consensus.

2d.) It was discussed that the Beautification Committee would like to rehabilitate the Driehaus Plaza and were approved by the PWC to take the lead and work with the DPW in developing a plan for the area, obtaining prices, project plans/specs, bidding and construction. Estimates now are in the \$160-200k range with the City supplying half that amount. Kupsik asked if TIF can be used. The response from Mayor Connors was that there were still funds in that project account.

Motion to direct staff to move forward as discussed by Ald. Howell, 2nd by Ald. Kupsik. The motion passed 3-0.

**Motion to Adjourn:**

It was moved by Chair Kordus to adjourn and seconded by Ald. Kupsik. The motion passed 3-0 and the meeting was adjourned at 5:16 PM.

Cc: Mayor Jim Connors/Blaine Oborn/Sabrina Waswo/Common Council Members not on Committee/File

**RESOLUTION 15-R55**

**WHEREAS**, the Common Council approved the 2016 Tax Increment District #4 Fund Budget for the City of Lake Geneva on November 16, 2015, and

**WHEREAS**, the anticipated TID #4 fund balance at December, 31, 2015 will have an approximate balance of \$9,900,000 which will adequately fund the proposed projects along with the 2016 budgeted revenues, and

**WHEREAS**, the Common Council, intends to pursue these specific TID #4 projects in 2016 and desires to appropriate budgetary funding for a total of \$3,000,000,

**BE IT THEREFORE RESOLVED**, that the Common Council adopt this 2016 TID #4 Fund budget amendment which totals \$9,000,000.00 as follows:

34-30-00-5214	Administrative/Contingency	\$200,000
34-30-00-9118	Bury Overhead Utilities	\$900,000
34-30-00-1601	Traver Hotel Redevelopment Grant	\$300,000
34-30-00-1602	Theater Redevelopment Grant	\$800,000
34-30-00-1203	White River Trail Project	\$400,000
34-30-00-1206	Tree Planting	\$100,000
34-30-00-1603	Riviera Grounds Rehabilitation	\$100,000
34-30-00-1208	Signage Rehabilitation	\$200,000
34-30-00-5900	Jurisdiction Advance Refundings	\$6,000,000
34-30-00-4910	Application of Fund Balance	\$6,400,000

Adopted this 23rd day of November, 2015,

APPROVED: \_\_\_\_\_  
James R. Connors, Mayor

ATTEST: \_\_\_\_\_  
Sabrina Waswo, City Clerk

## **CONDITIONAL USE RESOLUTION 15-R52**

A resolution authorizing the issuance of a Conditional Use Permit to Julie Selby for Board & Brush, 800 Blue Spruce Circle, Hartland, WI 53029 to operate an Indoor Commercial Entertainment Facility at 252 Center Street, Lake Geneva, WI 53147.

WHEREAS, the City Plan Commission has considered the application of Julie Selby for Board & Brush,

WHEREAS, The City Plan Commission held a Public Hearing thereon pursuant to proper notice given on November 16, 2015.

NOW, THEREFORE, BE IT RESOLVED, that the Zoning Administrator be, and is hereby authorized, to issue a Conditional Use Permit for Julie Selby for Board & Brush to operate an Indoor Commercial Entertainment Facility at 252 Center Street, Lake Geneva, WI 53147 in the Central Business (CB) zoning district, Tax Parcel ZOP 00258 with staff recommendations, and including all findings of fact.

Granted by action of the Common Council of the City of Lake Geneva this 23<sup>rd</sup> day of November, 2015.

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James R. Connors, Mayor

ATTEST:

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Sabrina Waswo, City Clerk

7. **Public Hearing and Recommendation on an a Conditional Use Application for Indoor Commercial Entertainment submitted by Julie Selby for Board & Brush, 800 Blue Spruce Circle, Hartland, WI 53029, for tenant space at 252 Center Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00258.**

DISCUSSION – Julie Selby (owner/applicant)

Applicant gave brief overview of the application details and there was a brief discussion amongst the Commission to clarify the details.

PUBLIC SPEAKERS - None

MOTION #4

Skates/Gibbs moved to close the public hearing. The motion carried unanimously.

MOTION #5

Kupsik/Gibbs moved to approve the application for Indoor Commercial Entertainment submitted by Julie Selby for Board & Brush, 800 Blue Spruce Circle, Hartland, WI 53029, for tenant space at 252 Center Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00258. The motion carried unanimously.

8. **Public Hearing and Recommendation on an a Conditional Use Application for a Physical Activity Studio (Yoga Studio) submitted by Samantha Strenger, 721 Geneva Street, Lake Geneva, WI 53147 for an upper level space at Good Vibes, at 234 Broad Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00257.**

DISCUSSION

Applicant was not present. Inspector Robers gave brief overview of the application details and there was a brief discussion amongst the Commission to clarify the details.

PUBLIC SPEAKERS - None

MOTION #6

Kupsik/Mayor Connors moved to close the public hearing. The motion carried unanimously.

MOTION #7

Kupsik/Flower moved to approve the application for a Physical Activity Studio (Yoga Studio) submitted by Samantha Strenger, 721 Geneva Street, Lake Geneva, WI 53147 for an upper level space at Good Vibes, at 234 Broad Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00257, to include the findings of fact and staff recommendations. The motion carried unanimously.

9. **Review and recommendation for a Site Plan Amendment filed by Basso Builders, 405 Skyline Drive, for property at the corner of Skyline Drive and Curtis Street, Lake Geneva, WI 53147, Tax Key No. ZA459300001.**

DISCUSSION – Josh Basso / Basso Builders

Applicant gave brief overview of the application details and there was a brief discussion amongst the Commission to clarify the details. There was a brief discussion of pool details, walkway to, planned fencing, landscaping plans and pool hours.

MOTION #8

Kupsik/Skates moved to approve the recommendation for a Site Plan Amendment filed by Basso Builders, 405 Skyline Drive, for property at the corner of Skyline Drive and Curtis Street, Lake Geneva, WI 53147, Tax Key No. ZA459300001. To include staff recommendations, 2 Spruce trees planted to the West of the pool, staff to work with Basso to select an attractive fence and to add a walkway to the pool between buildings 2 & 3 to the parking lot. The motion carried unanimously.

\$400

APPLICATION FOR CONDITIONAL USE

City of Lake Geneva

SITE ADDRESS/PARCEL NO. AND FULL LEGAL DESCRIPTION REQUIRED (ATTACH SEPARATE SHEET IF NECESSARY):

252 CENTER ST. LAKE GENEVA, WI 53147

NAME AND ADDRESS OF CURRENT OWNER:

KOCOURSK PROPERTY HOLDINGS

880 S. LAKE SHORE DRIVE LAKE GENEVA, WI 53147

TELEPHONE NUMBER OF CURRENT OWNER: \_\_\_\_\_

NAME AND ADDRESS OF APPLICANT:

JULIE SELBY

800 BLUE SPANSE CIRCLE HARTLAND, WI 53029

TELEPHONE NUMBER OF APPLICANT: \_\_\_\_\_

PROPOSED CONDITIONAL USE:

RETAIL ART STUDIO WITH INSTRUCTIONAL CLASSES  
MALT BEVERAGES SERVED DURING CLASS, WILL  
ALSO SERVE LIGHT FOOD FARE.

ZONING DISTRICT IN WHICH LAND IS LOCATED: CB

NAMES AND ADDRESSES OF ARCHITECT, PROFESSIONAL ENGINEER AND CONTRACTOR OF PROJECT:

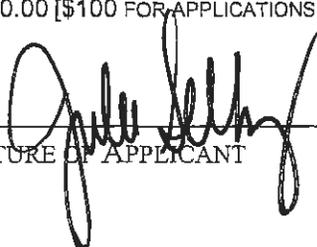
USING EXISTING VACANT SPACE

SHORT STATEMENT DESCRIBING ACTIVITIES TO BE CARRIED ON AT SITE:

RETAIL ART STUDIO WITH INSTRUCTIONAL CLASSES  
MALT BEVERAGES SERVED DURING CLASS

CONDITIONAL Use Fee PAYABLE UPON FILING APPLICATION: \$400.00 [\$100 FOR APPLICATIONS UNDER SEC. 98-407(3)]

10/22/15  
DATE

  
SIGNATURE OF APPLICANT

proposed for development OR if the proposed conditional use is a group development (per Section 98-208) a proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required on said site plan per Section 98-908.

(e) Written justification for the proposed conditional use:

\_\_\_\_\_ Indicating reasons why the Applicant believes the proposed conditional use is appropriate with the recommendations of the City of Lake Geneva Comprehensive Master Plan, particularly as evidenced by compliance with the standards set out in Section 98-905(4)(b)1.-6. (See below)

III. JUSTIFICATION OF THE PROPOSED CONDITIONAL USE

1. How is the proposed conditional use (the use in general, independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the City of Lake Geneva Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City?

STUDIO WILL USE EXISTING VACANT SPACE

2. How is the proposed conditional use, in its specific location, in harmony with the purposes, goals, objectives, policies and standards of the City of Lake Geneva Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City?

STUDIO WILL USE EXISTING VACANT SPACE

3. Does the proposed conditional use, in its proposed location and as depicted on the required site plan (see Section 98-905(3)(d)), result in any substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of the Zoning Ordinance, the Comprehensive Plan, or any other plan, program, map ordinance adopted or under consideration pursuant to official notice by the City or other governmental agency having jurisdiction to guide development?

NO

4. How does the proposed conditional use maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property?

RETAIL BUSINESS USE OF EXISTING SPACE. WE WILL OFFER INSTRUCTIONAL CLASSES SHOWING CUSTOMERS HOW TO MAKE WOOD SIGNS. WE WILL ALSO SERVE MALT BEVERAGES TO CUSTOMERS DURING CLASS. ALL CLASSES TAKE PLACE INSIDE.

5. Is the proposed conditional use located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property?

YES

6. Do the potential public benefits of the proposed conditional use outweigh all potential adverse impacts of the proposed conditional use (as identified in Subsections 98-905(4)(b)1.-5.), after taking into consideration the Applicant's proposal and any requirements recommended by the Applicant to ameliorate such impacts?

YES

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# *Board & Brush* creative studio

**Board and Brush – Lake Geneva  
Business Plan**

Julie Selby  
9-15-15

**Business Description:**

Legal Name of Business: B&B Lake Geneva, LLC.

Trade Name of Business: Board and Brush Creative Studio – Lake Geneva

Business Address: 252 Center Street Lake Geneva, WI 53147

Phone Numbers: 262-219-2224, 937-307-7066

Email: bblakegeneva@gmail.com

Structure of Business: LLC

Owners: Julie Selby, Curt Selby

Date Business Established: 10/2/2015

Nature of Business: Retail and woodworking educational studio

Bank and Branch Location: US Bank

**Business Summary:**

Our mission is to offer a unique, one-stop, creative experience for all ages, primarily focusing on women in the market segment of 21-75. Board and Brush will be a sought after location for a creative and fun birthday or private party experience. Board and Brush is dedicated to transforming the crafting doldrums into dashing DIY projects. All the tools and materials you'll need for our projects are included, and we provide step-by-step, hands on instruction at each class. We teach participants how to sand, stain, assemble and finish unique wood elements using a variety of workshop tools. Our goal is to help build confidence in our participant's DIY abilities and send everyone home with a unique, and beautiful piece for their home.

Our approximate 1000 square foot studio will be equipped with four 8 foot by 4 foot drafting tables which will allow us to seat 24 participants. Our business model and financials are under the assumption that our classes are filled at 75% capacity and that private lessons are a minimum of only 10 people.

**Product Overview:**

Participants will pay a flat fee to use the studio (\$60-\$75 for adult classes and \$25 for Children's classes), receive the training and take home the finished product. Participants' will only be using a hand drill and sand paper as well as painting tools. There will be no saw on the premises, as wood will be custom cut at the lumberyard for our studio.

The studio will offer a la carte alcoholic and non-alcoholic beverages to purchase. Wisconsin Classification A Malt Beverage license, which allows beer, will be obtained to legally serve the beverages. Retail products include custom made wood signs and decor.

**Our Customers:**

Participants are primarily women in the age group of 21-75 from the Lake Geneva and surrounding area looking for a social and creative experience with woodworking. We also target customers looking for a unique custom gift.

## **CONDITIONAL USE RESOLUTION 15-R53**

A resolution authorizing the issuance of a Conditional Use Permit to Samantha Strenger for Good Vibes, 721 Geneva Street, Lake Geneva, WI 53147 to operate a Physical Activity Studio (Yoga Studio), in the upper level space at 234 Broad Street, Lake Geneva, WI 53147.

WHEREAS, the City Plan Commission has considered the application of Samantha Strenger for Good Vibes,

WHEREAS, The City Plan Commission held a Public Hearing thereon pursuant to proper notice given on November 16, 2015.

NOW, THEREFORE, BE IT RESOLVED, that the Zoning Administrator be, and is hereby authorized, to issue a Conditional Use Permit for Samantha Strenger for Good Vibes to operate a Physical Activity Studio (Yoga Studio), in the upper level space at 234 Broad Street, Lake Geneva, WI 53147 in the Central Business (CB) zoning district, Tax Parcel ZOP 00257 with staff recommendations, and including all findings of fact.

Granted by action of the Common Council of the City of Lake Geneva this 23<sup>rd</sup> day of November, 2015.

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James R. Connors, Mayor

ATTEST:

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Sabrina Waswo, City Clerk

7. **Public Hearing and Recommendation on an a Conditional Use Application for Indoor Commercial Entertainment submitted by Julie Selby for Board & Brush, 800 Blue Spruce Circle, Hartland, WI 53029, for tenant space at 252 Center Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00258.**

DISCUSSION – Julie Selby (owner/applicant)

Applicant gave brief overview of the application details and there was a brief discussion amongst the Commission to clarify the details.

PUBLIC SPEAKERS - None

MOTION #4

Skates/Gibbs moved to close the public hearing. The motion carried unanimously.

MOTION #5

Kupsik/Gibbs moved to approve the application for Indoor Commercial Entertainment submitted by Julie Selby for Board & Brush, 800 Blue Spruce Circle, Hartland, WI 53029, for tenant space at 252 Center Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00258. The motion carried unanimously.

8. **Public Hearing and Recommendation on an a Conditional Use Application for a Physical Activity Studio (Yoga Studio) submitted by Samantha Strenger, 721 Geneva Street, Lake Geneva, WI 53147 for an upper level space at Good Vibes, at 234 Broad Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00257.**

DISCUSSION

Applicant was not present. Inspector Robers gave brief overview of the application details and there was a brief discussion amongst the Commission to clarify the details.

PUBLIC SPEAKERS - None

MOTION #6

Kupsik/Mayor Connors moved to close the public hearing. The motion carried unanimously.

MOTION #7

Kupsik/Flower moved to approve the application for a Physical Activity Studio (Yoga Studio) submitted by Samantha Strenger, 721 Geneva Street, Lake Geneva, WI 53147 for an upper level space at Good Vibes, at 234 Broad Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00257, to include the findings of fact and staff recommendations. The motion carried unanimously.

9. **Review and recommendation for a Site Plan Amendment filed by Basso Builders, 405 Skyline Drive, for property at the corner of Skyline Drive and Curtis Street, Lake Geneva, WI 53147, Tax Key No. ZA459300001.**

DISCUSSION – Josh Basso / Basso Builders

Applicant gave brief overview of the application details and there was a brief discussion amongst the Commission to clarify the details. There was a brief discussion of pool details, walkway to, planned fencing, landscaping plans and pool hours.

MOTION #8

Kupsik/Skates moved to approve the recommendation for a Site Plan Amendment filed by Basso Builders, 405 Skyline Drive, for property at the corner of Skyline Drive and Curtis Street, Lake Geneva, WI 53147, Tax Key No. ZA459300001. To include staff recommendations, 2 Spruce trees planted to the West of the pool, staff to work with Basso to select an attractive fence and to add a walkway to the pool between buildings 2 & 3 to the parking lot. The motion carried unanimously.

APPLICATION FOR CONDITIONAL USE

City of Lake Geneva

SITE ADDRESS/PARCEL NO. AND FULL LEGAL DESCRIPTION REQUIRED (ATTACH SEPARATE SHEET IF NECESSARY):

234 Broad Street Lake Geneva, WI 53147 upper room

NAME AND ADDRESS OF CURRENT OWNER:

Richard Hermann - East Troy

TELEPHONE NUMBER OF CURRENT OWNER:

NAME AND ADDRESS OF APPLICANT:

Samantha Stronger 721 Geneva Street Lake Geneva, WI  
53147

TELEPHONE NUMBER OF APPLICANT:

PROPOSED CONDITIONAL USE:

Physical Activity Studio

ZONING DISTRICT IN WHICH LAND IS LOCATED:

Commercial

NAMES AND ADDRESSES OF ARCHITECT, PROFESSIONAL ENGINEER AND CONTRACTOR OF PROJECT:

n/a - renovation completed and inspected

SHORT STATEMENT DESCRIBING ACTIVITIES TO BE CARRIED ON AT SITE:

Yoga classes, art classes, informational speakers

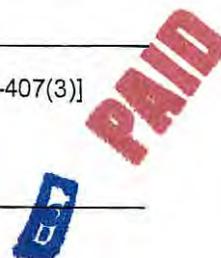
CONDITIONAL Use FEE PAYABLE UPON FILING APPLICATION: \$400.00 [\$100 FOR APPLICATIONS UNDER SEC. 98-407(3)]

10/19/15

DATE

Samantha Stronger

SIGNATURE OF APPLICANT



proposed for development OR if the proposed conditional use is a group development (per Section 98-208) a proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required on said site plan per Section 98-908.

