



FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, AUGUST 22, 2016 – 6:00 PM

COUNCIL CHAMBERS, CITY HALL

AGENDA

1. Call to Order by Alderman Kordus
2. Roll Call
3. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes.
4. Approve the Finance, License and Regulation Committee Meeting minutes of July 25, 2016 and August 8, 2016, as prepared and distributed.
5. **LICENSES & PERMITS**
 - a. Park Reservation Permit application filed by the Lake Geneva Business Improvement District for Taste of Lake Geneva held on September 8, 2016 to September 10, 2016 from noon to 10:00 pm at Flat Iron Park with use of Brunk Pavilion and request to waive all fees *(recommended by the Board of Park Commissioners President on August 15, 2016)*
 - b. Parking Stall Bag request filed by the Lake Geneva Business Improvement District for Taste of Lake Geneva to close Center Street lot and reserve 20 parking stalls therein on Saturday, September 10, 2016 with request to waive all fees
 - c. Temporary Class “B”/“Class B” Retailer’s License application for the sale of fermented malt beverages and wine filed by the Lake Geneva Business Improvement District for the Taste of Lake Geneva on September 10, 2016 from 11:00am to 6:00pm in Flat Iron Park
 - d. Banner Permit application filed by the Lake Geneva Business Improvement District to use 5 banner poles starting August 24, 2016 through September 10, 2016 for the Taste of Lake Geneva event with request to waive all fees
 - e. Banner Permit application filed by the Lake Geneva Business Improvement District to use 5 banner poles starting September 11, 2016 through September 24, 2016 and 11 banner poles starting September 25, 2016 through October 9, 2016 for the Oktoberfest event with request to waive all fees *(unable to fulfill request of 11 banner poles as 6 poles were already rented during the timeframe of Sept. 11, 2016 through Sept. 24, 2016)*
 - f. Parade Permit application filed by VISIT Lake Geneva for the 41st Electric Christmas Parade using Broad St. and Main St. on December 3, 2016 from 3:00 pm to 6:30 pm
 - g. Street Use Permit application filed by VISIT Lake Geneva for the 41st Electric Christmas Parade using Broad St. and Main St. on December 3, 2016 from 3:00 pm to 6:30 pm including closure of 112 parking stalls on Broad St. from Marshall St. to Main St. and on Main St. from Broad St. to Cook St.
 - h. Banner Permit application filed by VISIT Lake Geneva to use 11 banner poles starting November 21, 2016 through February 12, 2017 for Winterfest with request to waive all fees

- i. Street Use Permit application filed by Bruce Bruns on behalf of Anchor Covenant Church for Troastapalooza on August 27, 2016 from noon to 8:00 pm, closing the westbound lane of Park Row between Maxwell and Clover St.
 - j. Original 2016-2017 Operator's (Bartender) License applications filed by MacKenzie Callan, Joseph Caravette, Rajendrakumar Patel, Daniel Vekeroff
 - k. Renewal of 2016-2017 Operator's (Bartender) License application filed by Dawn Monroe
 - l. Renewal Massage Establishment License application filed by Mia Faccia Salon & Day Spa, 235 Broad St.
 - m. Original Taxi Company License application filed by Luxury Car Service, 1185 Elm St.
 - n. Original Taxi Driver License application filed by Kristin Hannah (*approved by Police Chief; informational only*)
6. First reading of **Ordinance 16-15**, to amend Chapter 78, Utilities, changing management of the utilities from a Utility Commission to the City Council
 7. First reading of **Ordinance 16-16**, to amend Chapter 14, Buildings and Building Regulations, Section 14-104, deleting the words Water Commission and adding the word City in its place
 8. Discussion/Recommendation on the purchase of plow, box and salter for a 1-ton dump truck from Northland Equipment of Janesville, WI in the amount of \$28,279 from equipment capital improvements (Public Works Committee approved on August 11, 2016)
 9. Discussion/Recommendation of Giraffe Electric Escrow Draw Request No 2 for \$19,850.00 with additional funding of \$6,352.76 from the Capital Fund
 10. Discussion/Recommendation on 2017 Budget Goals
 11. Discussion/Recommendation on 2017 Budget Workshop Schedule
 12. **Presentation of Accounts**
 - a. Purchase Orders (none)
 - b. Prepaid Bills in the amount of \$8,674.64
 - c. Regular Bills in the amount of \$419,994.53

13. 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.

8/19/2016 6:30pm

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

FINANCE, LICENSE & REGULATION COMMITTEE
MONDAY, JULY 25, 2016 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL

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

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

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

Approval of Minutes. Gelting/Horne motion to approve the Finance, License and Regulation Committee Meeting minutes of July 11, 2016, as prepared and distributed. Unanimously carried.

LICENSES & PERMITS

Gelting/Horne motion to recommend approval of Original 2016-2017 Operator's (Bartender) License applications filed by Michelle Basith, Kyle Carlson, Jack Golitz, Dayana Hernandez, Kerri Keisler, Lilian Montesinos, James Scully, and Joanne Sontag. Unanimously carried.

Gelting/Horne motion to recommend approval of Renewal of 2016-2017 Operator's (Bartender) License applications filed by Karlene Bull and Catherine Petrassi. Unanimously carried.

Howell/Gelting motion to recommend approval of prohibiting parking on the South Side of Grant Street from Williams Street to Tomike Street (*Recommended by Public Works Committee on July 14, 2016*)

This was recommended by the Police Chief. It is for the South Side of Grant Street as the North side is already no parking. Alderman Chappell questioned if this would affect any residents. Mr. Kordus thought all the residents on that block have driveways. City Administrator Oborn stated people occasionally park there, which is the issue. Ms. Chappell felt the problem was not parking but that the road is used as a cut through. She suggested a deterrent such as speed bumps. Motion carried 4 to 1 with Alderman Chappell voting "no."

Horne/Gelting motion to recommend approval of prohibiting parking on the North Side of Campbell Street from South Wells Street to South Lake Shore Drive (*Recommended by Public Works Committee on July 14, 2016*)

This is the same issue as Grant Street. There are 2 homes on that block with long driveways. Unanimously carried.

Gelting/Kordus motion to recommend approval of Engineering Service Agreement with Kapur & Associates, Inc for design and construction management of the 227 South Lake Shore Drive Parking Lot not to exceed \$15,412.00 from the Parking Fund (*Recommended by Public Works Committee on July 14, 2016*). The city purchased this property with TIF monies to add a parking lot in that location. This step is for the design services. Kapur will look at the parking stall design, adding a sidewalk and drainage. Unanimously carried.

Gelting/Horne motion to recommend approval of Demolition and Removal of Hard Surfacing by Robert Stewart Excavating, Inc. for 227 South Lake Shore Drive Parking Lot not to exceed \$13,000.00 from the Parking Fund (*Recommended by Public Works Committee on July 14, 2016*). This is the excavation and once completed it will be ready for pavement. There may be items buried that we don't know about which could cost more money as there used to be a motel there. It's not anticipated, but there is always that risk. Unanimously carried.

Kordus/Gelting motion to recommend approval of an Ordinance to prohibit unauthorized use of the Brush and Compost Drop-off Site on Carey Street at the Street Department (*Recommended by Public Works Committee on July 14, 2016*). Contractors have been coming in after hours and dumping their compost, causing a burden for the Street Dept. Public Works had various solutions but decided to first create an ordinance and post signage. Unanimously carried.

Howell/Gelting motion to recommend approval of request filed by William Chesen on behalf of the Lake Geneva Fire Bells Rehab Unit #64 to reserve and waive the parking fees for six parking stalls on the east side of

the 100 block of Broad Street from the alleyway north to Main Street for the annual Lake Geneva Fire Bells fundraiser on Sunday, September 17, 2016. Unanimously carried.

Howell/Gelting motion to recommend approval of Dan Larsen Landscape TIF4 Escrow Draw Request No 3 for \$10,937.00. This is 2 projects, tree planting landscaping and the Riviera grounds tree planting. Unanimously carried.

Horne/Gelting motion to recommend approval of Down To Earth Contractors TIF4 Escrow Draw Request No 2 for \$2,949.00. Unanimously carried.

Gelting/Horne motion to recommend approval of Giraffe Electric TIF4 Escrow Draw Request No 1 for \$1,702.76. Unanimously carried.

Horne/Gelting motion to recommend approval of Hein TIF4 Escrow Draw Request No 3 for \$31,251.06. Unanimously carried.

Gelting/Horne motion to recommend approval of Humphreys Contracting TIF4 Escrow Draw Request No 1 for \$9,999.35. Unanimously carried.

Horne/Gelting motion to recommend approval of Lake Geneva Economic Development Corporation TIF4 Escrow Draw Request No 1 for \$25,867.50. This is for the additional work behind the demolished Traver Hotel. They are around \$17,000 under budget. The project is winding down. Unanimously carried.

Horne/Chappell motion to recommend approval of Systems Design TIF4 Escrow Draw Request No 1 for \$1,708.47. Unanimously carried.

Horne/Gelting motion to recommend approval of Wil-surge Electric TIF4 Escrow Draw Request No 1 for \$7,650.00. Unanimously carried.

Horne/Gelting motion to recommend approval of TIF Closing Audit Services with Schenck for a cost of \$6,500 funded by TIF4. This is the final audit to close the TIF, which is State mandated. Our auditor already has a good handle on it, which makes it advantageous for the city to use them. Unanimously carried.

First Reading of Ordinance 16-11, a Zoning Text Amendment to Sections 98-407: Substandard Lot Regulations; 98-706: Exterior Storage Standards for Residential, Office and Commercial Districts; 98-034: Definitions; and 98-206 Commercial Land Uses of the Municipal Zoning Code of the City of Lake Geneva, Wisconsin (Plan Commission recommended on July 18, 2016). Alderman Chappell would like the sections split into difference ordinances as Plan Commission did not unanimously approve all items.

Discussion/Recommendation of Premier Resort Area Tourist Sales Tax and consideration of a corresponding Referendum (Discussed at Committee of the Whole on June 6, 2016)

Gelting/Chappell motion to send to council without recommendation. Unanimously carried.

Presentation of Accounts – Alderman Kordus

Purchase Orders. None.

Howell/Gelting motion to recommend approve of Prepaid Bills in the amount of \$12,696.57. Comptroller Pollitt explained the Brunk Industries appealed their assessment to the State Board of Appeals. There was an adjustment made which resulted in a tax refund. Unanimously carried.

Gelting/Kordus motion to recommend approve of Regular Bills in the amount of \$177,062.07. Mr. Oborn noted there is \$6,000 left to pay Accurate Appraisal. This amount would be enough if we decide to seek damages from them for the errors that they made. Mr. Gelting questioned the Gage Pier painting. Piers and Harbors decided to pull out the annual painting from the installation and removal of the piers contract to solicit for bids. Unanimously carried.

Adjournment. Gelting/Horne motion to adjourn at 6:31 pm. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

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

FINANCE, LICENSE & REGULATION COMMITTEE
MONDAY, AUGUST 8, 2016 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL

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

Roll Call. Present: Aldermen Kordus, Howell, Horne, Gelting and Chappell. Also Present: City Administrator Oborn, Comptroller Pollitt and City Clerk Waswo.

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

Approval of Minutes. Gelting/Horne motion to approve the Finance, License and Regulation Committee Meeting minutes of July 11, 2016, as prepared and distributed. Unanimously carried.

LICENSES & PERMITS

Gelting/Horne motion to recommend approval of request filed by William Chesen on behalf of the Lake Geneva Fire Bells Rehab Unit #64 to reserve and waive the parking fees for six parking stalls on the east side of the 100 block of Broad Street from the alleyway north to Main Street for the annual Lake Geneva Fire Bells fundraiser on Sunday, September 18, 2016 (continued from July 25, 2016 Council meeting). Unanimously carried.

Horne/Gelting motion to recommend approval of Temporary Operator’s License applications filed by Ryan Stelzer, Craig Evans, Bryan Iwicki, and Josh Spiegelhoff for the Venetian Festival August 17-August 21, 2016 (recommended for approval by the Police Chief). Unanimously carried.

Gelting/Horne motion to recommend approval of Original 2016-2017 Operator’s (Bartender) License applications filed by Kathleen Consolino, Kristen Jensen, Evan Knutson, Amy Maloney, Janet Morrison, Gregory Nichols, Jasmine Swafford. Unanimously carried.

Horne/Gelting motion to recommend approval of Renewal of 2016-2017 Operator’s (Bartender) License applications filed by Gweneth Garber, Jacob McGuire. Unanimously carried.

First Reading of Ordinance 16-11, amending Section 98-407: Substandard Lot Regulations allowing substandard lots that are zoned ER-1 to use SR-4 district standards with a conditional use permit

First Reading of Ordinance 16-12, amending Section 98-706: Exterior Storage Standards for Residential, Office and Commercial Districts, providing for recreational vehicle parking in driveways

First Reading of Ordinance 16-13, amending Section 98-034: Definitions, redefining single family dwelling; and Section 98-206: Commercial Land Uses redefining commercial indoor lodging

First Reading of Ordinance 16-14, amending Chapter 74, Traffic and Vehicles, Section 74-210 adding no parking on Grant Street, southside from Williams Street to Tomike and on and on Campbell Street from South Lake Shore Drive to Wells Street. Alderman Howell would like the City Attorney to redraft the ordinance excluding the parking ban on Grant Street. Mr. Kordus noted that can be done at the second reading. Alderman Chappell questioned why they would waste the City Attorney’s time if something is going to be removed.

Howell/Chappell motion to send back to the City Attorney to redraft and remove the Grant Street section. Mr. Kordus stated this was recommended by the Police Chief as a safety concern. We can override it, but if there are accidents that occur because of the parking situation it kind of puts the onus on us. Ms. Chappell doesn’t think the Chief is a traffic expert. The residents would like to curtail the traffic on that street and would be in favor of stop signs or a no left turn sign. Motion carried 3 to 2 with Alderman Kordus and Gelting voting “no.”

Discussion/Recommendation on recruitment services for Comptroller position

Howell/Gelting motion to send to council without recommendation. Unanimously carried.

Howell/Gelting motion to recommend approval of Kapur & Associates, Inc. TIF4 Escrow Draw Request No. 2 for \$928.00 with overage of \$466.00 from the General Fund. City Administrator Oborn stated they did more work on the signage. Mr. Horne asked if there was a change control before giving the authorization to pay it. The Director of Public Works gave the authorization. Mr. Oborn stated we don't have a change order process for engineering services. When the invoice came last time he held this one for further justification of the overage. Mr. Horne was having a hard time understanding this if there is a contract. They can't bill the City for additional monies unless there is something to validate it has been approved. Mr. Gelting asked if Kapur received a verbal approval from the Director of Public Works. Mr. Oborn said they did an invoice for the whole amount. Mr. Kordus asked if Kapur was authorized before they went over on their hours to go ahead and go over as part of the justification or did they just go over on their own and bill us for it. Mr. Oborn said he did not know, and that would be a question for the Director of Public Works. Mr. Gelting asked what happens if the overage payment is denied. Mr. Oborn said it can be approved minus the \$466 and he can get more justification or look for more controls. Mr. Horne stated it's not the amount; it's the lack of a process that needs to be addressed quickly. Mr. Kordus assumed they could take the City to small claims court. Mr. Gelting stated a bid is created and we agree to pay them a specified amount for the services provided. Mr. Kordus asked if City staff called meetings with them. Mr. Oborn said they are stating we drove it up. Motion carried 3 to 2 with Alderman Horne and Gelting voting "no."

Kordus/Gelting motion to recommend approval of Michael's Signs, Inc. TIF4 Escrow Draw Request No. 1 for \$28,400.00. Mr. Gelting asked since this is \$28,400 of the 56, are they on track to being under budget or within budget. Mr. Oborn answered they had a contractual amount so he would believe they would stay within that amount. He noted there are two contracts. They could say there was more work done than what was initially proposed. This is just the materials for making the sign. On the final payment, they could justify an overage, but that would only be if we ask for additional signs. Mr. Horne asked if we ever ask for a cost to complete tracking so we get verbal commitment as we go through the process. Mr. Oborn noted the program manager is the Director of Public Works and Utility. Mr. Horne asked if there is a formal verbal communication via email. Mr. Oborn answered he would hope the program manager would do that and he will convey that to him. Mr. Kordus noted they do get updates from the Director of Public Works at the Public Works meetings. Mr. Gelting doesn't recall seeing a variance to the budget. Mr. Kordus said it is verbally reported at Public Works. Mayor Kupsik stated they are all hard contracts. Unless the City requests additional services, nothing should be above the contractual amount than what was set aside. Unanimously carried.

Chappell/Howell motion to recommend approval of Shad Branen – WIN Properties, LLC TIF4 Escrow Draw Request No. 2 for \$73,175.52. Mr. Howell asked how far along the project is. Mr. Kordus had spoken with Mr. Branen who is anticipating on opening at the end of September or early October. There are timelines in the contract with the first deadline being December 31, 2016. One of the hold ups is the state approval, then the Building Inspector's approval. Mr. Gelting asked who is approving this on our side. Mr. Oborn said it is subject to the bank and the Building Inspector reviews the invoices and work. Mr. Gelting followed by asking if lien waivers are being collected by the bank and escrow company. Mr. Oborn replied yes. Mr. Gelting wants to make sure someone other than the contractor is vetting that. From a due diligence stand point he wouldn't rely on the bank or an affidavit from the builder. Motion carried unanimously.

Gelting/Horne motion to recommend approval of Systems Design TIF4 Escrow Draw Request No. 2 for \$1,076.80. Unanimously carried.

Presentation of Accounts – Alderman Kordus

Purchase Orders. None.

Kordus/Gelting motion to recommend approval of Prepaid Bills in the amount of \$30,761.36. Unanimously carried.

Gelting/Horne motion to recommend approval of Regular Bills in the amount of \$175,712.72. Unanimously carried.

Howell/Gelting motion to adjourn at 6:30pm.

/s/ Sabrina Waswo, City Clerk

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



REGULAR CITY COUNCIL MEETING
MONDAY, AUGUST 22, 2016 – 7:00 PM
COUNCIL CHAMBERS, CITY HALL

AGENDA

1. Mayor Kupsik calls the meeting to order
2. Pledge of Allegiance – Alderman Skates
3. Roll Call
4. Awards, Presentations, and Proclamations
5. Re-consider business from previous meeting
6. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda, except for public hearing items. Comments will be limited to 5 minutes.
7. Acknowledgement of Correspondence
8. Approve Regular City Council Meeting minutes of August 8, 2016, as prepared and distributed
9. **CONSENT AGENDA.** Any item listed on the consent agenda may be removed at the request of any member of the Council. The request requires no second, is not discussed, and is not voted upon.
 - a. Park Reservation Permit application filed by the Lake Geneva Business Improvement District for Taste of Lake Geneva held on September 8, 2016 to September 10, 2016 from noon to 10:00 pm at Flat Iron Park with use of Brunk Pavilion and request to waive all fees (*recommended by the Board of Park Commissioners President on August 15, 2016*)
 - b. Parking Stall Bag request filed by the Lake Geneva Business Improvement District for Taste of Lake Geneva to close Center Street lot and reserve 20 parking stalls therein on Saturday, September 10, 2016 with request to waive all fees
 - c. Temporary Class “B”/“Class B” Retailer’s License application for the sale of fermented malt beverages and wine filed by the Lake Geneva Business Improvement District for the Taste of Lake Geneva on September 10, 2016 from 11:00am to 6:00pm in Flat Iron Park
 - d. Banner Permit application filed by the Lake Geneva Business Improvement District to use 5 banner poles starting August 24, 2016 through September 10, 2016 for the Taste of Lake Geneva event with request to waive all fees
 - e. Banner Permit application filed by the Lake Geneva Business Improvement District to use 5 banner poles starting September 11, 2016 through September 24, 2016 and 11 banner poles starting September 25, 2016 through October 9, 2016 for the Oktoberfest event with request to waive all fees (*unable to fulfill request of 11 banner poles as 6 poles were already rented during the timeframe of Sept. 11, 2016 through Sept. 24, 2016*)

- f. Parade Permit application filed by VISIT Lake Geneva for the 41st Electric Christmas Parade using Broad St. and Main St. on December 3, 2016 from 3:00 pm to 6:30 pm
 - g. Street Use Permit application filed by VISIT Lake Geneva for the 41st Electric Christmas Parade using Broad St. and Main St. on December 3, 2016 from 3:00 pm to 6:30 pm including closure of 112 parking stalls on Broad St. from Marshall St. to Main St. and on Main St. from Broad St. to Cook St.
 - h. Banner Permit application filed by VISIT Lake Geneva to use 11 banner poles starting November 21, 2016 through February 12, 2017 for Winterfest with request to waive all fees
 - i. Street Use Permit application filed by Bruce Bruns on behalf of Anchor Covenant Church for Troastapalooza on August 27, 2016 from noon to 8:00 pm, closing the westbound lane of Park Row between Maxwell and Clover St.
 - j. Original 2016-2017 Operator's (Bartender) License applications filed by MacKenzie Callan, Joseph Caravette, Rajendrakumar Patel, Daniel Vekeroff
 - k. Renewal of 2016-2017 Operator's (Bartender) License application filed by Dawn Monroe
 - l. Renewal Massage Establishment License application filed by Mia Faccia Salon & Day Spa, 235 Broad St.
 - m. Original Taxi Company License application filed by Luxury Car Service, 1185 Elm St.
 - n. Original Taxi Driver License application filed by Kristin Hannah (*approved by Police Chief; informational only*)
10. Item removed from the Consent Agenda
11. **Discussion/Action on Second Reading of Ordinance 16-11, amending Section 98-407: Substandard Lot Regulations allowing substandard lots that are zoned ER-1 to use SR-4 district standards with a conditional use permit**
12. **Discussion/Action on Second Reading of Ordinance 16-12, amending Section 98-706: Exterior Storage Standards for Residential, Office and Commercial Districts, providing for recreational vehicle parking in driveways**
13. **Discussion/Action on Second Reading of Ordinance 16-13, amending Section 98-034: Definitions, redefining single family dwelling; and Section 98-206: Commercial Land Uses redefining commercial indoor lodging**
14. **Discussion/Action on Second Reading of Ordinance 16-14, amending Chapter 74, Traffic and Vehicles, Section 74-210 adding no parking on Grant Street, southside from Williams Street to Tomike and on Campbell Street from South Lake Shore Drive to Wells Street**
15. **Finance, License and Regulation Committee Recommendations – Alderman Kordus**
- a. First reading of Ordinance 16-15, to amend Chapter 78, Utilities, changing management of the utilities from a Utility Commission to the City Council
 - b. First reading of Ordinance 16-16, to amend Chapter 14, Buildings and Building Regulations, Section 14-104, deleting the words Water Commission and adding the word City in its place
 - c. Discussion/Action on the purchase of plow, box and salter for a 1-ton dump truck from Northland Equipment of Janesville, WI in the amount of \$28,279 from equipment capital improvements (*Public Works Committee approved on August 11, 2016*)

- d. Discussion/Action of Giraffe Electric Escrow Draw Request No 2 for \$19,850.00 with additional funding of \$6,352.76 from the Capital Fund
- e. Discussion/Action on 2017 Budget Goals
- f. Discussion/Action on 2017 Budget Workshop Schedule

16. Plan Commission Recommendations – Alderman Skates

- a. Discussion/Action on a Precise Implementation Plan Amendment Application filed by Ted and Terri Harig, 6597 Deerpath Rd., Lake Geneva to operate a Commercial Indoor Lodging facility at an existing Commercial Business in a Planned Development (PD) zoning district located at 821 Geneva St., Tax Key No. ZOP 00171, including two additional parking spaces provided at church next door; any onsite parking must be on paved surface, no outdoor storage, including Staff recommendations, and Findings of Fact *(Plan Commission recommended on August 15, 2016)*
- b. Discussion/Action on **Resolution 16-R43**, a Conditional Use Application to use the Single Family Residential (SR-4) zoning requirements in an Estate Residential (ER-1) zoning district for a new home filed by Orren Pickell Design Group, 550 Frontage Rd., Ste 3800, Northfield, IL 60093 on behalf of Alan and Kathi Bosworth, 267 E South St., Elmhurst, IL 60126 at 1224 W Main St., Lake Geneva, Tax Key No. ZYUP 00094P, including the Findings of Fact; Staff recommendations; terrace (covered porch) setback to be 50 feet from lake shore; sidewalk in the city right of way to be repaired to city standards; no access to the city driveway from residence; no construction access to the city driveway; no structures, trees, landscaping, or permanent fencing on the sanitary line or the right of way; Chapter 30 DNR permit required; Sanitary line to be shown on survey and landscaping plan; and 6 foot fence in height allowed to front property line *(Plan Commission recommended on August 15, 2016)*
- c. Discussion/Action on an Application for Site Plan Review for a parking lot filed by Lake Geneva United Methodist Church, 912 Geneva St., Lake Geneva, Tax Key No. ZA464800001, including the city engineer and applicants engineer reach an agreement with the conditions of the engineers letter dated August 8, 2016, Staff recommendations and Findings of Fact *(Plan Commission recommended on August 15, 2016)*

17. Presentation of Accounts

- a. Purchase Orders (none)
- b. Prepaid Bills in the amount of \$8,674.64
- c. Regular Bills in the amount of \$419,994.53

18. Mayoral Appointments.

- a. Reappointment of Bill Binn to the Geneva Lake Use Committee for a term expiring May 1, 2018

19. Closed Session

- a. Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for Building & Zoning Administrator Review and Contract Negotiations
- b. 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 regarding Police Officer's Union Negotiations
- c. Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved pertaining agreements with Kapur,

Pontem, and WebCemeteries for additionally required Cemetery Software services (City Attorney Draper)

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

21. 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.

8/19/2016 6:30pm

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

**REGULAR CITY COUNCIL MEETING
MONDAY, AUGUST 8, 2016 – 7:00 PM
COUNCIL CHAMBERS, CITY HALL**

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

The Pledge of Allegiance was led by City Clerk Waswo

Roll Call. Present: Mayor Kupsik, Aldermen Chappell, Kordus, Flower, Gelting, Horne, Hedlund, Howell. Absent: Alderman Skates. Also Present: City Attorney Draper, City Administrator Oborn, and City Clerk Waswo.

Awards, Presentations, and Proclamations. None.

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.

Terry O'Neill, 954 George St, spoke on the re-writing of the commercial indoor lodging ordinance. He questioned why it was being changed and who requested the change. He questioned why the requirement for each room to have a private bathroom facility has been removed from the ordinance.

Acknowledgement of Correspondence. None.

City Clerk Waswo reminded voters of the Partisan Primary election on Tuesday, August 9, 2016. She noted polls are open from 7:00am to 8:00pm. Proof of identification is required and layouts have changed at both polling locations.

Approval of Minutes. Kordus/Gelting motion to approve the Regular City Council Meeting minutes of July 25, 2016, as prepared and distributed. Motion carried 7 to 0.

Consent Agenda

- a. Request filed by William Chesen on behalf of the Lake Geneva Fire Bells Rehab Unit #64 to reserve and waive the parking fees for six parking stalls on the east side of the 100 block of Broad Street from the alleyway north to Main Street for the annual Lake Geneva Fire Bells fundraiser on Sunday, September 18, 2016 *(continued from July 25, 2016 Council meeting)*
- b. Temporary Operator's License applications filed by Ryan Stelzer, Craig Evans, Bryan Iwicki, and Joshua Spiegelhoff for the Venetian Festival August 17-August 21, 2016 *(recommended for approval by the Police Chief)*
- c. Original 2016-2017 Operator's (Bartender) License applications filed by Kathleen Consolino, Kristen Jensen, Evan Knutson, Amy Maloney, Janet Morrison, Gregory Nichols, Jasmine Swafford
- d. Renewal of 2016-2017 Operator's (Bartender) License applications filed by Gweneth Garber, Jacob McGuire

Kordus/Horne motion to approve. Motion carried 7 to 0.

Items removed from the Consent Agenda. None.

Finance, License and Regulation Committee Recommendations – Alderman Kordus

First reading of Ordinance 16-11, amending Section 98-407: Substandard Lot Regulations allowing substandard lots that are zoned ER-1 to use SR-4 district standards with a conditional use permit

First reading of Ordinance 16-12, amending Section 98-706: Exterior Storage Standards for Residential, Office and Commercial Districts, providing for recreational vehicle parking in driveways

First reading of Ordinance 16-13, amending Section 98-034: Definitions, redefining single family dwelling; and Section 98-206: Commercial Land Uses redefining commercial indoor lodging

First reading of Ordinance 16-14, amending Chapter 74, Traffic and Vehicles, Section 74-210 adding no parking on Grant Street, southside from Williams Street to Tomike and on Campbell Street from South Lake Shore Drive to Wells Street

Kordus/Flower motion to return this to the City Attorney for removal of Grant Street from the ordinance.

Alderman Kordus noted the discussion at FLR was that there was a fear by residents that it would decrease property values and turn Grant Street into a speedway. It was suggested the Parking Commission look at parking throughout the City and come up with a comprehensive plan. Alderman Flower received a lot of correspondence related to this proposal. Public Works brought it to their attention that there is an issue with the proposed solution to remove the parking. That area is very congested. It is a residential street but is being used as a cut through which was not its original intent. She suggested a stop sign rather than eliminating the parking and increasing the cut through traffic. Alderman Hedlund uses it frequently and feels it is a safety hazard. Alderman Chappell stated residents don't want the parking removed to enable traffic to flow more easily there, which would encourage more traffic. Alderman Howell heard speed complaints as well. He wondered if adding extra stop signs would discourage traffic. Mayor Kupsik feels the parking situation as a whole should be addressed. It was questioned if Public Works should be involved in some of the review as well as the Parking Commission. Mr. Oborn replied it flows from the Parking Commission to Public Works and then to Council.

Roll Call: Kordus, Horne, Hedlund, Gelting voting "no"; Chappell, Flower and Howell voting "yes". Motion fails 4 to 3.

Discussion/Action on recruitment services for Comptroller position

FLR passed to Council with no recommendation. The position was advertised on a government website and the newspaper, receiving only 6 applicants. Alderman Kordus would like to advertise elsewhere before a headhunter is brought in. City Administrator Oborn received proposals from 3 different recruiting companies. Time and materials for Schenk would cost between \$8,000 and \$10,000. GovHR starts at \$14,500 including \$900 for travel. They also offer a more comprehensive option at \$18,000. The proposal from Baker Tilly is a 25% fee of the first annual salary. Alderman Howell asked how much time they have to do this process and where will the money come from if professionals are hired. Mr. Oborn said time will be the end of this year paid from contingency. The Personnel Committee preference was to go with a recruiter. Mr. Oborn said they can certainly spend money to advertise elsewhere. He noted they can go into fund balance if needed. Mayor Kupsik stated this is an unexpected vacancy and there is money in contingency set aside for these types of emergencies. Alderman Flower noted there is another position to fill that may warrant this type of process this calendar year. She asked if there is enough in contingency to cover both. Mr. Oborn suggested focusing on the Comptroller position at this time. Mayor Kupsik stated there is a plan in place for the Director of Public Works and they are still discussing what direction they want to go. Alderman Hedlund said the Comptroller is in the top 4 or 5 positions in the city. He feels it would be a disservice to not bring in a professional.

Hedlund/Howell motion to hire Schenk to conduct a job search for the Comptroller position for the City of Lake Geneva not to exceed \$10,000 subject to City Attorney review of the agreement. Mr. Gelting felt it makes sense and should have been acted on sooner. He is disappointed that they don't know how much is in the contingency fund. Alderman Kordus has a problem spending \$10,000 stating the City has the talent to do this in-house.

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

Kordus/Chappell motion to approve Kapur & Associates, Inc. TIF4 Escrow Draw Request No. 2 for \$928.00 with overage of \$466.00 from the General Fund. FLR discussed removing the \$466 overage. Kapur & Associates contract has a clause saying any overcharge must be put in a change order.

Kordus/Gelting motion an amendment to remove the \$466.00 overage from the payment. Mr. Oborn said Kapur & Associates will have to explain why they didn't abide by the contract and complete a change order.

Roll Call: Chappell, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting "yes." Motion carried 7 to 0.

Kordus/Chappell motion to approve Kapur & Associates, Inc. TIF4 Escrow Draw Request No 2 for \$928 less the \$466 overage. Roll Call: Chappell, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting "yes." Motion carried 7 to 0.

Kordus/Gelting motion to approve Michael’s Signs, Inc. TIF4 Escrow Draw Request No. 1 for \$28,400.00

This is the down payment and work has already begun. This is 50% of the original contract amount. Mayor Kupsik added there is a possibility some of these contracts may go above the contract amount. It was discussed the amounts are hard numbers and they should follow protocol with regard to additional chargers with a change order.

Roll Call: Chappell, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Motion carried 7 to 0.

Kordus/Howell motion to approve Shad Branen – WIN Properties, LLC TIF4 Escrow Draw Request No. 2 for \$73,175.52.

This is the second draw on the theater. The Building Inspector is making sure the work is being done. He would like Mr. Branen to come to the September Committee of the Whole meeting to discuss the progress pertaining to the improvements funded by TIF money. They are expecting to open the end of September or early October.

Roll Call: Chappell, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Motion carried 7 to 0.

Kordus/Gelting motion to approve Systems Design TIF4 Escrow Draw Request No. 2 for \$1,076.80

Roll Call: Chappell, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Motion carried 7 to 0.

Presentation of Accounts – Alderman Kordus

Purchase Orders. None.

Kordus/Chappell motion to approve Prepaid Bills in the amount of \$30,761.36

Roll Call: Chappell, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Motion carried 7 to 0.

Kordus/Chappell motion to approve Regular Bills in the amount of \$175,712.72

Alderman Hedlund questioned the ambulance painting and if they received bids. Mr. Oborn replied the funding went through Council and the additional work was in their budget.

Roll Call: Chappell, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Motion carried 7 to 0.

Mayoral Appointments. None.

Adjournment. Kordus/Chappell motion to adjourn at 7:53 pm. Motion carried 7 to 0.

/s/ Sabrina Waswo, City Clerk

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE COMMON COUNCIL

August 5, 2016

Dear Mayor, City Administrator, City Clerk, and Common Council Members:

Please accept this letter as a request to waive fees in reference to our event permit for Taste of Lake Geneva 2016. As you may know, this event is put on with the intention of drawing both visitors and locals to enjoy Lake Geneva's Downtown – adding to both the vitality of the merchants and the city through sales, parking, and the vibrancy of the festivities – at the cost of the Lake Geneva Business Improvement District.

Although we understand there are certain costs incurred by the city, we hope that in working together to put on events like this, Lake Geneva will continue to grow and thrive. We ask to waive fees associated with this event as we work to bring revenue to the city as well as provide a great atmosphere for locals to enjoy their city.

We are happy to discuss the above further – please let us know if you have any questions.

Thank you.

Lake Geneva Downtown

CITY OF LAKE GENEVA EVENT PERMIT APPLICATION



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

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

- Parade Permit.** Required for any parade on public property.
 - Map or description of the requested route to be traveled.
- Public Assembly Permit.** Required for any public gathering on public property. No fee required.
- Street Use Permit.** Required for any event using a public street. Per Sec. 62-243 of the municipal code, this application must include the following attachments:
 - Certificate of Comprehensive General Liability Insurance with the City, its employees and agents as additional insured with coverage for contractual liability with minimum limits of \$500,000 per occurrence for bodily injury and property damage limits of \$250,000 per occurrence.
 - Petition signed by more than half of the residential dwelling units and/or commercial units residing along that portion of the street designated for the proposed use or whose property is denied access by virtue of the granting of the permit.
- Parking Stall Bag Request.** Required for reserving the use of any City parking stall in conjunction of with an event.
- Park Reservation Permit.** Required for reserving the use of a park facility or shelter.
 - Brunk Pavilion.** Requires rental of Flat Iron Park. Additional rental fees apply.
- Beach Reservation Permit.** Required for reserving the use of the beach.

Section II - Applicant Information

1. Applicant Name: Lake Geneva Business Improvement District Date of Application: August 5, 2016
2. Organization Name: Lake Geneva Business Improvement District
3. Organization Type: For Profit Non-Profit (501(c)____) Tax ID: _____
4. Mailing Address: PO Box 863
5. City, State, Zip: Lake Geneva, WI 53147
6. Phone: _____ E-mail: Erin.LakeGeneva@gmail.com
7. Applicant's Drivers License #: _____ State license issued: _____
8. Are you applying as a resident of the City of Lake Geneva? Yes No
If yes, proof of residency must be attached.

Section III - Event Information

1. Title of Event: Taste of Lake Geneva
2. Date(s) of Event: Thursday, September 8th thru Saturday, September 10th 201
3. Location(s) of Event: Flat Iron Park
4. Hours: 12:00pm (September 8th) 10:00pm (September 10th)
Start Time End Time

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

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

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

8. Will you charge an admission fee? Yes No

9. Estimated Attendance Number: 2000

10. Basis for Estimate: Previous year's attendance

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

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

Please see attached

12. Will there be any animals? Yes No

If yes, what type and how many: _____

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

Set-up of tents: Thursday, September 8th at 12:00pm

Set-up of event: Friday, September 9th (all day)

Event: Saturday, September 10th from 11:00am-6:00pm

Clean-up: Saturday, September 10th starting at 6:00pm

- Local restaurants and food related merchants will display and sell their fare.
- Beer and wine will be sold on premises within the properly fenced event area.
- Live entertainment will be onsite:
- Portable toilets and hand washing stations will be onsite.

PLEASE WAIVE FEE FOR PAVILLION**

(Please see attached map for further details.)

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

- Each vendor will clean up their space and event staff will handle post-event clean-up.
- City trash receptacles will be used and emptied into a dumpster onsite.

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

- Security for beer and wine will be provided.

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

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

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

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

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

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

Section IV – Street Use

Check if this section does not apply.

1. Description of the portion(s) of road(s) to be used:

Road closures must include rental of barricades.

- None.

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

Date(s) of use: Saturday, September 10th 2016

Total Number of Stalls Request: 20 (whole lot)

Stall Number(s) and Location: Lower Center Street Lot adjacent to Flat Iron Park

Stall #~~988~~ - 1002

Additional Information:

We would like to "barricade" the parking lot and post "event staff only" as to avoid others from taking the stalls (as in previous years). Vendors will each be given a spot to "run" food and supplies throughout the event.