(e) **Written justification for the proposed conditional use:**

\_\_\_\_\_ Indicating reasons why the Applicant believes the proposed conditional use is appropriate with the recommendations of the City of Lake Geneva Comprehensive Master Plan, particularly as evidenced by compliance with the standards set out in Section 98-905(4)(b)1.-6. (See below)

**III. JUSTIFICATION OF THE PROPOSED CONDITIONAL USE**

1. How is the proposed conditional use (the use in general, independent of its location) in harmony with the purposes, goals, objectives, policies and standards of the City of Lake Geneva Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City?

Provides healthy activities for members of the  
Lake Geneva Community.

2. How is the proposed conditional use, in its specific location, in harmony with the purposes, goals, objectives, policies and standards of the City of Lake Geneva Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice by the City?

Convenient downtown location for community members to  
practice yoga and art.

3. Does the proposed conditional use, in its proposed location and as depicted on the required site plan (see Section 98-905(3)(d)), result in any substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of the provisions of the Zoning Ordinance, the Comprehensive Plan, or any other plan, program, map ordinance adopted or under consideration pursuant to official notice by the City or other governmental agency having jurisdiction to guide development?

No

4. How does the proposed conditional use maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property?

Doesn't change land use of property.

5. Is the proposed conditional use located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property?

yes

6. Do the potential public benefits of the proposed conditional use outweigh all potential adverse impacts of the proposed conditional use (as identified in Subsections 98-905(4)(b)1.-5.), after taking into consideration the Applicant's proposal and any requirements recommended by the Applicant to ameliorate such impacts?

yes



## 12.c. Basso Builders Site Plan Amendment

City of Lake Geneva  
Building and Zoning  
626 Geneva Street  
Lake Geneva, WI 53147

To the Mayor and Common Council,

At the November 16, 2015 meeting of the Plan Commission two items were recommended for approval.

A site plan amendment filed by Basso Builders, 405 Skyline Drive, Lake Geneva, WI 53147 for an increase in the size of the garages, an increase in the size of the ranch units, and an addition of a swimming pool and pool house for their development at Skyline Road and Curtis Street, Tax Parcel #ZA459300001. Plan Commission added the provisions of two Spruce trees on the West side of pool, walkway between buildings 2 & 3 to the pool, and developer to work with staff on an attractive fence around the pool.

A preliminary plat filed by Kapur & Associates, Inc. for Symphony Bay subdivision for land located between Bloomfield Road and Townline Road and East of Edwards Blvd formally known as Southland Farms subdivision. Plan Commission recommended that the Final Plat, Engineering and Traffic Study be reviewed by an independent engineering firm as Kapur & Associates, Inc. is the registered City of Lake Geneva Engineer and that walking path be extended to Bloomfield Road on the Southeast corner of property. (As a note our subdivision ordinance requires the City Engineer to design and inspect the utilities that will be turned over to the City.)

As the Building and Zoning Administrator I am therefore requesting that the City Council take into consideration the unanimous vote of the Plan Commission and approve both the Site Plan Amendment and the Preliminary Plat for Symphony Bay subdivision including all of the Plan Commission conditions of approval.

Sincerely,  
Kenneth Robers  
Building and Zoning Administrator

7. **Public Hearing and Recommendation on an a Conditional Use Application for Indoor Commercial Entertainment submitted by Julie Selby for Board & Brush, 800 Blue Spruce Circle, Hartland, WI 53029, for tenant space at 252 Center Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00258.**

DISCUSSION – Julie Selby (owner/applicant)

Applicant gave brief overview of the application details and there was a brief discussion amongst the Commission to clarify the details.

PUBLIC SPEAKERS - None

MOTION #4

Skates/Gibbs moved to close the public hearing. The motion carried unanimously.

MOTION #5

Kupsik/Gibbs moved to approve the application for Indoor Commercial Entertainment submitted by Julie Selby for Board & Brush, 800 Blue Spruce Circle, Hartland, WI 53029, for tenant space at 252 Center Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00258. The motion carried unanimously.

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DISCUSSION

Applicant was not present. Inspector Robers gave brief overview of the application details and there was a brief discussion amongst the Commission to clarify the details.

PUBLIC SPEAKERS - None

MOTION #6

Kupsik/Mayor Connors moved to close the public hearing. The motion carried unanimously.

MOTION #7

Kupsik/Flower moved to approve the application for a Physical Activity Studio (Yoga Studio) submitted by Samantha Strenger, 721 Geneva Street, Lake Geneva, WI 53147 for an upper level space at Good Vibes, at 234 Broad Street, Lake Geneva, WI 53147, Tax Key No. ZOP 00257, to include the findings of fact and staff recommendations. The motion carried unanimously.

9. **Review and recommendation for a Site Plan Amendment filed by Basso Builders, 405 Skyline Drive, for property at the corner of Skyline Drive and Curtis Street, Lake Geneva, WI 53147, Tax Key No. ZA459300001.**

DISCUSSION – Josh Basso / Basso Builders

Applicant gave brief overview of the application details and there was a brief discussion amongst the Commission to clarify the details. There was a brief discussion of pool details, walkway to, planned fencing, landscaping plans and pool hours.

MOTION #8

Kupsik/Skates moved to approve the recommendation for a Site Plan Amendment filed by Basso Builders, 405 Skyline Drive, for property at the corner of Skyline Drive and Curtis Street, Lake Geneva, WI 53147, Tax Key No. ZA459300001. To include staff recommendations, 2 Spruce trees planted to the West of the pool, staff to work with Basso to select an attractive fence and to add a walkway to the pool between buildings 2 & 3 to the parking lot. The motion carried unanimously.

**APPLICATION FOR SITE PLAN REVIEW**

**City of Lake Geneva**

Site Address and Parcel No. or Legal Description:

Z40P 00130C + ZMCA 0005 2

Name and Address of Current Owner:

Howard Basso

Telephone No. of Current Owner including area code: 262-248-3378

Name and Address of Applicant:

Basso Builders  
405 Skyline drive Lake Geneva, WI 53147

Telephone No. of Applicant including area code: 262-248-3378

Proposed Use:

Group Development

Zoning District: \_\_\_\_\_

Names and Addresses of architect, professional engineer and contractor of project:

Farris, Nansen + Associates Pna  
P.O. Box 437  
Elkhorn WI 53121

Short statement describing activities to take place on site:

Pool  
Ranch Units Larger  
Garages Larger  
Done for Storage to keep Units Neat outside.

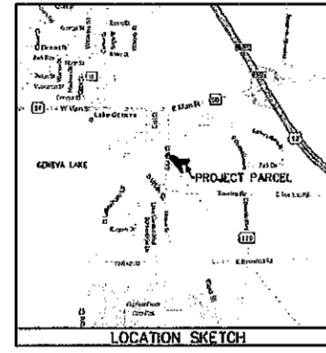
Site Plan Review fee: \$400.00, due upon filing of Application.

  
\_\_\_\_\_  
Signature of Applicant

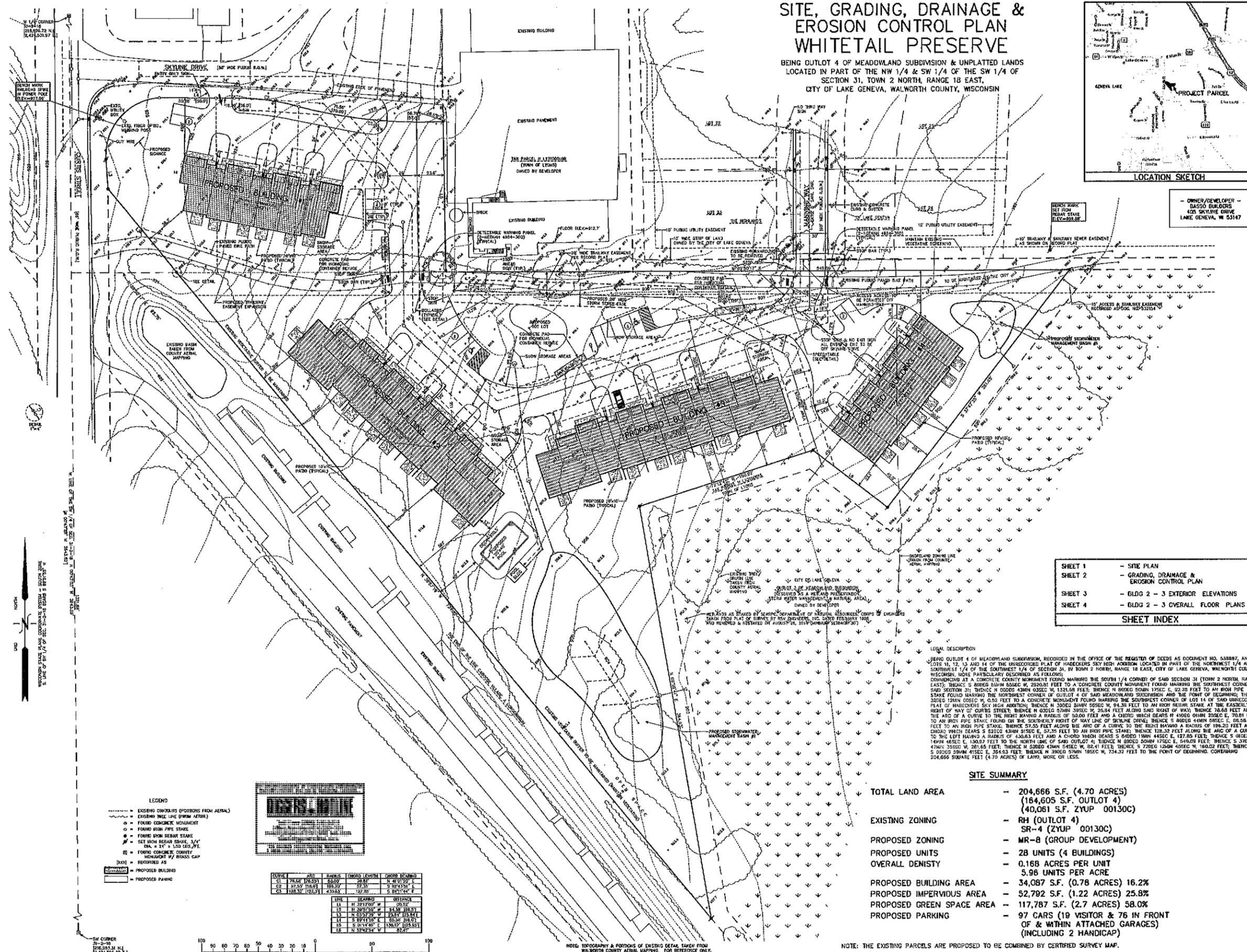
**AGREEMENT FOR SERVICES**

# SITE, GRADING, DRAINAGE & EROSION CONTROL PLAN WHITETAIL PRESERVE

BEING OUTLOT 4 OF MEADOWLAND SUBDIVISION & UNPLATTED LANDS  
LOCATED IN PART OF THE NW 1/4 & SW 1/4 OF THE SW 1/4 OF  
SECTION 31, TOWN 2 NORTH, RANGE 18 EAST,  
CITY OF LAKE GENEVA, WALWORTH COUNTY, WISCONSIN



OWNER/DEVELOPER --  
BASCO BUILDERS  
405 SKYLINE DRIVE  
LAKE GENEVA, WI 53147



SHEET INDEX	
SHEET 1	- SITE PLAN
SHEET 2	- GRADING, DRAINAGE & EROSION CONTROL PLAN
SHEET 3	- BLDG 2 - 3 EXTERIOR ELEVATIONS
SHEET 4	- BLDG 2 - 3 OVERALL FLOOR PLANS

**LEGAL DESCRIPTION**  
BEING OUTLOT 4 OF MEADOWLAND SUBDIVISION, RECORDED IN THE OFFICE OF THE REGISTER OF DEEDS AS DOCUMENT NO. 53887, AND LOTS 11, 12, 13 AND 14 OF THE UNRECORDED PLAT OF HAECKERS SKY HIGH ADDITION LOCATED IN PART OF THE NORTHWEST 1/4 AND SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 31, IN TOWN 2 NORTH, RANGE 18 EAST, CITY OF LAKE GENEVA, WALWORTH COUNTY, WISCONSIN, MORE PARTICULARLY DESCRIBED AS FOLLOWS:  
COMMENCING AT A CONCRETE COUNTY MONUMENT FOUND MARKING THE SOUTHWEST CORNER OF SAID SECTION 31; THENCE N 00°00' 00" E 1321.68 FEET; THENCE N 89°00' 00" E 92.70 FEET TO AN IRON PIPE STAKE FOUND MARKING THE NORTHWEST CORNER OF OUTLOT 4 OF SAID MEADOWLAND SUBDIVISION AND THE POINT OF BEGINNING; THENCE N 30°00' 00" E 1200.00 FEET TO A CONCRETE MONUMENT FOUND MARKING THE SOUTHWEST CORNER OF LOT 14 OF SAID UNRECORDED PLAT OF HAECKERS SKY HIGH ADDITION; THENCE N 20°00' 00" E 84.30 FEET TO AN IRON REBAR STAKE AT THE EASTWESTLY RIGHT OF WAY OF CURVE STREET; THENCE N 00°00' 00" E 265.84 FEET ALONG SAID RIGHT OF WAY; THENCE N 60°00' 00" E 70.81 FEET TO AN IRON PIPE STAKE FOUND ON THE SOUTHWESTLY FRONT OF WAY LINE OF SKYLINE DRIVE; THENCE S 80°00' 00" E 80.00 FEET TO AN IRON PIPE STAKE; THENCE S 75°00' 00" E 57.25 FEET TO AN IRON PIPE STAKE; THENCE 128.32 FEET ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 430.83 FEET AND A CHORD WHICH BEARS S 80°00' 00" E 127.85 FEET; THENCE S 0°00' 00" E 130.00 FEET TO THE NORTH LINE OF SAID OUTLOT 4; THENCE N 89°00' 00" E 549.00 FEET; THENCE S 30°00' 00" E 470.00 FEET; THENCE N 30°00' 00" E 304.83 FEET; THENCE N 30°00' 00" E 720.00 FEET TO THE POINT OF BEGINNING, CONTAINING 204,666 SQUARE FEET (4.70 ACRES) OF LAND, MORE OR LESS.

SITE SUMMARY	
TOTAL LAND AREA	- 204,666 S.F. (4.70 ACRES) (184,605 S.F. OUTLOT 4) (40,061 S.F. ZYUP 00130C)
EXISTING ZONING	- RH (OUTLOT 4) SR-4 (ZYUP 00130C)
PROPOSED ZONING	- MR-8 (GROUP DEVELOPMENT)
PROPOSED UNITS	- 28 UNITS (4 BUILDINGS)
OVERALL DENSITY	- 0.168 ACRES PER UNIT 5.96 UNITS PER ACRE
PROPOSED BUILDING AREA	- 34,087 S.F. (0.78 ACRES) 16.2%
PROPOSED IMPERVIOUS AREA	- 52,792 S.F. (1.22 ACRES) 25.8%
PROPOSED GREEN SPACE AREA	- 117,787 S.F. (2.7 ACRES) 58.0%
PROPOSED PARKING	- 97 CARS (19 VISITOR & 76 IN FRONT OF & WITHIN ATTACHED GARAGES) (INCLUDING 2 HANDICAP)

**LEGEND**

- EXISTING CONTOURS (SPACING FROM AERIAL)
- EXISTING TRAIL LINE (FROM AERIAL)
- FOUND CONCRETE MONUMENT
- FOUND IRON PIPE STAKE
- FOUND IRON REBAR STAKE
- SET IRON REBAR STAKE, 1/4" DIA. x 24" x 150 LBS. 9/11
- FOUND CONCRETE COUNTY MONUMENT w/ BRASS CAP
- RECORDED AS
- PROPOSED BUILDING
- PROPOSED PAVEMENT

CURVE	ARC	RADIUS	CHORD LENGTH	CHORD BEARING
C1	75.64	176.551	55.09	20.81° N 41°03'00" E
C2	27.07	75.811	19.27	5° 00' 00" E
C3	128.32	122.51	43.83	192.85° S 81°14'44" E

LINE	BEARING	DISTANCE
15	N 89°00' 00" E	54.90
16	N 30°00' 00" E	304.83
17	N 30°00' 00" E	720.00
18	S 80°00' 00" E	127.85
19	S 0°00' 00" E	130.00
20	S 30°00' 00" E	470.00
21	N 30°00' 00" E	84.30

NOTE: TOPOGRAPHY & POINTS OF EXISTING DATA TAKEN FROM WALWORTH COUNTY AERIAL MAPS, FOR REFERENCE ONLY.

NOTE: THE EXISTING PARCELS ARE PROPOSED TO BE COMBINED BY CERTIFIED SURVEY MAP.



**SITE, GRADING, DRAINAGE & EROSION CONTROL PLAN  
WHITETAIL PRESERVE**  
CITY OF LAKE GENEVA, WALWORTH COUNTY, WISCONSIN

**SITE PLAN**

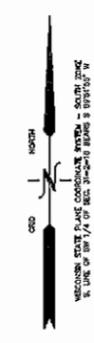
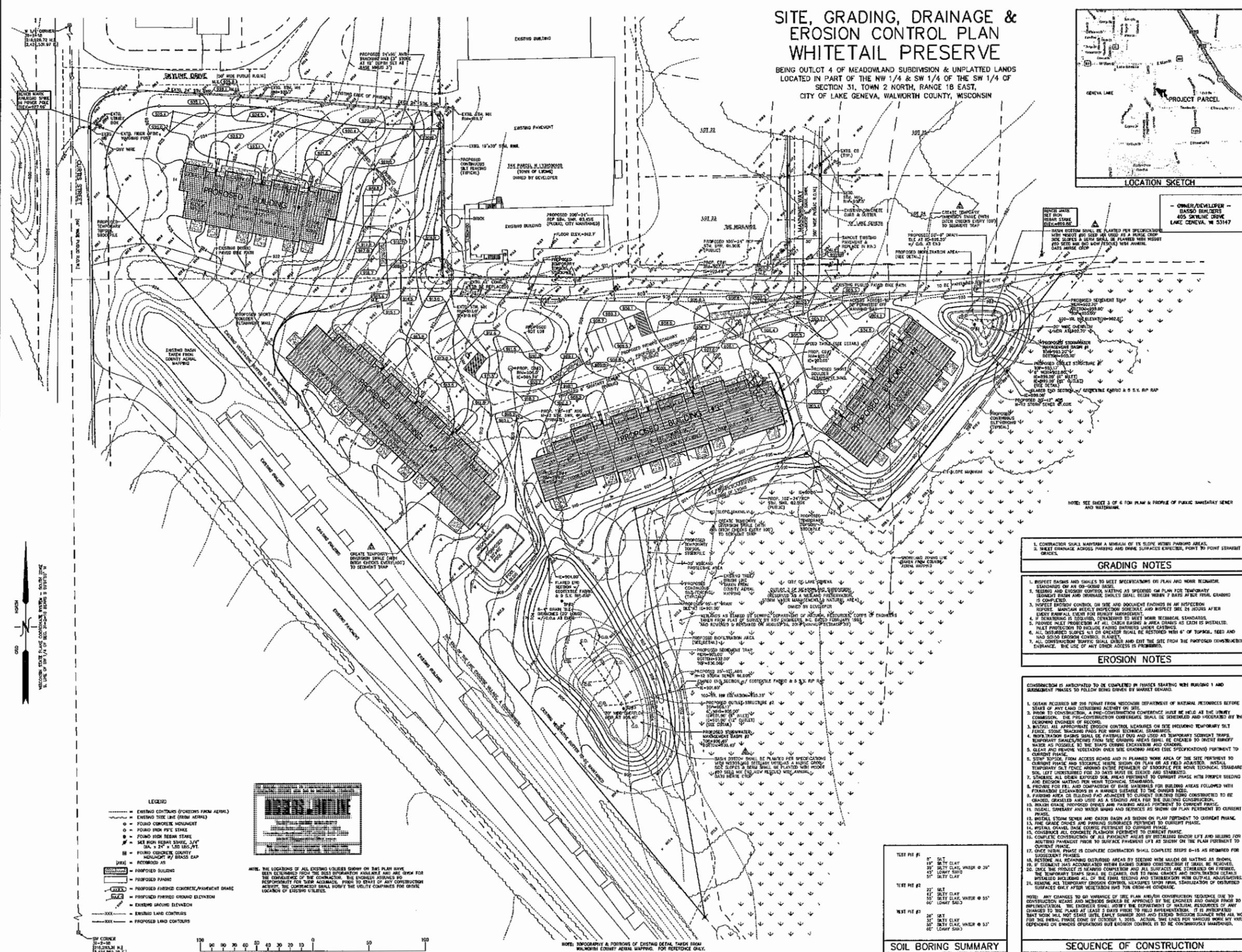
**FARRIS, HANSEN & ASSOCIATES, INC.**  
ENGINEERING - ARCHITECTURE - SURVEYING  
7 REDBAY COURT P.O. BOX 437  
ELKHORN, WISCONSIN 53121  
OFFICE: (262) 723-2090 FAX: (262) 723-6886

REVISIONS
4/20/2015 - MR. HANSEN
5/21/2015 - MR. HANSEN
6/11/2015 - MR. HANSEN
6/22/2015 - MR. HANSEN
6/25/2015 - MR. HANSEN
6/27/2015 - MR. HANSEN
6/29/2015 - MR. HANSEN
6/30/2015 - MR. HANSEN
7/2/2015 - MR. HANSEN

PROJECT NO.  
5970.2014  
DATE  
3/6/2015  
SHEET NO.  
1 OF 4

# SITE, GRADING, DRAINAGE & EROSION CONTROL PLAN WHITETAIL PRESERVE

BEING OUTLOT 4 OF MEADOWLAND SUBDIVISION & UNPLATTED LANDS  
LOCATED IN PART OF THE NW 1/4 & SW 1/4 OF THE SW 1/4 OF  
SECTION 31, TOWN 2 NORTH, RANGE 18 EAST,  
CITY OF LAKE GENEVA, WALWORTH COUNTY, WISCONSIN



- LEGEND**
- EXISTING CONTAINERS (PORTIONS FROM AERIAL)
  - EXISTING TREE LINE (FROM AERIAL)
  - FOUND CONCRETE FOUNDATION
  - FOUND HIGH PIPE STAKE
  - FOUND HIGH REBAR STAKE
  - SET FROM REBAR STAKE, 3/4" DIA. x 24" x 1/2" DIA. 1/2" DIA.
  - FOUND CONCRETE COUNTY MONUMENT # BY BRASS CAP
  - PROPOSED BUILDING
  - PROPOSED PARKING
  - PROPOSED FINISHED CONCRETE/PAVEMENT GRADE
  - PROPOSED FINISHED GROUND ELEVATION
  - EXISTING GROUND ELEVATION
  - EXISTING LAND CONTOURS
  - PROPOSED LAND CONTOURS



NOTE: THE LOCATIONS OF ALL EXISTING UTILITIES SHOWN ON THIS PLAN HAVE BEEN OBTAINED FROM THE BEST INFORMATION AVAILABLE AND ARE GIVEN FOR THE CONVENIENCE OF THE CONTRACTOR. THE ENGINEER ASSUMES NO RESPONSIBILITY FOR THEIR ACCURACY. PRIOR TO START OF ANY CONSTRUCTION ACTIVITY, THE CONTRACTOR SHALL VERIFY THE UTILITY COMPANIES FOR EXISTING UTILITY LOCATIONS.

MAP SCALE IN FEET ORIGINAL 1" = 30'

1. CONTRACTOR SHALL MAINTAIN A MINIMUM OF 1% SLOPE WITHIN PARKING AREAS.
2. SWALE DRAINAGE ACROSS PARKING AND DRIVE SURFACES EXPECTED, POINT TO POINT STRAIGHT GRIDES.

### GRADING NOTES

1. INSPECT BASHES AND CHUTES TO MEET SPECIFICATIONS OF PLAN AND WORK TECHNICAL STANDARDS ON AN 80-DEGREE BASE.
2. SEEDING AND EROSION CONTROL MATTING AS SPECIFIED ON PLAN FOR TEMPORARY EXPOSED EARTH AND DRIVELAND SHALL BE PLANTED WITHIN 7 DAYS AFTER FINAL GRADING IS COMPLETED.
3. INSPECT EROSION CONTROL ON SITE AND DOCUMENT FINDINGS IN AN INSPECTION REPORT. MAINTAIN WEEKLY INSPECTION SCHEDULE AND INSPECT ONE 24 HOURS AFTER EVERY RAINFALL EVENT FOR REMEDY NECESSARY.
4. IF DISTURBING IS REQUIRED, DISTURBING TO MEET WORK TECHNICAL STANDARDS.
5. PROTECT ALL EXISTING UTILITIES AND AREAS DURING ALL PHASES OF CONSTRUCTION. ALL PROTECTION TO INCLUDE FENCED BATTERIES UNDER CASTINGS.
6. ALL DISTURBED SLOPES 4:1 OR GREATER SHALL BE RESTORED WITH 6" OF TOPSOIL, SEED AND MULCH SOLO EROSION CONTROL PLANETS.
7. ALL CONSTRUCTION TRAFFIC SHALL ENTER AND EXIT THE SITE FROM THE PROPOSED CONSTRUCTION ENTRANCE. THE USE OF ANY OTHER ACCESS IS PROHIBITED.

### EROSION NOTES

CONSTRUCTION IS ANTICIPATED TO BE COMPLETED IN PHASES STARTING WITH BUILDING 1 AND SUBSEQUENT PHASES TO FOLLOW BEING DRIVEN BY MARKET DEMAND.

1. OBTAIN REQUIRED NR 205 PERMIT FROM WISCONSIN DEPARTMENT OF NATURAL RESOURCES BEFORE START OF ANY LAND DISTURBING ACTIVITY ON SITE.
2. PRIOR TO CONSTRUCTION, A PRE-CONSTRUCTION CONFERENCE MUST BE HELD AT THE UTILITY COMMISSION. THE PRE-CONSTRUCTION CONFERENCE SHALL BE CHAIRED AND MODERATED BY THE DESIGNING ENGINEER OR SECOND.
3. INSTALL ALL APPROPRIATE EROSION CONTROL MEASURES ON SITE INCLUDING TEMPORARY SILT FENCE, STORM TRACKING PANS FOR WORK TECHNICAL STANDARDS, INSPECTION BASKETS SHALL BE PARTIALLY DUG AND USED AS TEMPORARY SEDIMENT TRAPS. TEMPORARY SILT FENCE/SCREENS FROM SITE CHANGING AREAS SHALL BE CREATED TO DRAIN RUNOFF WATER AS POSSIBLE TO THE BASH'S CORNER EXCAVATION AND CORNER.
4. CLEAR AND REMOVE VEGETATION OVER SITE GRADING AREAS (SEE SPECIFICATIONS) PERTINENT TO CURRENT PHASE.
5. STRIP TOPSOIL FROM ACCESS ROADS AND IN PLANNED WORK AREA OF THE SITE PERTINENT TO CURRENT PHASE AND STOCKPILE HEREIN OR PLAN OR AS FIELD ADJACENT. INSTALL TEMPORARY SILT FENCE AROUND ENTIRE PERIMETER OF STOCKPILE PER WORK TECHNICAL STANDARDS. SOIL LEFT UNDISTURBED FOR 30 DAYS MUST BE SEED AND STABILIZED.
6. STABILIZE ALL OTHER EXPOSED SOIL AREAS PERTINENT TO CURRENT PHASE WITH PROPER SEEDING AND EROSION MATTING PER WORK TECHNICAL STANDARDS.
7. PROVIDE FOR FILL AND COMPACTION OF BASE MATERIALS FOR BUILDING AREAS FOLLOWED WITH FOUNDATION EXCAVATIONS IN A MANNER SUITABLE TO THE OWNERS NEED.
8. PARKING AREA GRADING AND ADJACENT TO CURRENT BUILDING BEING CONSTRUCTED TO BE GRADED, CRACKLED AND USED AS A SEEDING AREA FOR THE DRAINAGE CONSTRUCTION.
9. HOLD GRADING PROPOSED DRIVE AND PARKING AREAS PERTINENT TO CURRENT PHASE.
10. INSTALL SANITARY AND WATER MAINS AND SERVICES AS SHOWN ON PLAN PERTINENT TO CURRENT PHASE.
11. INSTALL STORM SEWER AND CATCH BASIN AS SHOWN ON PLAN PERTINENT TO CURRENT PHASE.
12. FINE GRADE DRIVE AND PARKING SURFACES PERTINENT TO CURRENT PHASE.
13. INSTALL GRAVEL BASE CORNER PERTINENT TO CURRENT PHASE.
14. COMPLETE ALL CONCRETE PLANKS PERTINENT TO CURRENT PHASE.
15. COMPLETE CONSTRUCTION OF ALL PAVEMENT AREAS BY INSTALLING BRICKER LIFT AND MILLING FOR MULTIPLE PAVEMENT PRIOR TO SURFACE PAVEMENT LIFT AS SHOWN ON THE PLAN PERTINENT TO CURRENT PHASE.
16. ONCE INITIAL PHASE IS COMPLETE CONTRACTOR SHALL COMPLETE STEPS 6-15 AS REQUIRED FOR SUBSEQUENT PHASES.
17. RESTORE ALL REMAINING DISTURBED AREAS BY SEEDING WITH MULCH OR MATTING AS SHOWN.
18. IF DISTURBING HAS ACCUMULATED WITHIN BASHES DURING CONSTRUCTION IT SHALL BE REMOVED.
19. ONCE THE PROJECT IS NEARLY COMPLETE AND ALL SURFACES ARE STABILIZED OR FINISHED, THE TEMPORARY SILT FENCE SHALL BE CLEANED OUT TO FINAL GRADES AND DISTRIBUTION DETAILS. INSTALL BATTERIES ALL OF THE FINAL SEEDING AND STABILIZATION WITH 6" OF ALL ADJACENTS.
20. REMOVE ALL TEMPORARY EROSION CONTROL MEASURES UPON FINAL STABILIZATION OF DISTURBED AREAS ONLY AFTER VEGETATION HAS TAKEN HOLD AND GROWING.

### SEQUENCE OF CONSTRUCTION

**SOIL BORING SUMMARY**

TEST PIT #	DEPTH	SOIL TYPE
TEST PIT #1	0' - 2'	SILT CLAY
	2' - 4'	SILT CLAY, WATER @ 30"
	4' - 6'	CLAY SAND
TEST PIT #2	0' - 2'	SILT CLAY
	2' - 4'	SILT CLAY, WATER @ 55"
	4' - 6'	LOAMY SAND
TEST PIT #3	0' - 2'	SILT
	2' - 4'	SILT CLAY
	4' - 6'	SILT CLAY, WATER @ 53"



**SITE, GRADING, DRAINAGE & EROSION CONTROL PLAN  
WHITETAIL PRESERVE**  
CITY OF LAKE GENEVA, WALWORTH COUNTY, WISCONSIN

**GRADING, DRAINAGE & EROSION CONTROL PLAN**

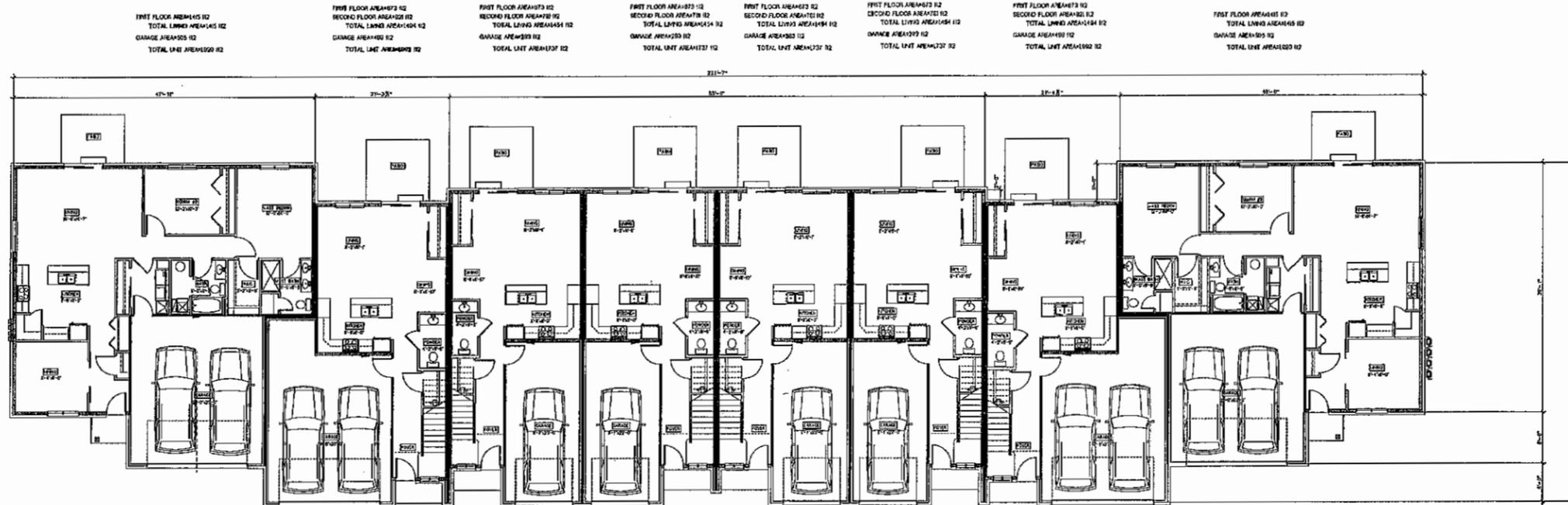
**FARRIS, HANSEN & ASSOCIATES, INC.**  
ENGINEERING - ARCHITECTURE - SURVEYING  
7 RIDGWAY COURT P.O. BOX 437  
ELKHORN, WISCONSIN 53121  
OFFICE: (262) 723-3098 FAX: (262) 723-5686