3. Description of signage to be used during event:

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

- Downtown Street Banners (city street poles)
- Signage/banners onsite during event

Anticipated Services

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

- Electricity Explain: for vendor use (heat/refrigeration)
- Water Explain: _____
- Traffic Control Explain: _____
- Police Services Explain: _____
- Fire/EMS Services Explain: _____
- Other Explain: Garbage cans and picnic benches delivered to Flat Iron Park

Section V- Fees

Application and Permit Fees	Unit Fee			Applicable Fee
Parade Permit				
Application Fee	\$25.00			_____
Street Use Permit				
Application Fee	\$25.00			_____
Permit Fee - Events lasting 2 days or less	\$40.00			_____
Permit Fee - Events lasting more than 2 days	\$100.00			_____
Parking Stall Bag Request				
Administrative Fee	\$10.00			_____
Parking Stall Usage/Blockage Fee - Per Stall, Per Day		# of Stalls	# of Days	
March 1 - November 14	\$20.00	x _____	x _____ =	_____
November 15 - February 29	\$10.00	x _____	x _____ =	_____
Park Reservation Permit				
Application Fee	\$25.00			_____
Security Deposit				
Non-Profit or Resident				
49 Attendees or Less	\$50.00			_____
50-149 Attendees	\$100.00			_____
150 or more Attendees	<i>Determined by Park Board</i>			_____
Non-Resident				
49 Attendees or Less	\$100.00			_____
50-149 Attendees	\$150.00			_____
150 or more Attendees	<i>Determined by Park Board</i>			_____
Park Reservation Fees - Per Location, Per Day				
Non-Profit or Resident				
49 Attendees or Less	\$30.00	x _____	x _____ =	_____
50-149 Attendees	\$55.00	x _____	x _____ =	_____
150 or more Attendees	\$105.00	x _____	x _____ =	_____
Non-Resident				
49 Attendees or Less	\$75.00	x _____	x _____ =	_____
50-149 Attendees	\$125.00	x _____	x _____ =	_____
150 or more Attendees	\$225.00	x _____	x _____ =	_____
Brunk Pavilion Rental Permit				
<i>Must also include rental of Flat Iron Park to rent Pavilion</i>				
			# of Days	
Non-Profit or Resident	\$250.00	x _____	=	_____
Non-Resident	\$500.00	x _____	=	_____
Additional Park Amenities				
Equipment (with delivery)	Rental Fee	# Requested	Sec. Dep.	Applicable Fee
Benches	\$5.00 each	x _____ +	\$50.00 =	_____
Picnic Tables	\$15.00 each	x <u>15</u> +	\$50.00 =	_____
Barricades	\$5.00 each	x <u>3</u> +	\$50.00 =	_____
Trash Receptacles	\$8.00 each	x <u>10</u> +	\$50.00 =	_____
Dumpster Delivery	\$50.00 each	x _____ +	\$0 =	_____
Dumpster Pick-up	\$50.00 plus additional landfill	_____		_____
Fencing - Snow	\$30.00 per 50 feet	_____		_____
<i>Requests for equipment are subject to availability.</i>				Subtotal: \$ _____

Application and Permit Fees	Unit Fee			Applicable Fee
Beach Reservation Permit				
<i>Excludes Normal Beach Hours Memorial Day through Labor Day 9am-5pm</i>				
<i>Opening/Cleaning of Beach Bathrooms will be invoiced at an Hourly Rate</i>				
Application Fee	\$25.00			_____
Security Deposit				_____
Non-Profit or Resident				
49 Attendees or Less	\$50.00			_____
50-149 Attendees	\$100.00			_____
150 or more Attendees	<i>Determined by Piers, Harbors & Lakefront</i>			_____
Non-Resident				
49 Attendees or Less	\$100.00			_____
50-149 Attendees	\$150.00			_____
150 or more Attendees	<i>Determined by Piers, Harbors & Lakefront</i>			_____
Beach Reservation Fees - Per Day				
Non-Profit or Resident				
49 Attendees or Less	\$30.00	x	_____ =	_____
50-149 Attendees	\$55.00	x	_____ =	_____
150 or more Attendees	\$105.00	x	_____ =	_____
Non-Resident				
49 Attendees or Less	\$75.00	x	_____ =	_____
50-149 Attendees	\$125.00	x	_____ =	_____
150 or more Attendees	\$225.00	x	_____ =	_____
Subtotal: \$				_____
+ Subtotal from Page 4: \$				_____

Total PAID with Application: \$

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

Section VI - Signature of Applicant

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

APPLICANT SIGNATURE:

_____ *Erin Thornburgh, LG BID* DATE: August 5, 2016

Taste of LG

For Office Use Only

Date Filed with Clerk: 8/8/16 Payment with Application: \$ _____ Receipt: _____

Additional Fees Collected: \$ _____ Receipt # _____

Departmental review (all that apply):

Police Chief: Approved Denied Signed: [Signature]

Additional services needed: _____

Additional fees or deposit: _____

Fire Chief: Approved Denied Signed: [Signature]

Additional services needed: _____

Additional fees or deposit: _____

Street Dept.: Approved Denied Signed: [Signature]

Additional services needed: _____

Additional fees or deposit: _____

Parking Dept.: Approved Denied Signed: [Signature]

Additional services needed: 57AUG Cater lot &

Additional fees or deposit: Shuttle

Piers, Harbors & Lakefront: Approved Denied Signed: _____

Additional services needed: _____

Additional fees or deposit: _____

Committee/Council review (all that apply):

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

Reasons/Conditions: _____

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

Reasons/Conditions: _____

Council: Meeting Date(s): _____ Approved Denied

Reasons/Conditions: _____

Clerk's Office Completion:

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

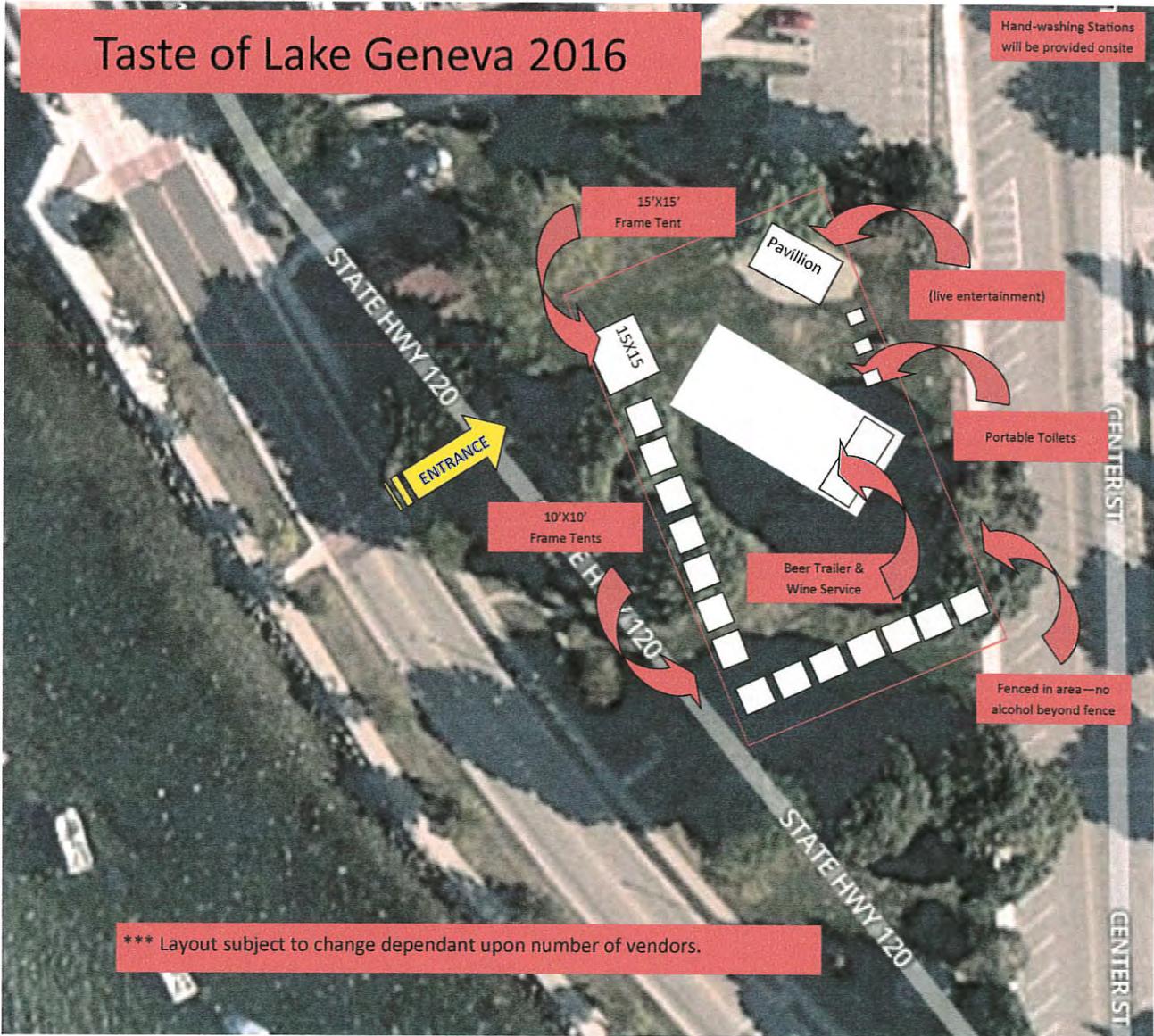
Permit(s) issued: Parade/PA Street Use Park Permit

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

Reason withheld: _____

Taste of Lake Geneva 2016

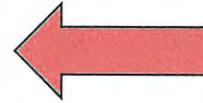
Hand-washing Stations
will be provided onsite



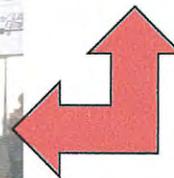
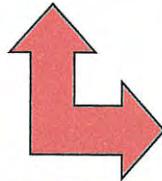
*** Layout subject to change dependant upon number of vendors.



**Large center tent
for beer, wine,
and seating**



**Garbage cans and
handwashing stations
throughout event**



**Rows of vendor
tents (10X10)**

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

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

FEE \$ 10.00

Application Date: August 5, 2016

Town Village City of Lake Geneva

County of Walworth

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

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

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

at the premises described below during a special event beginning September 10, 2016 and ending September 10, 2016 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

- 1. Organization** (check appropriate box) → Bona fide Club Church Lodge/Society
 Chamber of Commerce or similar Civic or Trade Organization
 Veteran's Organization Fair Association

(a) Name Lake Geneva Business Improvement District

(b) Address PO Box 863 Lake Geneva, WI 53147
(Street) Town Village City

(c) Date organized 1991

(d) If corporation, give date of incorporation _____

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

(f) Names and addresses of all officers:

President Mike Kocourek - Lake Geneva

Vice President Kevin Fleming - Lake Geneva

Secretary _____

Treasurer _____

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

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

(a) Street number _____

(b) Lot _____ Block Wrigley Drive & Center Street

(c) Do premises occupy all or part of building? Flat Iron Park

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

3. Name of Event

(a) List name of the event Taste of Lake Geneva

(b) Dates of event September 10, 2016

DECLARATION

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

Officer 
(Signature/date)

Officer 
(Signature/date)

Lake Geneva Business Improvement District
(Name of Organization)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

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

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

Applicant Organization: Lake Geneva Business Improvement District

Name of Event: Taste of Lake Geneva

Date of Event: September 10, 2016

Time of Event: 11:00am 6:00pm
(Beginning) (Ending)

Event Contact Person: Erin Thornburgh

Contact Phone: _____

Contact Email: _____

**Will a Licensed Operator be serving or supervising the service of alcohol?
*This includes Temporary Operator's who have completed the
Responsible Beverage Servers class.**

Yes No

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

For Office Use Only

Date Filed: 8/8/16 Receipt No: _____

Total Amount: _____

Forwarded to Police Chief: _____

Recommendation: [Signature] Approved Denied

Verification that not more than 2 temporary wine licenses have been issued to this applicant within the last 12 months: _____

FLR Approval: _____

License Issued: _____

Council Approval: _____

License Number: _____

License Expires: _____

MAILTO: Organization

Dear Mayor, City Administrator, City Clerk, and Common Council Members:

Please accept this letter as a request to waive fees in reference to our banner permit for both Taste of Lake Geneva and Lake Geneva Oktoberfest 2016. These are community events put on by the downtown businesses to keep Lake Geneva vibrant. The Lake Geneva Downtown Businesses originally paid for the banner poles to help advertise local events and create a draw for Lake Geneva Downtown. We ask that we are able to use said banner poles at no additional charge to continue our part in creating a successful community.

We are happy to discuss the above further – please let us know if you have any questions.

Thank you.

Lake Geneva Downtown

TASTE OF LG

CITY OF LAKE GENEVA STREET BANNER DISPLAY APPLICATION



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

BANNER INFORMATION

Contact Name: Erin Thornburgh
Contact Phone: 262. 729. 9872
Organization Name: Lake Geneva Business Improvement District
Mailing Address: PO Box 863
City, State, Zip: Lake Geneva WI 53147
Phone: _____ Fax: NA
Number of Banners to be displayed: 5
Dates for Banners to be displayed: 8/24 - 9/10
Preferred Location (if available): _____

* Special Notes or Requests: request for fees to be waived *

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

NEW PREVIOUSLY DISPLAYED

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

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

Erin Thornburgh, LGBID DATE: Aug 17 2016
SIGNATURE OF APPLICANT

* 6 miles already reserved 8/27-9/24 for other event

For Office Use Only

Date Filed with Clerk: 8/17/16
Receipt Number: 2
Total Amount: 2

Forwarded to City Administrator: _____
Recommendation: Approved Denied

City Administrator Signature: _____

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

Copied To: Street Department



Oktoberfest



CITY OF LAKE GENEVA STREET BANNER DISPLAY APPLICATION

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

BANNER INFORMATION

Contact Name: Erin Thornburgh

Contact Phone: 262.729.9872

Organization Name: Lake Geneva Business Improvement District

Mailing Address: PO Box 863

City, State, Zip: Lake Geneva WI 53147

Phone: _____ Fax: NA

Number of Banners to be displayed: 11

Dates for Banners to be displayed: 9/12-10/9

Preferred Location (if available): _____

* Special Notes or Requests: request to waive fees *

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

NEW PREVIOUSLY DISPLAYED

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

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

Erin Thornburgh, LGBID DATE: Aug 17, 2016
SIGNATURE OF APPLICANT

* 6 poles already reserved 8/27-9/24 for other event

For Office Use Only

Date Filed with Clerk: 8/17/10
Receipt Number: 8
Total Amount: 8

Forwarded to City Administrator: _____
Recommendation: Approved Denied

City Administrator Signature: _____

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

Copied To: Street Department

Stephanie Gunderson

From: Lake Geneva Downtow
Sent: Thursday, August 18, 2016 11:35 PM
To: Stephanie Gunderson
Subject: Re: Banner Fee Waiver Letter

* That sounds good - thank you.
(What banners will be up at that time?)

On Thu, Aug 18, 2016 at 2:59 PM, Stephanie Gunderson

wrote:

Hi Erin,

* We are putting the banner waiver of fee request on this Monday's agenda. Your Oktoberfest application would need to be amended. It was noted on the bottom that 6 poles are reserved already from 8/27-9/24. You have requested all 11 from 9/12-10/9. Would you like 5 from 9/11 (the day after last day requested for the Taste of LG) to 9/24 and then all 11 from 9/25 to 10/9? Please confirm and I will add that to the agenda. Thanks!

Sincerely,

Stephanie Gunderson

Assistant City Clerk

City of Lake Geneva, Wisconsin

626 Geneva Street

Lake Geneva, WI 53147

Office: [\(262\) 249-4093](tel:2622494093)

Email: SGunderson@cityoflakegeneva.com

From: Lake Geneva Downtow
Sent: Wednesday, August 17, 2016 4:44 PM
To: Stephanie Gunderson
Subject: Banner Fee Waiver Letter

Here is a letter for the banner fees ...

Let me know if you need anything else.

Thank you!

Erin Thornburgh

District Administrator & Events Coordinator

Lake Geneva Business Improvement District

www.LakeGenevaDowntown.com



July 27, 2016

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

Dear Mr. Oborn,

This letter is our formal request of the Lake Geneva City Council to have the event permit fees waived for the 41st Annual Electric Christmas Parade, a popular holiday tradition that is free for Lake Geneva residents and the general public.

In 2015, the Lake Geneva Police Department recommended that one side of the street for the Christmas parade be closed as a safety precaution to increase the amount of space between the parade vehicles and the event crowd. VISIT Lake Geneva implemented the closing of the west side of Broad Street which added an additional cost of \$1,000 in signage and supplies to implement.

After the 2015 parade, the Lake Geneva Police Department suggested we print additional signage to be placed on each parking meter (rather than on every other parking meter as agreed to in 2015). This means we will incur another \$1,000 in additional costs.

Our first priority is safety, and we look forward to working with the City of Lake Geneva and its police and fire staff to close off the west side of Broad Street. As in past years, this event would not be possible without the support of the City of Lake Geneva. To continue to provide this legacy event, we are respectfully requesting that the permit fees for the 41st Annual Electric Christmas Parade be waived.

Sincerely,



Darien Schafer
President and CEO
VISIT Lake Geneva

CITY OF LAKE GENEVA

EVENT PERMIT APPLICATION



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

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

- Parade Permit.** Required for any parade on public property.
 - Map or description of the requested route to be traveled.
- Public Assembly Permit.** Required for any public gathering on public property. No fee required.
- Street Use Permit.** Required for any event using a public street. Per Sec. 62-243 of the municipal code, this application must include the following attachments:
 - Certificate of Comprehensive General Liability Insurance with the City, its employees and agents as additional insured with coverage for contractual liability with minimum limits of \$500,000 per occurrence for bodily injury and property damage limits of \$250,000 per occurrence.
 - Petition signed by more than half of the residential dwelling units and/or commercial units residing along that portion of the street designated for the proposed use or whose property is denied access by virtue of the granting of the permit.
- Parking Stall Bag Request.** Required for reserving the use of any City parking stall in conjunction of with an event.
- Park Reservation Permit.** Required for reserving the use of a park facility or shelter.
 - Brunk Pavilion.** Requires rental of Flat Iron Park. Additional rental fees apply.
- Beach Reservation Permit.** Required for reserving the use of the beach.

Section II - Applicant Information

1. Applicant Name: Nancy Elder Date of Application: July 26, 2016
2. Organization Name: VISIT Lake Geneva
3. Organization Type: For Profit Non-Profit (501(c)____) Tax ID: _____
4. Mailing Address: 527 Center Street
5. City, State, Zip: Lake Geneva, WI 53147
6. Phone: (262) 248-1000 E-mail: Nancy@VisitLakeGeneva.com
7. Applicant's Drivers License #: _____ State license issued: _____
8. Are you applying as a resident of the City of Lake Geneva? Yes No
If yes, proof of residency must be attached.

Section III - Event Information

1. Title of Event: 41st Electric Christmas Parade
2. Date(s) of Event: Saturday, December 3, 2016
3. Location(s) of Event: Broad Street - Main Street (Downtown Lake Geneva)
4. Hours: 3:00 pm to 6:30 pm

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

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

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

8. Will you charge an admission fee? Yes No

9. Estimated Attendance Number: 5,000+

10. Basis for Estimate: Estimate based on previous years attendance.

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

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

12. Will there be any animals? Yes No

If yes, what type and how many: Yes, there will be animals i.e. horses, dogs, reindeer.

13. Detailed description of proposed event with map of exact location of the event and/or route.
Approximately 85 lighted floats, trucks, marching bands, horses, reindeer, groups etc. participate in the parade through downtown Lake Geneva.
Propose closing the west side of Broad Street and north side of Main street with caution tape (it worked better than the rope did in 2015). (see attached for map and street side marked "no parking" for stalls.

14. Description of plan for handling refuse collection and after-event clean-up:
Volunteers and staff will ensure refuse collection after the event for clean-up.

15. Description of plan for providing event security (if applicable):
Lake Geneva Police Department, Lake Geneva Public Works, Lake Geneva Fire Department/emergency team, Lake Geneva Jaycees, Corporate Sponsors, Civil Air Patrol & VLG Staff.

16. Will there be fireworks or pyrotechnics at your event? Yes No
If yes, please attach a fireworks display permit or application.

17. Will your event include the sale of beer and/or wine? Yes No
If yes, please attach a completed Temporary Alcohol License & Temporary Operator License Application.

18. Will you or any other vendors be selling food or merchandise? Yes No
If yes, please attach list of proposed vendors, including business name and type of food/merchandise sold.

Section IV - Street Use

Check if this section does not apply.

1. Description of the portion(s) of road(s) to be used:

Road closures must include rental of barricades.

2. Will any parking stalls be used or blocked during the event?

Yes

No

Date(s) of use: _____

Total Number of Stalls Request: _____

Stall Number(s) and Location: _____

Additional Information:

3. Description of signage to be used during event:

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

Anticipated Services

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

Electricity Explain: _____

Water Explain: _____

Traffic Control Explain: _____

Police Services Explain: _____

Fire/EMS Services Explain: _____

Other Explain: _____

Section V- Fees

Application and Permit Fees		Unit Fee	Applicable Fee		
Parade Permit					
Application Fee		\$25.00			_____
Street Use Permit					
Application Fee		\$25.00			_____
Permit Fee - Events lasting 2 days or less		\$40.00			_____
Permit Fee - Events lasting more than 2 days		\$100.00			_____
Parking Stall Bag Request					
Administrative Fee		\$10.00			_____
Parking Stall Usage/Blockage Fee - Per Stall, Per Day			# of Stalls	# of Days	
March 1 - November 14	\$20.00	x	_____	x _____	= _____
November 15 - February 29	\$10.00	x	_____	x _____	= _____
Park Reservation Permit					
Application Fee		\$25.00			_____
Security Deposit					
Non-Profit or Resident					
49 Attendees or Less	\$50.00				_____
50-149 Attendees	\$100.00				_____
150 or more Attendees	<i>Determined by Park Board</i>				_____
Non-Resident					
49 Attendees or Less	\$100.00				_____
50-149 Attendees	\$150.00				_____
150 or more Attendees	<i>Determined by Park Board</i>				_____
Park Reservation Fees - Per Location, Per Day					
Non-Profit or Resident			# of Parks	# of Days	
49 Attendees or Less	\$30.00	x	_____	x _____	= _____
50-149 Attendees	\$55.00	x	_____	x _____	= _____
150 or more Attendees	\$105.00	x	_____	x _____	= _____
Non-Resident					
49 Attendees or Less	\$75.00	x	_____	x _____	= _____
50-149 Attendees	\$125.00	x	_____	x _____	= _____
150 or more Attendees	\$225.00	x	_____	x _____	= _____
Brunk Pavilion Rental Permit					
<i>Must also include rental of Flat Iron Park to rent Pavilion</i>				# of Days	
Non-Profit or Resident	\$125.00		x	_____	= _____
Non-Resident	\$250.00		x	_____	= _____
Additional Park Amenities					
Equipment (with delivery)	Rental Fee		# Requested	Sec. Dep.	Applicable Fee
Benches	\$5.00 each		x _____ +	\$50.00 =	_____
Picnic Tables	\$15.00 each		x _____ +	\$50.00 =	_____
Barricades	\$5.00 each		x _____ +	\$50.00 =	_____
Trash Receptacles	\$8.00 each		x _____ +	\$50.00 =	_____
Dumpster Delivery	\$50.00 each		x _____ +	\$0 =	_____
Dumpster Pick-up	\$50.00 plus additional landfill		_____		_____
Fencing - Snow	\$30.00 per 50 feet		_____		_____
<i>Requests for equipment are subject to availability.</i>					Subtotal: \$ _____

Application and Permit Fees	Unit Fee		Applicable Fee
Beach Reservation Permit			
<i>Excludes Normal Beach Hours Memorial Day through Labor Day 9am-5pm</i>			
<i>Opening/Cleaning of Beach Bathrooms will be invoiced at an Hourly Rate</i>			
Application Fee	\$25.00		_____
Security Deposit			_____
Non-Profit or Resident			
49 Attendees or Less	\$50.00		_____
50-149 Attendees	\$100.00		_____
150 or more Attendees	<i>Determined by Piers, Harbors & Lakefront</i>		_____
Non-Resident			
49 Attendees or Less	\$100.00		_____
50-149 Attendees	\$150.00		_____
150 or more Attendees	<i>Determined by Piers, Harbors & Lakefront</i>		_____
Beach Reservation Fees - Per Day			
Non-Profit or Resident		# of Days	
49 Attendees or Less	\$30.00	x _____ =	_____
50-149 Attendees	\$55.00	x _____ =	_____
150 or more Attendees	\$105.00	x _____ =	_____
Non-Resident			
49 Attendees or Less	\$75.00	x _____ =	_____
50-149 Attendees	\$125.00	x _____ =	_____
150 or more Attendees	\$225.00	x _____ =	_____
Subtotal: \$			_____
+ Subtotal from Page 4: \$			_____

Total PAID with Application: \$ _____

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

Section VI - Signature of Applicant

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

APPLICANT SIGNATURE:

_____ DATE: _____

For Office Use Only

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

Additional Fees Collected: \$ _____ Receipt # _____

Departmental review (all that apply):

Police Chief: Approved Denied Signed: [Signature]

Additional services needed: _____

Additional fees or deposit: _____

Fire Chief: Approved Denied Signed: [Signature]

Additional services needed: _____

Additional fees or deposit: _____

Street Dept.: Approved Denied Signed: [Signature]

Additional services needed: _____

Additional fees or deposit: _____

Parking Dept.: Approved Denied Signed: [Signature]

Additional services needed: Requested - main board st Council

Additional fees or deposit: _____

Piers, Harbors & Lakefront: Approved Denied Signed: _____

Additional services needed: _____

Additional fees or deposit: _____

Committee/Council review (all that apply):

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

Reasons/Conditions: _____

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

Reasons/Conditions: _____

Council: Meeting Date(s): _____ Approved Denied

Reasons/Conditions: _____

Clerk's Office Completion:

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

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

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

Reason withheld: _____



Williams

Close Westside of Broad

Close Northside of Main

Map

Google



August 16, 2016

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

Dear Mr. Oborn,

This letter is our formal request of the Lake Geneva City Council to have the Winterfest banner fees waived for the 22nd Winterfest and U.S. National Snow Sculpting Competition, a popular winter tradition that is free for Lake Geneva residents and the general public.

We are creating snow flake and winter themed banners for 2017. We are requesting the banners be posted during the holiday season (Thanksgiving & Christmas and can be taken down for other banner requests and put back up) and into the event in February of 2017 as both a seasonal festive element and branding Lake Geneva as a winter destination to stay, play, shop and dine. In the past, these banners haven't been displayed until after New Year's Day which presents a lost opportunity to reinforce Lake Geneva as a winter destination during those busy holiday periods.

As in past years, this event would not be possible without the support of the City of Lake Geneva. To provide a greater return on your investment into this legacy event, we are respectfully requesting that the permit fees for the 22nd Winterfest and U.S. National Snow Sculpting Competition banners be waived.

Sincerely,



Darren Schafer
President and CEO
VISIT Lake Geneva

CITY OF LAKE GENEVA STREET BANNER DISPLAY APPLICATION



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

BANNER INFORMATION

Contact Name: Nan Elder

Contact Phone: 262.812.0023

Organization Name: VISIT Lake Geneva

Mailing Address: 527 Center St.

City, State, Zip: Lake Geneva, WI 53147

Phone: _____ Fax: _____

Number of Banners to be displayed: 11

Dates for Banners to be displayed: 11-21²⁰¹⁶ - 2-12-17

Preferred Location (if available): _____

Special Notes or Requests: _____

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

NEW PREVIOUSLY DISPLAYED

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

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

Nan Elder
SIGNATURE OF APPLICANT

DATE: _____



CITY OF LAKE GENEVA EVENT PERMIT APPLICATION

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

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

- Parade Permit. Required for any parade on public property.
 - Map or description of the requested route to be traveled.
- Public Assembly Permit. Required for any public gathering on public property. No fee required.
- Street Use Permit. Required for any event using a public street. Per Sec. 62-243 of the municipal code, this application must include the following attachments:
 - Certificate of Comprehensive General Liability Insurance with the City, its employees and agents as additional insured with coverage for contractual liability with minimum limits of \$500,000 per occurrence for bodily injury and property damage limits of \$250,000 per occurrence.
 - Petition signed by more than half of the residential dwelling units and/ or commercial units residing along that portion of the street designated for the proposed use or whose property is denied access by virtue of the granting of the permit.
- Parking Stall Bag Request. Required for reserving the use of any City parking stall in conjunction of with an event.
- Park Reservation Permit. Required for reserving the use of a park facility or shelter.
 - Brunk Pavilion. Requires rental of Flat Iron Park. Additional rental fees apply.
- Beach Reservation Permit. Required for reserving the use of the beach.

Section II - Applicant Information

1. Applicant Name: Bruce Bruns Date of Application: 5-2-16
2. Organization Name: Anchor Covenant Church
3. Organization Type: For Profit Non-Profit (501(c)) Tax ID: _____
4. Mailing Address: 1229 Park Row
5. City, State, Zip: Lake Geneva WI 53147
6. Phone _____ E-mail: _____
7. Applicant's Drivers License # _____ license issued.
8. Are you applying as a resident of the City of Lake Geneva? Yes No
If yes, proof of residency must be attached.

Section III - Event Information

1. Title of Event: Troastapalooza
2. Date(s) of Event: August 27 2016
3. Location(s) of Event: 1229 Park Row L.G. WI 53147
4. Hours: 12pm 8pm
Start Time End Time

5. Event Chair/ Contact Person: Bruce Bruns Phone (504) 333-1111

6. Day of Event Contact Name: Neal Devries Phone (504) 333-1111

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

8. Will you charge an admission fee? Yes No

9. Estimated Attendance Number: 150

10. Basis for Estimate: Past Events

11. Will you be setting up a tent? Yes No
If yes, list the location, size, Rental Company, and proof of completion of locates.

12. Will there be any animals? Yes No
If yes, what type and how many: _____

13. Detailed description of proposed event with map of exact location of the event and/ or route.
A Free Music Festival/Block Party to be held in the parking lot of Anchor Covenant Church 1229 Park Row L.G.

14. Description of plan for handling refuse collection and after-event clean-up:
A Volunteer Crew from Church will have everything Clean by 10pm

15. Description of plan for providing event security (if applicable):
A Volunteer team from the Church it won't be necessary

16. Will there be fireworks or pyrotechnics at your event? Yes No
If yes, please attach a fireworks display permit or application.

17. Will your event include the sale of beer and/ or wine? Yes No
If yes, please attach a completed Temporary Alcohol License & Temporary Operator License Application.

18. Will you or any other vendors be selling food or merchandise? Yes No
If yes, please attach list of proposed vendors, including business name and type of food/merchandise sold.

Section IV – Street Use

Check if this section does not apply.

I. Description of the portion(s) of road(s) to be used:

Road closures must include rental of barricades.

Park Row between Maxwell + Clover
West bound lane Only

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

Date(s) of use: _____

Total Number of Stalls Request: _____

Stall Number(s) and Location: _____

Additional Information:

3. Description of signage to be used during event:

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

Banner on Church property

Anticipated Services

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

Electricity Explain: _____

Water Explain: _____

Traffic Control Explain: _____

Police Services Explain: _____

Fire/ EMS Services Explain: _____

Other Explain: _____

Section V- Fees

Application and Permit Fees	Unit Fee			Applicable Fee
Parade Permit				
Application Fee	\$25.00			_____
Street Use Permit				
Application Fee	\$25.00			_____
Permit Fee - Events lasting 2 days or less	\$40.00			_____
Permit Fee - Events lasting more than 2 days	\$100.00			_____
Parking Stall Bag Request				
Administrative Fee	\$10.00			_____
Parking Stall Usage/ Blockage Fee – Per Stall, Per Day		# of Stalls	# of Days	
March 1 – November 14	\$20.00	x _____	x _____	= _____
November 15 – February 29	\$10.00	x _____	x _____	= _____
Park Reservation Permit				
Application Fee	\$25.00			_____
Security Deposit				
Non-Profit or Resident				
49 Attendees or Less	\$50.00			_____
50-149 Attendees	\$100.00			_____
150 or more Attendees	Determined by Park Board			_____
Non-Resident				
49 Attendees or Less	\$100.00			_____
50-149 Attendees	\$150.00			_____
150 or more Attendees	Determined by Park Board			_____
Park Reservation Fees - Per Location, Per Day				
Non-Profit or Resident				
49 Attendees or Less	\$30.00	x _____	x _____	= _____
50-149 Attendees	\$55.00	x _____	x _____	= _____
150 or more Attendees	\$105.00	x _____	x _____	= _____
Non-Resident				
49 Attendees or Less	\$75.00	x _____	x _____	= _____
50-149 Attendees	\$125.00	x _____	x _____	= _____
150 or more Attendees	\$225.00	x _____	x _____	= _____
Brunk Pavilion Rental Permit				
Must also include rental of Flat Iron Park to rent Pavilion				
Non-Profit or Resident	\$250.00	x _____	x _____	= _____
Non-Resident	\$500.00	x _____	x _____	= _____
Additional Park Amenities				
Equipment (with delivery)	Rental Fee	# Requested	Sec. Dep.	Applicable Fee
Benches	\$5.00 each	x _____ +	\$50.00 =	_____
Picnic Tables	\$15.00 each	x _____ +	\$50.00 =	_____
Barricades	\$5.00 each	x <u>4</u> +	\$50.00 =	<u>70.00</u>
Trash Receptacles	\$8.00 each	x _____ +	\$50.00 =	_____
Dumpster Delivery	\$50.00 each	x _____ +	\$0 =	_____
Dumpster Pick-up	\$50.00 plus additional land fill	_____		_____
Fencing – Snow	\$30.00 per 50 feet	_____		_____
Requests for equipment are subject to availability.				Subtotal: \$ <u>\$105</u>

#25
#40

pd
8/19/16
C160809-7
CL 2146

Application and Permit Fees	Unit Fee			Applicable Fee
Beach Reservation Permit				
Excludes Normal Beach Hours Memorial Day through Labor Day 9am-5pm				
Opening/Cleaning of Beach Bathrooms will be invoiced at an Hourly Rate				
Application Fee	\$25.00			_____
Security Deposit				
Non-Profit or Resident				
49 Attendees or Less	\$50.00			_____
50-149 Attendees	\$100.00			_____
150 or more Attendees	Determined by Piers, Harbors & Lakefront			_____
Non-Resident				
49 Attendees or Less	\$100.00			_____
50-149 Attendees	\$150.00			_____
150 or more Attendees	Determined by Piers, Harbors & Lakefront			_____
Beach Reservation Fees - Per Day				
Non-Profit or Resident				
49 Attendees or Less	\$30.00	x	_____ =	_____
50-149 Attendees	\$55.00	x	_____ =	_____
150 or more Attendees	\$105.00	x	_____ =	_____
Non-Resident				
49 Attendees or Less	\$75.00	x	_____ =	_____
50-149 Attendees	\$125.00	x	_____ =	_____
150 or more Attendees	\$225.00	x	_____ =	_____
Subtotal: \$				<u>0</u>
+ Subtotal from Page 4: \$				<u>\$105</u>

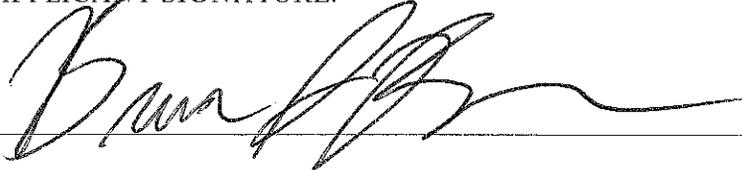
Total PAID with Application: \$ \$105

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

Section VI – Signature of Applicant

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

APPLICANT SIGNATURE:



DATE: 7/25/17

For Office Use Only

Date Filed with Clerk: 8/3/16 Payment with Application: \$ 65.00 Receipt: C160803-7
Additional Fees Collected: \$ 70.00 Receipt # C160809-7

Departmental review (all that apply):

Police Chief: Approved Denied Signed: [Signature]
Additional services needed: _____
Additional fees or deposit: _____

Fire Chief: Approved Denied Signed: [Signature]
Additional services needed: _____
Additional fees or deposit: _____

Street Dept.: Approved Denied Signed: [Signature]
Additional services needed: Barriacades for lane closure
Additional fees or deposit: _____

Parking Dept.: Approved Denied Signed: [Signature]
Additional services needed: NO STALLS REQUIRED
Additional fees or deposit: _____

Piers, Harbors & Lakefront: Approved Denied Signed: _____
Additional services needed: _____
Additional fees or deposit: _____

Committee/Council review (all that apply):

Park Board: Meeting Date(s): _____ Approved Denied
Reasons/ Conditions: _____

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

Council: Meeting Date(s): _____ Approved Denied
Reasons/ Conditions: _____

Clerk's Office Completion:

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

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

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

Reason withheld: _____

City of Lake Geneva

Licenses Issued Between: 8/22/2016 and 8/22/2016

Date: 8/15/2016

Time: 1:51 PM

Page: 1

Operator's Regular - Originals

<u>Issued</u>	<u>License No</u>	<u>Customer</u>	<u>Address</u>	<u>Total</u>
8/22/2016	2016 -272	MacKenzie Callan Employer: Kwik Trip Inc DBA Kwik Trip 21	1122 South Wells Street A 710 Williams St	Lake Geneva, WI 53147 50.00
8/22/2016	2016 -273	Joseph Kenneth Caravette Employer: Carvetti's / Samson Enterprise	935 Christa Court 642 W Main St	Elk Grove Village, Lake Geneva, WI 53147 50.00
8/22/2016	2016 -274	Rajendrakumar Patel Employer: Hare Krishna Liquor Inc DBA Ge	6536 Biscayne Ave 797 Wells St	Racine, WI 53406 Lake Geneva, WI 53147 50.00
8/22/2016	2016 -275	Daniel Richard Vekeroff Employer: Quick N Save / SA Enterprises	194 W State St 1231 Grant St	Burlington, WI 53 Lake Geneva, WI 53147 50.00

Operator's Regular - Originals

Count: 4

City of Lake Geneva

Licenses Issued Between: 8/23/2016 and 8/23/2016

Date: 8/15/2016
Time: 1:35 PM
Page: 1

Operator's Regular - Renewals

<u>Issued</u>	<u>License No</u>	<u>Customer</u>	<u>Address</u>	<u>Total</u>	
8/23/2016	2016 -271	Dawn Marie Monroe Employer: The Restaurant Tempura House L	N3280 Larch Rd 306 Center St.	Lake Geneva, WI 5 Lake Geneva, WI 53147	50.00

Operator's Regular - Renewals **Count:** **1**



CITY OF LAKE GENEVA

MASSAGE ESTABLISHMENT APPLICATION

Please Check:

Original License Application

Renewal of Current License

ANNUAL LICENSE FEE

\$50.00

EXPIRES JUNE 30TH EACH YEAR

Payable to the City of Lake Geneva
Due upon application

Application must be accompanied by the following documents:

- 1) A recent photo of the Applicant
- 2) A recent photo of Massage Technicians clearly showing head and shoulders and copy of Driver's License
- 3) Copy of Massage Technician's Diploma or Certificate
- 4) Massage Technician Information Section must be completed by all Massage Technicians employed in the establishment. Three copies of this section have been supplied for your convenience.
- 5) If the applicant business is a corporation, include a report of the names and current addresses of all officers, directors, and stockholders owning more than 10% of stock in the corporation.

Applications submitted without required documentation will be considered incomplete and rejected

BUSINESS INFORMATION

Trade Name: Mia Faccia Salon + Day Spa

Corporate Name (if applicable): Mia Faccia Inc

Business Address (Physical): 235 Broad St

Mailing Address (if different): _____

City, State, Zip: Lake Geneva WI 53147

Phone: _____ Email: _____

Please explain the nature of services to be provided: _____

Massage Therapy Svcs

BUSINESS OWNER (APPLICANT) INFORMATION

Please include information for all business owners

Full Legal Name: Tracy Wieder
Maiden Name: Tracy Harris
Address: 1150 Park Dr #903
City, State, Zip: Lake Geneva WI 53147
Driver's License No.: _____ Date of Birth: _____

Please provide names/addresses of all employers of the applicant during the last 3 years, including type of work performed and dates of employment:

Mia facis Inc - owner

Have you ever had a massage or similar license/permit revoked, suspended, or denied?

YES

NO

If yes, please explain: _____

BUSINESS OWNER (APPLICANT) CRIMINAL BACKGROUND INFORMATION

Have you ever been arrested, charged, and/or convicted for any offense, other than misdemeanor traffic violations, in Wisconsin or any other state? YES NO

If yes, please provide nature of offense, date, location, and disposition: _____

Wisconsin Department of Safety and Professional Services

Web Applications

Wisconsin Credential Lookup

Credential Summary - Details

Credential Summary for 11933-146

Name:	Bullen, Hollie A
Credential Type:	MASSAGE THERAPIST OR BODYWORK THERAPIST (146)
Credential Number:	11933-146
Location:	LAKE GENEVA, WI
License Type:	regular
Status	License is current (Active)
Eligible To Practice:	credential license is current
First Fee Received:	YES

[Details](#)

[Requirements](#)

[Payments](#)

[Orders](#)

[Relationships](#)

[Details](#)

License current through:	02/28/2017
Granted date:	08/01/2012
Multi-state:	N
Orders:	NONE
Specialties:	NONE
Other Names:	NONE

Consistent with JCAHO and NCQA standards for primary source verification.

Data on this page is refreshed hourly.

Send Questions or Comments to dsps@wisconsin.gov

Wisconsin Department of Safety and Professional Services

Web Applications

Wisconsin Credential Lookup

Credential Summary - Details

Credential Summary for 10191-146

Name:	Fox, Jeremiah J
Credential Type:	MASSAGE THERAPIST OR BODYWORK THERAPIST (146)
Credential Number:	10191-146
Location:	LAKE GENEVA, WI
License Type:	regular
Status	License is current (Active)
Eligible To Practice:	credential license is current
First Fee Received:	YES

[Details](#)

[Requirements](#)

[Payments](#)

[Orders](#)

[Relationships](#)

[Details](#)

License current through:	02/28/2017
Granted date:	12/02/2010
Multi-state:	N
Orders:	NONE
Specialties:	NONE
Other Names:	Jeremiah J Micolichek

Consistent with JCAHO and NCQA standards for primary source verification.

Data on this page is refreshed hourly.

[Send Questions or Comments to dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)

Wisconsin Department of Safety and Professional Services

Web Applications

Wisconsin Credential Lookup

Credential Summary - Details

Credential Summary for 10805-146

Name:	Pollock-Cho, Caroline
Credential Type:	MASSAGE THERAPIST OR BODYWORK THERAPIST (146)
Credential Number:	10805-146
Location:	LAKE GENEVA, WI
License Type:	regular
Status	License is current (Active)
Eligible To Practice:	credential license is current
First Fee Received:	YES

[Details](#)

[Requirements](#)

[Payments](#)

[Orders](#)

[Relationships](#)

[Details](#)

License current through:	02/28/2017
Granted date:	04/14/2011
Multi-state:	N
Orders:	NONE
Specialties:	NONE
Other Names:	NONE

Consistent with JCAHO and NCQA standards for primary source verification.

Data on this page is refreshed hourly.