**REVISIONS**

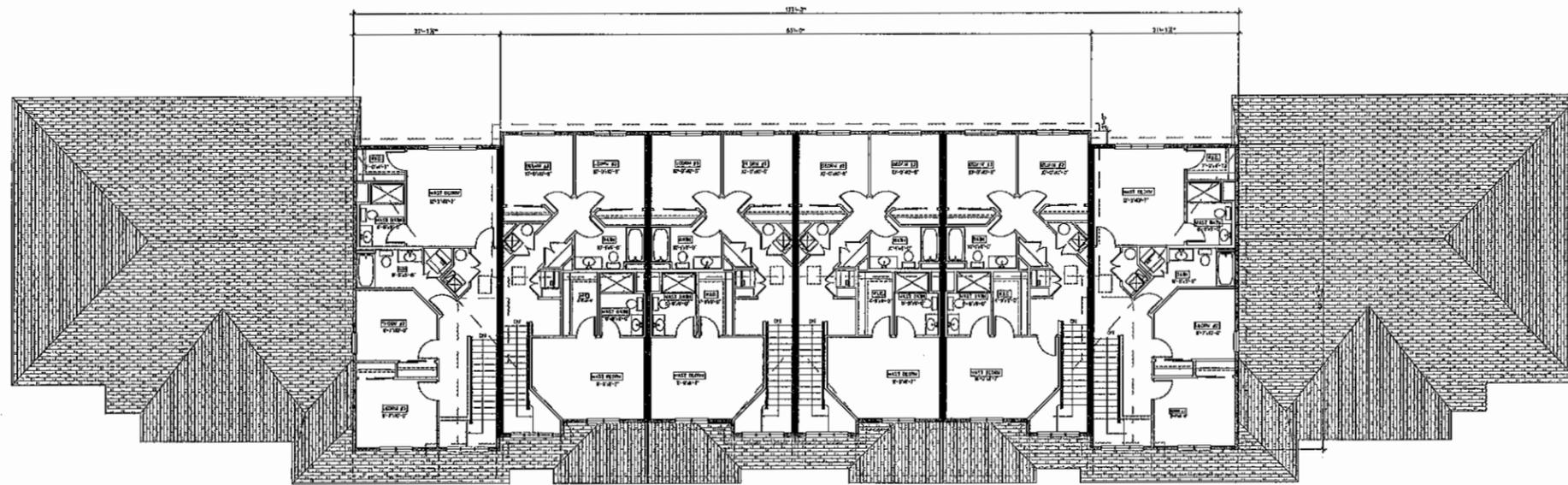
NO.	DATE	DESCRIPTION
1	1/26/2010	ISSUE FOR PERMITS
2	3/1/2010	PER OWNER COMMENTS
3	5/22/2010	PER OWNER COMMENTS
4	6/2/2010	PER OWNER COMMENTS
5	6/10/2010	PER OWNER COMMENTS
6	6/10/2010	PER OWNER COMMENTS
7	6/10/2010	PER OWNER COMMENTS
8	6/10/2010	PER OWNER COMMENTS
9	6/10/2010	PER OWNER COMMENTS
10	6/10/2010	PER OWNER COMMENTS

PROJECT NO.  
**5970.2014**  
DATE  
**3/6/2015**  
SHEET NO.  
**2 OF 4**





FIRST FLOOR PLAN  
SCALE 1/8"=1'-0"



SECOND FLOOR PLAN  
SCALE 1/8"=1'-0"

R:\Projects\5870\_5870\_2014\DWG\ARCHITECT\WORKING DRAWINGS\BLDG\PROBLETA\5870\_2014\_001.dwg

<p>OVERALL PLANS FIRST FLOOR PLAN SECOND FLOOR PLAN</p>	<p>BUILDING NO. 2 &amp; 3 WHITETAIL PRESERVE CITY OF LAKE GENEVA WALWORTH CO., WISCONSIN</p>	<p>FARRIS, HANSEN &amp; ASSOCIATES, INC. Engineering, Architecture, Surveying 7 Ridgway Court P.O. Box 437 ELKHORN, WISCONSIN 53121 Office: (262) 723-2058 Fax: (262) 723-5886</p>	<p>REVISIONS DRAWING NO. 5870.2014</p>	<p>PROJECT NO. 5870.2014 DATE 04/23/15 SHEET NO. 4 of 4</p>
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City of Lake Geneva  
Building and Zoning  
626 Geneva Street  
Lake Geneva, WI 53147

To the Mayor and Common Council,

At the November 16, 2015 meeting of the Plan Commission two items were recommended for approval.

A site plan amendment filed by Basso Builders, 405 Skyline Drive, Lake Geneva, WI 53147 for an increase in the size of the garages, an increase in the size of the ranch units, and an addition of a swimming pool and pool house for their development at Skyline Road and Curtis Street, Tax Parcel #ZA459300001. Plan Commission added the provisions of two Spruce trees on the West side of pool, walkway between buildings 2 & 3 to the pool, and developer to work with staff on an attractive fence around the pool.

→ A preliminary plat filed by Kapur & Associates, Inc. for Symphony Bay subdivision for land located between Bloomfield Road and Townline Road and East of Edwards Blvd formally known as Southland Farms subdivision. Plan Commission recommended that the Final Plat, Engineering and Traffic Study be reviewed by an independent engineering firm as Kapur & Associates, Inc. is the registered City of Lake Geneva Engineer and that walking path be extended to Bloomfield Road on the Southeast corner of property. (As a note our subdivision ordinance requires the City Engineer to design and inspect the utilities that will be turned over to the City.)

As the Building and Zoning Administrator I am therefore requesting that the City Council take into consideration the unanimous vote of the Plan Commission and approve both the Site Plan Amendment and the Preliminary Plat for Symphony Bay subdivision including all of the Plan Commission conditions of approval.

Sincerely,  
Kenneth Robers  
Building and Zoning Administrator

**10. Review and recommendation for a Preliminary Plat filed by Kapur & Associates, Inc. for Symphony Bay, for property located South of Townline Road, North of Bloomfield Road and East of Edwards Blvd. Lake Geneva, WI 53147, formally known as Southland Farms Subdivision, Tax Key No's to be assigned.**

DISCUSSION – Brian Pollard/Fairwyn Development and Steve Batchesson/Taylor Morrison

Applicant gave brief overview of the application details and there was a brief discussion amongst the Commission to clarify the details. Commissioner Flower suggested there may be a conflict of interest with their engineer being Kapur & Associates, which is also the City's engineer company. Atty. Draper confirmed that the Plan Commission has the right to request a second engineer's review. Inspector Robers suggested that perhaps it is better to have an independent engineer's review done during the final plat review which will encompass more detail (elevations, drainage, complete engineering for the whole subdivision). Slavney agreed and added that the independent engineer should also review the traffic study.

MOTION #9

Flowers/Mayor Connors moved to approve the recommendation for a Preliminary Plat filed by Kapur & Associates, Inc. for Symphony Bay, for property located South of Townline Road, North of Bloomfield Road and East of Edwards Blvd. Lake Geneva, WI 53147, formally known as Southland Farms Subdivision, Tax Key No's to be assigned. To include staff recommendations, extension of the trail on the SE corner with Bloomfield Road and an independent engineer to be brought on to do a review of all pertinent engineering details at the Final Plat. The motion carried unanimously.

**11. Public Hearing and recommendation on a Conditional Use Application filed by Kelly C. Frazier of McCormack + Etten / Architects, LLP, 400 Broad Street, Lake Geneva, WI 53147 for Bruce & Joy Irucci, 13481 Edgewater Drive, Lakewood, OH 44107, to construct an addition to a Single Family Residence using the SR-4 Zoning requirements in an Estate Residential Zoning District (ER-1) located at 145 Lakeview Drive, Tax Key No. ZLM 00074.**

DISCUSSION – Kelly C. Frazier / McCormack & Etten (agent for applicant)

Frazier gave brief overview of the application details and there was a brief discussion amongst the Commission to clarify the details. There was significant discussion regarding the existing neighborhood drainage issues and drainage issues for this new project and how they will affect each other. Specific drainage studies and documents were not available in time for review prior to this meeting but are now available per Frazier. Inspector Robers stated that no building permits would be created until the City engineer had approved their drainage plan. Mayor Connors/Flower stated that they would like to have the City engineer approve the drainage first before going any further with this request.

PUBLIC SPEAKER #1 –Dawn Marie Mancusso /1575 Orchard Lane, LG

Mancusso is a neighbor to the applicant's site address and voiced serious concerns regarding drainage and flooding. She already has existing water drainage issues and fears this will add to those issues.

PUBLIC SPEAKER #2 = Hugh Connelly/1589 Orchard, LG

Connelly is a neighbor to the applicant's site address and voiced serious concerns regarding drainage and flooding. He already has existing water drainage issues and fears this will add to those issues. He feels they are channeling it into a smaller area than it is going to now and when the proposed basin overflows it has no-where to go.

PUBLIC SPEAKER #3 – David Frost/1556 Orchard Lane, LG

Association Board Member / Founder of the Architectural Review Commission

The board does not have a formal opinion on this yet because there is nothing binding yet.

However, he would like to see better communication from the applicant to the board and prefers to see this project done right and not rushed into in any way.

PUBLIC SPEAKER #4 – Jackie Getzen, 15 Lakeview Drive, LG

Getzen is in the neighborhood of the applicant's site address and voiced her concerns regarding drainage and flooding.

PUBLIC SPEAKER #5 – Jim Wilkins / 1650 N Lake Shore Drive, LG

Wilkins is in the neighborhood of the applicant's site address and voiced serious concerns regarding drainage and flooding.

City of Lake Geneva

**APPLICATION FOR LAND DIVISION REVIEW**

CERTIFIED SURVEY MAP or

SUBDIVISION PLAT

NAME AND ADDRESS OF CURRENT OWNER:

Southland Farms LLC (Fairwyn)  
875 Tawnline Rd  
Lake Geneva, WI 53147

TELEPHONE NUMBER OF CURRENT OWNER: (262) 248-5010

NAME AND ADDRESS OF APPLICANT:

Kapur & Associates, LLC  
1224 S. Pine Street  
Burlington, WI 53105

TELEPHONE NUMBER OF APPLICANT: (262) 767-2747

NAME AND ADDRESS OF SURVEYOR:

Kapur & Associates, LLC  
1224 S Pine Street  
Burlington, WI 53105

TELEPHONE NUMBER OF SURVEYOR: (262) 767-2747

SHORT STATEMENT DESCRIBING PURPOSE OF APPLICATION:

Replat of existing subdivision for new  
Planned Development

# Memo

**To:** City of Lake Geneva

**From:** Kapur & Associates, Inc.

**CC:** FairWyn

**Date:** October 23, 2015

**Re:** Symphony Bay preliminary plat submittal – environmental note

---

Southland Farms plat was submitted in 2007 and included wetland delineation completed in 2006. Due to State and Federal regulations, wetland delineations expire after 5 years. Wetland evaluation is currently being completed for Symphony Bay along with DNR and Army Corps of Engineers coordination.

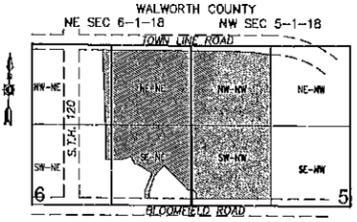
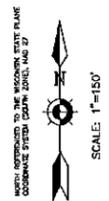
There are two locations that we would like to make note of at this time; the northern access point and the southeast corner of the property.

**Northern Entrance:** At this location we will be shifting the entrance west to avoid the possible presence of wetlands. Further coordination with the DNR will determine the exact location. Estimated shift is represented on the preliminary plat in the form of a bold line.

**Southeast Corner:** At this location previous wetland delineation showed minimal wetlands present and the Southland Farms plat was planned around them. Since the expired original delineation in 2006, the present ground cover has changed in the old motor-cross track. Soils mapping indicates upland soils and analysis of historic aerial photography do not indicate the presence of wetlands. Additional coordination is being completed with the DNR and Army Corps of Engineers. If the DNR/Army Corps coordination is not completed prior to final plat, this area will be platted as an outlot as shown on the preliminary plat overview sheet as a bold line. This outlot would then be submitted as an amendment to the Symphony Bay final plat.

Overview Of:  
**Symphony Bay**

A revision of all of vacated Southland Farms Subdivision, except Lots 74, 85, 231 and 232 and portions of Townline Road and Bloomfield Road dedicated to the public, being located in the Northwest 1/4 of the Northeast 1/4, the Northeast 1/4 of the Northeast 1/4, the Southeast 1/4 of the Northeast 1/4 and the Southwest 1/4 of the Northeast 1/4 of Section 6 and the Southwest 1/4 of the Northwest 1/4 of the Northwest 1/4 of Section 5 all in Township 1 North, Range 18 East, City of Lake Geneva, Walworth County, State of Wisconsin. Containing 6,295,838 Square Feet or 144.533 acres, more or less.



LOCATION SKETCH  
 NOT TO SCALE

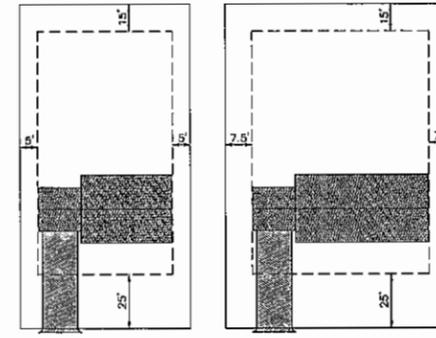
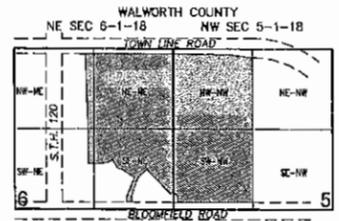
OCTOBER 23, 2015

**KAPUR & ASSOCIATES, INC.**  
 CONSULTING ENGINEERS  
 1324 SOUTH PINE STREET  
 BURLINGTON, WISCONSIN 53105  
 Phone: 262-797-2747 Fax: 262-767-2768  
[www.kapurengineers.com](http://www.kapurengineers.com)

Preliminary Plat Of:  
**Symphony Bay**

A revision of all of vacated Southland Farms Subdivision, except Lots 74, 85, 231 and 232 and portions of Townline Road and Bloomfield Road previously dedicated to the public, being located in the Northwest 1/4 of the Northeast 1/4, the Northeast 1/4 of the Northeast 1/4 of the Northeast 1/4 and the Southwest 1/4 of the Northeast 1/4 of Section 6 and the Southwest 1/4 of the Northwest 1/4 and the Northwest 1/4 of the Northwest 1/4 of Section 5 all in Township 1 North, Range 18 East, City of Lake Geneva, Walworth County, State of Wisconsin. Containing 6,331,744 Square Feet or 145.337 acres, more or less.

- NOTES:
- 1) SYMPHONY BAY IS A PLANNED DEVELOPMENT.
  - 2) AS PER AN AFFIDAVIT OF CORRECTION (DOC. #723573) TO THE FINAL PLAT OF SOUTHLAND FARMS, ACCESS TO EASEMENT IS TO BE PROVIDED BY DEVELOPMENT SOLUTIONS AND NEXTEL WEST CORPORATION.



LOTS: 1-147, 163-178, 194-231, 234-247 AND 306-333  
SETBACK NOTES: The minimum building setback distance is 25' along streets, 15' along the back lot lines and side lots shall be 15' total with a minimum of 5' per side.

LOTS: 180-183, 248-261, 264-305 AND 334-368  
SETBACK NOTES: The minimum building setback distance is 25' along streets, 15' along the back lot lines and side lots shall be 15' total with a minimum of 7.5' per side.