Send Questions or Comments to dsps@wisconsin.gov

The undersigned hereby swears, under penalty of law, that the foregoing information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE

Ruby Lueder

DATE: 7-31-16

For Office Use Only

Date Filed: 8/12/16
Receipt No: C160812-3
Total Amount: 50.00

Forwarded to Police Department: 8/12/16
Background Completed: 8-12-16 JF
Police Chief Recommendation: *[Signature]*

Approved
Denied

Fingerprinted by LGPD: _____
Fingerprinting required for new establishments and Massage Technicians

Forwarded to Building Department: _____

Building Inspector Approval: _____
Inspector approval required for new establishments

FLR Approval: _____

Council Approval: _____

License Issued: _____

License Number: _____

Copied to: Building & Zoning Police Chief Fire Chief

STARKE
PL



CITY OF LAKE GENEVA

TAXI COMPANY LICENSE APPLICATION

Please Check:

- Original Application
- Renewal of Current License

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

Annual License Expires June 30th each year

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

NOTE: Application must be accompanied by the following documents:

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

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

BUSINESS INFORMATION

Business Name: LUXURY CAR SERVICE
Bus. Address (Physical): 1185 ELM STREET
Mailing Address (if different): _____
City, State, Zip: LAKE GENEVA, WI 53147
Bus. Phone: 262-248-3673 x: _____
E-Mail: NO EMAIL
Name of Liability Carrier: ERIE INSURANCE
Policy Number: _____

BUSINESS OWNER/AGENT INFORMATION

Owner/ Agent Name: Luxury CAR SERVICE
Owner/ Agent Address: 1185 Elm Street
City, State, Zip: LAKE GENOVA, WI 53147
Phone: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Have you been previously licensed to operate a taxicab company? YES NO
If Yes, please state where: _____

2. Have you ever had a license revoked? YES NO
If Yes, please explain: _____

TAXI VEHICLE INFORMATION

Total Number of Vehicles to be operated: _____

Vehicle #1		
<u>ACURA</u>	<u>MDX</u>	<u>2009</u>
Make	Model	Year
<u>7 PEOPLE/SEAT BELTS</u>		
Capacity	License Plate No.	
VIN	Certificate of Title No.	

Vehicle #2		
Make	Model	Year
Capacity	License Plate No.	
VIN	Certificate of Title No.	

Vehicle #3		
Make	Model	Year
Capacity	License Plate No.	
VIN	Certificate of Title No.	

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

APPLICANT SIGNATURE

DATE: _____

For Office Use Only

Date Filed: <u>7/14/16</u>	Police Chief
Receipt No: <u>C160714-24</u>	Recommendation: <u></u>
Total Amount: <u>50.00</u>	<input checked="" type="radio"/> Approved <input type="radio"/> Denied
Forwarded to Police Chief: <u>7/20/16</u>	City Attorney Approval of Liability Insurance: _____
Forwarded to City Attorney: <u>7/25/16</u>	License Date: _____
Verified: Stark <input checked="" type="checkbox"/> MSI <input checked="" type="checkbox"/>	License Number: _____
Notes: _____	
FLR Approval: _____	
Council Approval: _____	

BB background

VEHICLE SAFETY INSPECTION

Instructions: The licensee shall provide this form to the garage, dealership or auto repair shop to be completed by the inspector upon completion of the vehicle inspection. The licensee shall submit the completed form to the City Clerk.

Vehicle Owner/Agent Name KRISTW HANNAH / LUXURY CAR SERVICE

Vehicle - Year <u>09</u>	Make <u>Acura</u>	Model <u>MDX</u>	Color <u>Silver</u>	Odometer Reading <u>82235</u>	License Plate Number
Name - Inspecting Company or Agency <u>Russo Automotive Specialties Inc</u>			Name - Inspector <u>Ron</u>		Telephone Number
Address <u>N 1977 Schatel Rd unit 60</u>			City <u>Lake Geneva</u>	State <u>WI</u>	Zip Code <u>53147</u>

VEHICLE INSPECTION CHECKLIST

Item	Pass	Repair / Replace	Item	Pass	Repair / Replace
BRAKES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SAFETY FEATURES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1. Failure indicator light	<input checked="" type="checkbox"/>	<input type="checkbox"/>	17. Turn signals operational	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. System integrity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	18. Head lights	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Pedal reserve	<input checked="" type="checkbox"/>	<input type="checkbox"/>	19. Tail lights	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Disc / drum condition	<input checked="" type="checkbox"/>	<input type="checkbox"/>	20. Brake lights	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Hoses and assembly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	21. Horn	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SUSPENSION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	22. Windows / Windshield (cracks / chips)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Shock absorbers / struts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	23. Front seat safety belts condition	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Springs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	24. Back seat safety belts condition	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Shackles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	25. Door locks operational	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Modifications	<input type="checkbox"/>	<input type="checkbox"/>	WIPERS / WIPER BLADES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STEERING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	26. Wipers operational	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Lash	<input checked="" type="checkbox"/>	<input type="checkbox"/>	27. Blades contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Free turning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	28. Blades condition	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Linkage play	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TIRES - FRONT	Lft	Rt
13. Power system	<input checked="" type="checkbox"/>	<input type="checkbox"/>	29. Tread depth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
EXHAUST SYSTEM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30. Matching	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
14. Leaks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31. Condition	<input type="checkbox"/>	<input type="checkbox"/>
15. Legal muffler	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TIRES - REAR	Lft	Rt
16. Tailpipe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	32. Tread depth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			33. Matching	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			34. Condition	<input type="checkbox"/>	<input type="checkbox"/>

Brief Comments - Refer to Item Number

SIGNATURE - Inspector Ron Russo Date - Inspection 7.11.16



CITY OF LAKE GENEVA TAXI/TROLLEY DRIVER LICENSE

Please Check:

Original Application

Renewal of Current License

FEE OF \$25.00 IS DUE UPON APPLICATION.

Annual License Expires June 30th each year

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

APPLICANT INFORMATION

Name: KRISTIN HANNAH

Address (Physical): 1185 ELM STREET

Mailing Address (if different): _____

City, State, Zip: LAKE GENEVA, WI 53147

Phone: _____ E-Mail: _____

Drivers License : _____

***Please attach copy of Current Drivers License to application.*

Date of Birth: _____ Place of Birth: _____

BUSINESS WHERE LICENSEE WILL BE EMPLOYED

Business Name: LUXURY CAR SERVICE

Address: 1185 ELM STREET

Phone: _____ Fax: NO FAX / NO EMAIL

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Have you, as an adult, ever been convicted of a felony, misdemeanor, or of violating a municipal ordinance or county ordinance in Wisconsin or in any other state, or do you have such a charge pending at this time? YES **NO**

If Yes, please state charge, year offense committed or alleged, and disposition:

2. Have you ever had your driver's license suspended or revoked in Wisconsin or in any other state? YES NO

If Yes, please explain: _____

3. Have you previously been licensed as a taxi/trolley driver or chauffeur?

YES NO

If Yes, please state when and where: _____

4. Have you received any traffic citations in Wisconsin or in any other state within the past five years, or do you have any such citations pending?

YES NO

If Yes, please state charge, year offense committed or alleged, and disposition: _____

5. Please list the name and address of all employers for which you have worked and/or businesses you have operated in the past five (5) years: _____

HANNAH WEBBERS - CEO

NEW CONSTRUCTION, PROJECT MANAGEMENT,
INTERIOR DESIGN

6. Please list all addresses at which you have lived in the past five (5) years: _____

434 WARREN STREET

LAKE GENOVA, WI 53147

APPLICANT SIGNATURE

Kristin Seo Hummel

DATE: 7/8/2016

For Office Use Only

Date Filed: _____

Forwarded to Police: _____

Receipt No: _____

Background Completed: BB 7-22-16

Total Amount: _____

Fingerprinted: _____

Verified: Stark MSL

Notes: _____

Recommendation: _____

Approved

Denied

License Issued: _____

License Number: _____



Vehicle #3		
Make	Model	Year
Capacity	License Plate No.	
VIN	Certificate of Title No.	

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

APPLICANT SIGNATURE

Kristen Lee Howard DATE: 7/8/2016

For Office Use Only

Date Filed: <u>7/14/16</u>	Police Chief
Receipt No: <u>C16074-24</u>	Recommendation:
Total Amount: <u>25.00</u>	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Forwarded to Police Chief: <u>7/20/16</u>	City Attorney Approval of Liability Insurance:
Forwarded to City Attorney:	
Verified: <u>Stark</u> <u>Wick</u>	
Notes:	
FLR Approval:	License Date:
Council Approval:	License Number:

ORDINANCE 16-11

AN ORDINANCE AMENDING Section 98-407: Substandard Lot Regulations; of the Municipal Zoning Code of the City of Lake Geneva, Wisconsin

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

1. That Section 98-407: Substandard Lot Regulations of the CITY OF LAKE GENEVA ZONING ORDINANCE are hereby amended to read as follows:

Section 98-407 Substandard Lot Regulations

- (1) Upon and after the effective date of this Chapter, no lot shall be created which does not meet the Minimum Zoning District Area requirements of Section 98-304 or the Minimum Lot Area requirements of Section 98-305 or which does not meet the lot dimension requirements of Sections 98-402 or 98-403.
 - (2) A lot of record existing upon the effective date of this Chapter in a Residential District (see Section 98-102), which does not meet the Minimum Zoning District Area of Section 98-304 or the Minimum Lot Area (MLA) requirements of Section 98-305, or which does not meet the lot dimension requirements of Sections 98-402 or 98-403 may be utilized for a detached single-family dwelling unit, provided the measurements of such area and dimensions are equal to or greater than 70% of the requirements of this Chapter. Said lot shall not be more intensively developed (with multi-family or nonresidential uses) unless combined with one or more abutting lots (or portions thereof) so as to create a lot which meets the requirements of this Chapter.
 - (3) Existing legal lots of record that are now substandard **in any way, and** that are zoned ER-1 **and contain less than one acre in size**, shall be considered as legal substandard lots. For new dwellings or building additions on such lots, a Conditional Use Permit may be sought to enable the granting of permission to use the lot width, lot frontage, lot area and setback requirements of the SR-4 District. (Section 98-905 for Conditional Use procedures). For this particular type of Conditional Use Permit request, a fee of \$100.00 shall be imposed. (Ord. No. 98-1 2/9/98)
2. That this ordinance shall take effect upon passage and publication, as provided by law.

Adopted, passed, and approved by the Common Council of the City of Lake Geneva, Walworth County, Wisconsin, this ___ day of August, 2016.

ALAN KUPSIK, Mayor

Attest:

SABRINA WASWO, City Clerk

First Reading: August 8, 2016
Second Reading: August 22, 2016
Adopted:
Published:

ORDINANCE 16-12

AN ORDINANCE AMENDING Section 98-706: Exterior Storage Standards for Residential, Office and Commercial Districts; of the Municipal Zoning Code of the City of Lake Geneva, Wisconsin

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

1. That Section 98-706: Exterior Storage Standards for Residential, Office and Commercial Districts; of the CITY OF LAKE GENEVA ZONING ORDINANCE are hereby amended to read as follows:

Section 98-706 Exterior Storage Standards for Residential, Office and Commercial Districts

- (1) **Purpose:** The purpose of this Section is to control the use of residential, office and commercial property for exterior storage so as to promote the safety and general welfare of the public. For exterior storage in agricultural and industrial districts, refer to Section 98-206.
- (2) **Requirements for Exterior Storage in Residential Zoning Districts:** No person shall park or store recreational vehicles on a lot in a residential district except within a fully enclosed structure or except as provided herein.
 - (a) For the purposes of this Ordinance, a recreational vehicle or equipment shall include boats, boats with trailers, motor homes, motor coaches, pickup campers, camping trailers, travel trailers, fifth-wheel trailers, large utility trailers, race cars and their trailers, canoes or kayaks and their trailers, tent campers, folding campers, utility trailers, carnival equipment and their trailers, and cases or boxes used to transport recreational vehicles or their equipment, and similar equipment and vehicles.
 - (b) Outside parking of recreational vehicles and equipment are subject to the following provisions:
 1. No more than two (2) recreational vehicles may be parked or stored outside a fully enclosed structure in the rear yard.
 2. ~~No~~ A recreational vehicle may be parked or stored in a front or side yard on a ~~regular basis~~ an existing driveway, from Memorial Day until Labor Day, as long as it is on a concrete, asphalt, or paving brick surface. Vehicles may not be used as living quarters in this situation. If rear of lot is not accessible through driveway, a recreational vehicle may be parked long term on the side yard as long as no portion extends past the plane of the house which abuts a public Right of Way other than an alley way.
 3. A recreational vehicle shall be located not closer than three (3) feet to a side or rear lot line.

4. The recreational vehicle shall be maintained and be in good condition and safe for effective performance for the function in which it was intended. The exterior of the vehicle shall be intact.
5. Recreational vehicles shall be roadworthy. Vehicles that require a license shall be properly licensed.
6. No recreational vehicles or equipment shall be parked or stored in any open space outside a building unless such equipment is wholly owned by the property owner who shall be in residence at the property in question. If the property is rented, such storage shall be permitted to the tenant only provided that such equipment is owned by the tenant.
7. All equipment shall be parked or stored as inconspicuously as possible on the property. The area around the equipment or vehicle must be kept weed free and free of accumulation of other storage material.
8. Under no circumstances shall a recreational vehicle be parked uncoupled from the tow vehicle in a public Right of Way, including an Alley way.

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

Adopted, passed, and approved by the Common Council of the City of Lake Geneva, Walworth County, Wisconsin, this __ day of August, 2016.

ALAN KUPSIK, Mayor

Attest:

SABRINA WASWO, City Clerk

First Reading: August 8, 2016
Second Reading: August 22, 2016
Adopted:
Published:

ORDINANCE 16-13

AN ORDINANCE AMENDING Section 98-034: Definitions; and Section 98-206, Commercial Land Uses of the Municipal Zoning Code of the City of Lake Geneva, Wisconsin

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

1. That Section 98-034: Definitions; of the CITY OF LAKE GENEVA ZONING ORDINANCE are hereby amended to read as follows:

Section 98-034: Definitions

Single-family detached dwelling unit: A dwelling designed for and occupied by not more than one family and having no roof, wall, or floor in common with any other dwelling unit. This dwelling unit type consists of a fully detached single-family residence which is located on an individual lot or within a group development. The dwelling unit must be a site built structure built in compliance with the State of Wisconsin Uniform Dwelling Code (UDC), or may be a manufactured dwelling (modular home) as permitted by the UDC or a manufactured home as permitted by the HUD code. For any of these dwelling units, the use of a permanent, continuous UDC foundation is required. This dwelling unit type may not be split into two or more residences. Refer to the illustration (right) and to Article I for setback requirements labeled in capital letters: **A single family dwelling may not be used as a commercial indoor lodging facility.**

2. That Section 98-206 Commercial Land Uses of the CITY OF LAKE GENEVA ZONING ORDINANCE are hereby amended to read as follows:

Section 98-206 Commercial Land Uses

~~(k) Commercial Indoor Lodging~~

~~Description: Commercial indoor lodging facilities include land uses which provide overnight housing in individual rooms or suites of rooms, each room or suites of rooms, each room or suite having a private bathroom. Such land uses may provide in-room or in-suite kitchens, and may also provide indoor recreational facilities for the exclusive use of their customers. Restaurant, arcades, fitness centers, and other on-site facilities available to non-lodgers are not considered accessory uses and therefore require review as a separate land use.~~

(k) Commercial Indoor Lodging

Description: Commercial indoor lodging facilities include land uses which provide sleeping accommodations for overnight and/or extended stay housing in individual rooms or suites of rooms, for consideration to transients. Such land uses may provide in-room or in-suite kitchens, and may also provide indoor recreational facilities for the exclusive use of their customers. This land use includes but is not limited to hotels and motels.

Commercial indoor lodging facilities also include land uses which provide sleeping accommodations for transients for overnight and/or extended stay housing in distinct housing units, including single-family, two-flat, twin home, duplex, townhouse, multiplex and apartment dwelling units, including but not limited to land uses commonly referred to as “cottages”, “vacation homes”, “tourist homes”, “resort homes”, “fractional ownership and time share units”.

As opposed to residential land uses, such commercial indoor lodging land uses are intended and managed to accommodate transients and tourists, and are thus prohibited from all Residential zoning districts, and from the Neighborhood Office and Neighborhood Business zoning districts. Such land uses are typically occupied to provide access to recreational, cultural and business opportunities in the region, and generally do not serve as the permanent legal residence of the occupants.

Dwelling units which are occupied by a single property owner and guests staying without consideration for less than a year, and remain unoccupied by any other party for the remainder of the year, such as many “second homes” are considered residential units, rather than commercial indoor lodging. This land use does not include Bed and Breakfast Establishments as regulated in Sec. 98-206 (4)(I).

Restaurant, arcades, fitness centers, and other on-site facilities available to non-lodgers are not considered accessory uses and therefore require review as a separate land use.

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

Adopted, passed, and approved by the Common Council of the City of Lake Geneva, Walworth County, Wisconsin, this __ day of August, 2016.

ALAN KUPSIK, Mayor

Attest:

SABRINA WASWO, City Clerk

First Reading: August 8, 2016
Second Reading: August 22, 2016
Adopted:
Published:

ORDINANCE 16-14

AN ORDINANCE AMENDING CHAPTER 74, TRAFFIC AND VEHICLES, SECTION 74-210

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

1. That Section 74-210(1)(a), No parking, standing or standing zones of Chapter 74, TRAFFIC AND VEHICLES, of the Lake Geneva Municipal Code is hereby amended to read as follows:

Sec. 74-210 Parking regulations.

(1) No vehicle shall be parked, stopped or standing, except to comply with the directions of a traffic officer in any of the following:

[Amended 10-26-2015 by Ord. No. 15-13]

Alley, between Marshall Street and Ann Street, running from Center Street to Williams Street, behind Fire Department

Baker Street, south side, easterly from the east curbline of Wrigley Drive to the west curbline of South Lake Shore Drive from the hours of 10:00 p.m. to 6:00 a.m.

Broad Street, west side, from Dodge Street 50 feet north

Broad Street, west side, 65 feet south of North Street

Campbell Street, ~~south side~~, from South Lake Shore Drive to Wells Street

Campbell Street, south side, from Wrigley Drive to South Lake Shore Drive

Center Street, east side, from the north curbline of Wisconsin Street to the south curbline of Sheridan Street

Clover Street, east side, from Park Row to LaSalle Street

Cook Street, west side, from the north curbline of Wisconsin Street to the south curbline of North Street

Curtis Street, east side, from a point 807 feet south of the curb of Main Street to a point 950 feet south of the south curb of Main Street

Dodge Street, north side, from Broad Street to Forrest Street

Dodge Street, north side, from Sage Street to Center Street

Dodge Street, south side, from the intersection of Elmwood Avenue and Dodge Street to a point 450 feet east

Edwards Boulevard, in its entirety

Elm Street, west side, from South Street to South Lake Shore Drive

Elmwood Avenue, both sides, from the north line of the intersection with Main Street, 160 feet north

Elmwood Avenue, east side, from Dodge Street, 60 feet south

Elmwood Avenue, west side, from Linda Lane to Dodge Street

Fremont Street, east side

Grant Street, south side, from Williams Street to Tomike Street

Interchange North, both sides, north of Center Street to the City limits

Madison Street, east side, from Dodge Street to the alley

Main Street, north side, from Mill Street to Center Street

Maxwell Street, west side, from Geneva Street to Dodge Street
Mill Street, both sides, from the south curblineline of Geneva Street to the north curblineline of Main Street
North Street, both sides, from the west curblineline of Center Street to the east curblineline of Cook Street except for the south side of the 700 block of North Street
Pleasant Street, south side
Rogers Court, north side, from Center Street to William Street
Sage Street, east side, from the easterly extension of the south curblineline of Dodge Street to the north curblineline of Mill Street
Sage Street, east side, from the south curblineline of Water Street to a point 155 feet north to the easterly extension of the north curblineline of Dodge Street
Sage Street, east side, north of the fire hydrant at Sage Street and Grove Street, a distance of 121 feet
Sage Street, west side, from the south curblineline of Highway 120 to the north curblineline of Grove Street, a distance of 389 feet
Sheridan Road, both sides, from Minahan Road east to City limits
South Lake Shore Drive, east side, from the south curblineline of Baker Street to the north curblineline of Cass Street
South Lake Shore Drive, east side, from the south curblineline of Main Street 154 feet south
Tolman Street, west side, from George Street to Wheeler Street
Townline Road, north side of the road, in the indented area that is painted yellow and posted no parking at Veterans Park
Townline Road, south side of the road eastbound from Veterans Parkway, to area across from the service driveway to Veterans Park
Walker Street, north side, from Center Street to William Street
Warren Street, east side, from Geneva Street to Main Street
Water Street, south side, from Center Street to Sage Street
Williams Street, east side, from the north curblineline of Henry Street to the south curblineline of Gardner Avenue
Wisconsin Avenue, north side, from Center Street to Elmwood Avenue, except 130 feet east of the east curblineline of Broad Street
Wisconsin Street, south side, from the east curblineline of Broad Street to 75 feet east
Wisconsin Street at 1250 Wisconsin Street the width of that certain sidewalk leading from the building located thereon and perpendicular to Wisconsin Street
Wisconsin Street at 1270 Wisconsin Street the width of that certain sidewalk leading from the building located thereon and perpendicular to Wisconsin Street
Wrigley Drive, southwesterly side, from the southernmost point of the bridge existing thereon southeasterly to a point 406 feet of the southwestern most point of intersection of Wrigley Drive and Center Street
This subsection shall not apply to physicians on emergency calls or operators of authorized emergency vehicles during an emergency, nor to spaces within such areas which are authorized loading zones when used for loading or unloading.

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

Adopted, passed, and approved by the Common Council of the City of Lake Geneva,
Walworth County, Wisconsin, this ___ day of August, 2016.

ALAN KUPSIK, Mayor

Attest:

SABRINA WASWO, City Clerk

First Reading: August 8, 2016
Second Reading: August 22, 2016
Adopted:
Published:

Chapter 78. Utilities

ARTICLE I. IN GENERAL

Sec. 78-1. Composition and powers.

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

~~The Water Utility and the Wastewater Utilities shall operate as separate utilities under the administration of the Utility Committee Commission shall be in charge of the City water and sewer utilities and shall of all the power and duties of W.S.A., § 66.0805. There shall be seven members on the Utility Committee Commission. The membership shall include the Mayor, two Aldermen, and four citizens.~~

~~(a) Water and Sewer Utilities operation. As provided in § 66.0805(6), Wis. Stats., the Common Council will be in charge of the operations of the City of Lake Geneva water and sewer utilities. The City Council shall be advised on water and sewer matters by a Utility Committee. There shall be seven members on the Utility Committee. The membership shall include the Mayor, two Aldermen and four citizens.~~

~~(b) Manager. The Common Council shall appoint a manager who may be referred to as the "Utility Manager." He shall be the general executive officer of the Utility. He shall hold office for such time as shall be determined by the Common Council and shall give a bond conditioned on the faithful discharge of his duties in such sum and with such surety as shall be provided by the Common Council, and the water and sewer utilities shall pay the premium therefor.~~

~~(c) Manager duties. The Utility Manager shall have general supervision of the Utilities under the direction of the City Council. He shall engage necessary employees and agents subject to the approval of the City Council. He shall have supervision of the buildings, grounds, machinery, pipes and all other matters connected therewith. He shall see that all laws, ordinances, rules and regulations of the State Public Service Commission and the City Council as they pertain to the operation of the Utilities are complied with and shall perform all other duties concerning the Utilities imposed upon him by the City Council and shall see that the conditions of contracts by or with such Utilities are complied with.~~

~~(d) City officials. The Utilities, when necessary, may utilize the services of the City Engineer, City Attorney and other officials and employees on such basis as shall be mutually agreed upon or as determined by the City Council. The general fund of the City shall be reimbursed by the Utilities for the cost of the services of City officials and City employees.~~

~~(e) Rules. The City Council shall have power to make all necessary rules governing its own proceedings and for the governing of the Water and Sewer Utilities, which rules shall, however, not contravene any laws of the State or ordinances of the City.~~

~~(f) Compensation. The City Council shall fix the compensation to be received by all employees of the Water and Sewer Utilities.~~

Sec. 78-2. Officers.

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

The ~~Committee Commission~~ shall choose a president chairman, vice-chairman, and secretary from among its ranks.

Sec. 78-3. Appointment.

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

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

Sec. 78-4. Term.

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

The citizen members shall each serve four five-year terms. The terms of the citizen members shall be staggered so as to have one members' term expire each year. The Mayor and the Aldermen shall serve conterminously with their respective terms as Mayor and Aldermen.

Sec. 78-5. Vacancy.

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

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

Sec. 78-6. Salary.

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

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

Sec. 78-7. Quorum.

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

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

Sec. 78-8. Committee powers and duties.

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

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

(1)

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

(2)

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

a.

Recommending utility ordinance amendments;

b.

Refining water and sewer utility development plans;

c.

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

d.

Discussing issues of safety, function, maintenance needs, and policy concerning water and sewer utilities;

e.

Planning for the effectuation of water and sewer plants and infrastructure improvements; and

f.

Other planning the ~~Committee~~Commission deems necessary and essential for the improvement of the water and sewer plants.

(3)

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

(4)

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

(5)

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

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

ARTICLE II. WATER SERVICE

DIVISION 1. GENERALLY

Sec. 78-31. PSC rules adopted.

[Code 1992, § 13.02]

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

Schedule No.	Title
X-2	Water main extension rule
X-3	Water main installations in platted subdivisions
Cz-1	Water lateral installation charge
Mg-1	General service—Metered
F-1	Public fire—Protection service
Upf-1	Private fire—Protection service—Unmetered
Mpa-1	Public service
Ug-1	General water service—Unmetered
R-1	Reconnection charges
MgT-1	Seasonal, emergency or temporary service
X-1	Compliance with rules
X-1	Establishment of service
X-1.1	Service contract
X-1.2	Temporary metered supply, meter and deposits; water for construction
X-1.3	Use of hydrants for construction
X-1.4	Operation of valves and hydrants, and unauthorized use of water—Penalty; refunds of monetary deposits
X-1.5	Service connections (or water laterals)
X-1.6	Replacement and repair of service pipe
X-1.7	Thawing frozen services
X-1.8	Stop boxes; installation of meters; repairs to meters
X-1.9	Service piping for metered settings
X-1.10	Turning on water; failure to read meters
X-1.11	Complaint meter tests; inspection of premises; customers' deposits; new residential service
X-1.12	Existing residential service
X-1.13	Commercial and industrial service; conditions of deposit; refund of deposits
X-1.14	Other conditions; guarantee contracts
X-1.15	Disconnection and refusal of service: Reasons for disconnection; disconnection for delinquent accounts
X-1.16	Deferred payment agreement
X-1.17	Dispute procedures
X-1.18	Disconnection notice
X-1.19	Illness provision; deferred payment agreements
X-1.20	Surreptitious use of water
X-1.21	Vacation of premises; repairs to mains; duty of superintendent with respect to safety of the public
X-1.22	Handling water mains and service pipes in sewer or other trenches; settling main or service trenches
X-1.23	Protective devices

Schedule

No.

Title

X 1.24 Purity of supply not to be impaired by cross connections

*** See New Schedule Attached ***

Sec. 78-32. State code adopted.

[Code 1992, § 13.46(7)]

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

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

[Code 1992, § 13.39]

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

Sec. 78-34. Thawing frozen services.

[Code 1992, § 13.40]

(a)

Frozen services shall be thawed out by and at the expense of the utility except where the freezing was caused by contributory fault or negligence on the part of the consumer such as reduction of the grade or undue exposure of the piping in the building or on consumer's property or failure to comply with ~~Water Commission~~City specifications and requirements as to depth of service, lack of sufficient backfill, etc.

(b)

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

(c)

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

Sec. 78-35. through Sec. 78-50. (Reserved)

DIVISION 2. ADMINISTRATION

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

[Code 1992, § 13.01(1)]

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

Sec. 78-52. through Sec. 78-65. (Reserved)

DIVISION 3. METERS

Sec. 78-66. Installation.

[Code 1992, §§ 13.14, 13.16]

(a)

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

(b)

In setting meters, all connections shall be made according to the rules and regulations of the Water CommissionCity. Water lines from outside the building to the meter shall be a minimum of one inch in diameter and free of any soldered joints. Meter horn or setters shall be required in installation of all meters up to and including one inch. Shutoff valves shall be installed before and after the meter setter. A sealed bypass shall be required on all meters over one inch in size.

(c)

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

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

[Code 1992, § 13.17]

All water which has passed through the meter shall be paid for. If it is believed that the meter is registering incorrectly or if there is a sound of running water, the consumer shall notify the office

of the Water CommissionCity and a qualified employee will be sent to examine the service and advise the consumer without a charge therefor.

Sec. 78-68. Relocation.

[Code 1992, § 13.18]

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

Sec. 78-69. Testing—generally.

[Code 1992, § 13.19]

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

Sec. 78-70. Same—accuracy.

[Code 1992, § 13.21]

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

Sec. 78-71. Sealing.

[Code 1992, § 13.20]

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

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

[Code 1992, § 13.30]

(a)

When premises are to be vacated, the Water CommissionCity shall be notified in writing at once so that the meter may be read and removed if necessary, and the water supply shut off at the curb box. The owner of the premises shall be liable for damage to any property belonging to the City by reason of failure to notify the City Commission of the vacancy. A change of tenants in any

unit of service within any quarterly meter reading period will not be construed as a vacancy, and the entire billing for the period will be submitted to the owner. Any adjusting by way of apportioning the amount of the bill between the outgoing and incoming tenants shall be made by the owner.

(b)

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

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

[Code 1992, § 13.45]

(a)

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

(b)

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

(1)

All new construction.

(2)

Presently difficult place to read.

(3)

All other installations desirable for the benefit of the utility.

(4)

Residences where occupants habitually or necessarily are absent.

(c)

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

(d)

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

(e)

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

(f)

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

Sec. 78-74. through Sec. 78-90. (Reserved)

DIVISION 4. BILLING

Sec. 78-91. Quarterly rendering; penalty for unpaid bills.

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

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

Sec. 78-92. Discontinuance of service for nonpayment of bill.

[Code 1992, § 13.32]

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

Sec. 78-93. Estimated readings.

[Code 1992, § 13.33]

Where meter readings cannot be obtained by reason of the premises being closed, an estimated bill will be submitted, based upon the consumption for the same quarter of the previous year or on such basis as may be deemed fair and equitable by the City. This estimated bill shall be adjusted at the time the reading is obtainable in the course of the next reading period. When billing for service is thus based on an estimate and not on actual reading, each bill shall be accompanied by a notice from the ~~Water Commission~~City to that effect stating the reasons why actual readings are not submitted. Where readings cannot be obtained because right of access is unduly restricted, the rule in Section [78-182](#) shall apply.

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

[Code 1992, § 13.34]

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

Sec. 78-95. Charges for removing meter.

[Code 1992, § 13.35]

When a meter is removed from the premises for any reason other than testing or repairing, or the premises is vacated, there will be a charge made to the owner of the property to cover the cost of turning the water off and on. Water will be turned off and on and meters installed and removed

only upon proper application signed by the owner of the property served, or his authorized agent, and not upon the request of a tenant.

Sec. 78-96. Failure to receive bill.

[Code 1992, § 13.36]

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

Sec. 78-97. Deposits.

[Code 1992, § 13.37]

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

Sec. 78-98. Delinquent accounts.

[Code 1992, § 13.38]

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

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

DIVISION 5. CROSS CONNECTIONS

Sec. 78-116. Definitions.

[Code 1992, § 13.46(1)]

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

CROSS CONNECTION

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

Sec. 78-117. Prohibited generally; exception.

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

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

Sec. 78-118. Inspections.

[Code 1992, § 13.46(3)]

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

Sec. 78-119. Right of entry.

[Code 1992, § 13.46(4)]

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

Sec. 78-120. Discontinuance—generally.

[Code 1992, § 13.46(5)]

The utility is hereby authorized and directed to discontinue water service to any property wherein any connection in violation of this division exists, and to take such other precautionary measures deemed necessary to eliminate any danger of contamination of the public water system. Water service shall be discontinued only after reasonable notice and opportunity for hearing under W.S.A., ch. 68, except as provided in Section [78-121](#). Water service to such property shall not be restored until the cross connection has been eliminated in compliance with this division.

Sec. 78-121. Same—emergency.

[Code 1992, § 13.46(6)]

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

Sec. 78-122. Cross-connection control program.

[Ord. No. 04-10, § I, 3-22-2004]

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

Sec. 78-123. through Sec. 78-135. (Reserved)

DIVISION 6. PRIVATE WELLS

Sec. 78-136. Purpose of division.

[Code 1992, § 13.47(1)]

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

Sec. 78-137. Penalty for violation of division.

[Code 1992, § 13.47]

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

Sec. 78-138. Filling; exception.

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

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

Sec. 78-139. Well operation permits.

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

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

[\(1\)](#)

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

[\(2\)](#)

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

[\(3\)](#)

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

[\(4\)](#)

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

Sec. 78-140. Methods.

[Code 1992, § 13.47(4)]

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

Sec. 78-141. Reports and inspection.

[Code 1992, § 13.47(5)]

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

Sec. 78-142. Wellhead protection.

Per statutory authority granted pursuant to W.S.A., §§ 61.34, 61.35, 62.23 and 66.052, any proposed new or proposed change in the size or character of an existing business, commercial, residual or industrial use within 1,200 feet of any City groundwater supply well shall have, in addition to City approvals, the written approval of the City ~~Water Commission~~. Any person wishing to propose a new or changed use as described in this section must make application to the ~~Water Commission~~City to include the description of the property to be used, description of use, drawing of the site and measures proposed to minimize groundwater contamination risk, if any. The City ~~Water Commission~~City will review the application for compliance with the provisions of this section and its wellhead protection policy. The ~~Water Commission~~City may withhold approval of a new or changed use for cause if the proposed new or changed use violates the wellhead protection policy. To assist in the review process, the ~~Water Commission~~City must request that the applicant cause to be conducted a detailed engineering study at the applicant's cost to determine the potential for contaminating the groundwater resource. Enforcement and penalty procedures are as described in Section 78-227 in addition to state and federal remedies available.

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

DIVISION 7. WATER MAIN EXTENSIONS

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

[Code 1992, § 13.01(2)]

The director of public works and utilities shall have general charge of all work of extension and improvement of the waterworks under the general direction of the ~~Water Commission~~City. All such work when let by formal contract, signed by ~~the president and secretary of the Water~~

~~Commission and~~ the Mayor and City Clerk, shall be under the direction of the Director and shall be carried out as may be directed by the ~~Water Commission~~City. For any work of this nature done without a formal contract, the Director shall have general supervision, subject to such statutory requirements and such ordinance provisions as the City may make, and shall purchase the necessary materials and employ the necessary help and labor for such work.

Sec. 78-157. Inspection when laying mains.

[Code 1992, § 13.05]

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

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

[Code 1992, § 13.03]

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

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

[Code 1992, § 13.04]

Extension of mains shall be made whenever ordered by the ~~Water Commission~~City and as rapidly as can reasonably be done after approval by ~~Water Commission~~City action. When installing mains, the system shall be so laid out as to provide ample water in time of fire. The location of hydrants shall conform to the specifications of the American Waterworks Association.

Sec. 78-160. Rules for extensions.

[Code 1992, § 13.06]

Rules for extension shall be as follows:

(1)

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

(2)

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

(3)

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

(4)

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

(5)

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

(6)

Customer-financed basis in lieu of immediate assessment. Where the density of prospective consumers does not warrant immediate assessment for the mains, extensions will be made on a customer financed basis. The property owner shall be notified by certified mail that a deferred assessment will be levied and become payable when the property is actually hooked up to the main or portions of the property benefited by its hookup or connection thereto.

a.

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

b.

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

c.

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

d.

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

(7)

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

(8)

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

Sec. 78-161. Maps.

~~[Code 1992, § 13.07]~~

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

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

DIVISION 8. SERVICE CONNECTIONS

Sec. 78-176. Application.

[Code 1992, § 13.08]

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

Applications shall be accompanied by the fee schedule on file in the office of the Director of Public Works and Utility Manager~~Water Commission~~.

Sec. 78-177. Installation of service.

[Code 1992, § 13.09]

(a)

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

(b)

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

(c)

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

Sec. 78-178. Service pipes—maintaining.

[Code 1992, § 13.10]

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

Sec. 78-179. Same—repairs.

[Code 1992, § 13.11]

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

not be liable in damages due to failure to locate a stop box promptly and shut off water in case of a leak on a consumer's premises.

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

[Code 1992, § 13.12]

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

Sec. 78-181. Turning on water.

[Code 1992, § 13.13]

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

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

[Code 1992, § 13.15]

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

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

[Code 1992, § 13.41]

(a)

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

(b)

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

(c)

Connection charge. If such main is laid at the instigation of the ~~Water Commission~~City and principally for its own use as a transmission main, property owners abutting on such main who

desire service shall pay a connection charge negotiated between the parties, but no less than the actual prorated cost.

(d)

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

(e)

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

(f)

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

(g)

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

[Sec. 78-184. Regulations for suburban service.](#)

[Code 1992, § 13.42]

The following regulations govern water service outside the City:

(1)

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

(2)

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

(3)

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

annexed to the City or the service is permanently disconnected. In such cases the advance payment less any unpaid water bill will be refunded.

(4)

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

(5)

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

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

DIVISION 9. FIRE PROTECTION

Sec. 78-201. Service.

[Code 1992, § 13.22]

(a)

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

(b)

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

Sec. 78-202. Combination fire protection system.

[Code 1992, § 13.23]

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

Sec. 78-203. Valves on automatic sprinklers.

[Code 1992, § 13.24]

Automatic sprinkler service alone, as required by insurance companies, with water supplied either direct to tank of a combination or tank and direct pressure, shall have all manual valves sealed. Such seal shall be broken only in case of fire. Any abuse or illegal connection for the use of water through these services shall forfeit the right of the consumer to such service for fire protection, and the ~~Water Commission~~City, upon receipt of a report of such illegal use, shall, at its discretion, have the power to require any such service to be provided with a compound or

| ~~director~~ meter to be installed at any time the ~~Water Commission~~City may prescribe and to make any change on just and reasonable requirements as good service may from time to time require, either as to such meter or to any other parts of such appliance pertaining to the same.

Sec. 78-204. Private fire hydrant service.

[Code 1992, § 13.25]

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

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

[Code 1992, § 13.26]

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

(a)

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

(b)

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

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

[Code 1992, § 13.27]

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

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

[Code 1992, § 13.28]

| The City reserves the right to shut off the water supply in the mains temporarily for the purpose of making repairs, alterations and additions. When circumstances will permit sufficient delay, the director of public works and utilities or ~~Water Commission~~City will give notification by

newspaper publication or by written notice delivered to the premises of the discontinuance of service and the approximate length of time service will be discontinued. In such cases the utility shall not be liable for any rebate, damages or inconveniences caused by such temporary suspension of supply.

Sec. 78-208. Consumer's risk.

[Code 1992, § 13.29]

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

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

[Code 1992, § 13.43]

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

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

ARTICLE III. SEWER SERVICE

DIVISION 1. GENERALLY

Sec. 78-226. Definitions.

[Code 1992, § 13.50]

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

BOD (BIOCHEMICAL OXYGEN DEMAND)

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

BUILDING DRAIN

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

BUILDING SEWER

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

CATEGORY A

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

CATEGORY B

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

CHLORINE REQUIREMENT

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

CITY

Director of Public Works and Utilities, his authorized representative, or the City Building Inspector.

COMPATIBLE POLLUTANTS

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

DIRECTOR OF PUBLIC WORKS AND UTILITIES

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

EASEMENT

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

FLOATABLE OIL

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

GROUND GARBAGE

The residue from the preparation, cooking, dispensing, handling, storage and sale of food products and produce that has been shredded to such a degree that all particles will be carried freely in suspension under the flow conditions normally prevailing in public sewers with no particle greater than 1/2 of an inch in any dimension.

INCOMPATIBLE POLLUTANTS

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

INDUSTRIAL WASTE

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

NATURAL OUTLET

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

NORMAL DOMESTIC STRENGTH WASTEWATER

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

OPERATION AND MAINTENANCE COSTS

All costs associated with the operation and maintenance of the wastewater collection and treatment facilities, including administration and replacement costs, all as determined from time to time by the City.

pH

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

PUBLIC SEWER

Any publicly owned sewer, storm drain or sanitary sewer.

REPLACEMENT COSTS

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

SANITARY SEWAGE

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

SANITARY SEWER

A sewer that carries sewage or wastewater.

SEWAGE

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

SEWER

A pipe or conduit that carries wastewater or drainage water.

SEWER SERVICE CHARGE

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

SLUG

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

STANDARD METHODS

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

STORM SEWER OR DRAIN

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

SUSPENDED SOLIDS

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

UNPOLLUTED WATER

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

WASTEWATER

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

WASTEWATER COLLECTION FACILITIES OR WASTEWATER COLLECTION SYSTEM

The structures and equipment required to collect and carry wastewater.

WASTEWATER TREATMENT FACILITY

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

WISCONSIN POLLUTANT DISCHARGE ELIMINATION SYSTEM (WPDES) PERMIT

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

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

[Code 1992, § 13.65]

(a)

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

(b)

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

(c)

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

(d)

Continued violations. Any person who shall continue any violation beyond the notice time limit provided in Subsection (a) of this section shall, upon conviction, forfeit not more than \$500,

together with the costs of prosecution. In default of payment of such forfeiture and costs, such violator shall be imprisoned in the county jail for a period not to exceed 30 days. Each day in which a violation is continued beyond the notice time limit in Subsection [\(a\)](#) of this section shall be deemed a separate offense.

[\(e\)](#)

Liability to City for losses. Any person violating any provisions of this article shall become liable to the City for any expense, loss or damage occasioned by reason of such violation which the City may suffer as a result.

[Sec. 78-228. Appeals from decisions of the director of public works and utilities.](#)

[Code 1992, § 13.66]

Any user, permit applicant or permit holder affected by any decision, action or determination, including cease and desist orders, made by the director of public works and utilities interpreting the provisions of this article or in any permit issued in this article, may appeal such action under the procedures of Chapter [2](#) of this Code.