NOTICE OF APPROVAL OF PRELIMINARY PLAT  
Notice is hereby given that the preliminary plat of the subdivision shown hereon has received approval by the plan commission of the City of Lake Geneva, Wisconsin, and upon compliance by the subdivider with requirements of all conditions governing approval of preliminary plats and with other revisions and stipulations that may be required, the city council will receive the application for final plat approval for all or a part of such approved preliminary plat, when submitted by the subdivider in such form and within such time as required by the ordinance.  
The Plan Commission of the City of Lake Geneva, Wisconsin

Date: \_\_\_\_\_ 20\_\_\_\_  
By: \_\_\_\_\_  
Chairman

- LEGEND:
- 1 1/4" O.D. IRON PIPE FOUND
  - 3/4" O.D. IRON ROD FOUND
  - ALL LINEAR MEASUREMENTS HAVE BEEN MADE TO THE NEAREST 0.01 OF A FOOT.
  - ALL DISTANCES SHOWN ALONG CURVED LINES ARE ARC DISTANCES.
  - ELEVATIONS BASED UPON NORTH AMERICAN VERTICAL DATUM OF 1929.
  - BENCHMARK  
RBM ELEV= 932.40  
DINSEL CROSS IN TOP WEST SIDE HYDRANT FLANGE, 31.2' NORTHEAST OF NORTH 1/4 SECTION 6
  - R.A. = RECORDED AS
  - WETLANDS
  - - - BUILDING SETBACK LINE
  - SECTION CORNER
  - D.T.P. = DEDICATED TO THE PUBLIC
  - ≡ EXISTING TRANSMISSION TOWER
  - O.D. = OUTSIDE DIAMETER
  - R.A. = RECORDED AS

OCTOBER 23, 2015



**KAPUR & ASSOCIATES, INC.**  
CONSULTING ENGINEERS  
1224 SOUTH PINE STREET  
BURLINGTON, WISCONSIN 53106  
PHONE: 262-767-2747 FAX: 262-761-1769  
www.kapurengineers.com

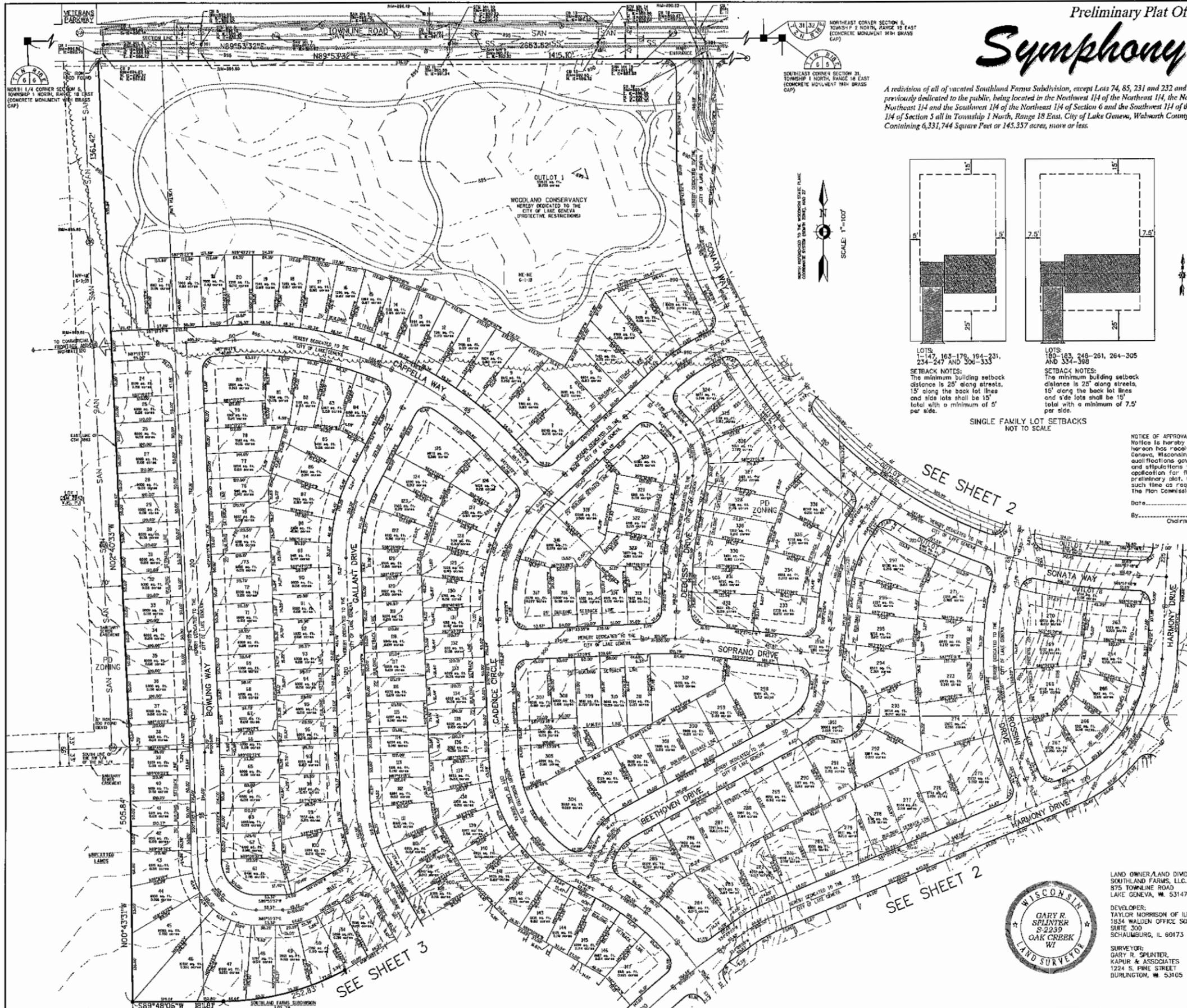
SHEET 1 OF 3



LAND OWNER/LAND DIVIDER:  
SOUTHLAND FARMS, LLC,  
875 TOWNLINE ROAD  
LAKE GENEVA, WI 53147

DEVELOPER:  
TAYLOR MORRISON OF ILLINOIS, INC.  
1834 WALDEN OFFICE SQ.  
SUITE 300  
SCHAUMBURG, IL 60173

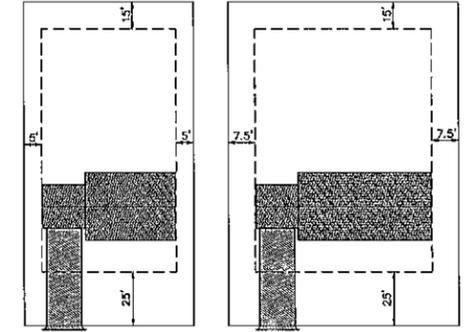
SURVEYOR:  
GARY R. SPLINTER  
KAPUR & ASSOCIATES  
1224 S. PINE STREET  
BURLINGTON, WI 53105



Preliminary Plat Of:

# Symphony Bay

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Containing 6,331,744 Square Feet or 145.357 acres, more or less.



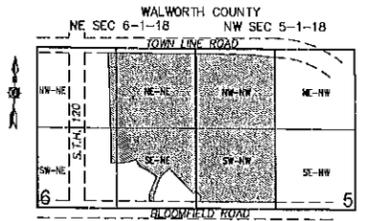
**LOTS:**  
114-147, 163-176, 194-231, 234-247 AND 306-333

**SETBACK NOTES:**  
The minimum building setback distance is 25' along streets, 15' along the back lot lines and side lots shall be 15' total with a minimum of 5' per side.

**LOTS:**  
180-183, 248-261, 264-305 AND 334-398

**SETBACK NOTES:**  
The minimum building setback distance is 25' along streets, 15' along the back lot lines and side lots shall be 15' total with a minimum of 7.5' per side.

SINGLE FAMILY LOT SETBACKS  
NOT TO SCALE



LOCATION SKETCH  
NOT TO SCALE



LAND OWNER/LAND DIVIDER:  
SOUTHLAND FARMS, LLC,  
875 TOWNLINE ROAD  
LAKE GENEVA, WI 53147

DEVELOPER:  
TAYLOR MORRISON OF ILLINOIS, INC.  
1834 WALDEN OFFICE SQ.  
SUITE 303  
SCHAUMBURG, IL 60173

SURVEYOR:  
GARY R. SPLINTER,  
KAPUR & ASSOCIATES  
1224 S. PINE STREET  
BURLINGTON, WI 53105

**NOTES:**  
1) SYMPHONY BAY IS A PLANNED DEVELOPMENT.  
2) AS PER AN AFFIDAVIT OF CORRECTION (DOC. #763273) TO THE FINAL PLAT OF SOUTHLAND FARMS, ACCESS TO EASEMENT IS TO BE PROVIDED BY DEVELOPMENT SOLUTIONS AND NEXTEL WEST CORPORATION.

**LEGEND:**

- 1/4" O.D. IRON PIPE FOUND
- 3/4" O.D. IRON ROD FOUND
- ALL LINEAR MEASUREMENTS HAVE BEEN MADE TO THE NEAREST FOOT OF A FOOT.
- ALL DISTANCES SHOWN ALONG CURVED LINES ARE ARC DISTANCES.
- ELEVATIONS BASED UPON NORTH AMERICAN VERTICAL DATUM OF 1929.
- BENCH MARK  
RM ELEV= 832.40  
CHISEL CROSS IN TOP WEST SIDE (HYDRANT FLANGE, 31.2' NORTHEAST OF NORTH 1/4 SECTION 6
- R.A. = RECORDED AS
- WETLANDS
- - - BUILDING SETBACK LINE
- SECTION CORNER
- DTPP = DEDICATED TO THE PUBLIC
- EXISTING TRANSMISSION TOWER
- D = OUTSIDE DIAMETER
- R.A. = RECORDED AS

OCTOBER 23, 2015



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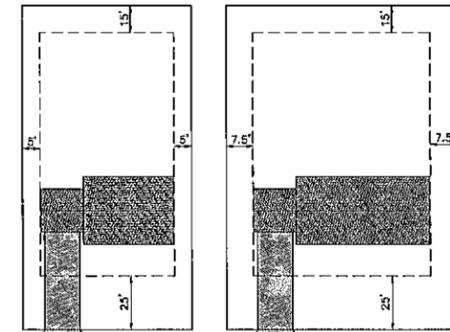
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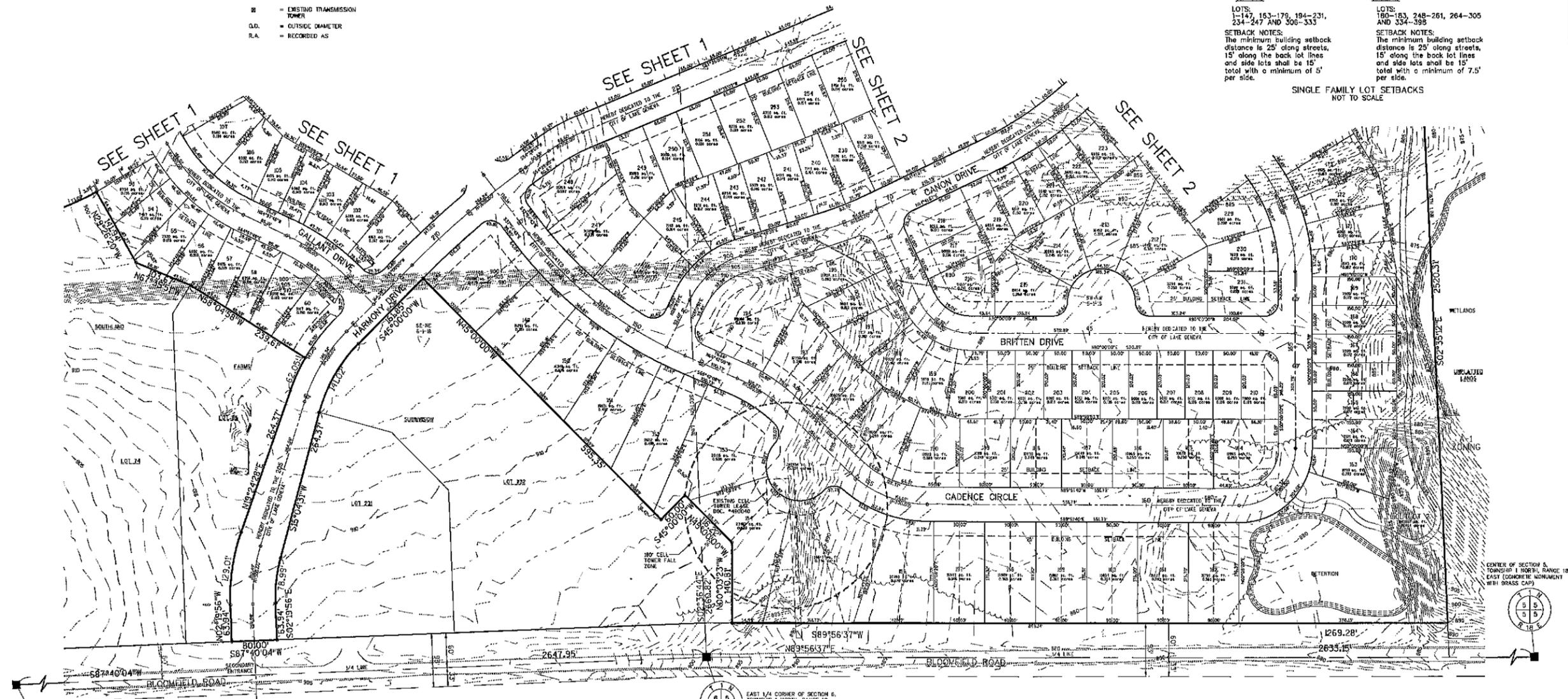
LOTS:  
117, 153-176, 184-231,  
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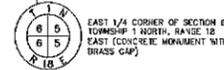
LOTS:  
180-183, 248-261, 264-305  
AND 334-339

SETBACK NOTES:  
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SINGLE FAMILY LOT SETBACKS  
NOT TO SCALE



CENTER OF SECTION 6,  
TOWNSHIP 1 NORTH, RANGE 18  
EAST (CONCRETE MONUMENT  
WITH BRASS CAP)



EAST 1/4 CORNER OF SECTION 6,  
TOWNSHIP 1 NORTH, RANGE 18  
EAST (CONCRETE MONUMENT WITH  
BRASS CAP)

### NOTES:

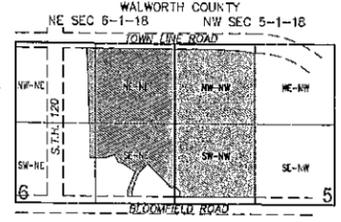
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- 2) AS PER AN AFFIDAVIT OF CORRECTION (DOC. #753573) TO THE FINAL PLAT OF SOUTHLAND FARMS, ACCESS TO EASEMENT IS TO BE PROVIDED BY DEVELOPMENT SOLUTIONS AND NEXTEL WEST CORPORATION.



LAND OWNER/LAND DIVIDER:  
SOUTHLAND FARMS, LLC,  
875 TOWNLIN ROAD  
LAKE GENEVA, WI 53147

DEVELOPER:  
TAYLOR MORRISON OF ILLINOIS, INC.  
1834 WALDEN OFFICE SQ.  
SUITE 300  
SCHLAUBURG, IL 60173

SURVEYOR:  
GARY R. SPLINTER,  
KAPUR & ASSOCIATES  
1224 S. PINE STREET  
BURLINGTON, WI 53105

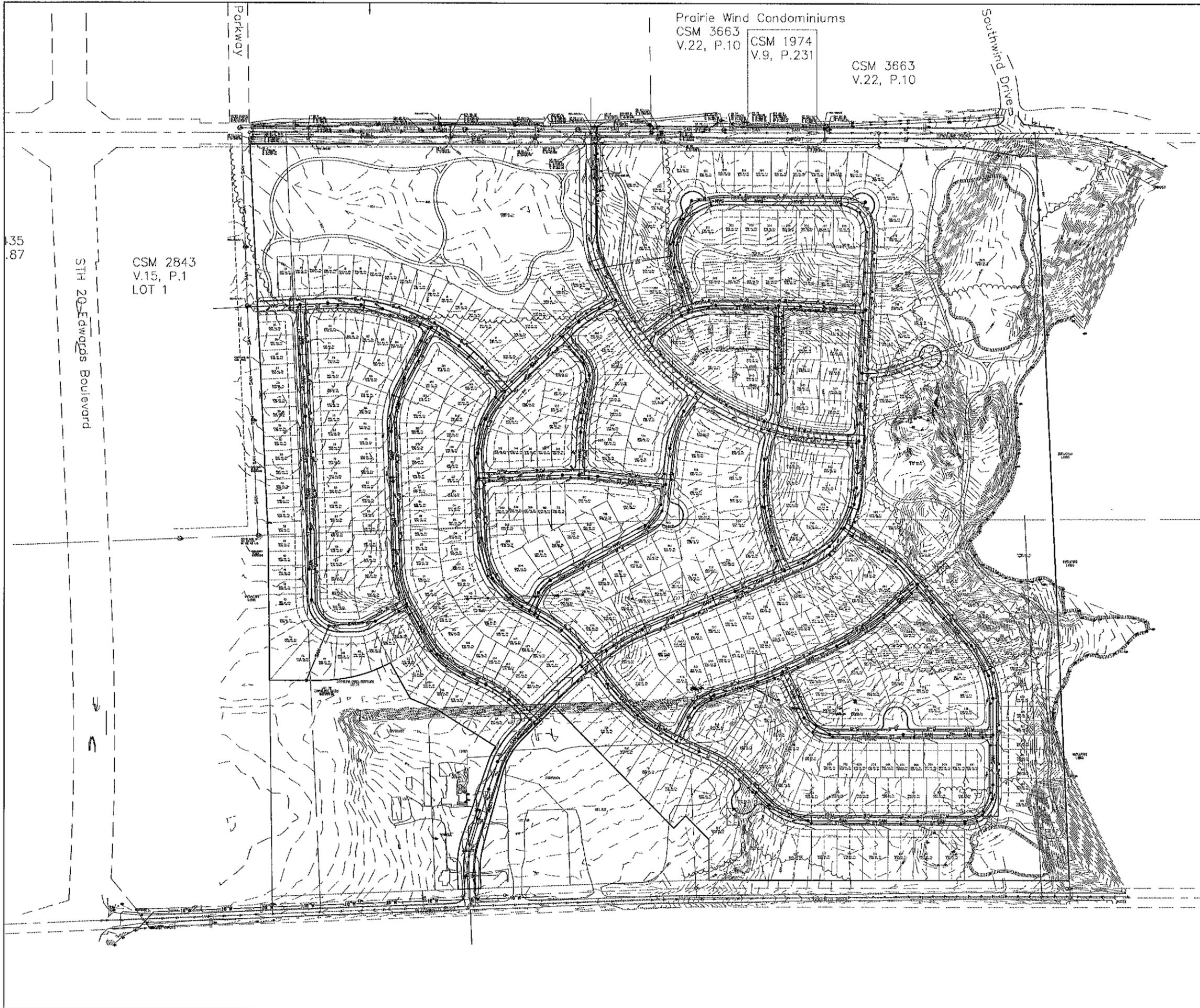


LOCATION SKETCH  
NOT TO SCALE

OCTOBER 23, 2015



**KAPUR & ASSOCIATES, INC.**  
CONSULTING ENGINEERS  
1224 SOUTH PINE STREET  
BURLINGTON WISCONSIN 53105  
Phone: 262-787-2747 Fax: 262-787-2750  
www.kapurengineers.com