[Sec. 78-229. Audit, notification and records.](#)

[Code 1992, § 13.67]

[\(a\)](#)

Biennial audit. The City shall review, at least every two years, the wastewater contribution of its sewer users, the operation and maintenance expenses of the wastewater collection and treatment facilities and the sewer service charge system. Based on this review, the City shall revise the sewer service charge system, if necessary, to accomplish the following:

[\(1\)](#)

Maintain a proportionate distribution of operation and maintenance expenses among sewer users based on the wastewater volume and pollutant loadings discharged by the users.

[\(2\)](#)

Generate sufficient revenues to pay the operation and maintenance expenses of the wastewater collection and treatment facilities.

[\(3\)](#)

Apply excess revenues collected from a class of users to the operation and maintenance expenses attributable to that class of users for the next year and adjust the sewer service charge rates accordingly.

[\(b\)](#)

Annual notification. The City shall notify its sewer users annually about the sewer service charge rates. The notification shall show what portion of the rates are attributable to the operation and maintenance expenses and debt service costs of the wastewater collection and treatment facilities. The notification may occur in conjunction with a regular bill or by publication.

[\(c\)](#)

Records. The City shall maintain records regarding wastewater flows and loadings, costs of the wastewater collection and treatment facilities, sampling programs and other information which is necessary to document compliance with 40 CFR 35, subpart E, of the Clean Water Act.

[Sec. 78-230. Right of entry, safety and identification.](#)

[Code 1992, § 13.55]

(a)

Right of entry. The director of public works and utilities or other authorized employee of the City bearing proper credentials and identification shall be permitted to enter all properties for the purpose of inspection, observation or testing in accordance with the provisions of this article.

(b)

Safety. While performing the necessary work on private premises referred to in Subsection (a) of this section, the authorized City employee shall observe all safety rules applicable to the premises established by the person.

(c)

Identification; right to enter easements. The director of public works and utilities or authorized employee of the City, bearing proper credentials and identification shall be permitted to enter all private properties through which the City holds an easement for the purpose of, but not limited to, inspection, observation, measurement, sampling, repair and maintenance of any portion of the sewage works lying within such easement, subject to the terms of such easement.

Sec. 78-231. through Sec. 78-245. (Reserved)

DIVISION 2. USE OF PUBLIC SEWERS

Sec. 78-246. Sanitary sewers.

[Code 1992, § 13.51(1)]

No person shall discharge or cause to be discharged any unpolluted waters such as stormwater, groundwater, roof runoff, subsurface drainage or cooling water to any sanitary sewer.

Sec. 78-247. Storm sewers.

[Code 1992, § 13.51(2); Ord. No. 98-9, § I, 10-12-1998]

(a)

Discharge. Stormwater and all other unpolluted water shall be discharged to such sewers as are specifically designated as storm sewers or to a natural outlet approved by the director of public works and utilities and other regulatory agencies. Unpolluted industrial cooling water or process waters may be discharged on approval of the director of public works and utilities and other regulatory agencies to a storm sewer or natural outlet.

(b)

Intent. The intent of this section is to utilize the building and zoning administrator to require stormwater management practices, which will reduce the amount of sediment, other pollutants, and peak flow of runoff from lands undergoing development. This section shall apply to all land disturbance activities occurring after adoption of this section.

(c)

Authority. This section is adopted by the Common Council under the authority granted by W.S.A. § 62.234 to fulfill the objectives of W.S.A. § 144.266.

(d)

Findings and purpose.

(1)

Findings. The Common Council finds that uncontrolled storm water runoff from land development activity has a significant impact upon Lake Geneva, its watershed and other water resources; and the health, safety, and general welfare of the surrounding communities. Specifically, uncontrolled stormwater runoff can:

a.

Diminish the capacity of Lake Geneva and streams within its watershed to support fish, aquatic life, recreational, and water supply uses by increasing loading of nutrients and other urban pollutants;

b.

Degrade physical stream habitat by increasing stream bank erosion, increasing stream bed scour, diminishing groundwater recharge, and diminishing stream base flows;

c.

Alter wetland communities by changing wetland hydrology and by increasing pollutant loads;

d.

Reduce the quality of groundwater by increasing pollutant loads;

e.

Threaten public health, safety, property, and general welfare by overtaxing storm sewers, drainage ways and other minor drainage facilities;

f.

Threaten public health, safety, property, and general welfare by increasing major flood peaks and volumes;

g.

Undermine floodplain management efforts by increasing the incidence and levels of flooding; and

h.

Diminish the public enjoyment of natural resources.

(2)

Purpose. It is the purpose of this section to preserve the natural resources; to protect the quality of the waters; and to protect and promote the health, safety and welfare of the people, to the extent practicable.

(e)

Applicability of section. This section applies to land developing and land disturbing activities on lands situated within the corporate limits of the City.

(f)

Definitions.

(1)

AGRICULTURAL LAND USE — Use of land for planting, growing, cultivating and harvesting of crops for human or livestock consumption and pasturing or yarding of livestock.

(2)

APPLICANT — The landowner or one of the landowners and/or land user or users of a site subject to this section.

(3)

CLEAN FILL — Uncontaminated rock, stone, sand, soil, brick, building stone, concrete, reinforced concrete, broken pavement, and unpainted or untreated wood.

(4)

CHANNEL — A natural or artificial watercourse constructed, with a definite bed and banks to confine and conduct the normal flow of water.

[\(5\)](#)

CONTROL MEASURE — A practice or combination of practices to control erosion, storm water and attendant pollution.

[\(6\)](#)

DEPARTMENT — The Wisconsin Department of Natural Resources.

[\(7\)](#)

DETENTION BASIN — A type of storm water basin which has a direct outlet and serves to reduce water velocities and peak flows by out lotting at designed flow rates (to temporarily detain water flows). A detention basin is considered wet if they are greater than three feet deep from the permanent water level to the bottom of the basin.

[\(8\)](#)

DESIGN STORM — A hypothetical discrete rainstorm characterized by specific duration, temporal distribution, rainfall intensity, return frequency and total depth of rainfall.

[\(9\)](#)

DISTURBED AREA — A site which, due to land developing or disturbing activities, has or will experience disturbance or destruction of the existing land surface and/or vegetative cover.

[\(10\)](#)

EROSION — The detachment and movement of soil sediment or rock fragments by means of water, ice or gravity.

[\(11\)](#)

IMPERVIOUS SURFACE — A surface through which rainfall does not infiltrate. Rooftops, sidewalks, parking lots, and street surfaces are examples of impervious surfaces.

[\(12\)](#)

LAND DEVELOPING ACTIVITY — The construction or erection of buildings, roads, parking lots, paved storage areas and other structures.

[\(13\)](#)

LAND DISTURBING ACTIVITY — Any man-made construction upon or change of the land surface including removal of vegetative cover, excavating, filling and grading but not including agricultural land uses such as planting, growing, cultivating and harvesting of crops; growing and tending of gardens; harvesting of trees.

[\(14\)](#)

LANDOWNER — Any person holding title to or having an interest in a parcel of land which includes a site subject to this section.

[\(15\)](#)

LAND USER — Any person operating upon, leasing, or renting land, or having made any other arrangements with the landowner by which the land user engages in uses of land which are sites subject to this section.

[\(16\)](#)

OFF-SITE — Located outside the property boundary described in the permit application for land development activity.

[\(17\)](#)

PERFORMANCE SECURITY — A performance bond, maintenance bond, surety bond, irrevocable letter of credit, or similar guarantees submitted to the City by the permit holder to

assure that requirements of the section are carried out in compliance with the stormwater management plan.

[\(18\)](#)

PRE-DEVELOPMENT LAND USE CONDITION — Land which has runoff characteristics equivalent to runoff Curve Numbers (CNs) of: 30, 58, 71, and 78 for Hydrologic Soil Groups A, B, C, and D, respectively. This term is used for the purpose of matching of pre- and post-development stormwater peak flows and volumes as required by this section.

[\(19\)](#)

RETENTION BASIN — A type of stormwater basin, which has no direct outlet and empties by infiltration to the natural soil surface and by evaporation (to retain all water).

[\(20\)](#)

RUNOFF — The rainfall, snow melt, or irrigation water flowing over the ground surface.

[\(21\)](#)

SEDIMENTATION BASIN — An artificially-created holding pond or other catchment for the purpose of capturing and retaining any sedimentation flowing off of sites as a result of land developing or land disturbing activities.

[\(22\)](#)

SITE — That parcel or other division of land set forth in the legal description contained in the application on which the land disturbing or land development activity is proposed to take place.

[\(23\)](#)

SHEET FLOW RUNOFF — Water, usually storm runoff, flowing in a thin layer of the ground surface; also called overland flow. (by convention this distance does not exceed 300 feet).

[\(24\)](#)

STORMWATER — Precipitation runoff, snow melt runoff, surface runoff and drainage.

[\(25\)](#)

STORMWATER BASIN — Artificially created holding pond or other catchment for the purposes of retaining or detaining storm water.

[\(26\)](#)

STORMWATER CONTROL PLAN — A plat of survey setting forth a written description of the number, locations, sizes, and other pertinent data as to control measures designed to meet the requirements of this section submitted by the applicant for review and approval by the City.

[\(27\)](#)

TIME OF CONCENTRATION — The time for surface runoff to travel from the farthest point in a watershed to the outlet point of the watershed. For purposes of calculations used to meet the requirements of this section; the following roughness coefficients shall be used:

Flow Regime	Pre-Development	Post-Development
Overland flow (length \leq 300 feet)	$n = 0.35$	$n \leq 0.25$
Shallow concentrated flow (Velocity = $k \times \text{slope}^{0.5}$)*	$k \leq 2.5$	$k \geq 15$
Flow in vegetated channels	$n = 0.10$	$n \leq 0.04$

* Velocity in feet/second; slope in feet/foot.

[\(g\)](#)

Design criteria, standards and specifications for stormwater control measures. All control measures required to comply with this section shall meet with the design criteria, standards and specifications for the control measures as set forth in the Natural Resources Conservation Service Standards and Specifications Manual; criteria established by this section, or criteria identified by the City.

(h)

Design, construction and maintenance of stormwater control measures. All sedimentation basins and other control measures necessary to meet the requirements of this section shall be designed, constructed and maintained by the applicant and his or her successors during the pendency of the period of land disturbance and development of the site in a satisfactory manner so as to ensure adequate performance and to prevent the occurrence of nuisances. All stormwater basins shall remain permanent and be maintained on site to the extent necessary to meet the stormwater standards set forth by this section. Standards for design, construction and maintenance of control measures shall be set forth in the Natural Resources Conservation Service Technical Guide; criteria established by this section, or criteria identified by the City. The developer shall provide an easement to the City for adequate access to structural management measures.

(i)

Control of storm water and pollutants from developed land after construction.

(1)

Applicability. This section applies to the following types of land disturbing or land developing activities for stormwater control purposes.

a.

Those involving the implementation of a residential development with a gross aggregate impervious area of 1.5 acres or greater.

b.

Those involving the development plan other than residential development with a gross aggregate area of 1.5 acres or more; or any nonresidential land development which creates an impervious area of 0.5 acres or more.

c.

Those developments which in the opinion of the City are likely to result in stormwater runoff which exceeds the safe capacity of the existing drainage facilities or receiving body of water, which cause undue channel erosion, which increases water pollution by scouring or the transportation of particulate matter or which endangers down stream property.

d.

This section does not apply to state, federal, or municipal highway, street, or road construction.

(2)

Requirements. The following requirements shall be met on all sites described in Subsection (1):

a.

Post-development release rates for the two-, ten-, and one-hundred-year twenty-four-hour storm events must be no greater than the pre-development discharge from the site. Predevelopment site conditions are defined in Subsection (f) of this section.

b.

Determination of peak flow rates and volume of runoff for purposes of meeting the requirements of this section shall be computed by procedures described in Urban Hydrology for Small Watershed, TR-55 (Technical Release 55) published by the Engineering Division, United States Natural Resource Conservation Service (formally known as the Soil Conservation Service) United States Department of Agriculture, June 1992. Other calculation methods may be required by the City, or may be used by the applicant, upon approval by the City.

c.

Design rainfall depths to be used in stormwater calculations must be from the point rainfall intensity-duration-frequency relationships for Milwaukee, Wisconsin according to South-eastern Wisconsin Regional Plan Commission report (Community Assistance Planning Report # 152).

d.

All naturally occurring contribution runoff entering the project site must be included in the design of the drainage system. Design must take into consideration any naturally occurring storm water storage, which presently serves to reduce peak predevelopment runoff rates.

e.

Contribution runoff entering the project from off site may be excluded from detention calculations if the water is routed around disturbed areas by use of stable water course(s).

f.

All open channel stormwater conveyance systems shall provide safe conveyance for peak flow from a twenty-five-year frequency, twenty-four-hour rainfall event within the defined channel banks.

g.

Conveyance for the peak flow runoff from a one-hundred-year twenty-four-hour event shall be provided such that no inundation of, or damage to built structures shall occur.

h.

Where feasible, all permanent storm sewer inlets must be stenciled by the permit holder as part of the water quality strategy for protection of surface waters and drainage to Lake Geneva.

i.

Drainage systems may not result in transfer of drainage from one delineated natural drainage area to another if reasonable alternatives exist which would preserve natural drainage patterns. Drainage area delineations must be shown on the stormwater plan.

j.

All stormwater basins shall be permanent, aesthetically pleasing, if practical, and safe. Subsurface bottoms of wet basins must provide a safety ledge consistent with required design criteria identified in Subsection [\(h\)](#) hereinabove.

k.

All calculations must be provided to the City to demonstrate that required stormwater criteria have been met. All calculations must be certified by a professional licensed engineer and be certified as complying with the technical standards and construction specifications of the City.

l.

Stormwater quality practices installed in compliance with this section must remove 80% of the suspended solids. This condition may be met by stormwater practices that are designed to store for a minimum of 24 hours, the runoff volume resulting from 1.5 inches of rain over a four-hour period. Other methods that accomplish the 80% removal of suspended solids can be used upon approval by the City.

m.

Nonpoint source control measures other than wet basins may be applied to a site if: a) the use of a wet detention basin meeting the criteria of this section is not feasible for the site under review and b) the alternative BMP is approved by the City.

n.

Wetlands shall not be used for reduction of nonpoint source pollution in runoff water from the site.

(j)

Permit application, stormwater control plan, and permit issuance.

(1)

No landowner or landowner's agent may commence a land disturbing or developing activity subject to this section without receiving prior approval of a stormwater control plan for the site and receiving a permit from the City. The land owner, or landowner's agent controlling or using the site and desiring to undertake a land disturbing or land developing activity subject to this section shall, in the capacity of applicant, submit an application for a permit and stormwater control plan and pay the required application fee to the City. By submitting an application, the applicant is authorizing the City or designee to enter the site to obtain information required for the review of the control plan.

(2)

Submission of an application by one of several land users or land owners of particular site shall constitute an affirmation by said applicant of authority to act on behalf of the other land users or land owners to so apply and, upon issuance of a permit, to engage in land developing or disturbing activities on the site. The City shall be under no obligation to ascertain the legal authority of the applicant to so act.

(3)

Content of a storm water control plan for land developing and disturbing activities.

a.

Existing site conditions. The plan must show existing site conditions on a scale of at least one inch equals 100 feet. Surrounding areas contributing runoff to the site shall be shown on a map of appropriate scale to support the required stormwater runoff calculations. Maps shall depict accurately:

1.

Site boundaries and adjacent lands, which accurately identify site locations.

2.

Lakes, streams, wetlands, channels, ponds, ditches and other water courses on and immediately adjacent to the site;

3.

One hundred-year floodplains, flood fringes and floodways;

4.

Location of the predominant soil types;

5.

Vegetative cover;

6.

Location and dimensions of storm water drainage systems and natural drainage patterns on and immediately adjacent to the site;

7.

Locations and dimensions of utilities, structures, roads, highways, and paving; and

8.

Site topography at a contour interval not to exceed two feet when construction site has more than five acres of drainage or has a 10% slope or greater. Areas with less than five acres or less than 10% slope shall not require any topography map unless the site requires storm water review according to applicability of this section or a map is specifically requested by the review technician or designee. Both existing and proposed contours must be shown on the same plan to the same scale.

b.

Final site conditions. Final site conditions on the same scale as the existing site map showing the site changes.

c.

All factors used to calculate peak flows from pre- and post-development conditions and storm water storage volume requirements. The stormwater control plan must specify the factors for each hydrologic unit analyzed including: per cent impervious; curve number; soil hydrologic group; time of concentration factors (slope, length, Manning's "n" for overland, shallow, and concentrated flow); and acres of each land use.

(4)

Review of control plan. Within 45 days of receipt of the application, storm water control plan, and fee, the City or designee shall review the application and control plan to determine if the requirements of this section are met. The City or its designee may request comments from other departments or agencies. If the requirements of this section are met, the City or its designee shall approve the plan, and inform the applicant of intent to issue a permit. If the conditions are not met, the City shall inform the applicant in writing and may either require needed information or disapprove the plan. Within 30 days of receipt of needed information, the City or designee shall again determine if the plan meets the requirements of this section. If the plan is disapproved, the City shall inform the applicant in writing of the reasons for the disapproval.

(5)

Permits.

a.

Duration. Permits shall be valid for a period of 180 days, or the length of the building permit or other construction authorizations, whichever is longer, from the date of issuance. The Planning Commission may extend the period for up to an additional 180 days. The Planning Commission may require additional control measures as a condition of the extension if they are necessary to meet the requirements of this section.

b.

Performance security. As a condition of approval and issuance of the permit, the City may require the applicant to deposit a letter of credit or cash escrow in the amount of not less than the cost of constructing the storm water practices. The guarantee shall include all phases of the plan from the clearing and stockpiling operations to final grading and landscaping including a maintenance guarantee for a period of not less than two years from the recording of the document or commencement of construction, whichever occurs first. An agreement will be a part of this guarantee, which will give the City authority to use the funds to complete the project if the developer defaults or does not properly implement the approved plan. This agreement shall be received by the City prior to issuance of any permits and shall be effective for a sufficient time period to perform the activities required, make the appropriate inspections and approve the final installation. The City may extend the agreement beyond its original expiration date if necessary due to unexpected or unforeseen circumstances beyond the control of the developer. A performance bond shall be replaced with a maintenance guarantee for a stated period of time and in an amount equal to a percentage of the cost of the construction of the improvements and a cost overrun of 15%.

c.

Permit conditions. All permits shall require the permittee, land user or representative to:

1.

Notify the City within 72 hours of commencing any land developing or disturbing activity.

2.

Notify the City of completion of any control measures within 14 days after their installation.

3.

Obtain permission in writing from the City prior to modifying the control plan.

4.

Install all control measures as identified in the approved control plan;

5.

Maintain all road drainage systems, stormwater drainage systems, control measures and other facilities identified in the control plan.

6.

Allow the City or designee to enter the site for the purpose of inspecting compliance with the stormwater control plan or performing any work necessary to bring the site into compliance with the stormwater control plan; and

7.

Keep a copy of the stormwater control plan on the site.

(k)

Inspection. The City or designee shall inspect stormwater control practices upon completion to insure compliance with this section.

(l)

Enforcement.

(1)

The City may post a stop-work order, or issue a notice of intent to the permittee, landowner or landowner's agent, to perform work necessary to comply with this section. Ten days after posting a stop-work order, the City may issue a notice of intent to the permittee or landowner or land user of the City's intent to perform work necessary to comply with the section.

The City or designee may go on the land and commence the work after 24 hours from issuing the notice of intent. The costs of the work performed by the City or designee, plus interest at the rate authorized by the City shall be billed to the permittee or the landowner. In the event a permittee or landowner fails to pay the amount due, the Clerk shall enter the amount due on the tax rolls and collect as a special assessment against the property pursuant to W.S.A. § 66.60(16).

(2)

If the permittee does not cease the activity or comply with the permit conditions within 10 days, the City may revoke the permit.

(3)

If the landowner or landowner's agent where no permit has been issued does not cease the activity within 10 days, the City may obtain a cease and desist order.

(4)

The City may retract the stop-work order or the revocation.

(5)

Any person who continues to conduct land disturbing activities on a project site after being given written notice by the City regarding need for permit review and approval prior to conducting land disturbance subject to this section shall be in violation of this section.

(6)

Any person violating any of the provisions of this section shall be subject to forfeiture in accordance with the City for each violation. Each day a violation exists shall constitute a separate offense.

(7)

Compliance with the provisions of this section may also be enforced by injunction.

(m)

Long term maintenance and ownership. The recorded plat, certified survey, or land title for lands which shall have stormwater controls must identify the permanent location of all proposed stormwater facilities. Further the recorded plat, certified survey, or land title, in the absence of any other agreement with the City must state that the facilities shall be maintained by the property owner of record to assure its proper function as a nonpoint source control practice.

(n)

Appeals.

(1)

Board of appeals. The board of appeals as created pursuant to Section 98-934 of the City Zoning Ordinance functioning in accord with W.S.A. § 62.23(e) and 68.11:

a.

Shall hear and decide appeals where it is alleged that there is an error in any order, decision, or determination made by the Planning Commission in administering this section.

b.

Upon appeal, may authorize variances from the provisions of this section which are not contrary to the public interest and where owing to special conditions, a literal enforcement of the provisions of this section will result in unnecessary hardship; and

c.

Shall use the rules, procedures, duties and powers authorized by statute in hearing and deciding appeals and authorizing variances.

(2)

Who may appeal. Any applicant, permittee, landowner, or land user may appeal any order, decision or determination made by the Planning Commission in administering this section, relative to sites in which such person has an interest.

(o)

Fees.

(1)

The fees referred to in other subsections of this section shall be established by the in a fee schedule and may from time to time be modified by the City. The processing fees shall be related to costs involved in processing permit applications, conditional use petitions, appeals to the board of appeals and zoning amendments and changes.

(2)

The City shall charge a double fee if work is started before a permit is applied for and issued. Such double fee shall not release the applicant from full compliance with this section nor from prosecution for violation of this section.

Sec. 78-248. Prohibited wastes and waters.

[Code 1992, § 13.51(3)]

Except as otherwise provided in this article, no person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewer:

(1)

Gasoline, benzene, naphtha, fuel oil or other flammable or explosive liquid, solid or gas.

(2)

Waters or wastes containing toxic or poisonous solids, liquids or gases in sufficient quantity, either singly or by interaction with other wastes, that could injure or interfere with any waste treatment or sludge disposal process, constitute a hazard to humans or animals or create a public nuisance in the receiving waters of the wastewater treatment facility.

(3)

Waters or wastes having a pH lower than 5.0 or in excess of 9.0 or having any corrosive property capable of causing damage or hazard to structures, equipment and personnel of the wastewater collection and treatment facilities.

(4)

Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in public sewers or other interference with the proper operation of the wastewater collection and treatment facilities, such as, but not limited to, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, whole blood, paunch manure, hair and fleshings, entrails and paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders.

(5)

The following described substances, materials, waters or waste shall be limited in discharges to sanitary sewer systems to concentrations or quantities which will not harm either the sanitary sewers, wastewater treatment process or equipment, will not have an adverse effect on the receiving stream or groundwater, or will not otherwise endanger lives, limbs, public property or constitute a nuisance. The director of public works and utilities may set limitations more stringent than those established in this subsection if such limitations are necessary to meet the objectives in this subsection. The director of public works and utilities will give consideration to the quantity of subject waste in relation to flows and velocities in the sewers, materials of construction of the sanitary sewers, the wastewater treatment facility and other pertinent factors. Wastes or wastewaters discharged to the sanitary sewers shall not exceed the following limitations:

a.

Wastewater having a temperature higher than 150° F. (65° C.).

b.

Wastewater containing more than 25 mg/l of petroleum oil, nonbiodegradable cutting oils or products of mineral oil origin.

c.

Wastewater from industrial plants containing floatable oils, fat or grease.

d.

Any unground garbage. Garbage grinders may be connected to sanitary sewers from homes, hotels, institutions, restaurants, hospitals, catering establishments or similar places where garbage originates from the preparation of food in kitchens for the purpose of consumption on the premises or when served by caterers.

e.

Any waters or wastes containing iron, chromium, copper, zinc and other toxic and nonconventional pollutants to such degree that the concentration exceeds levels specified by federal, state and local authorities.

f.

Any waters or wastes containing odor-producing substances exceeding limits which may be established by the director of public works and utilities or limits established by any federal or state statute, rule or regulation.

g.

Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the director of public works and utilities in compliance with applicable state or federal regulations.

h.

Any waters or wastes containing substances which are not amenable to treatment or reduction by the wastewater treatment process employed or are amenable to treatment only to such degree that the wastewater treatment facility effluent cannot meet the requirements of other agencies having jurisdiction over discharge to the receiving waters.

i.

Any waters or wastes which, by interaction with other waters or wastes in the sanitary sewer system, release obnoxious gases, form suspended solids which interfere with the collection system or create a condition deleterious to structures and treatment processes.

j.

Materials which exert or cause:

1.

Unusual BOD, chemical oxygen demand or chlorine requirements in such quantities as to constitute a significant load on the wastewater treatment facility.

2.

Unusual volume of flow or concentration of wastes constituting slugs.

3.

Unusual concentrations of inert suspended solids such as, but not limited to, fuller's earth, lime slurries and lime residues or of dissolved solids such as, but not limited to, sodium sulfate.

4.

Excessive discoloration such as, but not limited to, dye wastes and vegetable tanning solutions.

k.

Incompatible pollutants in excess of the allowed limits as determined by City, state and federal laws and regulations in reference to pretreatment standards developed by the Environmental Protection Agency, all categorical DNR standards and as contained in 40 CFR 403, as amended from time to time.

Sec. 78-249. WPDES permit.

[Code 1992, § 13.51(4)]

No person shall cause or permit a discharge into the sanitary sewers that would cause a violation of the City's WPDES permit and any modifications of such permit.

Sec. 78-250. Special arrangements.

[Code 1992, § 13.51(5)]

No statement contained in this article shall be construed as prohibiting any special agreement between the director of public works and utilities and any person whereby a waste of unusual strength or character may be admitted to the wastewater collection and treatment facilities, either before or after pretreatment, provided that there is no impairment of the functioning of the wastewater collection and treatment facilities by reason of the admission of such wastes, and no extra costs are incurred by the City without recompense by the person, and provided that all rates and provisions set forth in this article are recognized and adhered to.

Sec. 78-251. New connections.

[Code 1992, § 13.51(6)]

New connections or extensions to the City's sanitary sewer system will be allowed only if there is available capacity in all of the downstream wastewater collection and treatment facilities.

Sec. 78-252. Sewer connection required.

[Code 1992, § 13.51(7)]

All owners of property to which sanitary sewers are available, as determined by the director of public works and utilities, shall connect with the sanitary sewer system and properly abandon their private disposal system. At such time as the director of public works and utilities determines that sewer service is available, he shall serve a notice upon the owner of the property to make the connection to the sanitary sewer within 30 days from the date of the notice. If the owner finds it difficult to comply with the terms of the notice, he shall file with the director of public works and utilities a statement from a licensed plumber or other person authorized to do such work that such property owner has contracted to have such work done within a stated period of time, not to exceed six months from the expiration of the thirty-day period set forth in the notice.

Sec. 78-253. through Sec. 78-265. (Reserved)

DIVISION 3. SEWER CONSTRUCTION AND CONNECTIONS

Sec. 78-266. Work to be authorized.

[Code 1992, § 13.56(1)]

No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb the public sewers, lateral or appurtenances thereof without first obtaining a written permit from the City.

Sec. 78-267. Cost of sewer connections.

[Code 1992, § 13.56(2)]

All costs and expenses incident to the installation and connection of the building sewer shall be borne by the person making the connection, including impact fees as applicable.

Sec. 78-268. Permit charges.

[Code 1992, § 13.56(3)]

In addition to the costs outlined in Section [78-267](#), there shall be a charge for the issuing of the permit by the utility, such charge to assist in funding past and future capital improvement to the sewer system and treatment facility. Charges shall be as set from time to time and are on file in the office of the director of public works and utilities. Credit shall be given for drainage units in use at that time. Any person aggrieved by the decision of the director may appeal the decision under the procedures of Chapter [2](#) of this Code.

Sec. 78-269. Permit issuance to licensed master plumber.

[Code 1992, § 13.56(4)]

A permit shall only be issued to a licensed master plumber.

Sec. 78-270. Use of old building sewers.

[Code 1992, § 13.56(5)]

Old building sewers may be used in connection with new buildings only when they are found on examination and test by the City to meet all requirements for this article.

Sec. 78-271. Materials and methods of construction.

[Code 1992, § 13.56(6)]

The size, slope, alignment, materials of construction of a building sewer and the methods to be used in excavating, placing of the pipe, jointing, testing and backfilling the trench shall conform to the requirements of the building and plumbing codes or other applicable rules and regulations of the City. In the absence of code provisions or in amplification of such codes, the materials and procedures set forth in appropriate specifications of the ASTM, Department of Commerce Section 83 and WEF Manual of Practice No. 9 shall apply. All construction material products must be approved in writing by the director of public works and utilities prior to use.

Sec. 78-272. Building sewer grade; lifting of sewage.

[Code 1992, § 13.56(7)]

Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer.

Sec. 78-273. Stormwater and groundwater drains.

[Code 1992, § 13.56(8)]

(a)

No person shall make connection of roof downspouts, exterior foundation drains, areaway drains or other sources of surface runoff or groundwater to a building sewer or building drain which is connected directly or indirectly to a sanitary sewer.

(b)

All existing downspouts or groundwater drains, etc., connected directly or indirectly to a sanitary sewer shall be disconnected within 30 days of the date of an official written notice from the director of public works and utilities.

Sec. 78-274. Conformance to plumbing codes.

[Code 1992, § 13.56(9)]

The connection of the building sewer into the sanitary sewer shall conform to the requirements of the building and plumbing codes or other applicable rules and regulations of the City or the procedures set forth in appropriate specifications of the ASTM or WEF Manual of Practice No. 9. All such connections shall be made gastight and watertight. Any deviation from the prescribed procedures and materials shall be approved by the director of public works and utilities before installation.

Sec. 78-275. Inspection of connection.

[Code 1992, § 13.56(10)]

The person making connection to a public sewer shall notify the City when the building sewer is ready for inspection and connection to the public sewer. The connection shall be inspected and approved by the City.

Sec. 78-276. Guarding of excavations; restoration of surfaces.

[Code 1992, § 13.56(11)]

All excavations for a building sewer installation shall be adequately guarded with barricades and lights to protect the public from hazard. Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the City. The City may require slurry backfill in high traffic areas or when time is of the essence.

Sec. 78-277. Waiver of sewer service connection fees.

[Code 1992, § 13.56(12)]

Sewer service connection fees shall be waived with respect to any home, residence or unit as described in Section [78-268](#) in existence as of October 1, 1972, and held in fee simple ownership by the same individual or their heir from October 1, 1972, to the date of the ordinance from which this subsection is derived.

Sec. 78-278. through Sec. 78-295. (Reserved)

DIVISION 4. RATES AND CHARGES

*Subdivision I
In General*

Sec. 78-296. through Sec. 78-310. (Reserved)

*Subdivision II
Basis for Sewer Service Charges*

Sec. 78-311. Sewer users served by water utility meters.

[Code 1992, § 13.53(1)]

There is hereby levied and assessed upon each lot, parcel of land, building or premises having a connection with the wastewater collection system and being served with water solely by the water utility, a wastewater treatment service charge based, in part, on the quantity of water used as measured by the water utility meter used upon the premises.

Sec. 78-312. Sewer users served by private wells.

[Code 1992, § 13.53(2)]

(a)

If any person discharging wastewater into the sanitary sewers procures any part or all of his water from sources other than the water utility, all or part of which is discharged into the sanitary sewers, the person shall have water meters installed by the water utility at such person's expense for the purpose of determining the volume of water obtained from these sources. Where sewer meters are already installed, water meters will not be required. The water meters shall be furnished by the water utility and installed under its supervision, all costs being at the expense of the person requiring the meter.

(b)

The water utility will charge for each meter a rental charge set by the water utility to compensate for the cost of furnishing and servicing the meter. The rental charge shall be billed at the time the sewer service charge is billed.

(c)

For users where, in the opinion of the director of public works and utilities, it is unnecessary or impractical to install meters, the quantity of wastewater may be based upon an estimate prepared by the City. This estimate shall be based upon a rational determination of the wastewater discharged and may consider such factors as the number of fixtures, seating capacity, population equivalent, annual production of goods and services or such other determinants of water use necessary to estimate the wastewater volume discharged.

Sec. 78-313. Deduct meters.

[Code 1992, § 13.53(3)]

If a person feels that a significant amount of metered water does not reach the sanitary sewer, he can, at his own expense with the approval of the director of public works and utilities, install such additional meters or metered services as are necessary to calculate the volume of water not discharged to the sanitary sewer. Metered water not discharged to the sanitary sewers shall not be

subject to sewer service charges. Requests to install additional meters shall be made in writing to the director of public works and utilities.

Sec. 78-314. Sewer service charges.

[Code 1992, § 13.53(4)]

A sewer service charge is hereby imposed upon each lot, parcel of land, building or premises served by the sewer system or otherwise discharging sewage, including industrial wastes, into the sewer system. Such sewer service charge shall be payable as provided in this section and in an amount determined as follows: The sewer service charge for any lot, parcel of land, building or premises within the corporate limits and for any lot, parcel of land, building or premises outside the corporate limits which is connected to the sanitary sewer system shall be based upon the quantity of water used therein or thereon and quality of wastewater generated, as measured by the water meter or sewage meter in use. Sewer service charges shall be set from time to time and are on file in the offices of the director of public works and utilities and City Clerk.

Sec. 78-315. Private supply water customers.

[Code 1992, § 13.53(5)]

For any parcel of land having a private supply, in addition to the City supply, the sewage charge shall consist of the sewer demand charge based upon the size of the water meter or meters used to measure such private supply. Such demand charges shall be used the same as those set forth in Section [78-314](#).

Sec. 78-316. Reassignment of sewer users.

[Code 1992, § 13.53(6)]

The City will reassign sewer users into appropriate sewer service charge categories if wastewater flow monitoring and sampling programs, or other related information, indicate a change of categories is necessary.

Sec. 78-317. Operation, maintenance and replacement fund accounts.

[Code 1992, § 13.53(7)]

(a)

All sewer service charge revenues collected for replacement costs shall be deposited in a separate and distinct fund to be used solely for replacement costs. All sewer service charge revenues collected for other operation and maintenance expenses, and for payment of principal and interest on general obligation bonds, shall also be deposited in a separate and distinct fund.

(b)

All revenues for the replacement fund and for operation and maintenance of the wastewater collection and treatment facilities shall be used solely for the replacement fund and operation and maintenance of the wastewater collection and treatment facilities.

Sec. 78-318. Charge for toxic pollutants.

[Code 1992, § 13.53(8)]

Any person discharging toxic pollutants which cause an increase in the cost of managing the effluent or sludge from the City's wastewater treatment facility shall pay for such increased costs, as may be determined by the director of public works and utilities.

Sec. 78-319. through Sec. 78-335. (Reserved)

*Subdivision III
Billing Practices*

Sec. 78-336. Sewer service charge billing period.

[Code 1992, § 13.54(2)]

Sewer service charges shall be billed by the City to the sewer users on a quarterly or monthly basis.

Sec. 78-337. Payment of sewer service charges.

[Code 1992, § 13.54(3)]

Those persons billed by the City for sewer service charges shall pay such charges by the due date shown on the bill. After the due date, a 1 1/2% per month penalty will be added to all unpaid charges.

Sec. 78-338. Penalties.

[Code 1992, § 13.54(4)]

(a)

Such sewer service charges levied by the City against the sewer users in accordance with this division shall be a debt due to the City and shall be a lien upon the property. If this debt is not paid within 20 days after it shall become due, it shall be deemed delinquent and may be placed on the next year's tax roll and collected as other taxes are collected.

(b)

Change of ownership or occupancy of premises found delinquent shall not be cause for reducing or eliminating these penalties.

Sec. 78-339. through Sec. 78-355. (Reserved)

DIVISION 5. SEWER EXTENSIONS

Sec. 78-356. Additions to the public sewer system.

[Code 1992, § 13.57]

(a)

Levy and collection of special assessments. Whenever the City Council shall by resolution require sewer service pipes to be extended in any area, the Council may levy and collect special assessments upon the property on which such sewer benefits are conferred as provided by the

state statutes. The amount assessed against any property shall not exceed the value of the benefits accruing to the property from the installation of the sewers.

(b)

Preliminary cost estimates. The City Council may also, upon written request and submittal of a preliminary development plan by a developer, authorize engineers to prepare a preliminary cost estimate of required utilities for the purpose of determining the amount of cash deposit required of the developer for additional work.

Sec. 78-357. Utility district extensions.

[Code 1992, § 13.58]

(a)

Preliminary cost estimate. Following the City Council's resolution, the director of public works and utilities will authorize the preparation of a preliminary cost estimate of the required utilities. The cost of any work or improvement to be paid, in whole or in part, by special assessment on property may include the direct and indirect cost thereof, the damages occasioned thereby, the interest on bonds or notes issued in anticipation of the collection of the assessments, a reasonable charge for the services of the administrative staff of the director of public works and utilities and the cost of any architectural, engineering and legal services and any other item of direct or indirect cost which may reasonably be attributed to the proposed work or improvement in accordance with state statutes.

(b)

Amount assessed apportioned by Council. The amount to be assessed against all property for any such proposed work or improvement shall be apportioned among the individual parcels in the manner designated by the City Council.

(c)

Notice of hearing; contents. The director of public works and utilities shall then cause notice of a public hearing to be given stating the nature of the proposed work or improvement, the general boundary lines of the proposed assessment area including, in the discretion of the director of public works and utilities, a small map thereof, the place and time at which the preliminary cost estimate may be inspected and the place and time at which all interested persons may appear before the City Council and be heard.

(d)

Approval, disapproval or modification; Council resolution upon approval. After the hearing, the Council may approve, disapprove or modify the proposed sewer extension or assessment determinations. When the City Council determines to proceed with the improvement, it will approve the plans and specifications and adopt a resolution directing such improvement be carried out in accordance with the report as finally approved and providing for the terms of payment.

(e)

Amendment, cancellation or confirmation of prior assessments. Whenever the actual cost of any project, upon completion or after the receipt of bids, varies materially from the estimate or whenever any assessment is void or invalid for any reasons, the City Council may, after public hearing, amend, cancel or confirm the prior assessment.

(f)

Grinder pump installations; permit. For those single users who are to be serviced by means of grinder pump installations, the user shall furnish a grinder pump station in accordance with requirements of the Department of Public Works and Utilities. If the Department of Public Works and Utilities approves the grinder pump station supplied by the user, a permit for services may be issued. The grinder pump shall be installed on private property in accordance with the applicable section of Chapter [62](#), Wis. Adm. Code.

Sec. 78-358. Developer extensions.

[Code 1992, § 13.59]

(a)

Preliminary cost estimate; deposit by developer. Upon deposit with the Director of Public Works and Utilities of 10% of a preliminary cost estimate prepared by the ~~City Developer's~~ [City Engineer](#), the Director of Public Works and Utilities shall authorize the City Engineer to ~~prepare~~ [review](#) detailed plans and specifications for the required utilities. Upon completion of the plans and specifications, copies will be forwarded to all state approving agencies, the City Council and the developer.

(b)

Construction bids; advertisement. Following approval of the plans, the City Council may authorize advertising the project for construction bids and shall receive such bids all in accordance with state statutes.

(c)

Developer to be informed of lowest responsible bidder. Upon receipt of construction bids and the determination of the lowest responsible bidder, the director of public works and utilities shall inform the developer of the amount of such bid and the name of the contractor to whom the contract shall be awarded should the project proceed.

(d)

Developer's response to bid; costs for City's expenses deducted from developer's deposit. Should the developer determine that the cost of the proposed project is over that which he wishes to invest, all bids will be rejected, the contract will not be awarded and the project dropped. All costs incurred by the City for engineering, legal and administrative expenses up to this point shall be deducted from the developer's 10% deposit, and any monies remaining shall be returned to the developer. If the costs incurred by the City are greater than the developer's 10% deposit, the developer shall make appropriate payment to the City.

(e)

Developer's election to proceed; deposit of 120% of bid; form of deposit. If the developer elects to proceed with construction of a sewer or water project, he shall deposit with the City a total of 120% of the construction bid. This may be made in the form of a cash deposit or an irrevocable letter of credit acceptable to the City attorney at the City Council's option.

(f)

Awarding of project to contractor. Following deposit of the necessary funds to cover construction of the project and expenses to be incurred by the City, including engineering, legal, administrative and contingencies, the City Council shall award the project to the lowest responsible bidder and enter into a contract with the successful contractor in accordance with state statutes.

(g)

Completion; refund to developer or additional deposit of funds. Upon completion of the construction project and the determination of final costs based on the as-built quantities, any monies remaining on deposit shall be returned to the developer. If sufficient funds for payment of all costs are not available from the deposited funds, the developer shall deposit the required additional amounts upon demand by the City.

(h)

Grinder pump installations; permit. For single users who are serviced by means of grinder pump installations, the developer shall furnish a grinder pump station for each user in accordance with requirements of the director of public works and utilities. If the director of public works and utilities approves the proposed grinder pump station installations supplied by the developer, a permit for services may be issued. The grinder pump shall be installed on private property in accordance with the applicable section of Chapter ILHR 82, Wis. Adm. Code.