PROJECT:  
Symphony Bay

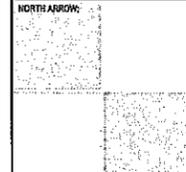
LOCATION:  
Lake Geneva  
Walworth County

CLIENT:

RELEASE:  
Preliminary  
Utility Exhibit

REVISIONS:

#	DATE	DESCRIPTION



SEAL:

By: \_\_\_\_\_  
 Title: \_\_\_\_\_

SHEET:

PROJECT MANAGER: Tom Felt  
 DESIGN BY:  
 DRAWN BY:  
 CHECKED BY:  
 PROJECT NUMBER: 150201  
 DATE: October 22, 2016

SHEET NUMBER:  
**PU-1**

## ***Water Safety Patrol***

**Geneva Lake Water Safety Committee, Inc., est. 1920**

**P.O. Box 548; 451 Outing St., Williams Bay, WI 53191**

**Phone: 262-245-6577; Fax: 262-245-6640**

**e-mail: [wspatrol@sbcglobal.net](mailto:wspatrol@sbcglobal.net); web: [watersafetypatrol.org](http://watersafetypatrol.org)**

### **Lifeguard Services Agreement for the 2016 Summer Season**

The Geneva Lake Water Safety Patrol agrees to provide services to the

City of Lake Geneva based on the following description:

#### **Service Description and Dates of Service:**

**\*REGULAR SEASON:** Three lifeguards (overlapping shifts) on weekdays and four lifeguards (overlapping shifts) on weekends/holidays from **June 4** through **Aug. 31**. Hours of coverage: **9:30am to 6:00pm (10:00am to 5:00pm after Aug. 21)**.

**\*PEAK SEASON:** A fifth lifeguard to be added on weekends/holidays for the dates of **June 25-Aug. 7**.

**\*EARLY & LATE SEASON:** Two lifeguards (overlapping shifts) on weekdays and three lifeguards (overlapping shifts) on weekends for the dates of **May 28-June 3 and Sept. 1-5 (Labor Day)**. Hours of coverage: **10:00 am to 5:00pm**.

**Weather:** In cases of dangerous, questionable, rainy or cold weather conditions, the lifeguard(s) may be dismissed early or temporarily at the discretion of the Water Safety Patrol management. Also, if the Beach management closes down the beach house, the lifeguards may be dismissed. A "Swim at Your Own Risk" policy is in effect whenever lifeguards are not present on the beach, and the city of Lake Geneva is responsible for posting signs to that effect.

**Training, Boat Crew back-up, etc:** Water Safety Patrol to provide back-up emergency services with its Boat Patrol. Lifeguards will be able to activate emergency protocol through two-way radios connected in with Water Safety Patrol dispatchers and Boat Patrol. Training will be conducted throughout the summer both on the beach and at Water Safety Patrol Headquarters. Emergency practice drills will be conducted regularly by Water Safety Patrol management, and lifeguards will be tested on use of emergency equipment, etc. Lifeguards are to fill out reports for any rescues, pull-outs, or significant injuries.

**Costs for services described above:**

Lifeguard Services for the above dates.....	\$26,020.00
Liability Insurance.....	\$3885.00
Workman's Compensation.....	\$ 585.00
Uniforms.....	\$ 555.00
First-Aid Supplies.....	\$ 360.00
Swimming Lessons.....	\$4160.00
New megaphone.....	\$ 85.00

**Total:           \$35,650.00**

**Payment:** Payment due by July 15, 2016

**Authorized Signatures:**

City of Lake Geneva: \_\_\_\_\_ date: \_\_\_\_\_

Print: \_\_\_\_\_ title: \_\_\_\_\_

Water Safety Patrol:  date: 11/15/2015  
Ted Pankau, Director

**Please return signed agreement to Water Safety Patrol by Nov. 30, 2015**

**Kordus/Gelting motion to approve Ordinance 15-14 repealing Section 74-114, Display of Power of the Municipal Code of the City of Lake Geneva, Wisconsin.** Roll Call: Chappell, Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voted “yes.” Unanimously carried.

**Discussion/Action on changing the Public Fire Protection Charge from a Municipal Charge to a Direct Billing Charge.** Kupsik/Hill motion to approve effective January 1, 2016 contingent upon Public Service Commission approval. Roll Call: Chappell, Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voted “yes.” Unanimously carried.

**Discussion/Action on the 2016 Budget and setting the Public Hearing date for the Budget**

Kupsik/Hill motion to approve publication as presented and set the public hearing date for Nov. 16, 2015 at 5:00 pm.

Roll Call: Chappell, Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voted “yes.” Unanimously carried.

**Discussion/Action on the 2016 Summer Season Lifeguard Services Contract with Geneva Lake Water Safety Patrol.** Kupsik/Gelting motion to approve. Discussion on the 65 degree weather closure condition followed with a consensus to obtain further clarification.

Kordus/Hill motion to postpone the item to the next meeting, Monday, Nov. 9, 2015.

Roll Call: Chappell, Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voted “yes.” Unanimously carried.

**Discussion/Action on upgrading the city website with GovOffice for an amount not to exceed \$4,895 (recommended by the Communications Committee on 10/20/2015).** Kupsik/Howell motion to approve. Alderman Hill opposed, stating nothing is broken with the current site and an upgrade will not fix content issues. Roll Call: Chappell, Wall, Kordus, Gelting, Kupsik, Hedlund, Howell voted “yes.” Motion carried 7 to 1 with Ms. Hill voting “no.”

**Discussion/Action on creating a part-time Benefits Clerk position (recommended by the Personnel Committee on 10/22/2015)**

Kupsik/Hedlund motion to approve and post the position. Effective immediately as there is money in the 2015 budget.

Roll Call: Chappell, Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voted “yes.” Unanimously carried.

**Discussion/Action on eliminating the full-time Front Clerk B position and creating two part-time Counter Clerk positions (recommended by the Personnel Committee on 10/22/2015)**

Kupsik/Hedlund motion to approve and post the positions. Funding is available in the 2015 budget. Savings from the benefits package will be passed on to the Street Department in the next item.

Roll Call: Chappell, Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voted “yes.” Unanimously carried.

**Discussion/Action on creating a full-time Street Laborer position effective January 1, 2016 (recommended by the Personnel Committee on 9/24/2015).** Kupsik/Hill motion to approve contingent upon approval of the 2016 budget.

Roll Call: Chappell, Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voted “yes.” Unanimously carried.

**Discussion/Action on updating the City’s organizational chart (recommended by the Personnel Committee on 10/22/2015)**

Kupsik/Gelting motion to approve updated organizational chart showing part-time positions and added Street Laborer.

Roll Call: Chappell, Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voted “yes.” Unanimously carried.

**Discussion/Action on Kapur proposal for the 2015 Street Maintenance Contract not to exceed \$20,510 funded by Capital Projects Fund (recommended by the Public Works Committee on 10/15/2015).**

Kupsik/Kordus motion to approve. Director of Public Works Winkler gave an overview of the streets. He is hoping to get the design bid and award this year with construction starting Spring of 2016.

Roll Call: Chappell, Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voted “yes.” Unanimously carried.

**Discussion/Action on memorandum of understanding regarding bike lane highway pavement marking (recommended by the Public Works Committee on 10/15/2015).** Kupsik/Gelting motion to approve. The state will provide a bike lane from the Piggly Wiggly intersection to interchange north highway 12 with the City responsible for maintaining it.

Roll Call: Chappell, Wall, Kordus, Hill, Gelting, Kupsik, Hedlund, Howell voted “yes.” Unanimously carried.



## Memorandum

**To:** Mayor Connors & Common Council  
Finance, License & Regulation Committee (FLR)

**CC:** Blaine Oborn, City Administrator

**From:** Sylvia Mullally, Parking Manager

**Re:** Request approval to send letter of consideration for a "Park and Ride"

**Date:** November 19, 2015

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**Request:**

On November 18, 2015 the Parking Commission discussed the prospect of working with WisDOT to build a "Park and Ride" parking lot for the City. At the meeting the Commission recommended staff seek Council's approval to send a letter of consideration to WisDOT for a "Park and Ride" for the City.

- The stipulation to cancelling the agreement would be that the City would have to retroactively pay the past contractual years, in full, before any future labor, parts, software or firmware were released to the City.

Mullally stated in 2014 she renegotiated the APT agreement (**FY2015**) at a lower cost per meter because the City's Parking Department was increasingly performing more maintenance labor duties internally. And fiscal year 2015, the agreement was renegotiated to a lower cost because of the City's winter shutdown. Upon review, Mullally stated although her department could perform a majority of the labor now, because the APT agreement is exclusive she would have to purchase updates from APT for software and firmware. Without renewing the contract the City would risk paying a retro fee for all the contractual years missed before receiving updated services. Mullally explained this was the contract the City originally agreed to however with the discounted price and her staff performing most repairs, it was beneficial to keep the contract in place.

Krause/Fleming motioned to recommend that the City continue with the APT contract. Motion carried 3 to 0.

**10. Discussion/Recommendation Park n Ride on Edwards Blvd.**

Oborn explained because of highway access, the City may be an optimal place for a Park-and-Ride parking lot. Oborn stated the parking lot could be multi-use for commuters going out of the city and visitors coming into downtown. Mullally commented it could also be used as a permanent location for the downtown shuttle on event weekends. Oborn and Mullally thought the Edwards Blvd. area near the Home Depot Park would be usable as it is City owned, City maintained and would give access to the park. Esarco felt the Edwards Blvd. area may not be suitable because of speedy traffic and Mayor Connors concurred. Oborn stated the City could write a letter to WisDOT for their consideration and they would ultimately do a traffic study and would give their recommendations. Krause/Fleming motioned to recommend the Counsel allow Oborn to write a letter of consideration to WisDOT for a Park-and-Ride. Motion carried 3 to 0.

**11. Date and agenda items for next meeting**

Thursday, December 17, 2015 at 8:00am.

Krause requested consideration of garbage pickups at 600 block of Main Street.

Mayor Connors requested to discuss eliminating the stalls on the 600 block of Main Street.

**12. Adjourn**

Fleming motioned to adjourn. Motion carried 3 to 0 to adjourn at 7:28pm.



**Mr. Frank Furdek**  
**Multimodal Transportation Planning Analyst**  
**Wisconsin Department of Transportation**  
Transportation District 2  
141 NW Barstow Street  
P.O. Box 798  
Waukesha, WI 53187-0798

November 23, 2015

Subject: City of Lake Geneva  
2016 Municipal "Park and Ride" Parking Lot

Mr. Furdek,

Please accept this letter of consideration in support of a municipal "Park and Ride" lot in the City of Lake Geneva.

Although, the City of Lake Geneva serves as a hub for residents, tourists and the business community; the current lack of a safe, convenient and clearly designated "Park and Ride" makes it difficult for commuters to connect to destinations for work outside of the City or rideshare to our downtown area inside the City.

The benefits to this investment will be multiple:

- 1) State Trunk Highway (STH) 50 (Main Street), State Trunk Highway (STH) 120 and U.S. 12 all intercept with the City of Lake Geneva
- 2) More people will have an access to a commuting center, downtown parking spaces will be freed up and individuals would experience a reduction in energy use and travel costs.

For all these reasons the City strongly encourages the Wisconsin Department of Transportation to consider reviewing our City for a "Park and Ride" lot.

If you have any questions, please feel free to contact my office at (262) 249-4098.

Sincerely,

Blaine Oborn  
City Administrator  
City of Lake Geneva

**City of Lake Geneva  
Council Meeting  
November 23, 2015**

**Prepaid Checks**

**11/11/15-11/20/15**

**Total:**

**\$4,634.20**

**Checks over \$5,000:        \$        -**

FROM 11/11/2015 TO 11/20/2015

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
MAILC	MAILCOM CONSULTING								
	2015 POSTAGE			11/13/15		61601	11/13/15	2,468.00	2,468.00
	01	POSTAGE-2015 TAX BILLS	1114305312						2,468.00
								VENDOR TOTAL:	2,468.00
PCP	PETTY CASH - POLICE DEPT								
	PETTY CASH 11/15			11/12/15		61598	11/12/15	109.00	109.00
	01	USPS-POSTAGE	1121005312						77.48
	02	WALMART-HALLOWEEN CANDY	1121005316						31.52
								VENDOR TOTAL:	109.00
UNEMP	UNEMPLOYMENT INSURANCE								
	7267029			10/31/15		61602	11/20/15	116.04	116.04
	01	OCT UE-PARK	1110005154						116.04
								VENDOR TOTAL:	116.04
VERIZON	VERIZON WIRELESS								
	9754542596			10/23/15		61599	11/12/15	714.66	214.22
	01	CELL CHGS-OCT	1122005221						214.22
	9754858543			11/01/15		61599	11/12/15	714.66	40.01
	01	AIR CARDS-OCT	1129005221						40.01
	9754859039			11/01/15		61599	11/12/15	714.66	460.43
	01	CELL CHGS-OCT	1121005221						460.43
								VENDOR TOTAL:	714.66
WALCOC	WALWORTH COUNTY CLERK								
	DOGTAGS-2015			11/11/15		61600	11/12/15	1,155.00	1,155.00
	01	DOG LICENSES-120	1100004420						1,155.00
								VENDOR TOTAL:	1,155.00
WIDOTR	REGISTRATION FEE TRUST								
	TITLE 11/10/15			11/10/15		61597	11/11/15	71.50	71.50
	01	TITLE TRANSFER SQUAD #203	1121005361						71.50
								VENDOR TOTAL:	71.50
								TOTAL --- ALL INVOICES:	4,634.20

**City of Lake Geneva  
Council Meeting  
November 23, 2015**

**Accounts Payable**

	<u>Fund #</u>	
1. General Fund	11	\$ 124,444.56
2. Debt Service	20	\$ 94.84
3. TID #4	34	\$ -
4. Lakefront	40	\$ 6,301.29
5. Capital Projects	41	\$ 2,536.50
6. Parking	42	\$ 7,440.54
7. Cemetery	48	\$ 519.91
8. Equipment Replacement	50	\$ -
9. Library Fund	99	\$ 1,804.10
10. Impact Fees	45	\$ 7,110.00
11. Tax Agency Fund	89	\$ -
<b>Total All Funds</b>		<b><u><u>\$150,251.74</u></u></b>

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

**COUNCIL MEETING DATE OF:**

**11/23/2015**

**TOTAL UNPAID ACCOUNTS PAYABLE** **\$ 150,251.74**

**ITEMS > \$5,000**

John's Disposal - November Service	\$ 37,552.57
Ewald Hartford LLC - Squad #203 Replacement	\$ 27,489.00
Alliant Energy - October Electric Bills	\$ 19,963.31
Lake Geneva Utility Commission - Impact Fees; Tornado Insurance portion	\$ 10,463.40