Sec. 78-359. through Sec. 78-375. (Reserved)

DIVISION 6. PROHIBITED DISCHARGES

Sec. 78-376. Enumeration.

[Code 1992, § 13.60(1)]

No person shall discharge or cause to be discharged, leaked, leached or spilled upon any public street, alley or public property or onto the ground, surface waters, subsurface waters or aquifers or on any private property within the City, except those areas specifically licensed for waste disposal or landfill activities and to receive such materials, any explosive, flammable or combustible solid liquid or gas; any radioactive material at or above nuclear regulatory restriction levels; etiologic agents or any solid, liquid or gas creating a hazard, potential hazard or public nuisance; or any solid, liquid or gas having a deleterious effect on the environment.

Sec. 78-377. Containment, cleanup and restoration.

[Code 1992, § 13.60(2); Ord. No. 99-13, § 1, 8-9-1999; amended 5-29-2012 by Ord. No. 12-08; 11-10-2014 by Ord. No. 14-08]

Any person in violation of Section 78-376 shall, upon direction of the Police Chief, Fire Chief, Director of Public Works and Utilities, Finance Director/Treasurer or their designees, begin immediate actions to contain, clean up and remove to any approved repository the offending material and restore the site to its original condition, with the offending person being responsible for all expenses incurred. Should any person fail to engage the necessary men and equipment to comply or to complete the requirements of this division, the office of emergency government or City may order the required actions to be taken by public or private resources and allow the recovery of any and all costs incurred by the City from any violating party.

Sec. 78-378. Site access.

[Code 1992, § 13.60(3)]

Access to any site, public or private, where a prohibited discharge is indicated or suspected will be provided to emergency government officers or City evaluating the threat to the public and monitoring containment, cleanup and restoration activities.

Sec. 78-379. Public protection.

[Code 1992, § 13.60(4)]

Should any prohibited discharge occur that threatens the life, safety or health of the public at, near or around the site of a prohibited discharge and that the situation is so critical that immediate steps must be taken to protect life and limb, the coordinator of emergency government, his assistant or the senior City police, fire or public works official on the scene of the emergency may order an evacuation of the area or take other appropriate protective steps for a period of time until the City Council can take appropriate action.

Sec. 78-380. Enforcement of division.

[Code 1992, § 13.60(5)]

The coordinator of emergency government and his deputies, as well as the City police officers, shall have authority to issue citations or complaints under this division.

Sec. 78-381. Civil liability.

[Code 1992, § 13.60(6)]

Any person in violation of this division shall be liable to the City for any expenses incurred by the City or loss or damage sustained by the City by reason of such violation.

Sec. 78-382. Penalty for violation of division.

[Code 1992, § 13.60(7)]

Any person in violation of this division shall be subject to a penalty as provided in Section [1-12](#).

Sec. 78-383. through Sec. 78-395. (Reserved)

DIVISION 7. INDUSTRIAL WASTE CONTROL

Sec. 78-396. Submission of basic data as to waste characteristics.

[Code 1992, § 13.52(1)]

The City and its public works and utilities director may require each person who discharges or seeks to discharge industrial wastes to a public sewer to prepare and file with the City, at such times as he determines, a report that shall include pertinent data relating to the quantity and characteristics of the wastes discharged to the wastewater collection and treatment facilities. In the case of a new connection, the City may require that this report be prepared prior to making the connection to the public sewers.

Sec. 78-397. Industrial discharges with deleterious effects; response by City and Director.

[Code 1992, § 13.52(2)]

If any waters or wastes are discharged or are proposed to be discharged to the public sewers which contain substances or possess the characteristics enumerated in Section [78-248](#) and which, in the judgement of the City, have a deleterious effect upon the wastewater collection and treatment facilities, processes, equipment or receiving waters or which otherwise create a hazard to life, health or constitute a public nuisance, the City, its public works and utilities director and staff may:

[\(a\)](#)

Reject the wastes.

[\(b\)](#)

Require pretreatment to an acceptable condition for discharge to the public sewers.

[\(c\)](#)

Require control over the quantities and rates of discharge.

[\(d\)](#)

Require payment to cover the added cost of handling and treating the wastes not covered by existing taxes or sewer charges under the provisions of this article.

Sec. 78-398. Control manholes.

[Code 1992, § 13.52(3)]

[\(a\)](#)

Each person discharging industrial wastes into a public sewer shall, at the discretion of the City or its public works and utilities director, construct and maintain one or more control manholes or access points to facilitate observation, measurement and sampling of wastes, including sanitary sewage.

[\(b\)](#)

Control manholes or access facilities shall be located and built in a manner acceptable to the City. If measuring and/or sampling devices are to be permanently installed, they shall be of a type acceptable to the director of public works and utilities.

[\(c\)](#)

Control manholes, access facilities and related equipment shall be installed by the person discharging the waste, at such person's expense, and shall be maintained by the person so as to be in safe condition, accessible and in proper operating condition at all times. Plans for installation of the control manholes or access facilities and related equipment shall be approved by the City prior to the beginning of construction.

Sec. 78-399. Measurement of flow.

[Code 1992, § 13.52(4)]

The volume of flow used for computing sewer service charges shall be the metered water consumption of the person as shown in the records of meter readings maintained by the water utility, except as noted in Section [78-400](#).

Sec. 78-400. Metering of waste.

[Code 1992, § 13.59(5)]

Devices for measuring the volume of waste discharged may be required by the City if this volume cannot otherwise be determined from the metered water consumption records. Metering devices for determining the volume of waste shall be installed, owned and maintained by the person discharging the wastewater. Following approval and installation, such meters may not be removed without the written consent of the City.

Sec. 78-401. Waste sampling.

[Code 1992, § 13.52(6)]

(a)

Industrial wastes discharged into the public sewers shall be subject to periodic inspection and a determination of character and concentration of such wastes. The determination shall be made by the industry as often as may be deemed necessary by the City.

(b)

Samples shall be collected in such a manner as to be representative of the composition of the wastes. The sampling may be accomplished either manually or by the use of mechanical equipment acceptable to the City.

(c)

Installation, operation and maintenance of the sampling facilities shall be the responsibility of the person discharging the waste and shall be subject to the approval of the City. Access to sampling locations shall be granted to the City at all times. Every care shall be exercised in the collection of samples to ensure their preservation in a state comparable to that at the time the sample was taken.

Sec. 78-402. Pretreatment.

[Code 1992, § 13.52(7)]

Persons discharging industrial wastes into any public sewer may be required to pretreat such wastes, if the City determines pretreatment is necessary to protect the wastewater collection and treatment facilities or prevent the discharge of incompatible pollutants. In that event, such person shall provide at his expense such pretreatment or processing facilities as may be determined necessary to render wastes acceptable for admission to the sanitary sewers.

Sec. 78-403. Grease, oil and sand interceptors.

[Code 1992, § 13.52(8)]

Grease, oil and sand interceptors shall be provided when, in the opinion of the City, they are necessary for the proper handling of liquid wastes containing floatable grease in amounts in excess of those specified in this article, or any flammable wastes, sand or other harmful ingredients. Such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the City and shall be located as to be readily and easily accessible for cleaning and inspection. In maintaining these interceptors, the owner shall be responsible for the proper removal and disposal by appropriate means of the captured material and shall maintain records of the dates and means of disposal which are subject to review by the Department of Public Works. Disposal of the collected materials performed by

owner's personnel or currently licensed waste disposal firms shall be in accordance with currently acceptable DNR rules and regulations.

Sec. 78-404. Analyses.

[Code 1992, § 13.52(9)]

All measurements, tests and analyses of the characteristics of waters and wastes to which reference is made in this article shall be determined in accordance with the latest edition of Standard Methods and with the federal regulations, 40 CFR 136, "Guidelines Establishing Test Procedures for Analysis of Pollutants," as amended from time to time. Sampling methods, location, time, durations and frequencies are to be determined on an individual basis, subject to approval by the City.

Sec. 78-405. Submission of pertinent information by discharger.

[Code 1992, § 13.52(10)]

Plans, specifications and any other pertinent information relating to proposed flow equalization, pretreatment or grease and/or sand interceptor facilities shall be submitted for review and approval of the Department of Public Works prior to the start of their construction if the effluent from such facilities is to be discharged into the public sewers. No construction of such facilities shall commence until such approval has been granted.

Sec. 78-406. Review fees.

[Code 1992, § 13.52(11)]

Any fees that are incurred by the City for review of plans and specifications, compliance reports, operational reports or other analysis and any costs associated with taking and analyzing samples shall be the responsibility of the person discharging the waste. The Department of Public Works will advise the owner regarding the anticipated fees prior to the performance of the work. Any such fees incurred and not paid shall become a lien upon the property upon which such services were rendered.

ARTICLE IV. WATER SOFTENERS

[Added 3-12-2012 by Ord. No. 12-05]

Sec. 78-407. Regulation in new construction.

All water softeners installed in residential and commercial buildings after April 1, 2012, shall regenerate water based upon a metering device or sensor, or be equipped with a regeneration tank within the contents of the tank that can be removed and disposed of off-site. Water softeners which regenerate based on a time clock are prohibited.

ORDINANCE 16-15

AN ORDINANCE AMENDING CHAPTER 78, UTILITIES, SECTION 74-1 THROUGH 28-407 OF THE MUNICIPAL CODE OF THE CITY OF LAKE GENEVA, WISCONSIN CHANGING CONTROL OF THE WATER AND SEWER FACILITIES FOR THE CITY OF LAKE GENEVA FROM THE LAKE GENEVA WATER COMMISSION TO THE CITY OF LAKE GENEVA CITY COUNCIL

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

1. That Chapter 78, UTILITIES, of the Municipal Code of the City of Lake Geneva, Wisconsin is hereby amended to read as follows:

Chapter 78. Utilities

ARTICLE I. IN GENERAL

Sec. 78-1. Composition and powers.

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

(a)Water and Sewer Utilities operation. As provided in § 66.0805(6), Wis. Stats., the Common Council will be in charge of the operations of the City of Lake Geneva water and sewer utilities. The City Council shall be advised on water and sewer matters by a Utility Committee. There shall be seven members on the Utility Committee. The membership shall include the Mayor, two Aldermen and four citizens.

(b)Manager. The Common Council shall appoint a manager who may be referred to as the "Utility Manager." He shall be the general executive officer of the Utility. He shall hold office for such time as shall be determined by the Common Council and shall give a bond conditioned on the faithful discharge of his duties in such sum and with such surety as shall be provided by the Common Council, and the water and sewer utilities shall pay the premium therefor.

(c)Manager duties. The Utility Manager shall have general supervision of the Utilities under the direction of the City Council. He shall engage necessary employees and agents subject to the approval of the City Council. He shall have supervision of the buildings, grounds, machinery, pipes and all other matters connected therewith. He shall see that all laws, ordinances, rules and regulations of the State Public Service Commission and the City Council as they pertain to the operation of the Utilities are complied with and shall perform all other duties concerning the Utilities imposed upon him by the City Council and shall see that the conditions of contracts by or with such Utilities are complied with.

(d)City officials. The Utilities, when necessary, may utilize the services of the City Engineer,

City Attorney and other officials and employees on such basis as shall be mutually agreed upon or as determined by the City Council. The general fund of the City shall be reimbursed by the Utilities for the cost of the services of City officials and City employees.

(e) Rules. The City Council shall have power to make all necessary rules governing its own proceedings and for the governing of the Water and Sewer Utilities, which rules shall, however, not contravene any laws of the State or ordinances of the City.

(f) Compensation. The City Council shall fix the compensation to be received by all employees of the Water and Sewer Utilities.

Sec. 78-2. Officers.

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

The Committee shall choose a chairman, vice-chairman, and secretary from among its ranks.

Sec. 78-3. Appointment.

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

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

Sec. 78-4. Term.

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

The citizen members shall each serve four -year terms. The terms of the citizen members shall be staggered so as to have one members' term expire each year. The Mayor and the Aldermen shall serve conterminously with their respective terms as Mayor and Aldermen.

Sec. 78-5. Vacancy.

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

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

Sec. 78-6. Salary.

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

Members of the Utility Committee shall serve without a stipend.

Sec. 78-7. Quorum.

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

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

Sec. 78-8. Committee powers and duties.

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

The Utility Committee shall have the duties as described below:

(1) Meeting. The Utility Committee shall meet at least quarterly . The Committee may meet as necessary, or as called by the chairman or as called by a majority of the Committee City Clerk shall create and post all agendas for this committee.

(2) Duties. The Utility Committee shall advise the City Council regarding management and direction of the City water and sewer utilities of the City. The duties of the Utility Committee shall include, but shall not be limited to:

- a. Recommending utility ordinance amendments;
- b. Refining water and sewer utility development plans;
- c. Reviewing and making recommendations on proposed improvements, additions, extensions, or changes to the water and sewer facilities;
- d. Discussing issues of safety, function, maintenance needs, and policy concerning water and sewer utilities;
- e. Planning for the effectuation of water and sewer plants and infrastructure improvements; and
- f. Other planning the Committee deems necessary and essential for the improvement of the water and sewer plants.

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

ARTICLE II. WATER SERVICE

DIVISION 1. GENERALLY

Sec. 78-31. PSC rules adopted.

[Code 1992, § 13.02]

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

****** See New Schedule Attached ******

Sec. 78-32. State code adopted.

[Code 1992, § 13.46(7)]

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

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

[Code 1992, § 13.39]

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

Sec. 78-34. Thawing frozen services.

[Code 1992, § 13.40]

(a) Frozen services shall be thawed out by and at the expense of the utility except where the freezing was caused by contributory fault or negligence on the part of the consumer such as reduction of the grade or undue exposure of the piping in the building or on consumer's property or failure to comply with City specifications and requirements as to depth of service, lack of sufficient backfill, etc.

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

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

Sec. 78-35. through Sec. 78-50. (Reserved)

Sec. 78-52. through Sec. 78-65. (Reserved)

DIVISION 3. METERS

Sec. 78-66. Installation.

[Code 1992, §§ 13.14, 13.16]

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

(b) In setting meters, all connections shall be made according to the rules and regulations of the City. Water lines from outside the building to the meter shall be a minimum of one inch in diameter and free of any soldered joints. Meter horn or setters shall be required in installation of all meters up to and including one inch. Shutoff valves shall be installed before and after the meter setter. A sealed bypass shall be required on all meters over one inch in size.

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

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

[Code 1992, § 13.17]

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

Sec. 78-68. Relocation.

[Code 1992, § 13.18]

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

Sec. 78-69. Testing—generally.

[Code 1992, § 13.19]

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

Sec. 78-70. Same—accuracy.

[Code 1992, § 13.21]

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

Sec. 78-71. Sealing.

[Code 1992, § 13.20]

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

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

[Code 1992, § 13.30]

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

(b) Premises which are entirely vacant, the service to which has been cut off at the curb box by the City, shall be considered permanently vacant.

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

[Code 1992, § 13.45]

(a) Installation costs. Remote register or touch pad water meter attachments will be installed by the City. The costs shall be borne by the utility.

(b) Determination of priority of installations. The City shall determine the priority of such installations for the purpose of efficiency as follows:

- (1) All new construction.
- (2) Presently difficult place to read.
- (3) All other installations desirable for the benefit of the utility.

(4) Residences where occupants habitually or necessarily are absent.

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

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

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

(f) Installation to be determined by City. Owners of existing structures shall permit installation as determined by representatives of the City.

Sec. 78-74. through Sec. 78-90. (Reserved)

DIVISION 4. BILLING

Sec. 78-91. Quarterly rendering; penalty for unpaid bills.

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

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

2. **Sec. 78-92. Discontinuance of service for nonpayment of bill.**

[Code 1992, § 13.32]

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

Sec. 78-93. Estimated readings.

[Code 1992, § 13.33]

Where meter readings cannot be obtained by reason of the premises being closed, an estimated bill will be submitted, based upon the consumption for the same quarter of the previous year or on such basis as may be deemed fair and equitable by the City. This estimated bill shall be adjusted at the time the reading is obtainable in the course of the next reading period. When billing for service is thus based on an estimate and not on actual reading, each bill shall be accompanied by a notice from the City to that effect stating the reasons why actual readings are not submitted. Where readings cannot be obtained because right of access is unduly restricted, the rule in Section [78-182](#) shall apply.

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

[Code 1992, § 13.34]

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

Sec. 78-95. Charges for removing meter.

[Code 1992, § 13.35]

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

Sec. 78-96. Failure to receive bill.

[Code 1992, § 13.36]

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

Sec. 78-97. Deposits.

[Code 1992, § 13.37]

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

Sec. 78-98. Delinquent accounts.

[Code 1992, § 13.38]

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

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

DIVISION 5. CROSS CONNECTIONS

Sec. 78-116. Definitions.

[Code 1992, § 13.46(1)]

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

CROSS CONNECTION

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

Sec. 78-117. Prohibited generally; exception.

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

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

Sec. 78-118. Inspections.

[Code 1992, § 13.46(3)]

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

Sec. 78-119. Right of entry.

[Code 1992, § 13.46(4)]

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

Sec. 78-120. Discontinuance—generally.

[Code 1992, § 13.46(5)]

The utility is hereby authorized and directed to discontinue water service to any property wherein any connection in violation of this division exists, and to take such other precautionary measures deemed necessary to eliminate any danger of contamination of the public water system. Water service shall be discontinued only after reasonable notice and opportunity for hearing under W.S.A., ch. 68, except as provided in Section [78-121](#). Water service to such property shall not be restored until the cross connection has been eliminated in compliance with this division.

Sec. 78-121. Same—emergency.

[Code 1992, § 13.46(6)]

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

Sec. 78-122. Cross-connection control program.

[Ord. No. 04-10, § I, 3-22-2004]

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

Sec. 78-123. through Sec. 78-135. (Reserved)

DIVISION 6. PRIVATE WELLS

Sec. 78-136. Purpose of division.

[Code 1992, § 13.47(1)]

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

Sec. 78-137. Penalty for violation of division.

[Code 1992, § 13.47]

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

Sec. 78-138. Filling; exception.

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

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

Sec. 78-139. Well operation permits.

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

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

[\(1\)](#) The well construction and pump installation meet the requirements of Chapter NR 812 of the Wisconsin Administrative Code.

[\(2\)](#) Confirmation and/or certification that the Department of Natural Resources has approved the well construction and pump installation.

[\(3\)](#) The well has a history of producing safe water and presently produces bacteriological safe water as evidenced by three samplings two weeks apart.

[\(4\)](#) The proposed use of the well can be justified as being necessary in addition to water provided by the public water system.

Sec. 78-140. Methods.

[Code 1992, § 13.47(4)]

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

Sec. 78-141. Reports and inspection.

[Code 1992, § 13.47(5)]

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

Sec. 78-142. Wellhead protection.

Per statutory authority granted pursuant to W.S.A., §§ 61.34, 61.35, 62.23 and 66.052, any proposed new or proposed change in the size or character of an existing business, commercial, residual or industrial use within 1,200 feet of any City groundwater supply well shall have, in addition to City approvals, the written approval of the City . Any person wishing to propose a new or changed use as described in this section must make application to the City to include the description of the property to be used, description of use, drawing of the site and measures proposed to minimize groundwater contamination risk, if any. The City will review the application for compliance with the provisions of this section and its wellhead protection policy. The City may withhold approval of a new or changed use for cause if the proposed new or changed use violates the wellhead protection policy. To assist in the review process, the City must request that the applicant cause to be conducted a detailed engineering study at the applicant's cost to determine the potential for contaminating the groundwater resource. Enforcement and penalty procedures are as described in Section [78-227](#) in addition to state and federal remedies available.

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

DIVISION 7. WATER MAIN EXTENSIONS

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

[Code 1992, § 13.01(2)]

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

Sec. 78-157. Inspection when laying mains.

[Code 1992, § 13.05]

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

filled.

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

[Code 1992, § 13.03]

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

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

[Code 1992, § 13.04]

Extension of mains shall be made whenever ordered by the City and as rapidly as can reasonably be done after approval by City action. When installing mains, the system shall be so laid out as to provide ample water in time of fire. The location of hydrants shall conform to the specifications of the American Waterworks Association.

Sec. 78-160. Rules for extensions.

[Code 1992, § 13.06]

Rules for extension shall be as follows:

(1) Initiation. Extensions to existing water mains shall be initiated by application in writing to the City. The City will authorize the preparation of the plans which will be prepared by the engineer of the City.

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

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

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

(5) Basis of assessment; size of mains. The amount assessed against any property shall be computed on a front footage basis using the total cost of the improvement including the

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

(6) Customer-financed basis in lieu of immediate assessment. Where the density of prospective consumers does not warrant immediate assessment for the mains, extensions will be made on a customer financed basis. The property owner shall be notified by certified mail that a deferred assessment will be levied and become payable when the property is actually hooked up to the main or portions of the property benefited by its hookup or connection thereto.

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

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

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

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

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

(8) New customers; basis of assessment. When the City extends water mains for new customers on the basis of Subsections (4), (5) and (6) of this section, the Director of Public

Works and Utilities shall decide whether the extension is to be a six-inch or larger pipe.

Sec. 78-161. Maps

The Director of Public Works and Utility Manager shall cause to be prepared two maps showing the locations, sizes and types of all mains, valves, service pipes and hydrants and of the entire waterworks system and shall, from time to time, make such additions and alterations as shall correspond to the changes in the physical plant. He shall keep one of such maps in the office of the Utilities and one in the office of the City Clerk.

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

DIVISION 8. SERVICE CONNECTIONS

Sec. 78-176. Application.

[Code 1992, § 13.08]

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

Sec. 78-177. Installation of service.

[Code 1992, § 13.09]

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

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

pipe casing shall be filled and lightly caulked with oakum, mastic cement or other resilient material and made impervious to moisture.

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

Sec. 78-178. Service pipes—maintaining.

[Code 1992, § 13.10]

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

Sec. 78-179. Same—repairs.

[Code 1992, § 13.11]

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

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

[Code 1992, § 13.12]

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

Sec. 78-181. Turning on water.

[Code 1992, § 13.13]

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

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

[Code 1992, § 13.15]

Authorized employees of the City shall have the right of access during reasonable hours to premises supplied with water service for the purpose of inspection or for enforcement of the rules and regulations of the City as provided in this article. Whenever, in the opinion of the

director of public works and utilities, the right of access is unduly obstructed, the director shall cause notice to be given to the property owner that a frostproof box of an approved design will be located outside the building at a cost to the property owner of labor, material and expenses plus 10% to cover overhead charges. If installed, the cost shall be billed to the owner of the premises served, unless otherwise provided, and if such costs are not paid, they shall be collected in the manner provided by law. In lieu of the above provisions, the director of public works and utilities may, in his discretion, notify the owner of the premises served that service will be discontinued unless access is given at a reasonable time.

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

[Code 1992, § 13.41]

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

(b) Water mains; laying. Water mains laid outside the City limits shall be under the supervision and specifications of the City.

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

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

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

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

(g) Ownership of mains of supplied property. The applicant agrees that the ownership of the water main laying within the property so affected shall become the property of the City upon acceptance of the improvement without any compensation except that if the main benefits property which has not previously borne a portion of the cost, this property shall be assessed at the time of connection and the proceeds therefrom shall be refunded to the other property

owners pro rata as provided in this section.

Sec. 78-184. Regulations for suburban service.

[Code 1992, § 13.42]

The following regulations govern water service outside the City:

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

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

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

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

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

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

DIVISION 9. FIRE PROTECTION

Sec. 78-201. Service.

[Code 1992, § 13.22]

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

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

3. **Sec. 78-202. Combination fire protection system.**

[Code 1992, § 13.23]

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

Sec. 78-203. Valves on automatic sprinklers.

[Code 1992, § 13.24]

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

Sec. 78-204. Private fire hydrant service.

[Code 1992, § 13.25]

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

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

[Code 1992, § 13.26]

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

(a) Upon notice given at the City office that such test is desired and the date and hour fixed when such test is to be made.

(b) When testing of fire service is made by a duly authorized insurance representative or insurance inspector, no permit shall be required to break any seals on the system, but in each

instance the director of public works and utilities shall be notified at once before making the test, and such seals shall be replaced by an employee of the City. Such notice shall be given by the property owner or his agent.

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

[Code 1992, § 13.27]

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

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

[Code 1992, § 13.28]

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

Sec. 78-208. Consumer's risk.

[Code 1992, § 13.29]

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

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

[Code 1992, § 13.43]

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

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

ARTICLE III. SEWER SERVICE

DIVISION 1. GENERALLY

Sec. 78-226. Definitions.

[Code 1992, § 13.50]

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

BOD (BIOCHEMICAL OXYGEN DEMAND)

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

BUILDING DRAIN

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

BUILDING SEWER

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

CATEGORY A

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

CATEGORY B

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

CHLORINE REQUIREMENT

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

CITY

Director of Public Works and Utilities, his authorized representative, or the City Building Inspector.

COMPATIBLE POLLUTANTS

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

DIRECTOR OF PUBLIC WORKS AND UTILITIES

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

EASEMENT

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

FLOATABLE OIL

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

GROUND GARBAGE

The residue from the preparation, cooking, dispensing, handling, storage and sale of food products and produce that has been shredded to such a degree that all particles will be carried freely in suspension under the flow conditions normally prevailing in public sewers with no particle greater than 1/2 of an inch in any dimension.

INCOMPATIBLE POLLUTANTS

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

INDUSTRIAL WASTE

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

NATURAL OUTLET

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

NORMAL DOMESTIC STRENGTH WASTEWATER

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

OPERATION AND MAINTENANCE COSTS

All costs associated with the operation and maintenance of the wastewater collection and treatment facilities, including administration and replacement costs, all as determined from time to time by the City.

pH

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

PUBLIC SEWER

Any publicly owned sewer, storm drain or sanitary sewer.

REPLACEMENT COSTS

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

SANITARY SEWAGE

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

SANITARY SEWER

A sewer that carries sewage or wastewater.

SEWAGE

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

SEWER

A pipe or conduit that carries wastewater or drainage water.

SEWER SERVICE CHARGE

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

SLUG

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

STANDARD METHODS

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

STORM SEWER OR DRAIN

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

SUSPENDED SOLIDS

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

UNPOLLUTED WATER

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

WASTEWATER

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

WASTEWATER COLLECTION FACILITIES OR WASTEWATER COLLECTION SYSTEM

The structures and equipment required to collect and carry wastewater.

WASTEWATER TREATMENT FACILITY

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

WISCONSIN POLLUTANT DISCHARGE ELIMINATION SYSTEM (WPDES) PERMIT

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

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

[Code 1992, § 13.65]

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

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

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

(d) Continued violations. Any person who shall continue any violation beyond the notice time limit provided in Subsection **(a)** of this section shall, upon conviction, forfeit not more than \$500, together with the costs of prosecution. In default of payment of such forfeiture and costs, such violator shall be imprisoned in the county jail for a period not to exceed 30 days. Each day in which a violation is continued beyond the notice time limit in Subsection **(a)** of this section shall be deemed a separate offense.

(e) Liability to City for losses. Any person violating any provisions of this article shall become liable to the City for any expense, loss or damage occasioned by reason of such violation which the City may suffer as a result.

Sec. 78-228. Appeals from decisions of the director of public works and utilities.

[Code 1992, § 13.66]

Any user, permit applicant or permit holder affected by any decision, action or determination, including cease and desist orders, made by the director of public works and utilities interpreting the provisions of this article or in any permit issued in this article, may appeal such action under the procedures of Chapter 2 of this Code.

Sec. 78-229. Audit, notification and records.

[Code 1992, § 13.67]

(a) Biennial audit. The City shall review, at least every two years, the wastewater contribution of its sewer users, the operation and maintenance expenses of the wastewater

collection and treatment facilities and the sewer service charge system. Based on this review, the City shall revise the sewer service charge system, if necessary, to accomplish the following:

- (1) Maintain a proportionate distribution of operation and maintenance expenses among sewer users based on the wastewater volume and pollutant loadings discharged by the users.
- (2) Generate sufficient revenues to pay the operation and maintenance expenses of the wastewater collection and treatment facilities.
- (3) Apply excess revenues collected from a class of users to the operation and maintenance expenses attributable to that class of users for the next year and adjust the sewer service charge rates accordingly.

(b) Annual notification. The City shall notify its sewer users annually about the sewer service charge rates. The notification shall show what portion of the rates are attributable to the operation and maintenance expenses and debt service costs of the wastewater collection and treatment facilities. The notification may occur in conjunction with a regular bill or by publication.

(c) Records. The City shall maintain records regarding wastewater flows and loadings, costs of the wastewater collection and treatment facilities, sampling programs and other information which is necessary to document compliance with 40 CFR 35, subpart E, of the Clean Water Act.

Sec. 78-230. Right of entry, safety and identification.

[Code 1992, § 13.55]

(a) Right of entry. The director of public works and utilities or other authorized employee of the City bearing proper credentials and identification shall be permitted to enter all properties for the purpose of inspection, observation or testing in accordance with the provisions of this article.

(b) Safety. While performing the necessary work on private premises referred to in Subsection (a) of this section, the authorized City employee shall observe all safety rules applicable to the premises established by the person.

(c) Identification; right to enter easements. The director of public works and utilities or authorized employee of the City, bearing proper credentials and identification shall be permitted to enter all private properties through which the City holds an easement for the purpose of, but not limited to, inspection, observation, measurement, sampling, repair and maintenance of any portion of the sewage works lying within such easement, subject to the terms of such easement.

Sec. 78-231. through Sec. 78-245. (Reserved)

DIVISION 2. USE OF PUBLIC SEWERS

Sec. 78-246. Sanitary sewers.

[Code 1992, § 13.51(1)]

No person shall discharge or cause to be discharged any unpolluted waters such as stormwater, groundwater, roof runoff, subsurface drainage or cooling water to any sanitary sewer.

Sec. 78-247. Storm sewers.

[Code 1992, § 13.51(2); Ord. No. 98-9, § I, 10-12-1998]

(a) Discharge. Stormwater and all other unpolluted water shall be discharged to such sewers as are specifically designated as storm sewers or to a natural outlet approved by the director of public works and utilities and other regulatory agencies. Unpolluted industrial cooling water or process waters may be discharged on approval of the director of public works and utilities and other regulatory agencies to a storm sewer or natural outlet.

(b) Intent. The intent of this section is to utilize the building and zoning administrator to require stormwater management practices, which will reduce the amount of sediment, other pollutants, and peak flow of runoff from lands undergoing development. This section shall apply to all land disturbance activities occurring after adoption of this section.

(c) Authority. This section is adopted by the Common Council under the authority granted by W.S.A. § 62.234 to fulfill the objectives of W.S.A. § 144.266.

(d) Findings and purpose.

(1) Findings. The Common Council finds that uncontrolled storm water runoff from land development activity has a significant impact upon Lake Geneva, its watershed and other water resources; and the health, safety, and general welfare of the surrounding communities. Specifically, uncontrolled stormwater runoff can:

a. Diminish the capacity of Lake Geneva and streams within its watershed to support fish, aquatic life, recreational, and water supply uses by increasing loading of nutrients and other urban pollutants;

b. Degrade physical stream habitat by increasing stream bank erosion, increasing stream bed scour, diminishing groundwater recharge, and diminishing stream base flows;

c. Alter wetland communities by changing wetland hydrology and by increasing pollutant loads;

d. Reduce the quality of groundwater by increasing pollutant loads;

e. Threaten public health, safety, property, and general welfare by overtaxing storm sewers, drainage ways and other minor drainage facilities;

f. Threaten public health, safety, property, and general welfare by increasing major flood peaks and volumes;

g. Undermine floodplain management efforts by increasing the incidence and levels of flooding; and

h. Diminish the public enjoyment of natural resources.

(2) Purpose. It is the purpose of this section to preserve the natural resources; to protect the quality of the waters; and to protect and promote the health, safety and welfare of the people, to the extent practicable.

(e) Applicability of section. This section applies to land developing and land disturbing activities on lands situated within the corporate limits of the City.

(f) Definitions.

(1) AGRICULTURAL LAND USE — Use of land for planting, growing, cultivating and harvesting of crops for human or livestock consumption and pasturing or yarding of livestock.

(2) APPLICANT — The landowner or one of the landowners and/or land user or users of a site subject to this section.

(3) CLEAN FILL — Uncontaminated rock, stone, sand, soil, brick, building stone, concrete, reinforced concrete, broken pavement, and unpainted or untreated wood.

(4) CHANNEL — A natural or artificial watercourse constructed, with a definite bed and banks to confine and conduct the normal flow of water.

(5) CONTROL MEASURE — A practice or combination of practices to control erosion, storm water and attendant pollution.

(6) DEPARTMENT — The Wisconsin Department of Natural Resources.

(7) DETENTION BASIN — A type of storm water basin which has a direct outlet and serves to reduce water velocities and peak flows by out lotting at designed flow rates (to temporarily detain water flows). A detention basin is considered wet if they are greater than three feet deep from the permanent water level to the bottom of the basin.

(8) DESIGN STORM — A hypothetical discrete rainstorm characterized by specific duration, temporal distribution, rainfall intensity, return frequency and total depth of rainfall.

(9) DISTURBED AREA — A site which, due to land developing or disturbing activities, has or will experience disturbance or destruction of the existing land surface and/or vegetative cover.

(10) EROSION — The detachment and movement of soil sediment or rock fragments by means of water, ice or gravity.

(11) IMPERVIOUS SURFACE — A surface through which rainfall does not infiltrate. Rooftops, sidewalks, parking lots, and street surfaces are examples of impervious surfaces.

(12) LAND DEVELOPING ACTIVITY — The construction or erection of buildings, roads, parking lots, paved storage areas and other structures.

(13) LAND DISTURBING ACTIVITY — Any man-made construction upon or change of the land surface including removal of vegetative cover, excavating, filling and grading but not including agricultural land uses such as planting, growing, cultivating and harvesting of crops; growing and tending of gardens; harvesting of trees.

(14) LANDOWNER — Any person holding title to or having an interest in a parcel of land which includes a site subject to this section.

(15) LAND USER — Any person operating upon, leasing, or renting land, or having made any other arrangements with the landowner by which the land user engages in uses of land which are sites subject to this section.

(16) OFF-SITE — Located outside the property boundary described in the permit application for land development activity.

(17) PERFORMANCE SECURITY — A performance bond, maintenance bond, surety bond, irrevocable letter of credit, or similar guarantees submitted to the City by the permit holder to assure that requirements of the section are carried out in compliance with the stormwater management plan.

(18) PRE-DEVELOPMENT LAND USE CONDITION — Land which has runoff characteristics equivalent to runoff Curve Numbers (CNs) of: 30, 58, 71, and 78 for Hydrologic Soil Groups A, B, C, and D, respectively. This term is used for the purpose of matching of pre- and post-development stormwater peak flows and volumes as required by this section.

(19) RETENTION BASIN — A type of stormwater basin, which has no direct outlet and empties by infiltration to the natural soil surface and by evaporation (to retain all water).

(20) RUNOFF — The rainfall, snow melt, or irrigation water flowing over the ground surface.

(21) SEDIMENTATION BASIN — An artificially-created holding pond or other catchment for the purpose of capturing and retaining any sedimentation flowing off of sites as a result of land developing or land disturbing activities.

(22) SITE — That parcel or other division of land set forth in the legal description contained in the application on which the land disturbing or land development activity is proposed to take place.

(23) SHEET FLOW RUNOFF — Water, usually storm runoff, flowing in a thin layer of the ground surface; also called overland flow. (by convention this distance does not exceed 300 feet).

(24) STORMWATER — Precipitation runoff, snow melt runoff, surface runoff and drainage.

(25) STORMWATER BASIN — Artificially created holding pond or other catchment for the purposes of retaining or detaining storm water.

(26) STORMWATER CONTROL PLAN — A plat of survey setting forth a written description of the number, locations, sizes, and other pertinent data as to control measures designed to meet the requirements of this section submitted by the applicant for review and approval by the City.

(27) TIME OF CONCENTRATION — The time for surface runoff to travel from the farthest point in a watershed to the outlet point of the watershed. For purposes of calculations used to meet the requirements of this section; the following roughness coefficients shall be used:

Flow Regime	Pre-Development	Post-Development
Overland flow (length \leq 300 feet)	$n = 0.35$	$n \leq 0.25$
Shallow concentrated flow (Velocity = $k \times \text{slope}^{0.5}$)*	$k \leq 2.5$	$k \geq 15$
Flow in vegetated channels	$n = 0.10$	$n \leq 0.04$

* Velocity in feet/second; slope in feet/foot.

(g) Design criteria, standards and specifications for stormwater control measures. All control measures required to comply with this section shall meet with the design criteria, standards and specifications for the control measures as set forth in the Natural Resources Conservation Service Standards and Specifications Manual; criteria established by this section, or criteria identified by the City.

(h) Design, construction and maintenance of stormwater control measures. All sedimentation basins and other control measures necessary to meet the requirements of this section shall be designed, constructed and maintained by the applicant and his or her successors during the pendency of the period of land disturbance and development of the site in a satisfactory manner so as to ensure adequate performance and to prevent the occurrence of nuisances. All stormwater basins shall remain permanent and be maintained on site to the extent necessary

to meet the stormwater standards set forth by this section. Standards for design, construction and maintenance of control measures shall be set forth in the Natural Resources Conservation Service Technical Guide; criteria established by this section, or criteria identified by the City. The developer shall provide an easement to the City for adequate access to structural management measures.

(i) Control of storm water and pollutants from developed land after construction.

(1)

Applicability. This section applies to the following types of land disturbing or land developing activities for stormwater control purposes.

a. Those involving the implementation of a residential development with a gross aggregate impervious area of 1.5 acres or greater.

b. Those involving the development plan other than residential development with a gross aggregate area of 1.5 acres or more; or any nonresidential land development which creates an impervious area of 0.5 acres or more.

c. Those developments which in the opinion of the City are likely to result in stormwater runoff which exceeds the safe capacity of the existing drainage facilities or receiving body of water, which cause undue channel erosion, which increases water pollution by scouring or the transportation of particulate matter or which endangers down stream property.

d. This section does not apply to state, federal, or municipal highway, street, or road construction.

(2) Requirements. The following requirements shall be met on all sites described in Subsection (1):

a. Post-development release rates for the two-, ten-, and one-hundred-year twenty-four-hour storm events must be no greater than the pre-development discharge from the site. Predevelopment site conditions are defined in Subsection (f) of this section.

b. Determination of peak flow rates and volume of runoff for purposes of meeting the requirements of this section shall be computed by procedures described in Urban Hydrology for Small Watershed, TR-55 (Technical Release 55) published by the Engineering Division, United States Natural Resource Conservation Service (formally known as the Soil Conservation Service) United States Department of Agriculture, June 1992. Other calculation methods may be required by the City, or may be used by the applicant, upon approval by the City.

c. Design rainfall depths to be used in stormwater calculations must be from the point rainfall intensity-duration-frequency relationships for Milwaukee, Wisconsin according to South-eastern Wisconsin Regional Plan Commission report (Community Assistance Planning Report # 152).

d. All naturally occurring contribution runoff entering the project site must be included in the design of the drainage system. Design must take into consideration

any naturally occurring storm water storage, which presently serves to reduce peak predevelopment runoff rates.

e. Contribution runoff entering the project from off site may be excluded from detention calculations if the water is routed around disturbed areas by use of stable water course(s).

f. All open channel stormwater conveyance systems shall provide safe conveyance for peak flow from a twenty-five-year frequency, twenty-four-hour rainfall event within the defined channel banks.

g. Conveyance for the peak flow runoff from a one-hundred-year twenty-four-hour event shall be provided such that no inundation of, or damage to built structures shall occur.

h. Where feasible, all permanent storm sewer inlets must be stenciled by the permit holder as part of the water quality strategy for protection of surface waters and drainage to Lake Geneva.

i. Drainage systems may not result in transfer of drainage from one delineated natural drainage area to another if reasonable alternatives exist which would preserve natural drainage patterns. Drainage area delineations must be shown on the stormwater plan.

j. All stormwater basins shall be permanent, aesthetically pleasing, if practical, and safe. Subsurface bottoms of wet basins must provide a safety ledge consistent with required design criteria identified in Subsection (h) hereinabove.

k. All calculations must be provided to the City to demonstrate that required stormwater criteria have been met. All calculations must be certified by a professional licensed engineer and be certified as complying with the technical standards and construction specifications of the City.

l. Stormwater quality practices installed in compliance with this section must remove 80% of the suspended solids. This condition may be met by stormwater practices that are designed to store for a minimum of 24 hours, the runoff volume resulting from 1.5 inches of rain over a four-hour period. Other methods that accomplish the 80% removal of suspended solids can be used upon approval by the City.

m. Nonpoint source control measures other than wet basins may be applied to a site if: a) the use of a wet detention basin meeting the criteria of this section is not feasible for the site under review and b) the alternative BMP is approved by the City.

n. Wetlands shall not be used for reduction of nonpoint source pollution in runoff

water from the site.

(j) Permit application, stormwater control plan, and permit issuance.

(1) No landowner or landowner's agent may commence a land disturbing or developing activity subject to this section without receiving prior approval of a stormwater control plan for the site and receiving a permit from the City. The land owner, or landowner's agent controlling or using the site and desiring to undertake a land disturbing or land developing activity subject to this section shall, in the capacity of applicant, submit an application for a permit and stormwater control plan and pay the required application fee to the City. By submitting an application, the applicant is authorizing the City or designee to enter the site to obtain information required for the review of the control plan.