Balance of Other Items **\$ 54,783.46**

INVOICES DUE ON/BEFORE 11/24/2015

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
A+	A+ GRAPHICS & PRINTING						
8821	11/05/15	01	"FREE PARKING" FLYERS	4234505310		11/24/15	35.00
						INVOICE TOTAL:	35.00
8826	11/05/15	01	"FREE PARKING" FLYERS	4234505310		11/24/15	30.00
						INVOICE TOTAL:	30.00
						VENDOR TOTAL:	65.00
ADVAND	ADVANCED DISPOSAL SERVICES						
A40000006710	10/31/15	01	LANDFILL USEAGE-3.22TN	1136005296		11/24/15	1,598.42
						INVOICE TOTAL:	1,598.42
						VENDOR TOTAL:	1,598.42
ALLIANT	ALLIANT ENERGY						
RE111715	11/18/15	01	ACCT #026273-HAVENWOOD FLSH	1134105222		11/18/15	6.30
		02	ACCT #057300-SOUTH/WELLS FLSH	1134105222			9.73
		03	ACCT #064443-WELLS ST FLSH	1134105222			9.37
		04	ACCT #072470-MAIN ST LITES	1134105223			145.17
		05	ACCT #089416-SHARED SAVINGS P	9900005623			136.04
		06	ACCT #940353-IMPND 1070 CAREY	9900005663			3.78
		07	ACCT #108571-1055 CAREY	1132105222			103.23
		08	ACCT #111395-BROAD ST TRFC LT	1134105223			65.35
		09	ACCT #121601-SHARED SAVINGS P	2081005625			91.81
		10	ACCT #121601-SHARED SAVINGS I	2081005664			3.03
		11	ACCT #148614-HWY 50/12 FLASHER	1134105222			9.83
		12	ACCT #152472-W COOK SIREN	1129005222			10.99
		13	ACCT #161895-RIVIERA ELEC	4055305222			2,763.32
		14	ACCT #165231-BEACH HOUSE	4054105222			265.59
		15	ACCT #178450-INTCHG N/SHER SPR	1134105223			83.63
		16	ACCT #182684-HWY 120/BLMFLD LT	1134105223			107.51
		17	ACCT #243254-LIBRARY PARK	1152005222			38.98
		18	ACCT #252132-EDWDS BLVD/WM SIG	1134105223			92.93
		20	ACCT #293132-SAGE ST/DUNN SRN	1129005222			5.04

INVOICES DUE ON/BEFORE 11/24/2015

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
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ALLIANT	ALLIANT ENERGY						
RE111715	11/18/15	21	ACCT #303645-MS2 STREET LTS	1134105223		11/18/15	300.45
		22	ACCT #327582-DUNN FIELD	1152005922			87.40
		23	ACCT #339772-SNAKE RD/HWY 50	1134105222			8.81
		24	ACCT #363673-VETS PK/TWNLN RD	1152015222			157.79
		25	ACCT #393713-MUSEUM 256 MILL	1151105222			646.60
		27	ACCT #401872-WELLS ST FLSH	1134105222			9.41
		28	ACCT #414694-HOST DR WATER TWR	1122005222			199.49
		29	ACCT #422323-GENEVA SQ TRF LT	1134105223			30.99
		30	ACCT #433371-LIBRARY	9900005222			1,012.39
		31	ACCT #457625-LOT LITE GNVA ST	1134105223			259.90
		32	ACCT #462852-WELLS ST FLSH	1134105222			80.00
		33	ACCT #549716-FLAT IRON PARK	1152005222			181.02
		34	ACCT #566211-W HWY 50 BLK FLSH	1134105222			8.81
		35	ACCT #595515-LIB PARK RESTROOM	1152005222			35.98
		36	ACCT #602235-724 WILLIAMS ST	1134105223			28.55
		37	ACCT #604445-S LAKESHORE DR FL	1134105222			6.84
		38	ACCT #622184-S LAKESHORE DR	1152005222			21.01
		39	ACCT #630016-COOK ST/HWY 50	1134105223			28.97
		40	ACCT #661112-OAK HILL CEMETERY	4800005222			46.99
		41	ACCT #684954-730 MARSHALL SRN	1129005222			18.62
		43	ACCT #688465-TENNIS CTS/SCHL	1152005222			8.05
		44	ACCT #718894-OAK HILL CEMETERY	4800005222			20.40
		46	ACCT #732492-389 EDWDS TRF LT	1134105223			121.96
		47	ACCT #734115-HWY 50/HWY 12 LTS	1134105222			38.25
		48	ACCT #738154-RUSHWOOD PARK	1152005222			22.65
		49	ACCT #758433-700 GENEVA ST LOT	1134105223			178.56
		50	ACCT #758940-1065 CAREY ST	1132105222			439.60
		51	ACCT #759513-STREET LIGHTS	1134105223			6,972.68
		52	ACCT #800930-VETS PK SCOREBRD	1152015222			276.12
		53	ACCT #837813-SEM PARK RESTROOM	1152005222			13.72
		54	ACCT #895526-HWY 50 TRF LT	1134105223			169.34
		55	ACCT #912610-GEORGE ST FLSHR	1134105222			6.84
		56	ACCT #923482-1070 CAREY ST	1132105222			137.56
		59	ACCT #926683-FLAT IRON PK/WRGL	1152005222			8.31

INVOICES DUE ON/BEFORE 11/24/2015

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
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ALLIANT ALLIANT ENERGY							
RE111715	11/18/15	60	ACCT #932215-DODGE ST FLSHR	1134105222		11/18/15	7.34
		63	ACCT #940353-IMPND 1070 CAREY	1121005222			14.22
		64	ACCT #952816-FIRE HOUSE	1122005222			590.59
		65	ACCT #957203-HWY 120/TWNLD RD	1134105222			95.60
		66	ACCT #965570-201 EDWARDS SIREN	1129005222			10.38
		67	ACCT #969933-CITY HALL	1116105222			3,316.45
		68	ACCT #973443-VETS PARK PAVLN	1152015222			252.45
		69	ACCT #980910-DONIAN PARK	1152005222			120.69
		70	ACCT #998403-COBB PARK	1152005222			19.90
						INVOICE TOTAL:	19,963.31
						VENDOR TOTAL:	19,963.31
ALLIE ALLIED SAFETY PRODUCTS							
3058	10/29/15	01	GLOVES	1132105340		11/24/15	308.50
						INVOICE TOTAL:	308.50
						VENDOR TOTAL:	308.50
AMYS AMY'S SHIPPING EMPORIUM							
151561	11/11/15	01	UPS-C&B INS SURVEYS	1114305312		11/24/15	8.43
						INVOICE TOTAL:	8.43
						VENDOR TOTAL:	8.43
ASPHAL ASPHALT CONTRACTORS INC							
15462	11/12/15	01	STORM SEWER PATCH	1132105370		11/24/15	3,108.00
						INVOICE TOTAL:	3,108.00
						VENDOR TOTAL:	3,108.00
AT&T81 AT&T							
RE111715	11/13/15	01	262 R42-8188 663 1 CITY HALL	1116105221		11/24/15	277.83
		02	262 R42-8188 663 1-POLICE	1121005221			277.83

INVOICES DUE ON/BEFORE 11/24/2015

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
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AT&T81	AT&T						
RE111715	11/13/15	03	262 R42-8188 663 1-COURT	1112005221		11/24/15	30.87
		04	262 R42-8188 663 1-METER	4234505221			30.87
		06	262 248-2264 368 9-FIRE DEPT	1122005221			266.77
		07	262 248-4567 367 1-911 MODEM	1121005221			173.34
		08	262 248-4715 125 4-CITY HALL	1116105221			222.84
		10	262 248-4913 601 4-STR FAX/DSL	1132105221			154.42
		12	262 249-5299 313 5-6 LIB LINES	9900005221			118.12
		13	262 249-5299 313 5-1 STR LINE	1132105221			19.69
		14	262 249-5299 313 5-COURT FAX	1112005221			19.69
		15	262 249-5299 313 5-CH ALARM	1116105221			39.37
		16	262 249-5299 313 5-CEM 2 LINES	4800005221			39.37
		17	262 249-5299 313 5-LOWER RIV	4055205221			19.69
		18	262 249-5299 313 5-UPPER RIV	4055105221			39.37
		19	262 249-5299 313 5-FIRE 2 LINE	1122005221			39.37
		20	262 249-5299 313 5-POL 3 LINES	1121005221			59.05
		21	262 248-6837 457 9-POL 911 CON	1121005221			90.92
						INVOICE TOTAL:	1,919.41
						VENDOR TOTAL:	1,919.41
AT&TL	AT&T LONG DISTANCE						
RE111715	11/04/15	01	LONG DIST-OCT	1100001391		11/24/15	17.65
		02	LONG DIST-OCT	4055105221			0.28
		03	LONG DIST-OCT	4800005221			0.65
		04	LONG DIST-OCT	1132105221			4.38
		05	LONG DIST-OCT	1122005221			13.92
		06	LONG DIST-OCT	9900005221			9.25
		07	LONG DIST-OCT	1121005221			82.30
		08	LONG DIST-OCT	1116105221			0.52
						INVOICE TOTAL:	128.95
						VENDOR TOTAL:	128.95
AUROH	AURORA HEALTH CARE						
1463477	11/01/15	01	DRUG TESTS,EXAM	1132105205		11/24/15	175.00
						INVOICE TOTAL:	175.00
						VENDOR TOTAL:	175.00

INVOICES DUE ON/BEFORE 11/24/2015

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
BRUCE BRUCE MUNICIPAL EQUIPMENT INC							
SB15403	11/06/15	01	HOSE FIX-PELICAN	1132105250		11/24/15	1,516.80
						INVOICE TOTAL:	1,516.80
						VENDOR TOTAL:	1,516.80
BUMPL BUMPER TO BUMPER AUTO PARTS							
662-328607	11/10/15	01	WELDED SADDLE, SWITCHES-#26	1132105250		11/24/15	16.15
						INVOICE TOTAL:	16.15
662-329366	11/17/15	01	BRAKE CHAMBER-TRK #22	1132105351		11/24/15	53.52
						INVOICE TOTAL:	53.52
662-329409	11/17/15	01	FLASHER	1132105351		11/24/15	2.09
						INVOICE TOTAL:	2.09
662-329410	11/17/15	01	BATTERY CREDIT	1132105351		11/24/15	-32.00
						INVOICE TOTAL:	-32.00
662-329450	11/18/15	01	HEADLAMP	1132105351		11/24/15	7.49
						INVOICE TOTAL:	7.49
						VENDOR TOTAL:	47.25
CINTAS CINTAS FIRE PROTECTION F36							
5003965739	11/09/15	01	EAR PLUGS	1132105390		11/24/15	84.05
						INVOICE TOTAL:	84.05
						VENDOR TOTAL:	84.05
CITYDE CITY OF DELAVAN							
WARRANT-SMALE	11/09/15	01	WARRANT #401112112	1112002428		11/24/15	303.00
						INVOICE TOTAL:	303.00
						VENDOR TOTAL:	303.00
DELS DEL'S SERVICE							

INVOICES DUE ON/BEFORE 11/24/2015

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
DELS DEL'S SERVICE							
25321	10/28/15	01	TOW TRACTOR TO MIDSTATE	4800005399		11/24/15	150.00
						INVOICE TOTAL:	150.00
						VENDOR TOTAL:	150.00
DES DATA EQUIPMENT SERVICES							
242	10/12/15	01	OCT MODEM SVC	4234505221		11/24/15	945.00
		02	OCT MODEM SVC	4054105221			45.00
						INVOICE TOTAL:	990.00
261	11/12/15	01	NOV MODEM SVC	4234505221		11/24/15	945.00
		02	NOV MODEM SVC	4054105221			45.00
						INVOICE TOTAL:	990.00
						VENDOR TOTAL:	1,980.00
DUNN DUNN LUMBER & TRUE VALUE							
607443	06/08/15	01	DOWELING BIT-ASH BORER CHEM	1132135430		11/24/15	7.99
		02	DISCOUNT	1100004819			-0.40
						INVOICE TOTAL:	7.59
619339	09/14/15	01	WASP SPRAY,GARDEN DUST	1152005399		11/24/15	41.87
		02	DISCOUNT	1100004819			-0.90
						INVOICE TOTAL:	40.97
623761	10/21/15	01	SLIP HOOK-LEAF VAC BOOM	1132145430		11/24/15	7.99
		02	DISCOUNT	1100004819			-0.40
						INVOICE TOTAL:	7.59
625674	11/06/15	01	SWITCH	1132135420		11/24/15	6.50
						INVOICE TOTAL:	6.50
625692	11/06/15	01	ELBOW,HOSE BARB-HYD TANK	1132135420		11/24/15	3.78
		02	DISCOUNT	1100004819			-0.19
						INVOICE TOTAL:	3.59

INVOICES DUE ON/BEFORE 11/24/2015

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
DUNN	DUNN LUMBER & TRUE VALUE						
626202	11/11/15	01	HOSE CLAMPS	1152015350		11/24/15	14.60
		02	DISCOUNT	1100004819			-0.73
						INVOICE TOTAL:	13.87
626364	11/12/15	01	BRUSH	1152005350		11/24/15	1.49
		02	DISCOUNT	1100004819			-0.07
						INVOICE TOTAL:	1.42
626383	11/12/15	01	NUTS,BOLTS-DOOR LOCK FIX	1152015350		11/24/15	1.40
		02	DISCOUNT	1100004819			-0.07
						INVOICE TOTAL:	1.33
626425	11/13/15	01	ANTI FREEZE	1152005350		11/24/15	23.94
		02	DISCOUNT	1100004819			-1.20
						INVOICE TOTAL:	22.74
626510	11/13/15	01	DUCT TAPE	4234505250		11/24/15	6.99
		02	DISCOUNT	1100004819			-0.35
						INVOICE TOTAL:	6.64
626873	11/17/15	01	NUTS,BOLTS,BIT,WHEEL-LEAF VAC	1132135420		11/24/15	24.55
		02	DISCOUNT	1100004819			-1.23
						INVOICE TOTAL:	23.32
626976	11/18/15	01	ANTIFREEZE,BUG FOGGERS	1152005350		11/24/15	25.95
		02	DISCOUNT	1100004819			-1.30
						INVOICE TOTAL:	24.65
627035	11/18/15	01	FAN HEATER	1152005399		11/24/15	19.99
		02	DISCOUNT	1100004819			-1.00
						INVOICE TOTAL:	18.99
627183	11/19/15	01	AERATOR WASHER	1116105350		11/24/15	1.99
		02	DISCOUNT	1100004819			-0.10
						INVOICE TOTAL:	1.89
						VENDOR TOTAL:	181.09

INVOICES DUE ON/BEFORE 11/24/2015

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
EARLE	TOM EARLE						
REIMB 11/15	11/04/15	01	81 MILES-ETHICS SEMINAR	1132105330		11/24/15	46.58
		02	OIL PRESSURE SWITCH-GIANT VAC	1132145430			50.22
						INVOICE TOTAL:	96.80
						VENDOR TOTAL:	96.80
ELKHO	ELKHORN CHEMICAL CO INC						
568412	11/10/15	01	14" VACUUM CLEANER	1132105340		11/24/15	199.00
						INVOICE TOTAL:	199.00
						VENDOR TOTAL:	199.00
EWALD	EWALD HARTFORD LLC						
17179	11/10/15	01	SQUAD 203	1110005245		11/24/15	27,489.00
						INVOICE TOTAL:	27,489.00
						VENDOR TOTAL:	27,489.00
FIRSTS	FIRST SUPPLY LLC						
1251849-00	10/16/15	01	TOILET FLUSHER PARTS	1116105350		11/24/15	101.20
						INVOICE TOTAL:	101.20
1272781-00	11/05/15	01	TOILET PART	1116105350		11/24/15	22.40
						INVOICE TOTAL:	22.40
						VENDOR TOTAL:	123.60
GAI	GAI CONSULTANTS INC						
2096071	11/06/15	01	OCT ENG	4132101413		11/24/15	1,937.50
						INVOICE TOTAL:	1,937.50
						VENDOR TOTAL:	1,937.50
GENEVA	TOWN OF GENEVA						
GOVPAY-STACK	11/12/15	01	STACK-U321839-0	1112002428		11/24/15	2.75
						INVOICE TOTAL:	2.75
						VENDOR TOTAL:	2.75

INVOICES DUE ON/BEFORE 11/24/2015

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
HEALT	HEALTHCHECK 360						
HC2506	11/16/15	01	2015 HC360 BALANCE	1110205132		11/24/15	4,027.50
						INVOICE TOTAL:	4,027.50
						VENDOR TOTAL:	4,027.50
HEIN	HEIN ELECTRIC SUPPLY CO						
184810-00	10/28/15	01	DRILL,SAWZALL,WORK LIGHT	1132105340		11/24/15	388.14
						INVOICE TOTAL:	388.14
						VENDOR TOTAL:	388.14
HESTA	HE STARK AGENCY INC						
6089PARK-10/15	10/30/15	01	OCT COLLECTION FEES	4234505216		11/24/15	138.10
						INVOICE TOTAL:	138.10
						VENDOR TOTAL:	138.10
ITU	ITU ABSORB TECH INC						
6078789	11/06/15	01	MATS	1116105360		11/24/15	91.01
						INVOICE TOTAL:	91.01
6084871	11/19/15	01	MATS	1116105360		11/24/15	91.01
						INVOICE TOTAL:	91.01
						VENDOR TOTAL:	182.02
JOHNS	JOHNS DISPOSAL SERVICE INC						
48723	11/03/15	01	TRASH SVC-2YD DUMPSTER	4800005360		11/24/15	141.00
						INVOICE TOTAL:	141.00
48908	11/05/15	01	NOV SVC	1136005294		11/24/15	26,552.12
		02	NOV SVC	1136005297			10,859.45
						INVOICE TOTAL:	37,411.57
						VENDOR TOTAL:	37,552.57