(2) Submission of an application by one of several land users or land owners of particular site shall constitute an affirmation by said applicant of authority to act on behalf of the other land users or land owners to so apply and, upon issuance of a permit, to engage in land developing or disturbing activities on the site. The City shall be under no obligation to ascertain the legal authority of the applicant to so act.

(3) Content of a storm water control plan for land developing and disturbing activities.

a. Existing site conditions. The plan must show existing site conditions on a scale of at least one inch equals 100 feet. Surrounding areas contributing runoff to the site shall be shown on a map of appropriate scale to support the required stormwater runoff calculations. Maps shall depict accurately:

1. Site boundaries and adjacent lands, which accurately identify site locations.

2. Lakes, streams, wetlands, channels, ponds, ditches and other water courses on and immediately adjacent to the site;

3. One hundred-year floodplains, flood fringes and floodways;

4. Location of the predominant soil types;

5. Vegetative cover;

6. Location and dimensions of storm water drainage systems and natural drainage patterns on and immediately adjacent to the site;

7. Locations and dimensions of utilities, structures, roads, highways, and paving; and

8. Site topography at a contour interval not to exceed two feet when construction site has more than five acres of drainage or has a 10% slope or greater. Areas with less than five acres or less than 10% slope shall not require any topography map unless the site requires storm water review

according to applicability of this section or a map is specifically requested by the review technician or designee. Both existing and proposed contours must be shown on the same plan to the same scale.

b. Final site conditions. Final site conditions on the same scale as the existing site map showing the site changes.

c. All factors used to calculate peak flows from pre- and post-development conditions and storm water storage volume requirements. The stormwater control plan must specify the factors for each hydrologic unit analyzed including: per cent impervious; curve number; soil hydrologic group; time of concentration factors (slope, length, Manning's "n" for overland, shallow, and concentrated flow); and acres of each land use.

(4) Review of control plan. Within 45 days of receipt of the application, storm water control plan, and fee, the City or designee shall review the application and control plan to determine if the requirements of this section are met. The City or its designee may request comments from other departments or agencies. If the requirements of this section are met, the City or its designee shall approve the plan, and inform the applicant of intent to issue a permit. If the conditions are not met, the City shall inform the applicant in writing and may either require needed information or disapprove the plan. Within 30 days of receipt of needed information, the City or designee shall again determine if the plan meets the requirements of this section. If the plan is disapproved, the City shall inform the applicant in writing of the reasons for the disapproval.

(5) Permits.

a. Duration. Permits shall be valid for a period of 180 days, or the length of the building permit or other construction authorizations, whichever is longer, from the date of issuance. The Planning Commission may extend the period for up to an additional 180 days. The Planning Commission may require additional control measures as a condition of the extension if they are necessary to meet the requirements of this section.

b. Performance security. As a condition of approval and issuance of the permit, the City may require the applicant to deposit a letter of credit or cash escrow in the amount of not less than the cost of constructing the storm water practices. The guarantee shall include all phases of the plan from the clearing and stockpiling operations to final grading and landscaping including a maintenance guarantee for a period of not less than two years from the recording of the document or commencement of construction, whichever occurs first. An agreement will be a part of this guarantee, which will give the City authority to use the funds to complete the project if the developer defaults or does not properly implement the approved plan. This agreement shall be received by the City prior to issuance of any permits and shall be effective for a sufficient time period to perform the activities required, make the appropriate inspections and approve the final installation. The City may extend the agreement beyond its original expiration date if necessary due to unexpected or unforeseen circumstances beyond the control of the developer. A performance bond shall be replaced with a maintenance guarantee for a stated period of time and in an amount equal to a

percentage of the cost of the construction of the improvements and a cost overrun of 15%.

c. Permit conditions. All permits shall require the permittee, land user or representative to:

1. Notify the City within 72 hours of commencing any land developing or disturbing activity.
2. Notify the City of completion of any control measures within 14 days after their installation.
3. Obtain permission in writing from the City prior to modifying the control plan.
4. Install all control measures as identified in the approved control plan;
5. Maintain all road drainage systems, stormwater drainage systems, control measures and other facilities identified in the control plan.
6. Allow the City or designee to enter the site for the purpose of inspecting compliance with the stormwater control plan or performing any work necessary to bring the site into compliance with the stormwater control plan; and
7. Keep a copy of the stormwater control plan on the site.

(k) Inspection. The City or designee shall inspect stormwater control practices upon completion to insure compliance with this section.

(l) Enforcement.

(1) The City may post a stop-work order, or issue a notice of intent to the permittee, landowner or landowner's agent, to perform work necessary to comply with this section. Ten days after posting a stop-work order, the City may issue a notice of intent to the permittee or landowner or land user of the City's intent to perform work necessary to comply with the section.

The City or designee may go on the land and commence the work after 24 hours from issuing the notice of intent. The costs of the work performed by the City or designee, plus interest at the rate authorized by the City shall be billed to the permittee or the landowner. In the event a permittee or landowner fails to pay the amount due, the Clerk shall enter the amount due on the tax rolls and collect as a special assessment against the property pursuant to W.S.A. § 66.60(16).

(2) If the permittee does not cease the activity or comply with the permit conditions within 10 days, the City may revoke the permit.

(3) If the landowner or landowner's agent where no permit has been issued does not cease the activity within 10 days, the City may obtain a cease and desist order.

(4) The City may retract the stop-work order or the revocation.

(5) Any person who continues to conduct land disturbing activities on a project site after being given written notice by the City regarding need for permit review and approval prior to conducting land disturbance subject to this section shall be in violation of this section.

(6) Any person violating any of the provisions of this section shall be subject to forfeiture in accordance with the City for each violation. Each day a violation exists shall constitute a separate offense.

(7) Compliance with the provisions of this section may also be enforced by injunction.

(m) Long term maintenance and ownership. The recorded plat, certified survey, or land title for lands which shall have stormwater controls must identify the permanent location of all proposed stormwater facilities. Further the recorded plat, certified survey, or land title, in the absence of any other agreement with the City must state that the facilities shall be maintained by the property owner of record to assure its proper function as a nonpoint source control practice.

(n) Appeals.

(1) Board of appeals. The board of appeals as created pursuant to Section 98-934 of the City Zoning Ordinance functioning in accord with W.S.A. § 62.23(e) and 68.11:

a. Shall hear and decide appeals where it is alleged that there is an error in any order, decision, or determination made by the Planning Commission in administering this section.

b. Upon appeal, may authorize variances from the provisions of this section which are not contrary to the public interest and where owing to special conditions, a literal enforcement of the provisions of this section will result in unnecessary hardship; and

c. Shall use the rules, procedures, duties and powers authorized by statute in hearing and deciding appeals and authorizing variances.

(2) Who may appeal. Any applicant, permittee, landowner, or land user may appeal any order, decision or determination made by the Planning Commission in administering this section, relative to sites in which such person has an interest.

(o) Fees.

(1) The fees referred to in other subsections of this section shall be established by the in a fee schedule and may from time to time be modified by the City. The processing fees shall be related to costs involved in processing permit applications, conditional use petitions, appeals to the board of appeals and zoning amendments and changes.

(2) The City shall charge a double fee if work is started before a permit is applied for and issued. Such double fee shall not release the applicant from full compliance with this section nor from prosecution for violation of this section.

Sec. 78-248. Prohibited wastes and waters.

[Code 1992, § 13.51(3)]

Except as otherwise provided in this article, no person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewer:

(1) Gasoline, benzene, naphtha, fuel oil or other flammable or explosive liquid, solid or gas.

(2) Waters or wastes containing toxic or poisonous solids, liquids or gases in sufficient quantity, either singly or by interaction with other wastes, that could injure or interfere with any waste treatment or sludge disposal process, constitute a hazard to humans or animals or create a public nuisance in the receiving waters of the wastewater treatment facility.

(3) Waters or wastes having a pH lower than 5.0 or in excess of 9.0 or having any corrosive property capable of causing damage or hazard to structures, equipment and personnel of the wastewater collection and treatment facilities.

(4) Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in public sewers or other interference with the proper operation of the wastewater collection and treatment facilities, such as, but not limited to, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, whole blood, paunch manure, hair and fleshings, entrails and paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders.

(5) The following described substances, materials, waters or waste shall be limited in discharges to sanitary sewer systems to concentrations or quantities which will not harm either the sanitary sewers, wastewater treatment process or equipment, will not have an adverse effect on the receiving stream or groundwater, or will not otherwise endanger lives, limbs, public property or constitute a nuisance. The director of public works and utilities may set limitations more stringent than those established in this subsection if such limitations are necessary to meet the objectives in this subsection. The director of public works and utilities will give consideration to the quantity of subject waste in relation to flows and velocities in the sewers, materials of construction of the sanitary sewers, the wastewater treatment facility and other pertinent factors. Wastes or wastewaters discharged to the sanitary sewers shall not exceed the following limitations:

a. Wastewater having a temperature higher than 150° F. (65° C.).

b. Wastewater containing more than 25 mg/l of petroleum oil, nonbiodegradable cutting oils or products of mineral oil origin.

c. Wastewater from industrial plants containing floatable oils, fat or grease.

d. Any unground garbage. Garbage grinders may be connected to sanitary sewers from homes, hotels, institutions, restaurants, hospitals, catering establishments or similar places where garbage originates from the preparation of food in kitchens for the purpose of consumption on the premises or when served by caterers.

e. Any waters or wastes containing iron, chromium, copper, zinc and other toxic and nonconventional pollutants to such degree that the concentration exceeds levels specified by federal, state and local authorities.

f. Any waters or wastes containing odor-producing substances exceeding limits which may be established by the director of public works and utilities or limits established by any federal or state statute, rule or regulation.

g. Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the director of public works and utilities in compliance with applicable state or federal regulations.

h. Any waters or wastes containing substances which are not amenable to treatment or reduction by the wastewater treatment process employed or are amenable to treatment only to such degree that the wastewater treatment facility effluent cannot meet the requirements of other agencies having jurisdiction over discharge to the receiving waters.

i. Any waters or wastes which, by interaction with other waters or wastes in the sanitary sewer system, release obnoxious gases, form suspended solids which interfere with the collection system or create a condition deleterious to structures and treatment processes.

j. Materials which exert or cause:

1. Unusual BOD, chemical oxygen demand or chlorine requirements in such quantities as to constitute a significant load on the wastewater treatment facility.

2. Unusual volume of flow or concentration of wastes constituting slugs.

3. Unusual concentrations of inert suspended solids such as, but not limited to, fuller's earth, lime slurries and lime residues or of dissolved solids such as, but not limited to, sodium sulfate.

4. Excessive discoloration such as, but not limited to, dye wastes and vegetable tanning solutions.

k. Incompatible pollutants in excess of the allowed limits as determined by City, state and federal laws and regulations in reference to pretreatment standards developed by the Environmental Protection Agency, all categorical DNR standards and as contained in 40 CFR 403, as amended from time to time.

Sec. 78-249. WPDES permit.

[Code 1992, § 13.51(4)]

No person shall cause or permit a discharge into the sanitary sewers that would cause a violation of the City's WPDES permit and any modifications of such permit.

Sec. 78-250. Special arrangements.

[Code 1992, § 13.51(5)]

No statement contained in this article shall be construed as prohibiting any special agreement between the director of public works and utilities and any person whereby a waste of unusual strength or character may be admitted to the wastewater collection and treatment facilities, either before or after pretreatment, provided that there is no impairment of the functioning of the wastewater collection and treatment facilities by reason of the admission of such wastes, and no extra costs are incurred by the City without recompense by the person, and provided that all rates and provisions set forth in this article are recognized and adhered to.

Sec. 78-251. New connections.

[Code 1992, § 13.51(6)]

New connections or extensions to the City's sanitary sewer system will be allowed only if there is available capacity in all of the downstream wastewater collection and treatment facilities.

Sec. 78-252. Sewer connection required.

[Code 1992, § 13.51(7)]

All owners of property to which sanitary sewers are available, as determined by the director of public works and utilities, shall connect with the sanitary sewer system and properly abandon their private disposal system. At such time as the director of public works and utilities determines that sewer service is available, he shall serve a notice upon the owner of the property to make the connection to the sanitary sewer within 30 days from the date of the notice. If the owner finds it difficult to comply with the terms of the notice, he shall file with the director of public works and utilities a statement from a licensed plumber or other person authorized to do such work that such property owner has contracted to have such work done within a stated period of time, not to exceed six months from the expiration of the thirty-day period set forth in the notice.

Sec. 78-253. through Sec. 78-265. (Reserved)

DIVISION 3. SEWER CONSTRUCTION AND CONNECTIONS

Sec. 78-266. Work to be authorized.

[Code 1992, § 13.56(1)]

No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb the public sewers, lateral or appurtenances thereof without first obtaining a written permit from the City.

Sec. 78-267. Cost of sewer connections.

[Code 1992, § 13.56(2)]

All costs and expenses incident to the installation and connection of the building sewer shall be borne by the person making the connection, including impact fees as applicable.

Sec. 78-268. Permit charges.

[Code 1992, § 13.56(3)]

In addition to the costs outlined in Section [78-267](#), there shall be a charge for the issuing of the permit by the utility, such charge to assist in funding past and future capital improvement to the sewer system and treatment facility. Charges shall be as set from time to time and are on file in the office of the director of public works and utilities. Credit shall be given for drainage units in use at that time. Any person aggrieved by the decision of the director may appeal the decision under the procedures of Chapter [2](#) of this Code.

Sec. 78-269. Permit issuance to licensed master plumber.

[Code 1992, § 13.56(4)]

A permit shall only be issued to a licensed master plumber.

Sec. 78-270. Use of old building sewers.

[Code 1992, § 13.56(5)]

Old building sewers may be used in connection with new buildings only when they are found on examination and test by the City to meet all requirements for this article.

Sec. 78-271. Materials and methods of construction.

[Code 1992, § 13.56(6)]

The size, slope, alignment, materials of construction of a building sewer and the methods to be used in excavating, placing of the pipe, jointing, testing and backfilling the trench shall conform to the requirements of the building and plumbing codes or other applicable rules and regulations of the City. In the absence of code provisions or in amplification of such codes, the materials and procedures set forth in appropriate specifications of the ASTM, Department

of Commerce Section 83 and WEF Manual of Practice No. 9 shall apply. All construction material products must be approved in writing by the director of public works and utilities prior to use.

Sec. 78-272. Building sewer grade; lifting of sewage.

[Code 1992, § 13.56(7)]

Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer.

Sec. 78-273. Stormwater and groundwater drains.

[Code 1992, § 13.56(8)]

(a) No person shall make connection of roof downspouts, exterior foundation drains, areaway drains or other sources of surface runoff or groundwater to a building sewer or building drain which is connected directly or indirectly to a sanitary sewer.

(b) All existing downspouts or groundwater drains, etc., connected directly or indirectly to a sanitary sewer shall be disconnected within 30 days of the date of an official written notice from the director of public works and utilities.

Sec. 78-274. Conformance to plumbing codes.

[Code 1992, § 13.56(9)]

The connection of the building sewer into the sanitary sewer shall conform to the requirements of the building and plumbing codes or other applicable rules and regulations of the City or the procedures set forth in appropriate specifications of the ASTM or WEF Manual of Practice No. 9. All such connections shall be made gastight and watertight. Any deviation from the prescribed procedures and materials shall be approved by the director of public works and utilities before installation.

Sec. 78-275. Inspection of connection.

[Code 1992, § 13.56(10)]

The person making connection to a public sewer shall notify the City when the building sewer is ready for inspection and connection to the public sewer. The connection shall be inspected and approved by the City.

Sec. 78-276. Guarding of excavations; restoration of surfaces.

[Code 1992, § 13.56(11)]

All excavations for a building sewer installation shall be adequately guarded with barricades and lights to protect the public from hazard. Streets, sidewalks, parkways and other public

property disturbed in the course of the work shall be restored in a manner satisfactory to the City. The City may require slurry backfill in high traffic areas or when time is of the essence.

Sec. 78-277. Waiver of sewer service connection fees.

[Code 1992, § 13.56(12)]

Sewer service connection fees shall be waived with respect to any home, residence or unit as described in Section [78-268](#) in existence as of October 1, 1972, and held in fee simple ownership by the same individual or their heir from October 1, 1972, to the date of the ordinance from which this subsection is derived.

Sec. 78-278. through Sec. 78-295. (Reserved)

DIVISION 4. RATES AND CHARGES

*Subdivision I
In General*

Sec. 78-296. through Sec. 78-310. (Reserved)

*Subdivision II
Basis for Sewer Service Charges*

Sec. 78-311. Sewer users served by water utility meters.

[Code 1992, § 13.53(1)]

There is hereby levied and assessed upon each lot, parcel of land, building or premises having a connection with the wastewater collection system and being served with water solely by the water utility, a wastewater treatment service charge based, in part, on the quantity of water used as measured by the water utility meter used upon the premises.

Sec. 78-312. Sewer users served by private wells.

[Code 1992, § 13.53(2)]

(a) If any person discharging wastewater into the sanitary sewers procures any part or all of his water from sources other than the water utility, all or part of which is discharged into the sanitary sewers, the person shall have water meters installed by the water utility at such person's expense for the purpose of determining the volume of water obtained from these sources. Where sewer meters are already installed, water meters will not be required. The water meters shall be furnished by the water utility and installed under its supervision, all costs being at the expense of the person requiring the meter.

(b) The water utility will charge for each meter a rental charge set by the water utility to compensate for the cost of furnishing and servicing the meter. The rental charge shall be billed at the time the sewer service charge is billed.

(c) For users where, in the opinion of the director of public works and utilities, it is unnecessary or impractical to install meters, the quantity of wastewater may be based upon

an estimate prepared by the City. This estimate shall be based upon a rational determination of the wastewater discharged and may consider such factors as the number of fixtures, seating capacity, population equivalent, annual production of goods and services or such other determinants of water use necessary to estimate the wastewater volume discharged.

Sec. 78-313. Deduct meters.

[Code 1992, § 13.53(3)]

If a person feels that a significant amount of metered water does not reach the sanitary sewer, he can, at his own expense with the approval of the director of public works and utilities, install such additional meters or metered services as are necessary to calculate the volume of water not discharged to the sanitary sewer. Metered water not discharged to the sanitary sewers shall not be subject to sewer service charges. Requests to install additional meters shall be made in writing to the director of public works and utilities.

Sec. 78-314. Sewer service charges.

[Code 1992, § 13.53(4)]

A sewer service charge is hereby imposed upon each lot, parcel of land, building or premises served by the sewer system or otherwise discharging sewage, including industrial wastes, into the sewer system. Such sewer service charge shall be payable as provided in this section and in an amount determined as follows: The sewer service charge for any lot, parcel of land, building or premises within the corporate limits and for any lot, parcel of land, building or premises outside the corporate limits which is connected to the sanitary sewer system shall be based upon the quantity of water used therein or thereon and quality of wastewater generated, as measured by the water meter or sewage meter in use. Sewer service charges shall be set from time to time and are on file in the offices of the director of public works and utilities and City Clerk.

Sec. 78-315. Private supply water customers.

[Code 1992, § 13.53(5)]

For any parcel of land having a private supply, in addition to the City supply, the sewage charge shall consist of the sewer demand charge based upon the size of the water meter or meters used to measure such private supply. Such demand charges shall be used the same as those set forth in Section [78-314](#).

Sec. 78-316. Reassignment of sewer users.

[Code 1992, § 13.53(6)]

The City will reassign sewer users into appropriate sewer service charge categories if wastewater flow monitoring and sampling programs, or other related information, indicate a change of categories is necessary.

Sec. 78-317. Operation, maintenance and replacement fund accounts.

[Code 1992, § 13.53(7)]

(a) All sewer service charge revenues collected for replacement costs shall be deposited in a separate and distinct fund to be used solely for replacement costs. All sewer service charge revenues collected for other operation and maintenance expenses, and for payment of principal and interest on general obligation bonds, shall also be deposited in a separate and distinct fund.

(b) All revenues for the replacement fund and for operation and maintenance of the wastewater collection and treatment facilities shall be used solely for the replacement fund and operation and maintenance of the wastewater collection and treatment facilities.

Sec. 78-318. Charge for toxic pollutants.

[Code 1992, § 13.53(8)]

Any person discharging toxic pollutants which cause an increase in the cost of managing the effluent or sludge from the City's wastewater treatment facility shall pay for such increased costs, as may be determined by the director of public works and utilities.

Sec. 78-319. through Sec. 78-335. (Reserved)

*Subdivision III
Billing Practices*

Sec. 78-336. Sewer service charge billing period.

[Code 1992, § 13.54(2)]

Sewer service charges shall be billed by the City to the sewer users on a quarterly or monthly basis.

Sec. 78-337. Payment of sewer service charges.

[Code 1992, § 13.54(3)]

Those persons billed by the City for sewer service charges shall pay such charges by the due date shown on the bill. After the due date, a 1 1/2% per month penalty will be added to all unpaid charges.

Sec. 78-338. Penalties.

[Code 1992, § 13.54(4)]

(a) Such sewer service charges levied by the City against the sewer users in accordance with this division shall be a debt due to the City and shall be a lien upon the property. If this debt is not paid within 20 days after it shall become due, it shall be deemed delinquent and may be placed on the next year's tax roll and collected as other taxes are collected.

(b) Change of ownership or occupancy of premises found delinquent shall not be cause for reducing or eliminating these penalties.

Sec. 78-339. through Sec. 78-355. (Reserved)

DIVISION 5. SEWER EXTENSIONS

Sec. 78-356. Additions to the public sewer system.

[Code 1992, § 13.57]

(a) Levy and collection of special assessments. Whenever the City Council shall by resolution require sewer service pipes to be extended in any area, the Council may levy and collect special assessments upon the property on which such sewer benefits are conferred as provided by the state statutes. The amount assessed against any property shall not exceed the value of the benefits accruing to the property from the installation of the sewers.

(b) Preliminary cost estimates. The City Council may also, upon written request and submittal of a preliminary development plan by a developer, authorize engineers to prepare a preliminary cost estimate of required utilities for the purpose of determining the amount of cash deposit required of the developer for additional work.

Sec. 78-357. Utility district extensions.

[Code 1992, § 13.58]

(a) Preliminary cost estimate. Following the City Council's resolution, the director of public works and utilities will authorize the preparation of a preliminary cost estimate of the required utilities. The cost of any work or improvement to be paid, in whole or in part, by special assessment on property may include the direct and indirect cost thereof, the damages occasioned thereby, the interest on bonds or notes issued in anticipation of the collection of the assessments, a reasonable charge for the services of the administrative staff of the director of public works and utilities and the cost of any architectural, engineering and legal services and any other item of direct or indirect cost which may reasonably be attributed to the proposed work or improvement in accordance with state statutes.

(b) Amount assessed apportioned by Council. The amount to be assessed against all property for any such proposed work or improvement shall be apportioned among the individual parcels in the manner designated by the City Council.

(c) Notice of hearing; contents. The director of public works and utilities shall then cause notice of a public hearing to be given stating the nature of the proposed work or improvement, the general boundary lines of the proposed assessment area including, in the discretion of the director of public works and utilities, a small map thereof, the place and time at which the preliminary cost estimate may be inspected and the place and time at which all interested persons may appear before the City Council and be heard.

(d) Approval, disapproval or modification; Council resolution upon approval. After the

hearing, the Council may approve, disapprove or modify the proposed sewer extension or assessment determinations. When the City Council determines to proceed with the improvement, it will approve the plans and specifications and adopt a resolution directing such improvement be carried out in accordance with the report as finally approved and providing for the terms of payment.

(e) Amendment, cancellation or confirmation of prior assessments. Whenever the actual cost of any project, upon completion or after the receipt of bids, varies materially from the estimate or whenever any assessment is void or invalid for any reasons, the City Council may, after public hearing, amend, cancel or confirm the prior assessment.

(f) Grinder pump installations; permit. For those single users who are to be serviced by means of grinder pump installations, the user shall furnish a grinder pump station in accordance with requirements of the Department of Public Works and Utilities. If the Department of Public Works and Utilities approves the grinder pump station supplied by the user, a permit for services may be issued. The grinder pump shall be installed on private property in accordance with the applicable section of Chapter 62, Wis. Adm. Code.

Sec. 78-358. Developer extensions.

[Code 1992, § 13.59]

(a) Preliminary cost estimate; deposit by developer. Upon deposit with the Director of Public Works and Utilities of 10% of a preliminary cost estimate prepared by the City Engineer, the Director of Public Works and Utilities shall authorize the City Engineer to review detailed plans and specifications for the required utilities. Upon completion of the plans and specifications, copies will be forwarded to all state approving agencies, the City Council and the developer.

(b) Construction bids; advertisement. Following approval of the plans, the City Council may authorize advertising the project for construction bids and shall receive such bids all in accordance with state statutes.

(c) Developer to be informed of lowest responsible bidder. Upon receipt of construction bids and the determination of the lowest responsible bidder, the director of public works and utilities shall inform the developer of the amount of such bid and the name of the contractor to whom the contract shall be awarded should the project proceed.

(d) Developer's response to bid; costs for City's expenses deducted from developer's deposit. Should the developer determine that the cost of the proposed project is over that which he wishes to invest, all bids will be rejected, the contract will not be awarded and the project dropped. All costs incurred by the City for engineering, legal and administrative expenses up to this point shall be deducted from the developer's 10% deposit, and any monies remaining shall be returned to the developer. If the costs incurred by the City are greater than the developer's 10% deposit, the developer shall make appropriate payment to the City.

(e) Developer's election to proceed; deposit of 120% of bid; form of deposit. If the developer

elects to proceed with construction of a sewer or water project, he shall deposit with the City a total of 120% of the construction bid. This may be made in the form of a cash deposit or an irrevocable letter of credit acceptable to the City attorney at the City Council's option.

(f) Awarding of project to contractor. Following deposit of the necessary funds to cover construction of the project and expenses to be incurred by the City, including engineering, legal, administrative and contingencies, the City Council shall award the project to the lowest responsible bidder and enter into a contract with the successful contractor in accordance with state statutes.

(g) Completion; refund to developer or additional deposit of funds. Upon completion of the construction project and the determination of final costs based on the as-built quantities, any monies remaining on deposit shall be returned to the developer. If sufficient funds for payment of all costs are not available from the deposited funds, the developer shall deposit the required additional amounts upon demand by the City.

(h) Grinder pump installations; permit. For single users who are serviced by means of grinder pump installations, the developer shall furnish a grinder pump station for each user in accordance with requirements of the director of public works and utilities. If the director of public works and utilities approves the proposed grinder pump station installations supplied by the developer, a permit for services may be issued. The grinder pump shall be installed on private property in accordance with the applicable section of Chapter ILHR 82, Wis. Adm. Code.

Sec. 78-359. through Sec. 78-375. (Reserved)

DIVISION 6. PROHIBITED DISCHARGES

Sec. 78-376. Enumeration.

[Code 1992, § 13.60(1)]

No person shall discharge or cause to be discharged, leaked, leached or spilled upon any public street, alley or public property or onto the ground, surface waters, subsurface waters or aquifers or on any private property within the City, except those areas specifically licensed for waste disposal or landfill activities and to receive such materials, any explosive, flammable or combustible solid liquid or gas; any radioactive material at or above nuclear regulatory restriction levels; etiologic agents or any solid, liquid or gas creating a hazard, potential hazard or public nuisance; or any solid, liquid or gas having a deleterious effect on the environment.

Sec. 78-377. Containment, cleanup and restoration.

[Code 1992, § 13.60(2); Ord. No. 99-13, § 1, 8-9-1999; amended 5-29-2012 by Ord. No. 12-08; 11-10-2014 by Ord. No. 14-08]

Any person in violation of Section 78-376 shall, upon direction of the Police Chief, Fire Chief, Director of Public Works and Utilities, Finance Director/Treasurer or their designees,

begin immediate actions to contain, clean up and remove to any approved repository the offending material and restore the site to its original condition, with the offending person being responsible for all expenses incurred. Should any person fail to engage the necessary men and equipment to comply or to complete the requirements of this division, the office of emergency government or City may order the required actions to be taken by public or private resources and allow the recovery of any and all costs incurred by the City from any violating party.

Sec. 78-378. Site access.

[Code 1992, § 13.60(3)]

Access to any site, public or private, where a prohibited discharge is indicated or suspected will be provided to emergency government officers or City evaluating the threat to the public and monitoring containment, cleanup and restoration activities.

Sec. 78-379. Public protection.

[Code 1992, § 13.60(4)]

Should any prohibited discharge occur that threatens the life, safety or health of the public at, near or around the site of a prohibited discharge and that the situation is so critical that immediate steps must be taken to protect life and limb, the coordinator of emergency government, his assistant or the senior City police, fire or public works official on the scene of the emergency may order an evacuation of the area or take other appropriate protective steps for a period of time until the City Council can take appropriate action.

Sec. 78-380. Enforcement of division.

[Code 1992, § 13.60(5)]

The coordinator of emergency government and his deputies, as well as the City police officers, shall have authority to issue citations or complaints under this division.

Sec. 78-381. Civil liability.

[Code 1992, § 13.60(6)]

Any person in violation of this division shall be liable to the City for any expenses incurred by the City or loss or damage sustained by the City by reason of such violation.

Sec. 78-382. Penalty for violation of division.

[Code 1992, § 13.60(7)]

Any person in violation of this division shall be subject to a penalty as provided in Section [1-12](#).

Sec. 78-383. through Sec. 78-395. (Reserved)

DIVISION 7. INDUSTRIAL WASTE CONTROL

Sec. 78-396. Submission of basic data as to waste characteristics.

[Code 1992, § 13.52(1)]

The City and its public works and utilities director may require each person who discharges or seeks to discharge industrial wastes to a public sewer to prepare and file with the City, at such times as he determines, a report that shall include pertinent data relating to the quantity and characteristics of the wastes discharged to the wastewater collection and treatment facilities. In the case of a new connection, the City may require that this report be prepared prior to making the connection to the public sewers.

Sec. 78-397. Industrial discharges with deleterious effects; response by City and Director.

[Code 1992, § 13.52(2)]

If any waters or wastes are discharged or are proposed to be discharged to the public sewers which contain substances or possess the characteristics enumerated in Section [78-248](#) and which, in the judgement of the City, have a deleterious effect upon the wastewater collection and treatment facilities, processes, equipment or receiving waters or which otherwise create a hazard to life, health or constitute a public nuisance, the City, its public works and utilities director and staff may:

- (a) Reject the wastes.
- (b) Require pretreatment to an acceptable condition for discharge to the public sewers.
- (c) Require control over the quantities and rates of discharge.
- (d) Require payment to cover the added cost of handling and treating the wastes not covered by existing taxes or sewer charges under the provisions of this article.

Sec. 78-398. Control manholes.

[Code 1992, § 13.52(3)]

(a) Each person discharging industrial wastes into a public sewer shall, at the discretion of the City or its public works and utilities director, construct and maintain one or more control manholes or access points to facilitate observation, measurement and sampling of wastes, including sanitary sewage.

(b) Control manholes or access facilities shall be located and built in a manner acceptable to the City. If measuring and/or sampling devices are to be permanently installed, they shall be of a type acceptable to the director of public works and utilities.

(c) Control manholes, access facilities and related equipment shall be installed by the person discharging the waste, at such person's expense, and shall be maintained by the person so as

to be in safe condition, accessible and in proper operating condition at all times. Plans for installation of the control manholes or access facilities and related equipment shall be approved by the City prior to the beginning of construction.

Sec. 78-399. Measurement of flow.

[Code 1992, § 13.52(4)]

The volume of flow used for computing sewer service charges shall be the metered water consumption of the person as shown in the records of meter readings maintained by the water utility, except as noted in Section [78-400](#).

Sec. 78-400. Metering of waste.

[Code 1992, § 13.59(5)]

Devices for measuring the volume of waste discharged may be required by the City if this volume cannot otherwise be determined from the metered water consumption records. Metering devices for determining the volume of waste shall be installed, owned and maintained by the person discharging the wastewater. Following approval and installation, such meters may not be removed without the written consent of the City.

Sec. 78-401. Waste sampling.

[Code 1992, § 13.52(6)]

[\(a\)](#) Industrial wastes discharged into the public sewers shall be subject to periodic inspection and a determination of character and concentration of such wastes. The determination shall be made by the industry as often as may be deemed necessary by the City.

[\(b\)](#) Samples shall be collected in such a manner as to be representative of the composition of the wastes. The sampling may be accomplished either manually or by the use of mechanical equipment acceptable to the City.

[\(c\)](#) Installation, operation and maintenance of the sampling facilities shall be the responsibility of the person discharging the waste and shall be subject to the approval of the City. Access to sampling locations shall be granted to the City at all times. Every care shall be exercised in the collection of samples to ensure their preservation in a state comparable to that at the time the sample was taken.

Sec. 78-402. Pretreatment.

[Code 1992, § 13.52(7)]

Persons discharging industrial wastes into any public sewer may be required to pretreat such wastes, if the City determines pretreatment is necessary to protect the wastewater collection and treatment facilities or prevent the discharge of incompatible pollutants. In that event, such person shall provide at his expense such pretreatment or processing facilities as may be determined necessary to render wastes acceptable for admission to the sanitary sewers.

Sec. 78-403. Grease, oil and sand interceptors.

[Code 1992, § 13.52(8)]

Grease, oil and sand interceptors shall be provided when, in the opinion of the City, they are necessary for the proper handling of liquid wastes containing floatable grease in amounts in excess of those specified in this article, or any flammable wastes, sand or other harmful ingredients. Such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the City and shall be located as to be readily and easily accessible for cleaning and inspection. In maintaining these interceptors, the owner shall be responsible for the proper removal and disposal by appropriate means of the captured material and shall maintain records of the dates and means of disposal which are subject to review by the Department of Public Works. Disposal of the collected materials performed by owner's personnel or currently licensed waste disposal firms shall be in accordance with currently acceptable DNR rules and regulations.

Sec. 78-404. Analyses.

[Code 1992, § 13.52(9)]

All measurements, tests and analyses of the characteristics of waters and wastes to which reference is made in this article shall be determined in accordance with the latest edition of Standard Methods and with the federal regulations, 40 CFR 136, "Guidelines Establishing Test Procedures for Analysis of Pollutants," as amended from time to time. Sampling methods, location, time, durations and frequencies are to be determined on an individual basis, subject to approval by the City.

Sec. 78-405. Submission of pertinent information by discharger.

[Code 1992, § 13.52(10)]

Plans, specifications and any other pertinent information relating to proposed flow equalization, pretreatment or grease and/or sand interceptor facilities shall be submitted for review and approval of the Department of Public Works prior to the start of their construction if the effluent from such facilities is to be discharged into the public sewers. No construction of such facilities shall commence until such approval has been granted.

Sec. 78-406. Review fees.

[Code 1992, § 13.52(11)]

Any fees that are incurred by the City for review of plans and specifications, compliance reports, operational reports or other analysis and any costs associated with taking and analyzing samples shall be the responsibility of the person discharging the waste. The Department of Public Works will advise the owner regarding the anticipated fees prior to the performance of the work. Any such fees incurred and not paid shall become a lien upon the property upon which such services were rendered.

ARTICLE IV. WATER SOFTENERS

[Added 3-12-2012 by Ord. No. 12-05]

Sec. 78-407. Regulation in new construction.

All water softeners installed in residential and commercial buildings after April 1, 2012, shall regenerate water based upon a metering device or sensor, or be equipped with a regeneration tank within the contents of the tank that can be removed and disposed of off-site. Water softeners which regenerate based on a time clock are prohibited.

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

Adopted, passed, and approved by the Common Council of the City of Lake Geneva, Walworth County, Wisconsin, this ___ day of August, 2016.

ALAN KUPSIK, Mayor

Attest:

SABRINA WASWO, City Clerk

First Reading: 08/22/16
Second Reading:
Adopted:
Published:

ORDINANCE 16-16

AN ORDINANCE AMENDING SECTION 14-104, WATER DISCONNECTION, OF DIVISION 2, PLUMBING WORK, OF CHAPTER 14, BUILDINGS AND BUILDING REGULATIONS OF THE MUNICIPAL CODE OF THE CITY OF LAKE GENEVA, WISCONSIN

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

1. That Section 14-104, Water Disconnection of Division 2, Plumbing Work of Chapter 14, Buildings and Building Regulations of the Municipal Code of the City of Lake Geneva, Wisconsin is hereby amended to read as follows:

Sec. 14-104_Water disconnection.
[Code 1992, § 14.03(5)(d)]

The water supply to the premises shall be turned off at the street main or at the curb or lot line by an authorized employee of the City. ~~Water Commission~~

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

Adopted, passed, and approved by the Common Council of the City of Lake Geneva, Walworth County, Wisconsin, this __ day of August, 2016.

ALAN KUPSIK, Mayor

Attest:

SABRINA WASWO, City Clerk

First Reading: 08/22/16
Second Reading:
Adopted:
Published:

Agenda Items:

1. Selection of Parking Plan Layout, South Lakeshore Drive Parking Lot.

DPW Winkler explained each of the alternatives and advantages of each. The consensus was to recommend Alternative EX6 with 60 degree angle parking on the south, parallel parking on the north, and site grading for a sidewalk on the south but installing it at a future date if it is needed.

It was moved by Chair Kordus to recommend EX6 as described above the Plan Commission and Council for approval. The motion passed 3-0.

(This item needs to be placed on the Plan Commission agenda for consideration.)

2. New 1-Ton Dump Truck Plow, Box and Salter Prices.

Assistant DPW Earle presented bid information for the new 1-ton dump truck plow, box and salter equipment. After discussion of the pricing solicited and received, it was moved by Ald. Flower to approve the Northland Equipment of Janesville, WI bid in an amount not-to-exceed \$28,279.00. It was discussed that there is \$30,000 in the equipment CIP to cover this purchase and installation. The motion passed 3-0.

(This item needs to go to Finance and Council for consideration.)

Motion to Adjourn:

Motion to adjourn by Ald. Hedlund and seconded by Ald. Flower. The motion passed 3-0 and the meeting was adjourned at 5:36 PM.

Cc: Mayor Al Kupsik/Blaine Oborn/Sabrina Waswo/Common Council Members not on Committee/File



Quote

Northland Equipment Co.
 306 W. State St. Janesville, WI 53546-2556
 PH: (908) 754-6608 FAX: (608) 754-0675
 800-458-1123

Reference #: 0053613

Date: 8/1/2016

Created By: Dale

Salesperson: DICK

Customer Number: COLG

Sold To:

CITY OF LAKE GENEVA
 1085 CAREY STREET
 Lake Geneva, WI 53147

Confirm To:

TOM EARLE

Ship To:

CITY OF LAKE GENEVA
 1065 CAREY STREET
 Lake Geneva, WI 53147

Customer P.O.	Ship VIA	F.O.B.	Terms			
			NO TERMS			
Item Number	Unit	Ordered	Shipped	Back Order	Price	Amount
/SALES DUMP	EACH	1.00	0.00	0.00	23,163.00	23,163.00
Dump Truck Sales 3000						
ONE TON PATROL TRUCK						
HENDERSON ONE-TON DUMP BODY						
MOSDEL - MARK III						
9' LENGTH ID 84" WIDTH ID - 95" WIDTH OD						
18" FOLD-DOWN SIDES - 24" TAILGATE						
CAPACITY - 3.5/4.7 CUBIC YARDS						
10 GA 201 STAINLESS FOLD-DOWN SIDES						
MATERIAL SHEDDING BOXED TOP RAILS						
FULL DEPTH REAR CORNER POSTS TIED TO A 5" REAR APRON						
L.E.D. S/T/T LIGHTS RECESSED IN REAR CORNER POSTS						
(1) AMBER L.E.D. STROBE RECESSED IN EACH REAR CORNER POST						
10 GA 201 STAINLESS - 24" FRONT BULKHEAD WITH WINDOW						
1/4 X 84" 10 GA 201 STAINLESS CAB-SHIELD						
ECCO MODEL 5585-A L.E.D.AMBER MINI-LIGHTBAR						
INSTALLED ON SELF-LEVELING BRACKET ON CAB-SHIELD						
3/16" ONE PIECE AR400 STEEL FLOOR						
WESTERN STYLE UNDERSTRUCTURE - CROSSMEMBERLESS						
5" I-BEAM LONGITUDINALS						
MODEL - CS85-4.5-3 D/A ELECTRIC/HYDRAULIC HOIST						
NTEA CLASS 20 - CAPACITY - 19.1 TONS						
FULL LENGTH SUBFRAME						
10 GA 201 STAINLESS REAR TAILGATE FULL PERIMETER BOXING						
HENDERSON ELECTRIC UNDERTAILGATE SPREADER -						
6" DIRECT DRIVE AUGER - 3/4 HP ELECTRIC MOTOR						
10" POLYURETHANE SPINNER WITH INDEPENDENT ELECTRIC MOTOR						
7 GA 201 STAINLESS STEEL HINGED TROUGH						
CLEAN-OUT DOOR OPENS TO FRONT FOR EASY ACCESS TO AUGER						
BUILT-IN SAFETY INTERRUPT - ALL HARDWARE STAINLESS STEEL						
IN-CAB ELECTRONIC CONTROLS - WORK LIGHT INSTALLED R/S REAR						

Continued



Quote

Northland Equipment Co.
 306 W. State St. Janesville, WI 53546-2556
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 800-458-1123

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 Lake Geneva, WI 53147

Customer P.O.	Ship VIA	F.O.B.	Terms
			NO TERMS

Item Number	Unit	Ordered	Shipped	Back Order	Price	Amount
-------------	------	---------	---------	------------	-------	--------

ALL STROBES - WORK LIGHT WIRED TO OEM WORK SWITCHES
 5/8" PINTLE PLATE - 2" RECEIVER - D-RINGS - 7-PIN RV TRAILER PLUG
 REAR WHEEL MUDFLAPS - REAR BACK-UP ALARM
 ALL DOT LIGHTS AND REFLECTORS AS PER FMVSS 108
 ALL COMPONENTS INSTALLED & CERTIFIED
 F.O.B. - JANESVILLE, WI

/SALES PLOW	EACH	1.00	0.00	0.00	5,116.00	5,116.00
-------------	------	------	------	------	----------	----------

Plows and Spreaders Sales 3030

WESTERN SNOW PLOW
 MODEL IUTPP90
 9' WESTERN ULTRA-MOUNT II PRO PLUS
 12 GA - 31 1/2" STEEL MOLDBOARD - STANDARD BLADE GUIDES
 FULL LENGTH SNOW DEFLECTOR
 (8) VERTICAL REINFORCEMENT RIBS
 (4)-TRIP SPRINGS - (2)-SHOCK ABSORBERS
 1/2" X 6" STEEL CUTTING EDGAE - CAST IRON PLOW SHOES
 FULL LENGTH POWER BAR TO PREVENT BALDE TWIST
 ROTATING PIVOT BAR TO MAINTAIN LEVEL PLOW MOUNT
 NIGHT HAWK HALOGEN PLOW LIGHTS
 IN-CAB HAND HELD CONTROLS
 ALL COMPONENTS INSTALLED & CERTIFIED
 F.O.B. - JANESVILLE, WI

Customer Acceptance: _____ Date: _____ PO#: _____

QUOTE VALID FOR 30 DAYS

Net Order:	28,279.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Order Total:	28,279.00

CITY OF LAKE GENEVA

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



Memorandum

Date: August 19, 2016

To: Finance, License & Regulation Committee

From: Blaine Oborn, City Administrator

Subject: Discussion/Recommendation of Giraffe Electric Escrow Draw Request No 2 for \$19,850.00 with additional funding of \$6,352.76 from the Capital Fund

The City escrowed \$15,200 for Giraffe Electric to do 9 service connections as part of the TIF 4 Underground Electric Bury Project as part of a quote. Two additional service connections were required and authorized by the Director of Public Works and Utilities causing the overage of \$6,352.76. The contractor did the initial 9 connections at the quoted price but given this is additional work not included in the initial quote; the City is obligated to pay an additional amount for the additional work. The proposal is to charge the Capital Fund for the overage. Funding should be available due to other Capital Projects coming under budget.

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

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

2

Application Period:

Application Date:

8/2/2016

To (Owner):

City of Lake Geneva

From (Contractor/Vendor/Grantee):

Graffe Electric

Via (City Official/Engineer)

Director of Public Works & Utilities

Project:

1) Underground Electric Bury

Contract/Quote:

Electric Connects

Application for Payment - Change Order Summary

Number	Additions Due From City	Deductions (Unused)
1	1,702.76	
2	4,650.00	
Total	6,352.76	

1. Current Contract/Quote/Grant Amount	15,200.00
2. Less Previous Non Escrow Payments	1,702.76
3. Balance of Escrow	13,497.24
4. Less Previous Escrow Payments	-
5. Plus/Less Change Orders	6,352.76
6. Balance Available	19,850.00
7. Amount Due this Application	19,850.00

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

Approved by:

City Official/Engineer

Date

Approved by:

Owner

Date

Approved by:

Bank (if applicable)

Date

By:

Date:

Approved by:

Escrow Agent

Date

City of Lake Geneva
Draft 2017 Budget Goals
August 22, 2016

1. No property tax increase
2. Evaluate options on Room Tax Revenue with law changes
3. Evaluate PRAT (Premier Resort Area Tax) Tourist Tax and Infrastructure Funding
4. Balanced budget with Contingency
5. Review and update General Fund Capital Needs
6. Fund Equipment Replacement Fund with closing TIF4
7. Complete Implement Compensation Study
 - a. Merit Increases between 1.5%/3.0% to 2.5%/5.0%
 - b. Pay scale increase between 1.0% to 2%
8. Continue efforts to lower Employee Health Benefit Costs including :
 - a. Continuation of Wellness Program
 - b. Plan Design including consideration of fully insured plans, prohibition of insured spouse, and other measures
 - c. Transparency Program
 - d. Consideration of Employee Premium Share
9. Transition to new Comptroller
10. Complete 2016-2018 Police Officer Labor Agreements
11. Improve Police Department staffing
12. Continue implementation of Fire Department Paid on Premise staffing
13. Evaluate cost allocation between funds
14. Continue to improve Parking infrastructure and equipment
15. Evaluate Parking pricing
16. Review and update Lakefront infrastructure

City of Lake Geneva **2017 Budget Process Schedule**

Monday, August 22, 2016	<u>Regular Finance Meeting</u> - review Timeline and Goals (modify if necessary)
Tuesday, August 23, 2016	Administrator's staff meeting to notify Department Heads of Budget due dates and guidelines
Tuesday, September 27, 2016	Department 2017 Budget Requests due to City Comptroller
Thursday, October 6, 2016 10:00 am – noon	<u>Special Finance Meeting:</u> Department Budget Request Presentations 10:00 Library 10:20 Meter 10:40 Cemetery 10:50 Clerk 11:00 Court 11:10 PW/Streets/Parks
Thursday, October 6, 2016 4:00 pm – 6:00 pm	<u>Special Finance Meeting:</u> Budget Request Presentations (if necessary) 4:00 Historic Preservation 4:15 Geneva Lake Level 4:30 GLEA 4:45 Chamber 5:00 YMCA 5:15 Museum 5:30 BID
Friday, October 7, 2016 3:00 pm – 5:00 pm	<u>Special Finance Meeting:</u> Department Budget Request Presentations 3:00 Fire 3:30 Police 4:00 Emergency Mgmt 4:15 Bldg & Zoning 4:30 Administrator 4:45 Finance/Attorney
Monday, October 10, 2016 9:00 am – 11:00 am	Compile/review all Budget requests by Administrator, Comptroller and Finance Chair
Monday, October 10, 2016 6:00 pm	<u>Regular Finance Meeting</u> – Budget update
Tuesday, October 11, 2016 6:00 pm	<u>Special Finance Meeting</u> – Budget Workshop/Review
Tuesday, October 18, 2016 6:00pm	<u>Special Council Meeting</u> – Budget Workshop/Review (preliminary budget on website)
Monday, October 24, 2016 6:00pm	<u>Regular Finance Meeting</u> – approve Budget Summary to publish, follow with Council approval
Monday, October 31, 2016	Deadline to newspaper for publishing Budget Summary
Thursday, November 3, 2016	Publication Date for the Budget Summary
Monday, November 21, 2016 5:30pm	<u>Special Council Meeting with a Public Hearing</u> for the 2017 City Budget



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

To the Mayor and Common Council,

At the July 15, 2016 meeting of the Plan Commission these items were recommended for approval.

A Planned Development amendment filled by Ted and Terri Harig, 6597 Deerpath Road, Lake Geneva, WI 53147 for Commercial Indoor Lodging at 821 Geneva Street was recommended for approval to include having two parking spaces provide at church next door or on their property, any onsite parking must be on paved surface, no outdoor storage, Staff recommendations, and fact finding.

A site plan application for a parking lot filed by Lake Geneva United Methodist Church, 912 Geneva Street, Lake Geneva, WI was recommended for approval to include that the city engineer and applicants engineer reach an agreement with the conditions of the engineers letter dated August 8, 2016, Staff recommendations and findings of fact.

As the Building and Zoning Administrator I am therefore requesting that the City Council take into consideration the unanimous vote of the Plan Commission on all of the items and approve them with the Plan Commission requirements and any additional City Council requirements.

Sincerely,
Kenneth Robers
Building and Zoning Administrator

7. **Public Hearing and recommendation on a Precise Implementation Plan Amendment Application filed by Ted and Terri Harig, 6597 Deerpath Road, Lake Geneva, WI 53147 to operate a Commercial Indoor Lodging facility at an existing Commercial Business in a Planned Development (PD) zoning district located at 821 Geneva Street, Tax Key No. ZOP 00171.**

DISCUSSION – Ted Harig, applicant

Applicant gave an overview of the application details and there was a brief discussion with the Commission. The existing garage on the property will be retained for their personal storage use.

PUBLIC SPEAKER #1 – Terry O’Neil, 954 George Street, LG

O’Neil had questions regarding the parking that would be required for the property.

Inspector Robers stated that the parking is required. If they were to lose the leased parking with the church, then this “USE” would be revoked if new parking was not supplied in another fashion.

MOTION #4

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

MOTION #5

Hartz/Skates moved to approve the recommendation on a Precise Implementation Plan Amendment Application filed by Ted and Terri Harig, 6597 Deerpath Road, Lake Geneva, WI 53147 to operate a Commercial Indoor Lodging facility at an existing Commercial Business in a Planned Development (PD) zoning district located at 821 Geneva Street, Tax Key No. ZOP 00171, must have 2 parking spaces at the church or on their own property, onsite parking must be on a paved surface and not in the yard, no outdoor storage, including all other staff recommendations and findings of fact. The motion carried unanimously.

8. **Public Hearing and recommendation on a Conditional Use Permit to use the Single Family Residential (SR-4) zoning requirements in an Estate Residential (ER-1) zoning district for a new home filed by Orren Pickell Design Group, 550 Frontage Road, Ste 3800, Northfield, IL 60093, Lake Geneva, WI 53147 on behalf of Alan and Kathi Bosworth, 267 E South Street, Elmhurst, IL 60126 at 1224 W Main Street, Tax Key No. ZYUP 00094P.**

DISCUSSION – Alan and Kathi Bosworth, applicants and John Forhand, architect

Applicant gave an overview of the application details and there was a brief discussion with the Commission.

There were several conditions discussed at the Staff meeting that will need to be included in the motion. With these potential conditions, the proposed Site Plan must be revised and well as the Landscaping site plan must be revised.

PUBLIC SPEAKER #1 –Robert Hogan, 1300 W Main Street, LG

Hogan stated his full approval of the plans for this home of his neighbors.

MOTION #6

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

MOTION #7

Skates/Hartz moved to approve the recommendation on a Conditional Use Permit to use the Single Family Residential (SR-4) zoning requirements in an Estate Residential (ER-1) zoning district for a new home filed by Orren Pickell Design Group, 550 Frontage Road, Ste 3800, Northfield, IL 60093, Lake Geneva, WI 53147 on behalf of Alan and Kathi Bosworth, 267 E South Street, Elmhurst, IL 60126 at 1224 W Main Street, Tax Key No. ZYUP 00094P, to include all staff recommendations, fact findings and the conditions stated by staff below:

- Limit the terrace 50ft set back (covered porch)
- In the City right of way, the sidewalk needs to be replaced to City standards
- No access to the City driveway from the residence
- No access to the City driveway during construction or demolition
- No trees, landscaping or permanent fencing on the sanitary line or the right of way
(Temporary fencing or a gate would be sufficient/permmissible and grass is okay.)
- Chapter 30 DNR permit is required because it is over 10,000 square ft.
(This must be filed with DNR and City needs proof and verification of their approval.)
- Sanitary line that runs along property needs to be identified on the Site and Landscaping plans and Plat
(A color overhead map showing the sanitary line is attached to these minutes.)
- Allow their existing 6 ft high fence along the eastern boundary

Staff will confirm and follow up with these conditions. The motion carried unanimously.

PLANNED DEVELOPMENT AMENDMENT

Name and Address of Applicant:

Ted and Terri Harig
6597 Deerpath Rd.
Lake Geneva, WI 53147

Telephone Number of Applicant: Area Code (262) 348-9300

Name and Address of Current Owner:

Ted and Terri Harig TWT/ucc
6597 Deerpath Rd.
Lake Geneva, WI 53147

Telephone Number of Current Owner: Area Code (262) 348-9300

Address and legal description of property (required) - attach separate sheet if necessary:

821 Geneva Street Lake Geneva, WI 53147
Lot #9 between Broad Street and Cook Street
ZOP 00171 60' x 172' 821

Proposed Amendment:

Revise our Retail Store (Geneva Street Antiques) to a
vacation rental

Reason for Requesting Proposed Amendment:

We are no longer interested in a brick and mortar retail
situation. A vacation rental will enhance the use of the
building.

Fee of \$300.00 is due and payable upon filing of application.

400.00

7/27/2016
Date


Signature of Applicant

Request for Planned Development Amendment

To: Lake Geneva Plan Commission & City Council Members

From: TNT, LLC
Terri & Ted Harig

RE: Request for Planned Development Amendment for
821 Geneva Street, Lake Geneva, WI from
Retail to Residential Vacation Rental

The business we are proposing will keep in harmony with the Maple Park District. Currently, there are three Bed & Breakfast facilities and two other vacation rentals.

No extreme changes are proposed to the building. We purchased the building in 2008, immediately added a ramp that complied with ADA standards. Shortly after that we had the building painted in Victorian design colors. We have had the structure of the roof on the barn reinforced along with a new roof. The vacation rental will not compromise the integrity of the Maple Park District and provide an opportunity for visitors to enjoy this area.

We will continue to maintain the building(s) and property integrity. Our plans are not to change the property but to continue to make it an appealing place of business.

The first floor will have one bedroom. If our request for the amendment is approved, we anticipate opening the first floor in late summer 2016 or early fall 2016. Second floor, will have two bedrooms. We anticipate having this open early 2017. Both Units will feature its own kitchen and full bathroom. Anticipated guests can either rent by the Unit or the whole house.

Even though we have three inside parking stalls located in our barn, and one outside stall; we have reached out to our neighbors to the east, Holy Communion Church, and they have agreed to lease us two stalls in their parking lot. No trailers or watercraft vehicles will be allowed on the premise or on Church property. Our barn will be used for storage of personal items.

We have spoken to numerous of our immediate neighbors, and they have no objections to our proposed amendment from retail to residential vacation rental.

We are not new to the Hotel industry. We have been past owners at Harbor Shores and Bella Vista Suites located in Lake Geneva, WI. We currently are owners at Timber Ridge Lodge in the town of Lyons and Chateau Orleans located in New Orleans, LA.

The vacation rental will provide guests with immediate access to the downtown area, while simultaneously provide the City with additional revenue.



The Church of the Holy Communion
THE EPISCOPAL CHURCH IN LAKE GENEVA, WI 53147
320 BROAD STREET • CHURCH: (262) 248-3522

June 16, 2016

Terri and Ted Harig
821 Geneva Street
Lake Geneva, WI 53147

Dear Terri and Ted,

This letter is verification that Holy Communion Episcopal Church, located at 320 Broad Street, Lake Geneva, has agreed to rent two (2) parking spaces in our parking area to GNT, LLC. beginning January 1, 2017 through December 31, 2017. This agreement will be reviewed on an annual basis.

Sincerely,

Gary Shine
Senior Warden

_____ (c) A written description of the proposed conditional use describing the type of activities, buildings, and structures proposed for the subject property and their general locations;

_____ (d) A site plan (conforming to the requirements of Section 98-908(3)) of the subject property as proposed for development OR if the proposed conditional use is a group development (per Section 98-208) a proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required on said site plan per Section 98-908.

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

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

PIP Amendment

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?

Our business will keep in harmony with the district that the building is located. No exterior changes are planned or being made to compromise the historic interior values to the district.

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?

Our business will keep in harmony with the district that the building is located in. No changes are planned or being made to compromise the historic value of the district.

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

Our proposed conditional use will not result in any adverse effects on the neighborhood. We have had few businesses in C16 and at no time have we ever had any complaints from neighbors. The house directly west of us is a business/apartment building. To the east is a vacant lot.

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?

We will maintain the building's property's integrity. Over the past 5 years, we have painted the building, installed an ADA ramp. Our plans are not to change the property but to continue to make it an appealing place of business. We also put on a new roof on the garage. Every year since we have owned the property, we have made a significant improvement.

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?

We have ample parking for guests. The building is located in a business district. We will continue to use existing services and not see any need for ~~improvement~~ changing the exterior of the building. We will only see force to improve the quality of our property. STRUCTING, ADD RAAP, New Garage Roof.

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?

Our conditional use permit will allow visitors to enjoy staying in a historic home, while simultaneously giving them access to the downtown shopping area. Vacation rental will bring in additional revenue for the City through room tax and make guest room in the downtown area.

IV.FINAL APPLICATION PACKET INFORMATION

____ Receipt of 5 full scale copies in blue/line or black/line of complete Final Application Packet by Zoning Administrator: Date: _____ by: _____

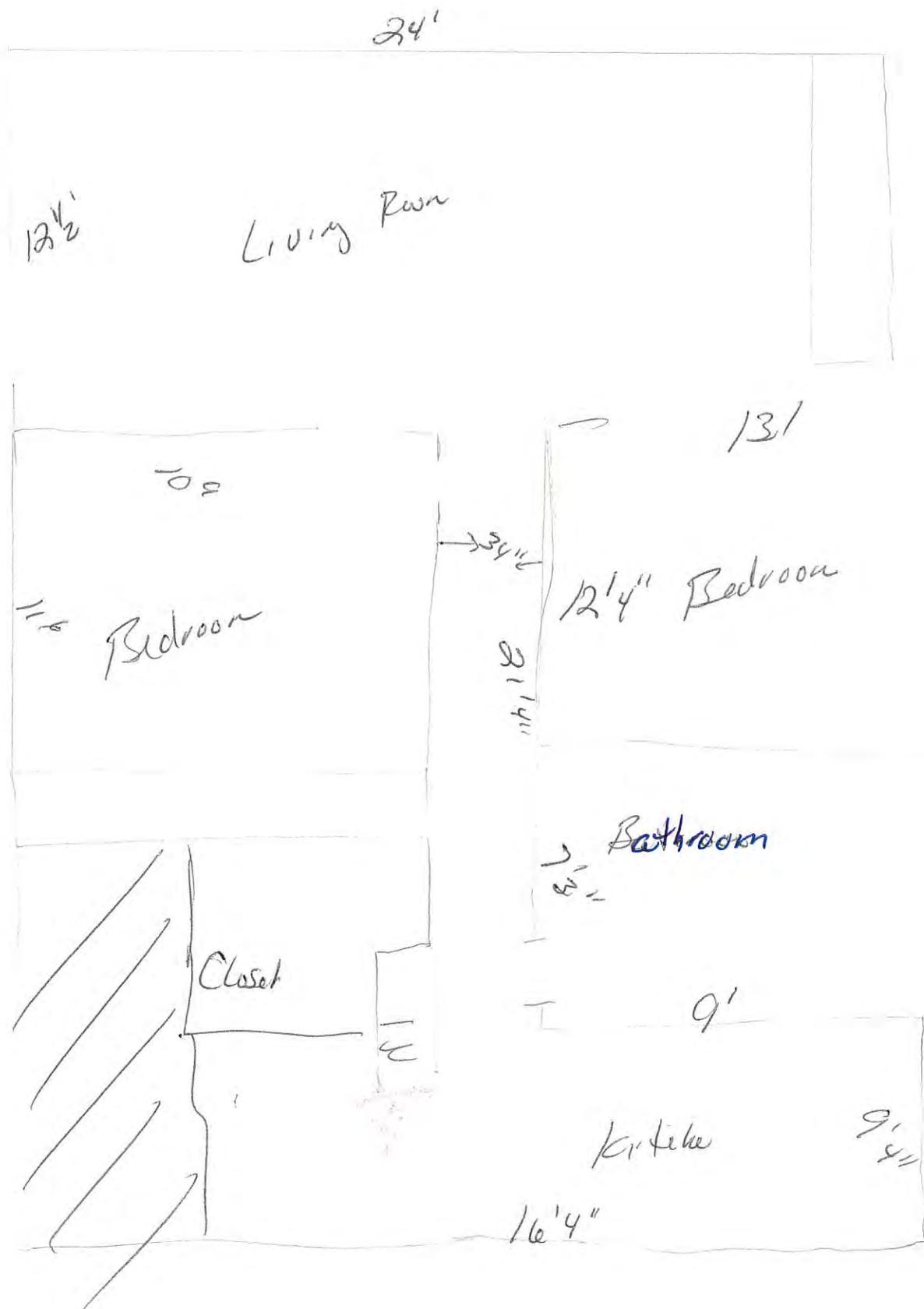
____ Receipt of 25 reduced (8.5" by 11" text and 11" x 17" graphics) copies of complete Final Application Packet by Zoning Administrator: Date: _____ by: _____

____ Certification of complete Final Application Packet and required copies to the Zoning Administrator by City Clerk: Date: _____ by: _____

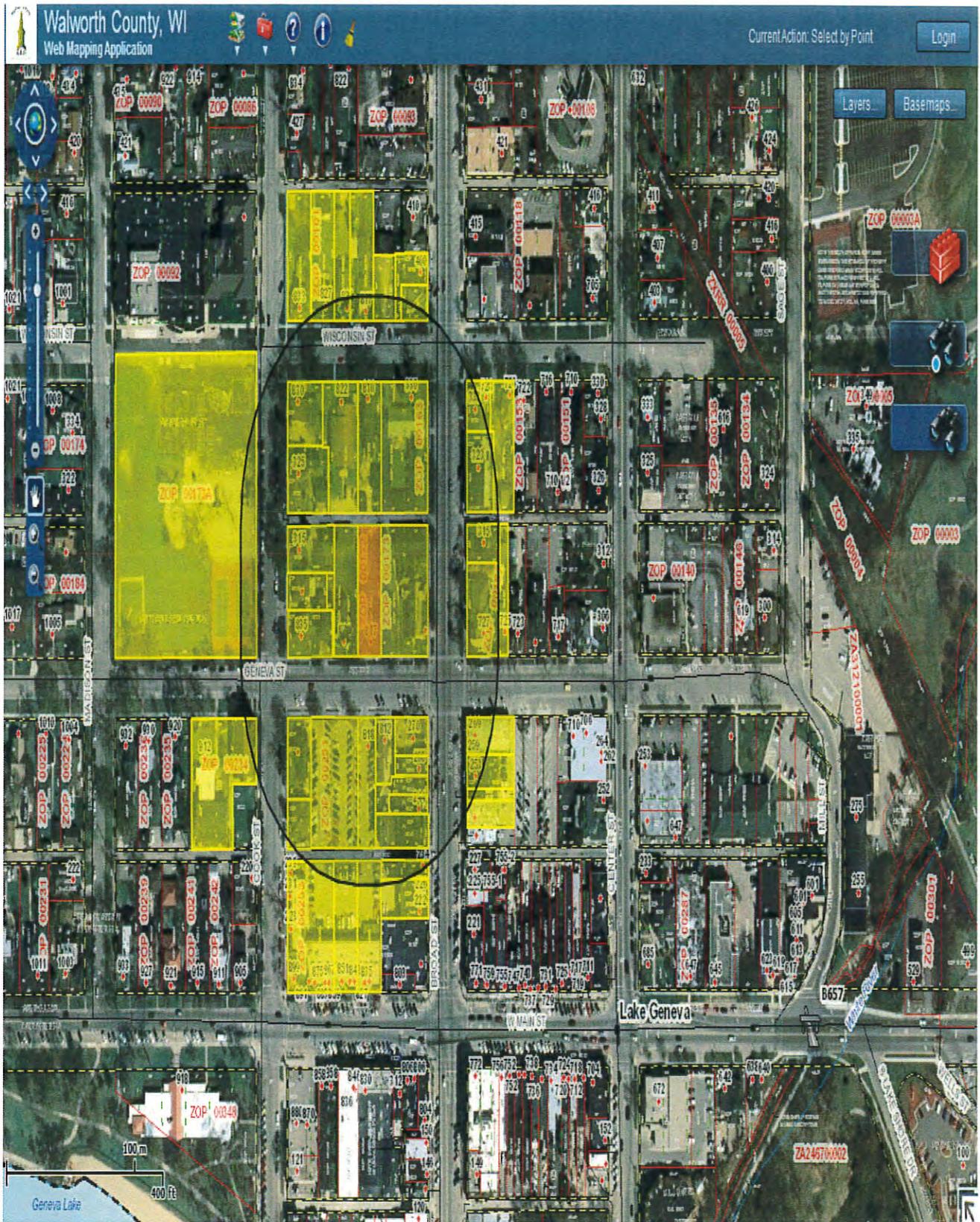
____ Class 2 Legal Notice sent to official newspaper by City Clerk: Date: _____ by: _____

____ Class 2 Legal Notice published on _____ and _____ by: _____

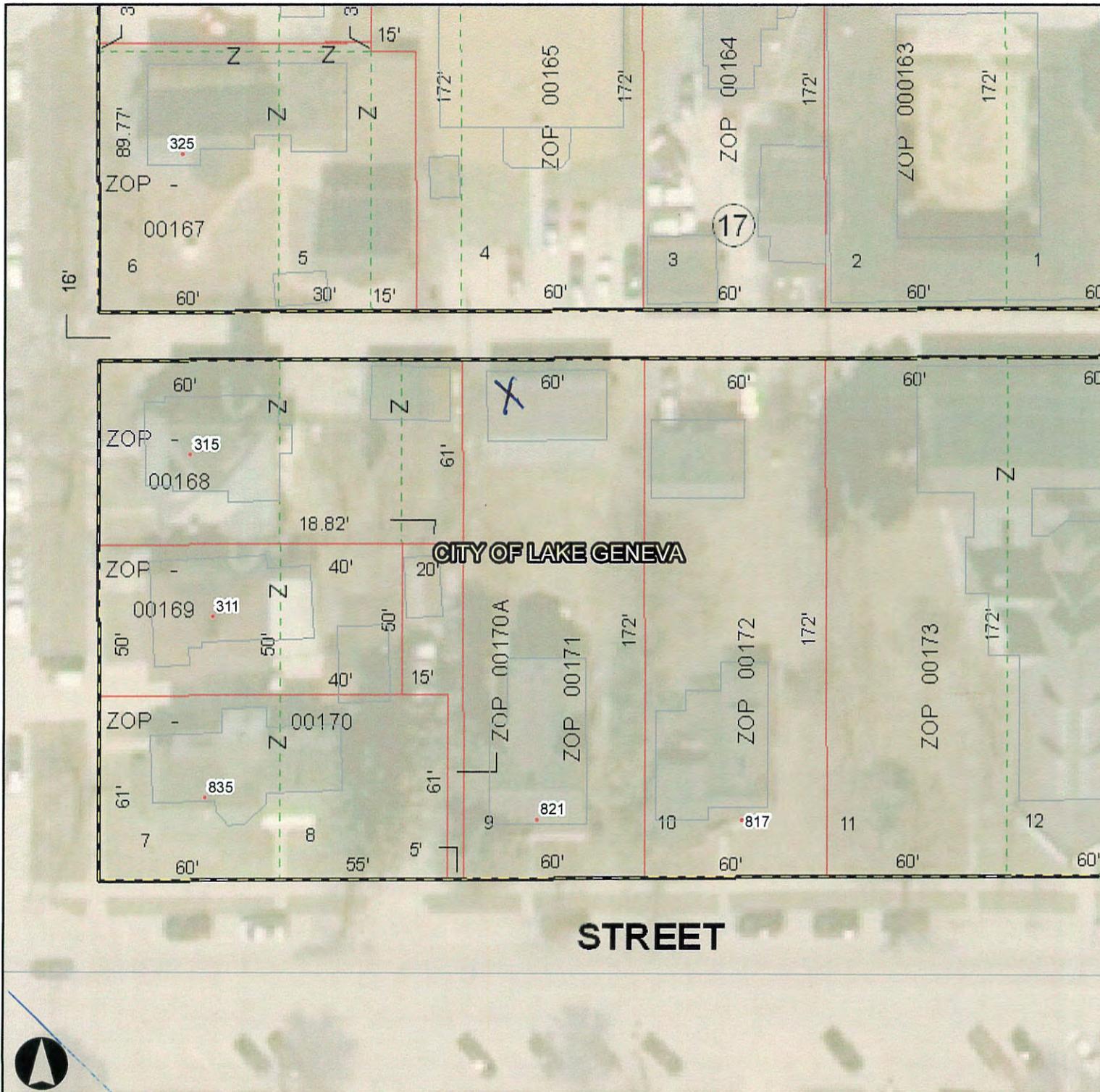
____ Conditional Use recorded with the County Register of Deeds Office: Date: _____ by: _____



SECOND FLOOR



Walworth County Interactive Mapping System



- Address Points
- PLSS Lines**
 - PLSS Section Line
 - - - PLSS Quarter Section Line
- Shoreland Area
- Floodplain
- Gross Sanitary District
- Extra Territorial Zoning Area
- USGS Streams**
 - Perennial Stream
 - - - Intermittent Stream
 - Soil Survey Area
- 2020 Land Use Plan**
 - Urban Service Area
 - Special Sewer Service Area
 - Other Urban Area
 - Lands in A-3 Located Beyond PSA & Other Urban Lands
 - Other Agricultural, Rural Residential, and Other Open Lands
 - Primary Agricultural Lands
 - Primary Environmental Corridor
 - Secondary Environmental Corridor
 - Isolated Natural Resource Area
 - Surface Water
- 2000 Environmental Corridors**
 - Primary Environmental Corridor
 - Secondary Environmental Corridor
 - Isolated Natural Resource Area
 - Surface Water
- 2 FT Topographic Contours**
 - Index
 - Intermediate
 - Index Depression
 - Intermediate Depression
 - Approximate Index
 - Approximate Intermediate
 - Approximate Index Depression
 - Approximate Intermediate Depression
 - X Spot Elevations
 - Structure Outlines
 - Right-of-Way
- Parcel Lines**
 - Parcel Line
 - Extended Parcel Line
 - Tie Line
 - Meander Line
 - Tax Parcels
- Platted Lands**
 - Subdivision Plat; Assessors Plat
 - Certified Survey Map
 - Condominium Plat
 - Cemetery Plat
 - Civil Division Boundary

The information provided on this map has been produced and processed from sources believed to be reliable. No warranty, expressed or implied, is made regarding accuracy, adequacy, completeness, legality, reliability or usefulness of this information. The information contained herein will not be accepted as an official document.

1 inch equals 45 feet

Feet

0 40 80

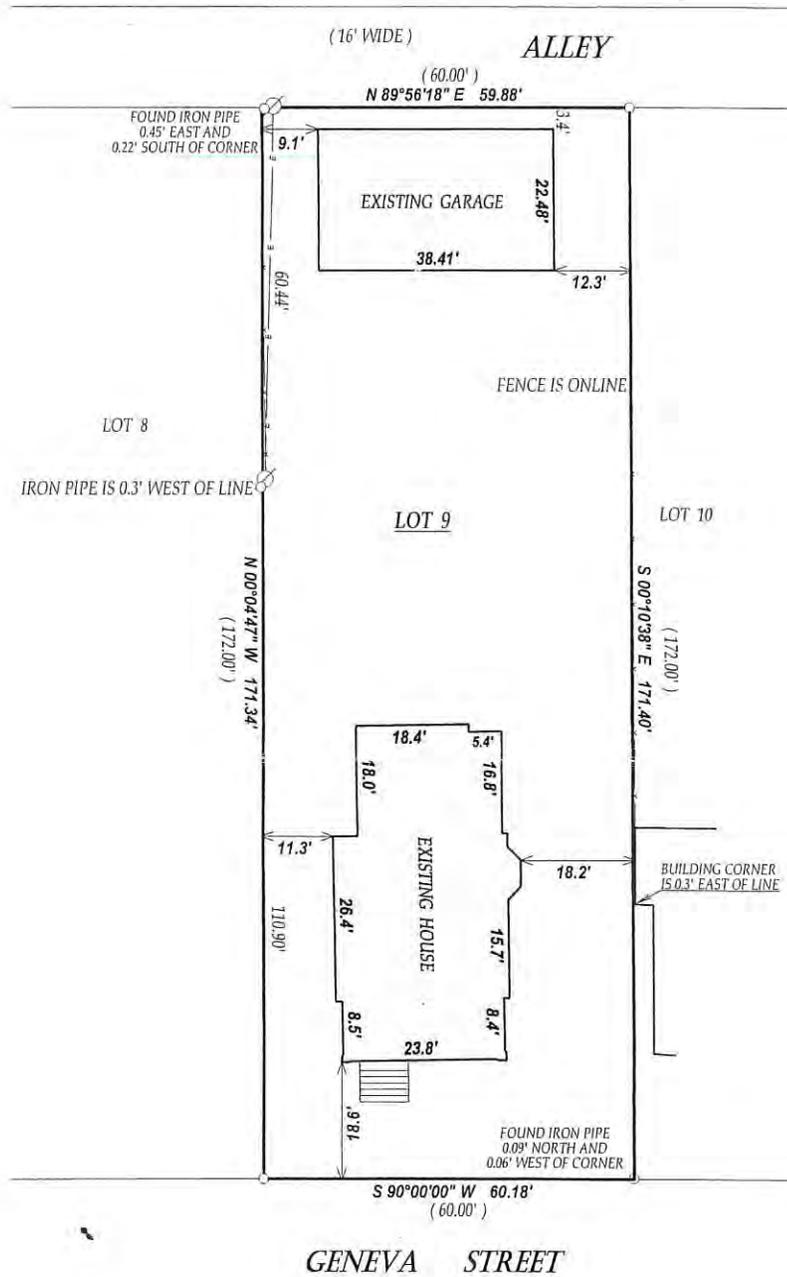
PREPARED FOR
 VIRGIL WUITTKE
 W3954 BRAY RD.
 ELKHORN WI. 53121

PLAT OF SURVEY

KROTT SURVEYING INC.

N3705 WILLOW BEND LANE
 LAKE GENEVA WI. 53147
 PHONE # (262)248-3697
 FAX # (262)249-0639

-OF-
 LOT 9, OF BLOCK 17 IN THE ORIGINAL PLAT OF THE VILLAGE
 (NOW CITY) OF LAKE GENEVA, WALWORTH COUNTY, WISCONSIN.



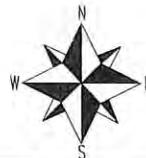
NOTE : DUE TO SNOY COVER ALL IMPROVEMENTS MAY NOT BE SHOWN
 NOTE : GENEVA STREET WAS ASSUMED TO BEAR EAST-WEST

LEGEND

- FOUND IRON PIPE
- SET IRON BAR
- ⊗ POWER POLE
- OVERHEAD WIRES

(xx) RECORDED AS

JOB # 08-017 TAX ID # ZOP00171
 DATED THIS THE 12th DAY OF FEBRUARY 2008.



COMPARE LEGAL DESCRIPTION ABOVE AND DRAWING WITH DEED
 FOR BUILDING RESTRICTIONS AND EASEMENTS NOT SHOWN REFER
 TO DEED, ABSTRACT SOURCES AND LOCAL MUNICIPAL CODES. NOTIFY
 THE SURVEYOR IMMEDIATELY OF ANY DISCREPANCY.

"I hereby certify that I have surveyed the above described property and that
 the above map is a true representation thereof and shows the size and
 location of all visible structures, apparent easements and encroachments
 if any."

This survey is made for the present owners of the property, and those who
 purchase, mortgage, or guarantee the title thereto, within one year from
 the date hereof.



John P. Krott

JOHN KROTT S - 2258
 Wisconsin Registered Land Surveyor
 (original if signed in red)

CONDITIONAL USE RESOLUTION 16-R43

A resolution authorizing the issuance of a Conditional Use Permit to Alan and Kathi Bosworth, 267 E South Street, Elmhurst, IL 60126 to use the Single Family Zoning (SR-4) requirements in an Estate Residential Zoning (ER-1) District to construct a new home.

WHEREAS, the City Plan Commission has considered the application of Alan and Kathi Bosworth, 267 E South Street, Elmhurst, IL 60126; and,

WHEREAS, The City Plan Commission held a Public Hearing thereon pursuant to proper notice given on August 22, 2016.

NOW, THEREFORE, BE IT RESOLVED, that the Zoning Administrator be, and is hereby authorized, to issue a Conditional Use Permit to construct a new home in an Estate Residential Zoning District (ER-1) using the Single Family Zoning (SR-4) requirements including the Findings of Fact, Staff recommendations, terrace (covered porch) setback to be 50 feet from lake shore, sidewalk in the city right of way to be repaired to city standards, no access to the city driveway from residence, no construction access to the city driveway, no trees, landscaping, or permanent fencing on the sanitary line or the right of way, Chapter 30 DNR permit required, Sanitary line shown on survey and landscaping plan, and 6 foot high fence allowed to front property line, for the property at 1224 W Main Street, Tax Key No. ZYUP 00094P.

Granted by action of the Common Council of the City of Lake Geneva this 22th day of August, 2016.

Alan Kupsik, Mayor

ATTEST:

Sabrina Waswo, City Clerk

7. **Public Hearing and recommendation on a Precise Implementation Plan Amendment Application filed by Ted and Terri Harig, 6597 Deerpath Road, Lake Geneva, WI 53147 to operate a Commercial Indoor Lodging facility at an existing Commercial Business in a Planned Development (PD) zoning district located at 821 Geneva Street, Tax Key No. ZOP 00171.**

DISCUSSION – Ted Harig, applicant

Applicant gave an overview of the application details and there was a brief discussion with the Commission. The existing garage on the property will be retained for their personal storage use.

PUBLIC SPEAKER #1 – Terry O’Neil, 954 George Street, LG

O’Neil had questions regarding the parking that would be required for the property.

Inspector Robers stated that the parking is required. If they were to lose the leased parking with the church, then this “USE” would be revoked if new parking was not supplied in another fashion.

MOTION #4

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

MOTION #5

Hartz/Skates moved to approve the recommendation on a Precise Implementation Plan Amendment Application filed by Ted and Terri Harig, 6597 Deerpath Road, Lake Geneva, WI 53147 to operate a Commercial Indoor Lodging facility at an existing Commercial Business in a Planned Development (PD) zoning district located at 821 Geneva Street, Tax Key No. ZOP 00171, must have 2 parking spaces at the church or on their own property, onsite parking must be on a paved surface and not in the yard, no outdoor storage, including all other staff recommendations and findings of fact. The motion carried unanimously.

8. **Public Hearing and recommendation on a Conditional Use Permit to use the Single Family Residential (SR-4) zoning requirements in an Estate Residential (ER-1) zoning district for a new home filed by Orren Pickell Design Group, 550 Frontage Road, Ste 3800, Northfield, IL 60093, Lake Geneva, WI 53147 on behalf of Alan and Kathi Bosworth, 267 E South Street, Elmhurst, IL 60126 at 1224 W Main Street, Tax Key No. ZYUP 00094P.**

DISCUSSION – Alan and Kathi Bosworth, applicants and John Forhand, architect

Applicant gave an overview of the application details and there was a brief discussion with the Commission.

There were several conditions discussed at the Staff meeting that will need to be included in the motion. With these potential conditions, the proposed Site Plan must be revised and well as the Landscaping site plan must be revised.

PUBLIC SPEAKER #1 –Robert Hogan, 1300 W Main Street, LG

Hogan stated his full approval of the plans for this home of his neighbors.

MOTION #6

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

MOTION #7

Skates/Hartz moved to approve the recommendation on a Conditional Use Permit to use the Single Family Residential (SR-4) zoning requirements in an Estate Residential (ER-1) zoning district for a new home filed by Orren Pickell Design Group, 550 Frontage Road, Ste 3800, Northfield, IL 60093, Lake Geneva, WI 53147 on behalf of Alan and Kathi Bosworth, 267 E South Street, Elmhurst, IL 60126 at 1224 W Main Street, Tax Key No. ZYUP 00094P, to include all staff recommendations, fact findings and the conditions stated by staff below:

- Limit the terrace 50ft set back (covered porch)
- In the City right of way, the sidewalk needs to be replaced to City standards
- No access to the City driveway from the residence
- No access to the City driveway during construction or demolition
- No trees, landscaping or permanent fencing on the sanitary line or the right of way
(Temporary fencing or a gate would be sufficient/permissible and grass is okay.)
- Chapter 30 DNR permit is required because it is over 10,000 square ft.
(This must be filed with DNR and City needs proof and verification of their approval.)
- Sanitary line that runs along property needs to be identified on the Site and Landscaping plans and Plat
(A color overhead map showing the sanitary line is attached to these minutes.)
- Allow their existing 6 ft high fence along the eastern boundary

Staff will confirm and follow up with these conditions. 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):

1224 WEST MAIN STREET, LAKE GENEVA, WI

* SEE ATTACHED FOR LEGAL DESCRIPTION

NAME AND ADDRESS OF CURRENT OWNER:

ALAN + KATHI BOSWORTH 23 WINDSOR DRIVE

ELMHURST, IL 60126

TELEPHONE NUMBER OF CURRENT OWNER:

630.832.4481

NAME AND ADDRESS OF APPLICANT:

ORREN PICKELL DESIGN GROUP, CONTACT: JOHN FOREHAND

550 FRONTAGE ROAD, SUITE 3800, NORTHFIELD, IL 60093

TELEPHONE NUMBER OF APPLICANT:

847.572.5273

PROPOSED CONDITIONAL USE:

SINGLE FAMILY HOME CONSTRUCTION TO REPLACE EXISTING
SINGLE FAMILY HOME. SETBACK FROM LAKEFRONT OF EXISTING
HOME TO BE MAINTAINED WITH NEW HOME.