INVOICES DUE ON/BEFORE 11/24/2015

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
KAPUR KAPUR & ASSOCIATES, INC							
86174	10/30/15	01	GIS UPDATES-FORESTRY	1132135430		11/24/15	2,010.00
		02	GIS UPDATES	1130005217			294.00
						INVOICE TOTAL:	2,304.00
						VENDOR TOTAL:	2,304.00
LABYR LABYRINTH HEALTHCARE GROUP							
26541	11/19/15	01	PATIENT CARE-DEC	1110205132		11/24/15	337.50
						INVOICE TOTAL:	337.50
						VENDOR TOTAL:	337.50
LANGE LANGE ENTERPRISES INC							
55962	11/03/15	01	"NO DOGS ALLOWED" SIGNS	1152015340		11/24/15	259.50
		02	"VIDEO CAMS IN USE" SIGNS	1152005352			70.92
						INVOICE TOTAL:	330.42
						VENDOR TOTAL:	330.42
LASERE LASER ELECTRIC SUPPLY							
1439849-00	11/09/15	01	FLOURESCENT BULBS	1116105350		11/24/15	84.16
		02	LIGHT BULBS	1151105240			71.00
		03	DISCOUNT	1100004819			-3.10
						INVOICE TOTAL:	152.06
						VENDOR TOTAL:	152.06
LGREG LAKE GENEVA REGIONAL NEWS							
1130597	10/08/15	01	LN-ORD 15-10 DOG PARK	1110005314		11/24/15	41.41
						INVOICE TOTAL:	41.41
1130607	10/08/15	01	LN-9/14 COUNCIL MINUTES	1110005314		11/24/15	229.16
						INVOICE TOTAL:	229.16
1131318	10/08/15	01	LN-CSM KEY DVLP-HOME DEPOT	1110005315		11/24/15	46.89
						INVOICE TOTAL:	46.89

INVOICES DUE ON/BEFORE 11/24/2015

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
LGREG	LAKE GENEVA REGIONAL NEWS						
1132735	10/22/15	01	LN 9/28 COUNCIL MINUTES	1110005314		11/24/15	333.79
						INVOICE TOTAL:	333.79
1132807	10/22/15	01	LN ORD 15-11 ANNEXATION	1110005314		11/24/15	138.87
						INVOICE TOTAL:	138.87
1134308	10/29/15	01	LN LIQ LIC BOARD&BRUSH	1110005315		11/24/15	17.77
						INVOICE TOTAL:	17.77
1134943	10/29/15	01	LN PUB HRNG-HILLMOOR	1110005314		11/24/15	144.85
						INVOICE TOTAL:	144.85
1134950	10/29/15	01	LN 2016 BUDGET HEARING	1110005314		11/24/15	193.10
						INVOICE TOTAL:	193.10
						VENDOR TOTAL:	1,145.84
LGUTI	LAKE GENEVA UTILITY COMMISSION						
5277	11/05/15	01	BROKEN WATER LINE-CHAMBER	1152005241		11/24/15	1,128.00
						INVOICE TOTAL:	1,128.00
965 CUMBERLAND	11/06/15	01	965 CUMBERLAND TR	4500002452		11/24/15	1,690.00
		02	965 CUMBERLAND TR	4500002453			1,865.00
						INVOICE TOTAL:	3,555.00
979 HUDSON TR	11/05/15	01	979 HUDSON TR	4500002452		11/24/15	1,690.00
		02	979 HUDSON TR	4500002453			1,865.00
						INVOICE TOTAL:	3,555.00
CHUBB INS	11/13/15	01	UTILITY PORTION-TORNADO INS	1100004840		11/24/15	2,225.40
						INVOICE TOTAL:	2,225.40
						VENDOR TOTAL:	10,463.40
MARED	MARED MECHANICAL						

INVOICES DUE ON/BEFORE 11/24/2015

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
MARED MARED MECHANICAL							
94491	10/31/15	01	CHILLER PROCESSOR BOARD	1116105240		11/24/15	3,150.00
						INVOICE TOTAL:	3,150.00
95066	10/31/15	01	CHILLER VALVE FIX	1116105240		11/24/15	464.00
						INVOICE TOTAL:	464.00
						VENDOR TOTAL:	3,614.00
MLIC MINNESOTA LIFE INSURANCE CO							
RE111715	11/01/15	01	INV 099002-DEC LIFE INS	1112005134		11/24/15	9.67
		02	INV 099002-DEC LIFE INS	1113005134			33.60
		03	INV 099002-DEC LIFE INS	1114305134			8.71
		04	INV 099002-DEC LIFE INS	4234505134			3.72
		05	INV 099002-DEC LIFE INS	1115105134			43.05
		07	INV 099002-DEC LIFE INS	1124005134			30.67
		09	INV 099002-DEC LIFE INS	1114205134			24.41
		12	INV 099009-DEC LIFE INS	1121005134			259.61
		15	INV 099010-DEC LIFE INS	1122005133			77.28
		17	INV 099019-DEC LIFE INS	9900005134			92.44
		20	INV 099044-DEC LIFE INS	4234505134			22.94
		23	INV 099052-DEC LIFE INS	4055105134			28.70
		24	INV 099052-DEC LIFE INS	1132105134			151.63
		25	INV 099052-DEC LIFE INS	1116105134			20.47
		26	INV 099016-DEC LIFE INS	4800005134			29.06
		27	DEC LIFE INS	1110005133			148.30
		28	DEC LIFE INS	1100002134			918.25
						INVOICE TOTAL:	1,902.51
						VENDOR TOTAL:	1,902.51
NAPAE ELKHORN NAPA AUTO PARTS							
10242	11/05/15	01	SENDER-LEAF VAC	1132145430		11/24/15	33.59
						INVOICE TOTAL:	33.59
						VENDOR TOTAL:	33.59

INVOICES DUE ON/BEFORE 11/24/2015

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
OFFICM OFFICEMAX INC							
521119	10/21/15	01	PENS	1124005310		11/24/15	4.98
		02	THERMAL POUCHES, SEALER	1114305310			59.27
		03	SHARPIES	4234505310			9.16
		04	TONER	1115105310			151.03
						INVOICE TOTAL:	224.44
922376	11/12/15	01	SEALER RETURN	1114305310		11/24/15	-7.14
						INVOICE TOTAL:	-7.14
						VENDOR TOTAL:	217.30
OILEQ OIL EQUIPMENT COMPANY							
223609	10/27/15	01	CHIPKEYS,CARD ENCODING	4132101428		11/24/15	599.00
						INVOICE TOTAL:	599.00
						VENDOR TOTAL:	599.00
OTTER OTTER SALES & SERVICE INC							
P158519	11/18/15	01	PLOW SPRING	1132125250		11/24/15	12.80
						INVOICE TOTAL:	12.80
						VENDOR TOTAL:	12.80
PHILI PHILIPS MEDICAL CAPITAL							
47744638	11/07/15	01	MONITOR,DEFIBS-NOV	1122005830		11/24/15	700.16
						INVOICE TOTAL:	700.16
						VENDOR TOTAL:	700.16
PNC PNC BANK							
0437-11/15	11/08/15	01	WSB DEPOSIT SLIPS	1115105310		11/24/15	41.98
		02	US BANK CKS,DEPOSIT SLIPS	1115105310			150.59
						INVOICE TOTAL:	192.57
1831-11/15	11/08/15	01	HOME DEPOT-FILTERS	1122005350		11/24/15	112.91

INVOICES DUE ON/BEFORE 11/24/2015

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
PNC PNC BANK							
1831-11/15	11/08/15	02	HOME DEPOT-D BATTERIES	1122005340		11/24/15	11.98
		03	HOME DEPOT-PEN LIGHT AMB 2	1122005810			7.97
		04	USPS-BATTERY CHARGER FIX	1122005312			37.72
		05	PNC-FINANCE CHARGE	1122005399			4.68
						INVOICE TOTAL:	175.26
						VENDOR TOTAL:	367.83
QUILL QUILL CORPORATION							
9174499	10/30/15	01	TONER	1124005310		11/24/15	183.23
						INVOICE TOTAL:	183.23
						VENDOR TOTAL:	183.23
REINDER REINDERS INC							
2561601	10/30/15	01	FERTILIZER	1152005362		11/24/15	1,064.80
						INVOICE TOTAL:	1,064.80
						VENDOR TOTAL:	1,064.80
ROTE ROTE OIL COMPANY							
306984	11/02/15	01	191.7 GALS DYED DIESEL	1132105341		11/24/15	373.62
						INVOICE TOTAL:	373.62
307059	11/10/15	01	441.1 GALS CLEAR DIESEL	1132105341		11/24/15	996.44
						INVOICE TOTAL:	996.44
						VENDOR TOTAL:	1,370.06
RYDIN RYDIN DECAL							
313007	11/06/15	01	RESIDENT STICKERS	4234505340		11/24/15	1,163.76
						INVOICE TOTAL:	1,163.76
						VENDOR TOTAL:	1,163.76
SHERW SHERWIN-WILLIAMS COMPANY							

INVOICES DUE ON/BEFORE 11/24/2015

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
SHERW	SHERWIN-WILLIAMS COMPANY						
3591-9	10/28/15	01	MINERAL SPIRITS	1152015350		11/24/15	350.03
						INVOICE TOTAL:	350.03
						VENDOR TOTAL:	350.03
STRAI	STRAIGHT EDGE CONCRETE LLC						
333	10/26/15	01	STORM INLET FAILURE	1132155450		11/24/15	630.00
		02	SIDEWALK REPAIR	1132105270			3,450.00
						INVOICE TOTAL:	4,080.00
						VENDOR TOTAL:	4,080.00
SUN	SUN LIFE FINANCIAL						
RE111715	11/01/15	01	CEM DISABILITY-DEC	4800005137		11/24/15	29.65
		03	LIB DISABILITY-DEC	9900005137			69.38
		04	PD DISABILITY-DEC	1110205134			564.70
		05	STREET DISABILITY-DEC	1110205134			199.90
		06	WATER DISABILITY-DEC	1100001634			139.69
		07	WWTF DISABILITY-DEC	1100001634			109.41
		08	C HALL DISABILITY-DEC	1110205134			151.40
		09	PARKING DISABILITY-DEC	4234505137			15.00
						INVOICE TOTAL:	1,279.13
						VENDOR TOTAL:	1,279.13
SWWBIAM	SWWBIA						
CONF REG	11/06/15	01	SWWBIA CONF 12/3-4	1124005332		11/24/15	20.00
						INVOICE TOTAL:	20.00
						VENDOR TOTAL:	20.00
SYSTEMS	SYSTEMS DESIGN						
12960	11/06/15	01	IRRIGATION SHUTDOWN-LIB	1152005399		11/24/15	210.00
						INVOICE TOTAL:	210.00

INVOICES DUE ON/BEFORE 11/24/2015

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
SYSTEMS SYSTEMS DESIGN							
12961	11/06/15	01	IRRIGATION SHUTDOWN	4055205360		11/24/15	111.65
						INVOICE TOTAL:	111.65
12962	11/06/15	01	IRRIGATION SHUTDOWN	1116105360		11/24/15	120.00
						INVOICE TOTAL:	120.00
						VENDOR TOTAL:	441.65
T0001137 KRISTIN CARTY							
REFUND	11/06/15	01	CARTY-SEC DEP 10/31/15	4055102353		11/24/15	1,000.00
		02	CARTY-SETUP, SEC GRD 10/31/15	4055104674			-304.00
						INVOICE TOTAL:	696.00
						VENDOR TOTAL:	696.00
T0001138 DANIELLE RUGGIERO							
REFUND	11/06/15	01	RUGGIERO-SEC DEP 10/30/15	4055102353		11/24/15	1,000.00
		02	RUGGIERO-SETUP, SEC GRD 10/30	4055104674			-474.00
						INVOICE TOTAL:	526.00
						VENDOR TOTAL:	526.00
T0001139 WOLF POINT ASSET MGMT							
REFUND	11/10/15	01	ZIEMANN-SEC DEP 9/19/15	4055102353		11/24/15	1,000.00
		02	ZIEMANN-SETUP, SEC GRD 9/19/15	4055104674			-338.50
						INVOICE TOTAL:	661.50
						VENDOR TOTAL:	661.50
T0001140 SHARON HEWES							
REFUND GOVPAY	11/12/15	01	REFUND CIT #78491	1112002428		11/24/15	50.00
						INVOICE TOTAL:	50.00
						VENDOR TOTAL:	50.00
T0001141 JENNIFER MULSOFF							

INVOICES DUE ON/BEFORE 11/24/2015

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
T0001141 JENNIFER MULSOFF							
REFUND	11/16/15	01	MULSOFF-SEC DEP 11/14	4055102353		11/24/15	1,000.00
		02	MULSOFF-SETUP,SEC GRD 11/14	4055104674			-344.00
						INVOICE TOTAL:	656.00
						VENDOR TOTAL:	656.00
T0001142 JAMI VOS							
REFUND	11/16/15	01	AQUA DUCKS-SEC DEP 11/13	4055102353		11/24/15	1,000.00
		02	AQUA DUCKS-SETUP,SEC GRD 11/13	4055104674			-677.63
						INVOICE TOTAL:	322.37
						VENDOR TOTAL:	322.37
T0001143 WOLFF REAL ESTATE LLC							
WALK SHARE	09/16/15	01	SIDEWALK REPL-201 BROAD	1132105270		11/24/15	455.00
						INVOICE TOTAL:	455.00
						VENDOR TOTAL:	455.00
TAPCO TAPCO							
I507061	10/27/15	01	SIGNAL,PARTS	1134105260		11/24/15	1,836.38
						INVOICE TOTAL:	1,836.38
						VENDOR TOTAL:	1,836.38
TRIEB TRIEBOLD IMPLEMENT INC							
IW46333	11/12/15	01	SKID STEER PIN	1132125250		11/24/15	77.34
						INVOICE TOTAL:	77.34
						VENDOR TOTAL:	77.34
TROM TROMCOM							
22860	10/02/15	01	SQUAD 203	1110005245		11/24/15	90.00
		02	SQUAD 203 DEDUCTIBLE	1121005342			1,000.00
						INVOICE TOTAL:	1,090.00
						VENDOR TOTAL:	1,090.00

INVOICES DUE ON/BEFORE 11/24/2015

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
TRUGR	TRUGREEN PROCESSING CTR						
41196558	10/20/15	01	FERTILIZER SVC	1152005362		11/24/15	689.97
						INVOICE TOTAL:	689.97
						VENDOR TOTAL:	689.97
UNITEDC	UNITED CANVAS						
27692	11/09/15	01	KIOSK METER COVERS	4234505870		11/24/15	4,095.00
						INVOICE TOTAL:	4,095.00
						VENDOR TOTAL:	4,095.00
UWM	UNIVERSITY OF WI-EXTENSION						
378102	11/11/15	01	HWY SAFETY CLASS-EARLE,WASWO	1132105332		11/24/15	160.00
						INVOICE TOTAL:	160.00
						VENDOR TOTAL:	160.00
WALCOS	WALWORTH COUNTY SHERIFF						
10/15	11/04/15	01	OCT PRISONER CONFINES	1112005290		11/24/15	165.00
						INVOICE TOTAL:	165.00
						VENDOR TOTAL:	165.00
WALCOT	WALWORTH COUNTY TREASURER						
ATLAS/PLAT BOOK	11/12/15	01	WALCO ATLAS,PLAT BOOK	9900005413		11/24/15	35.70
						INVOICE TOTAL:	35.70
						VENDOR TOTAL:	35.70
WASWOS	SABRINA WASWO						
MILEAGE 11/12	11/12/15	01	92 MILES-WMCA DIST MTG	1114305330		11/24/15	52.90
						INVOICE TOTAL:	52.90
						VENDOR TOTAL:	52.90
WEENE	WE ENERGIES						

INVOICES DUE ON/BEFORE 11/24/2015

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
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WEENE	WE ENERGIES						
RE111715	11/03/15	01	7891-194-618 OCT GAS BILL	1116105224		11/24/15	308.56
		03	7837-744-963 OCT GAS BILL	1122005224			34.92
		04	0480-524-472 OCT GAS BILL	4055105224			120.82
		06	0847-573-906 OCT GAS BILL-ST#2	1122005224			12.38
		07	5288-664-956 OCT GAS BILL	1151105224			25.50
		08	8052-439-940 OCT GAS BILL-1055	1132105224			10.56
		09	8017-524-022 OCT GAS BILL-1065	1132105224			-1.58
		10	6602-046-262 OCT GAS BILL-1070	1132105224			32.40
		11	7283-171-261 OCT GAS BILL	1152015224			9.24
		12	1885-876-489 OCT GAS BILL	4800005224			62.79
		13	3843-358-997 OCT GAS BILL	9900005222			85.00
		14	5604-510-433 OCT GAS BILL	9900005222			242.00
						INVOICE TOTAL:	942.59
						VENDOR TOTAL:	942.59
WIREV	WI DEPT OF REVENUE						
64-246 2015	11/01/15	01	2015 MFG ASSESSMENT	1115405213		11/24/15	1,932.73
						INVOICE TOTAL:	1,932.73
						VENDOR TOTAL:	1,932.73
						TOTAL ALL INVOICES:	150,251.74