ZONING DISTRICT IN WHICH LAND IS LOCATED:

ER-1 ESTATE RESIDENTIAL

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

ARCHITECT: ORREN PICKELL DESIGN GROUP, JOHN FOREHAND, AIA

550 FRONTAGE ROAD, SUITE 3800
NORTHFIELD, IL 60093

CONTRACTOR: ORREN PICKELL BUILDING GROUP

550 FRONTAGE ROAD, SUITE 3800, NORTHFIELD, IL 60093

SHORT STATEMENT DESCRIBING ACTIVITIES TO BE CARRIED ON AT SITE:

SINGLE FAMILY HOME TO BE CONSTRUCTED ON SITE.

EXISTING SINGLE FAMILY HOME TO BE DEMOLISHED.

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

July 20, 2010

DATE

[Signature]
SIGNATURE OF APPLICANT

LOCATION: 1224 W. Main Street, Lake Geneva , Wisconsin

LEGAL DESCRIPTION:

A parcel of land located in the Northwest 1/4 of Section 36, T2N, R17E, Walworth County, Wisconsin, described as follows:

Commencing at a point in the South line of Main Street, in the City of Lake Geneva, Walworth County, Wisconsin, that is 198.0 feet East of the East line of Section 35, Town 2 North, Range 17 East; thence West along the South line of Main Street, 52.7 feet, to an iron stake; thence South 100.3 feet to an iron stake; thence South 63° 42' West 33.85 feet to an iron stake; thence South 193.2 feet to the shore of Lake Geneva; thence Northeasterly along the shore of Lake Geneva, to a point that is South, 204.0 feet to the place of beginning; thence North 204.0 feet to the place of beginning.

_____ (c) A written description of the proposed conditional use describing the type of activities, buildings, and structures proposed for the subject property and their general locations;

_____ (d) A site plan (conforming to the requirements of Section 98-908(3)) of the subject property as proposed for development OR if the proposed conditional use is a group development (per Section 98-208) a proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required on said site plan per Section 98-908.

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

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

III. JUSTIFICATION OF THE PROPOSED CONDITIONAL USE

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

THE PROPOSED CONDITIONAL USE MAINTAINS THE SINGLE FAMILY USE OF THE LAKEFRONT PROPERTY. IN GENERAL THE EMPHASIS ON LAKEFRONT RESIDENTIAL USE IS CONSISTENT AND IN HARMONY WITH THE CITY OF LAKE GENEVA COMPREHENSIVE PLAN.

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?

THE PROPOSED CONDITIONAL USE MAINTAINS THE SINGLE FAMILY USE OF THE LAKEFRONT PROPERTY. IN REGARDS TO THIS SPECIFIC LOCATION, MAINTAINING A SINGLE FAMILY HOME IS COMPLETELY CONSISTENT WITH THE CITY OF LAKE GENEVA COMPREHENSIVE PLAN.

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?

THE CONDITIONAL USE REQUEST MAINTAINS THE EXISTING SINGLE FAMILY RESIDENTIAL USE OF THE LOT THEREFORE THE REQUEST WILL NOT RESULT IN ANY ADVERSE IMPACT ON THE NEARBY PROPERTY.

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

THE CURRENT LAND USE IS SINGLE FAMILY RESIDENTIAL (ER-1) THE PROPOSED CONDITIONAL USE MAINTAINS THIS SINGLE FAMILY RESIDENTIAL USE.

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?

A SINGLE FAMILY RESIDENCE IS CURRENTLY LOCATED ON THE LOT AT 1224 WEST MAIN STREET. THE CONDITIONAL USE REQUESTED WILL MAINTAIN THE SINGLE FAMILY USE AND THEREFORE WILL NOT IMPOSE ANY UNDE BURDEN ON THE CITY.

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?

WE DO NOT FORSEE ANY ADVERSE IMPACT OF MAINTAINING THE SINGLE FAMILY RESIDENTIAL USE OF THE LOT.

IV.FINAL APPLICATION PACKET INFORMATION

____ Receipt of 5 full scale copies in blueline or blackline of complete Final Application Packet by Zoning Administrator: Date: _____ by: _____

____ Receipt of 25 reduced (8.5" by 11" text and 11" x 17" graphics) copies of complete Final Application Packet by Zoning Administrator: Date: _____ by: _____

____ Certification of complete Final Application Packet and required copies to the Zoning Administrator by City Clerk: Date: _____ by: _____

____ Class 2 Legal Notice sent to official newspaper by City Clerk: Date: _____ by: _____

____ Class 2 Legal Notice published on _____ and _____ by: _____

____ Conditional Use recorded with the County Register of Deeds Office: Date: _____ by: _____

1224 West Main Street, Lake Geneva, WI

II (c) Written Description of Proposed Conditional Use

1224 West Main Street in Lake Geneva is a legal substandard lot of record zoned ER-1 that is less than one acre in size. A single family residence has been located on this lot since the early 1900's. The Bosworth family purchased the current home in 1953.

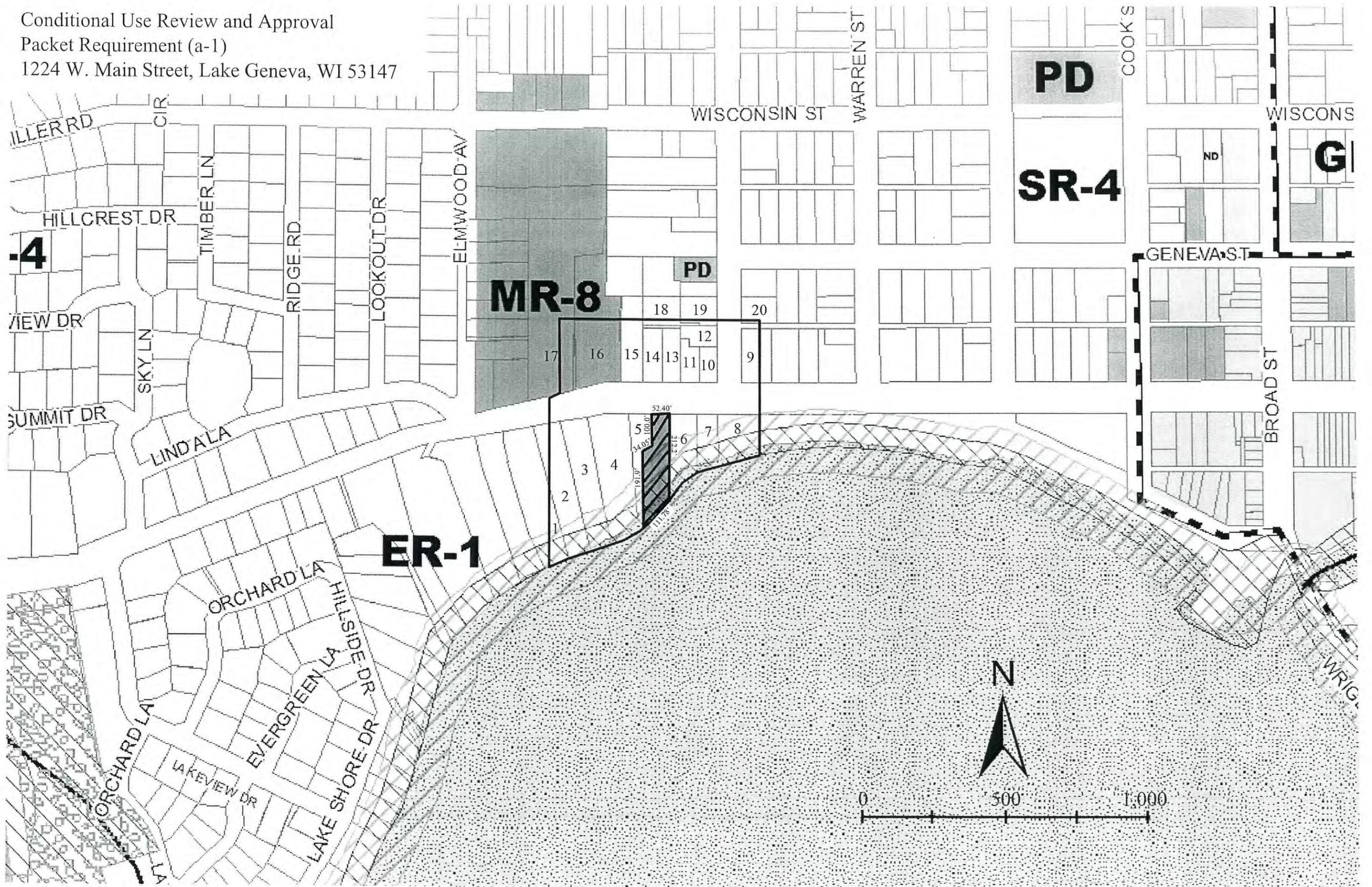
The Owner is requesting a conditional use permit to allow demolition of the current home and construction of a new single family home on the substandard lot. The intent is to maintain the lakefront setback of the current home with the new construction. The use of the lot will not change. The new home will continue to be used as a single family residence.

II (d) Written Justification for the Proposed Conditional Use

The use of the property is not being changed and will remain as a single family lakefront home. The conditional use permit is being requested in order to build a new home on the substandard lot and maintaining the lakefront setback of the current structure. The Master Plan reflects the desire to maintain low density housing along the lakefront which the conditional use request maintains.

Please refer to Section III of the application for specific reasons why the Applicant believes the proposed conditional use is appropriate with the recommendations of the City of Lake Geneva Comprehensive Master Plan.

Conditional Use Review and Approval
Packet Requirement (a-1)
1224 W. Main Street, Lake Geneva, WI 53147



Conditional Use Review and Approval

Packet Requirement (a-2)

1224 W. Main Street, Lake Geneva, WI 53147

LOT #	NAME	ADDRESS
1	DSDH Whitewater LLC	1280 W Main St
2	Daniels Investments LLC	1260 W Main St
3	Roy W Spanjer Trust	1310 W Main St
4	Robert, Barabara M Hogan Trust	1300 W Main St
5	Glavin, Irene Bialecki, Trust	1226 W Main St
6	N/A	Elm Park
7	N/A	Elm Park
8	N/A	Elm Park
9	N/A	221 Maxwell St
10	Mary T Forbis Trust	1201 W Main St
11	Hawkins, David R; Hawkins, Cheryl A	1205 W Main St
12	Barbara J Lucksinger Trust	222 Maxwell St
13	Kelman, Richard A; Kelman, Susan B	1219 W Main St
14	Meginnis Family Trust	1221 W Main St
15	Condos, Gregory	1229 W Main St
16	Najdowski, Brian J; Garrod, Bonnie L	1305 W Main St
17	Flaherty, Edward M; Flaherty, Leanne R	1327 W Main St
18	N/A	N/A
19	Muzaffar, Kamal S; Kusko, Lisa M	224 Maxwell St
20	Muzaffar, Kamal S; Kusko, Lisa M	225 Maxwell St

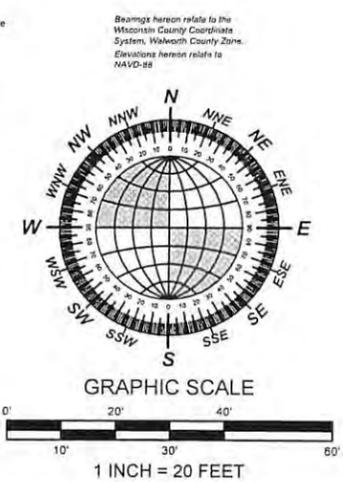
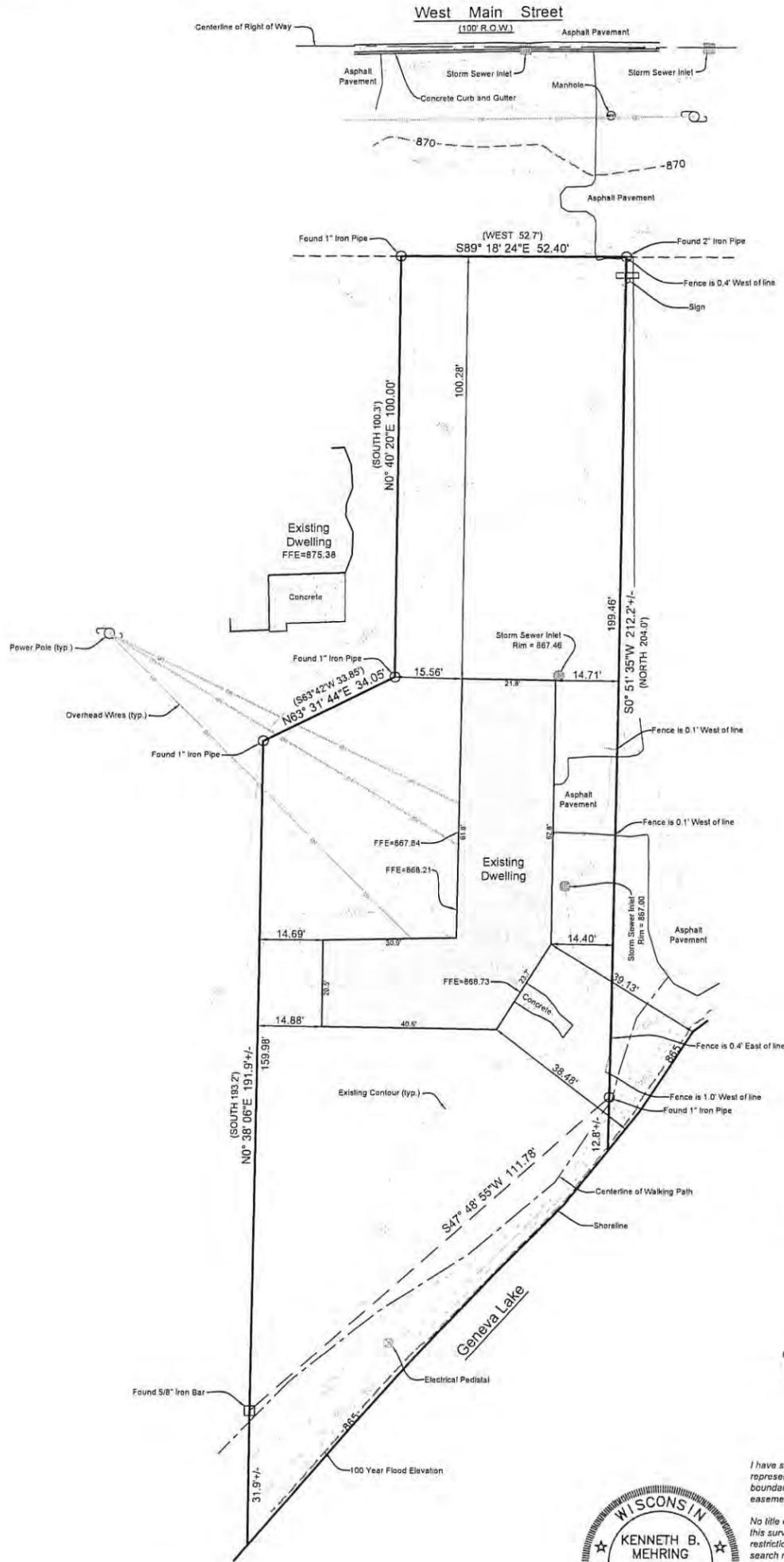
PLAT OF SURVEY

April 14, 2016

LOCATION: 1224 W. Main Street, Lake Geneva, Wisconsin
 PREPARED FOR: Orren Pickell Design Group
 LEGAL DESCRIPTION:

A parcel of land located in the Northwest 1/4 of Section 35, T2N, R17E, Walworth County, Wisconsin, described as follows:

Commencing at a point in the South line of Main Street, in the City of Lake Geneva, Walworth County, Wisconsin, that is 198.0 feet East of the East line of Section 35, Town 2 North, Range 17 East; thence West along the South line of Main Street, 52.7 feet, to an iron stake; thence South 100.3 feet to an iron stake; thence South 63° 42' West 33.85 feet to an iron stake; thence South 193.2 feet to the shore of Lake Geneva; thence Northeasterly along the shore of Lake Geneva, to a point that is South, 204.0 feet to the place of beginning; thence North 204.0 feet to the place of beginning.



FLOOD NOTE:
 Per the National Flood Insurance Program, Flood Insurance Rate Map No. 55127C0329D, bearing an effective date of October 2, 2009; the 1% annual chance (100-year flood) elevation is 855.00



DRAWING BY: KBM
 FIELD WORK BY: LMG

I have surveyed the above-described property and the above map is a true representation thereof and shows the size and location of the property, its exterior boundaries, the location and dimensions of all structures thereon, fences, apparent easements and roadways, and visible encroachments, if any.

No title commitment or results of a title search were provided to this office pertaining to this survey. This Plat Of Survey may not reflect easements of record, encumbrances, restrictions, ownership, title evidence, or other facts that a current and accurate title search may disclose.

This survey is made for the exclusive use of the present owners of the property, and also those who purchase, mortgage, or insure the title thereto within one (1) year from date hereof, and as to them I warrant the accuracy of said survey map.

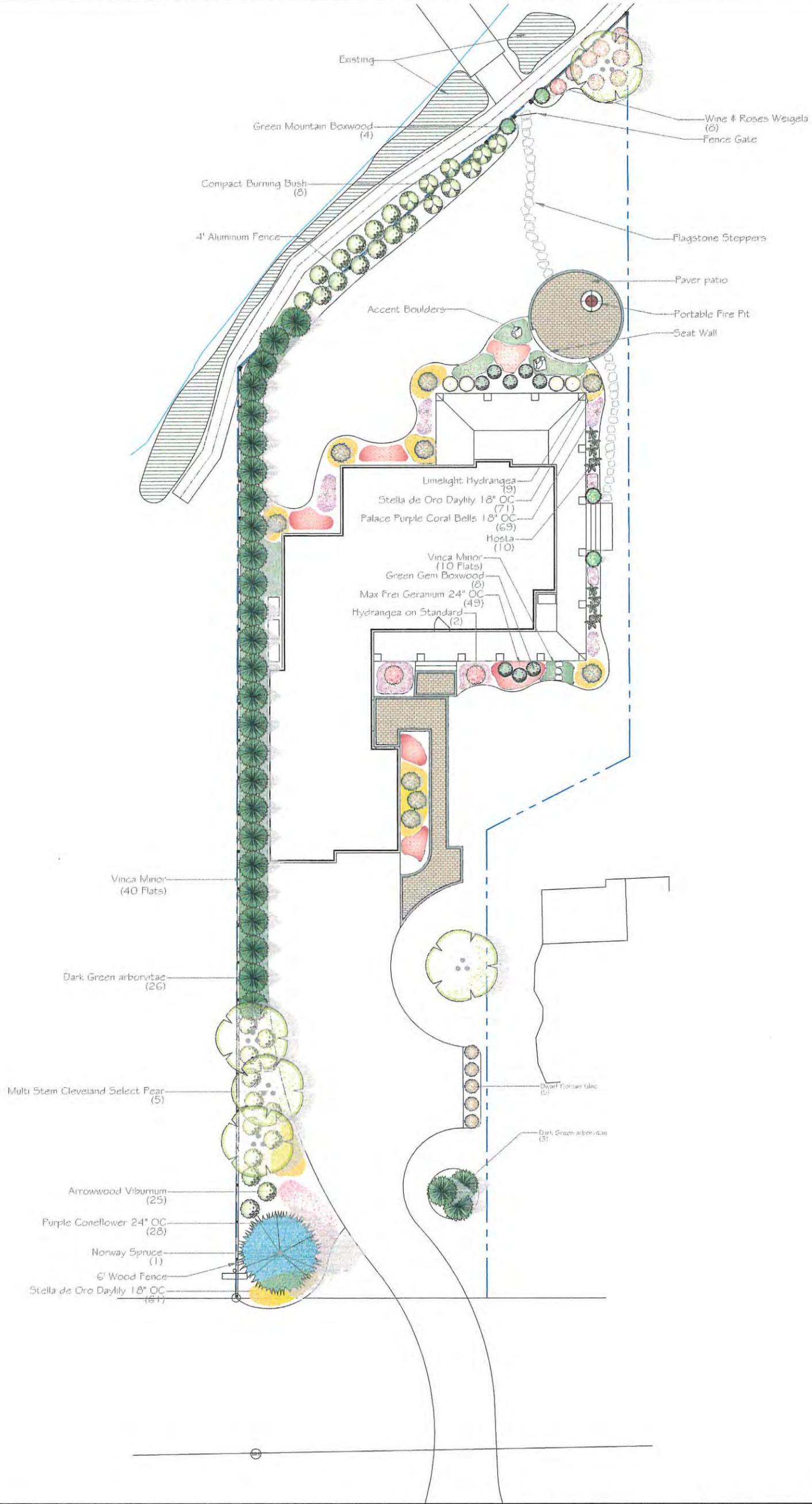
KENNETH B. MEHRING, PROFESSIONAL LAND SURVEYOR, S-2838

P:\Shared\1 - Projects\2016\16.5040-Dren Pickell-1124 W. Main Street\CAD\16.5040_50.dwg



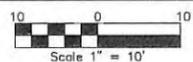
LYNCH & ASSOCIATES

5482 S. WESTRIDGE DRIVE
 NEW BERLIN, WI 53151
 SURVEYOR'S OFFICE:
 432 MILWAUKEE AVE
 BURLINGTON, WI 53105
 (262) 248-3897



Bosworth Residence

1224 W. Main Street, Lake Geneva, WI



Sheet
L1

Designed By Bradd Epping
 Drawn By Kathy Feucht
 Date August 1st, 2016
 Revised August 5th, 2016 - JA
 Project # - 002112



FRONT ELEVATION
SCALE: 1/8" = 1'-0"



REAR ELEVATION
SCALE: 1/8" = 1'-0"

ORREN PICKELL
DESIGN GROUP, INC.
101 WAUKEGAN ROAD, SUITE 900
LAKE BLOFF, IL 60044
(847) 572-5200 FAX (847) 457-3128
www.pickellbuilders.com

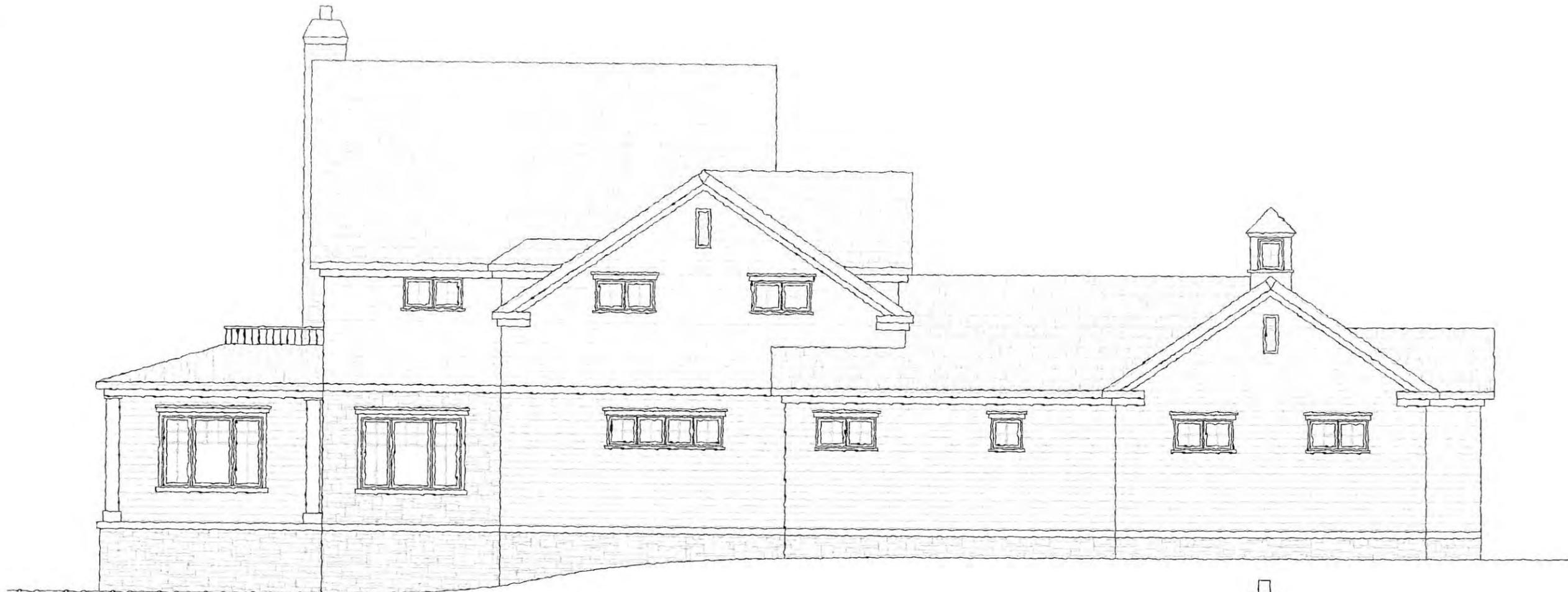
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BOSWORTH RESIDENCE
1224 W. Main Street
Lake Geneva, WI 53147

DATE	REVISION	ISSUED FOR PERMIT
08/03/2016		

PROJECT NUMBER

A1

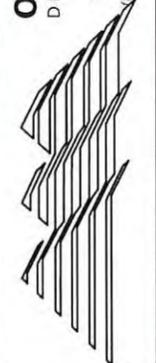


LEFT ELEVATION
SCALE: 1/8" = 1'-0"



RIGHT ELEVATION
SCALE: 1/8" = 1'-0"

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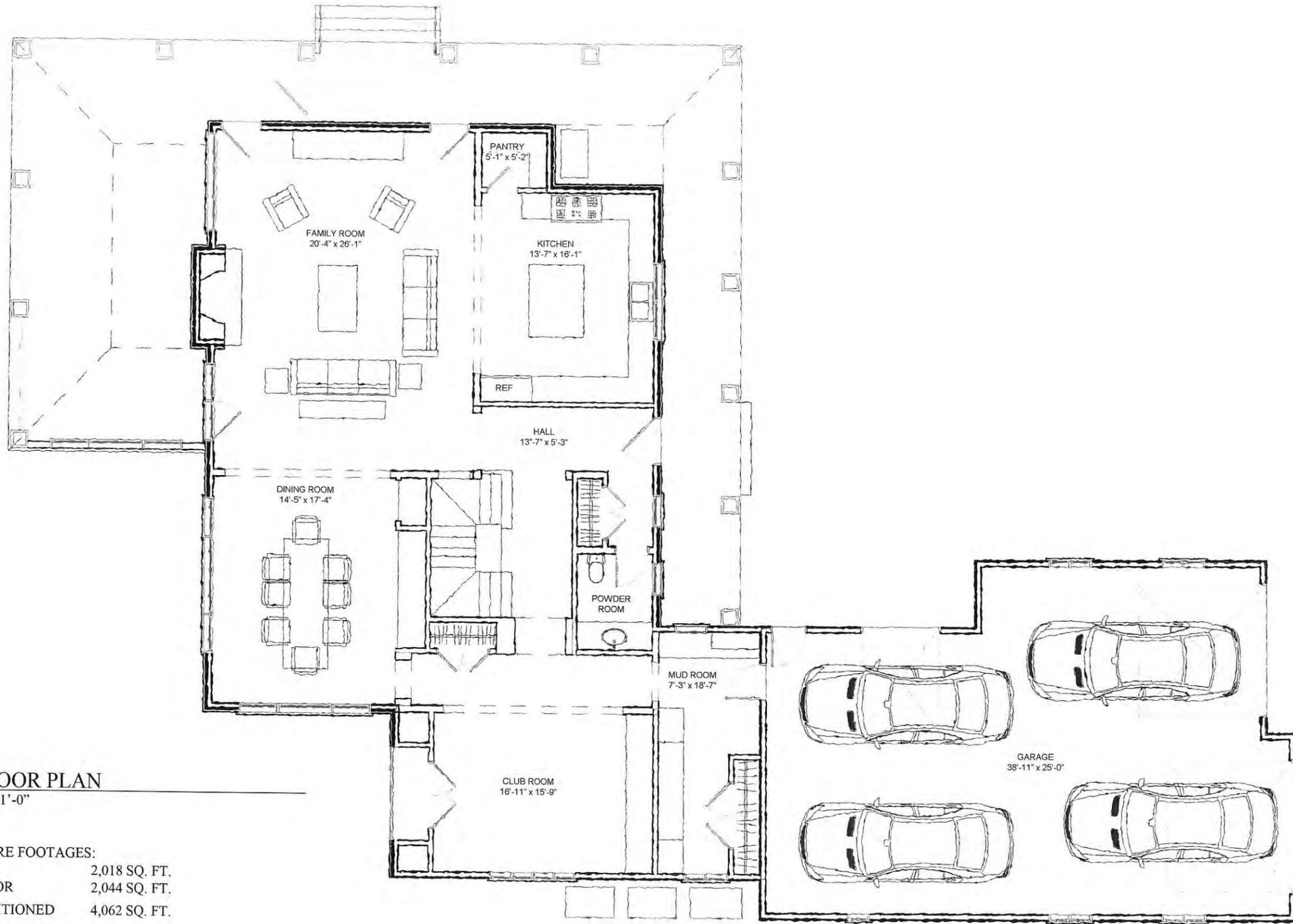
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BOSWORTH RESIDENCE
1224 W. Main Street
Lake Geneva, WI 53147

DATE	REVISION	ISSUED FOR PERMIT
08/03/2016		

PROJECT NUMBER

A2



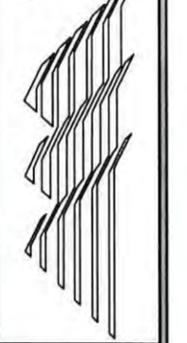
FIRST FLOOR PLAN

SCALE: 1/8" = 1'-0"

TOTAL SQUARE FOOTAGES:

FIRST FLOOR	2,018 SQ. FT.
SECOND FLOOR	2,044 SQ. FT.
TOTAL CONDITIONED	4,062 SQ. FT.
GARAGE	1,040 SQ. FT.
COVERED PORCH	1,012 SQ. FT.

ORREN PICKELL
 DESIGN GROUP, INC.
 101 WAUKEGAN ROAD, SUITE 900
 LAKE BLUFF, IL 60044
 (847) 572-5200 FAX (847) 457-3128
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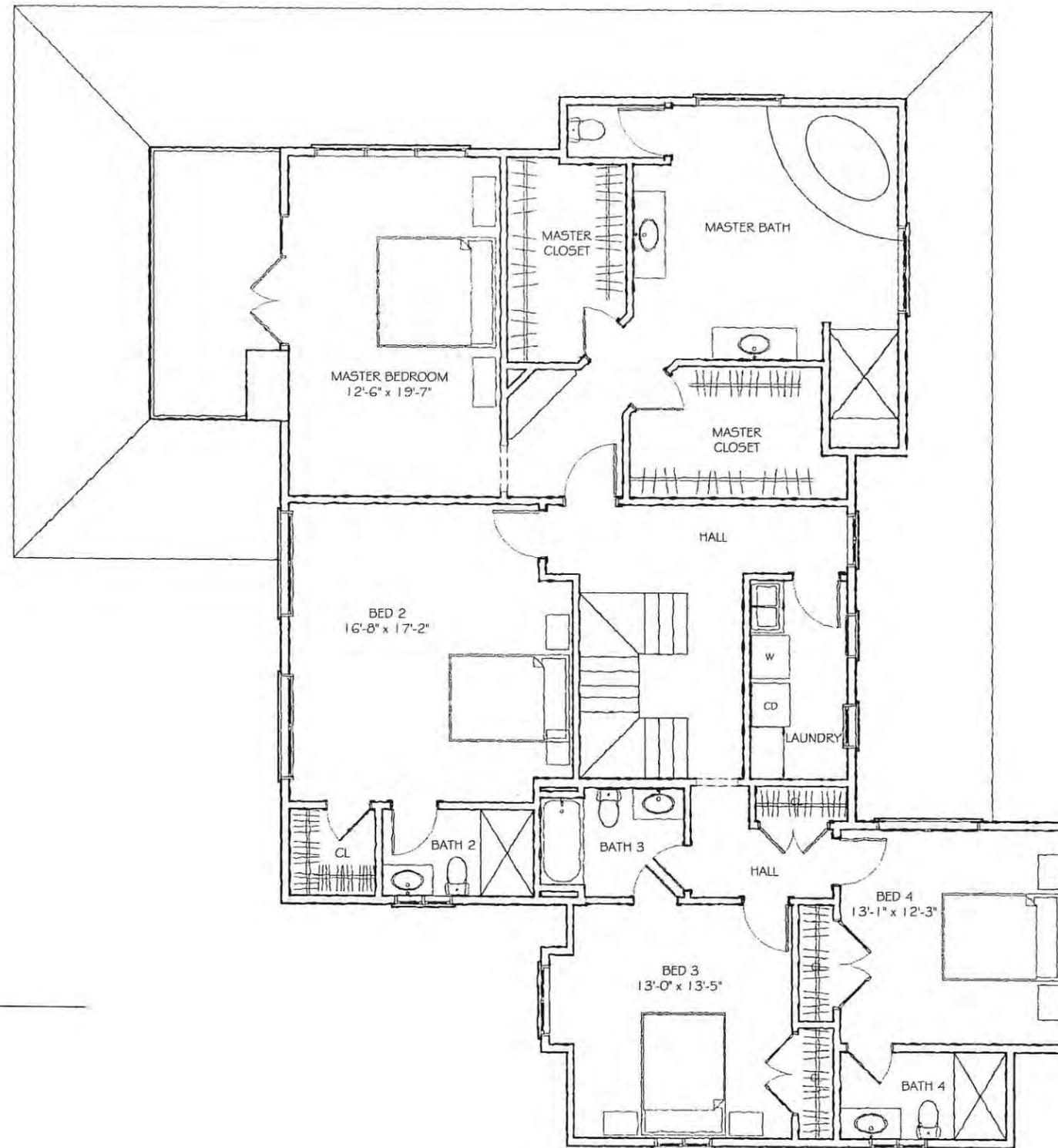
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BOSWORTH RESIDENCE
 1224 W. Main Street
 Lake Geneva, WI 53147

DATE	REVISION
08/03/2016	ISSUED FOR PERMIT

PROJECT NUMBER

A3

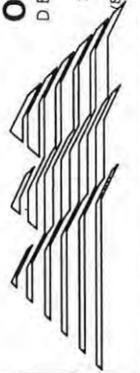


SECOND FLOOR PLAN

SCALE: 1/8" = 1'-0"

TOTAL SQUARE FOOTAGES:

FIRST FLOOR	2,018 SQ. FT.
SECOND FLOOR	2,044 SQ. FT.
TOTAL CONDITIONED	4,062 SQ. FT.
GARAGE	1,040 SQ. FT.
COVERED PORCH	1,012 SQ. FT.



ORREN PICKELL
 DESIGN GROUP, INC.
 101 WALKEGAN ROAD, SUITE 900
 LAKE BLUFF, IL 60044
 (847) 572-5200 FAX (847) 457-3128
 www.pickellbuilders.com

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 ORREN PICKELL DESIGN GROUP, INC.

BOSWORTH RESIDENCE
 1224 W. Main Street
 Lake Geneva, WI 53147

DATE	REVISION
08/03/2016	ISSUED FOR PERMIT

PROJECT NUMBER

A4

9. Review and Recommendation on an Application for Site Plan Review for a parking lot filled by Lake Geneva United Methodist Church, 912 Geneva Street, Lake Geneva, WI 53147 Tax Key No. ZA464800001.

DISCUSSION

Adam St Marie, 1444 Dodge St., LG & Larry Kunderdt, N1279 White Pigeon Rd, LG – Representatives for the Church

St Marie gave an overview of the application details and there was a brief discussion with the Commission.

Discussion related to concerns of overflow water onto the sidewalk. The applicant was directed to work with the City Engineer.

Kunderdt stated that there will be signage stating private property and towing for non-church members.

MOTION #8

Hartz/Fredericks moved to approve the recommendation on an Application for Site Plan Review for a parking lot filled by Lake Geneva United Methodist Church, 912 Geneva Street, Lake Geneva, WI 53147 Tax Key No. ZA464800001, subject to City eng and applicants eng reaching an agreement, to include all other staff recommendations and fact findings.

The motion carried unanimously.

10. Public Hearing and recommendation on Zoning Text Amendment for Section 98-206 Commercial Land Uses.

DISCUSSION

Inspector Robers gave an overview of the application details and there was a brief discussion with the Commission.

Planner Slavney recommends Option #3. Commissioner Hartz recommends Option #5b.

PUBLIC SPEAKER #1 – Terri O’Neil, 954 George Street, LG

O’Neil stated his concerns regarding the way this was noticed. It was too vague.

PUBLIC SPEAKER #2 – Deb Ott Lewis, 1305 W Main Street, LG

Lewis stated her agreement with the vagueness of the notices.

MOTION #9

Mayor Kupsik/Skates move to continue the item and public hearing to the next Plan Commission meeting to be posted with more description. The motion carried unanimously.

11. Adjournment

MOTION #10

Skates/Gibbs moved to adjourn the meeting at 7:58 pm. The motion carried unanimously.

/s/Jackie Gregoles, B&Z Administrative Assistant

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PLAN COMMISSION

APPLICATION FOR SITE PLAN REVIEW
City of Lake Geneva

Site Address and Parcel No. or Legal Description:

Lake Geneva United Methodist Church 912 Geneva Street ZA46400001

Name and Address of Current Owner:

Lake Geneva United Methodist Church

Telephone No. of Current Owner including area code: 262-248-4114

Name and Address of Applicant:

Same as Owner

Engineering Agent: Ryan Cardinal, N6786 Avataia Trall, Elkhorn, WI 53121

Telephone No. of Applicant including area code: Cardinal Engineering LLC 262-757-8776

Proposed Use:

See Enclosed Project Narrative - Offstreet parking

Zoning District: SR-4

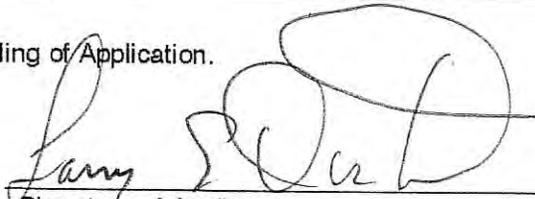
Names and Addresses of architect, professional engineer and contractor of project:

Cardinal Engineering, Ryan Cardinal, N6786 Avataia Trall, Elkhorn, WI 53121

Short statement describing activities to take place on site:

See enclosed project narrative

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



Signature of Applicant

AGREEMENT FOR SERVICES

**CITY OF LAKE GENEVA PROCEDURAL CHECKLIST FOR:
SITE PLAN REVIEW AND APPROVAL (Requirements per Section 98-908)**

This form should be used by the Applicant as a guide to submitting a complete application for a site plan review and by the City to process said application. Part II should be used by the Applicant to submit a complete application; Parts I - III should be used by the City as a guide when processing said application.

I. RECORDATION OF ADMINISTRATIVE PROCEDURES

- ___ **Pre-submittal staff meeting scheduled:**
- Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____
- ___ **Follow-up pre-submittal staff meetings scheduled for:**
- Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____
- Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____
- Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____
- Date of Meeting: _____ Time of Meeting: _____ Date: _____ by: _____
- ___ **Application form filed with Zoning Administrator:** Date: _____ by: _____
- ___ **Application fee of \$ _____ received by Zoning Administrator:** Date: _____ by: _____
- ___ **Reimbursement of professional consultant costs agreement executed:** Date: _____ by: _____

II. APPLICATION SUBMITTAL PACKET REQUIREMENTS

Prior to submitting the 25 final complete applications as certified by the Zoning Administrator, the Applicant shall submit 5 initial draft application packets for staff review, followed by one revised draft final application packet based upon staff review and comments.

- Initial Packet (5 Copies to Zoning Administrator) Date: _____ by: _____
- ↓ Draft Final Packet (1 Copy to Zoning Administrator) Date: _____ by: _____
- ↓

- ___ (a) A **written description** of the intended use describing in reasonable detail the:
 - ___ Existing zoning district(s) (and proposed zoning district(s) if different);
 - ___ Land use plan map designation(s);
 - ___ Current land uses present on the subject property;
 - ___ Proposed land uses for the subject property (per Section 98-206);
 - ___ Projected number of residents, employees, and daily customers;
 - ___ Proposed amount of dwelling units, floor area, impervious surface area, and landscape surface area, and resulting site density, floor area ratio, impervious surface area ratio, and landscape surface area ratio;
 - ___ Operational considerations relating to hours of operation, projected normal and peak water usage, sanitary sewer or septic loadings, and traffic generation;

- Operational considerations relating to potential nuisance creation pertaining to noncompliance with the performance standards addressed in Article VII (Sections 98-701-98-721) including: street access, traffic visibility, parking, loading, exterior storage, exterior lighting, vibration, noise, air pollution, odor, electromagnetic radiation, glare and heat, fire and explosion, toxic or noxious materials, waste materials, drainage, and hazardous materials;
- If no nuisances will be created (as indicated by complete and continuous compliance with the provisions of Article VII), then include the statement "The proposed development shall comply with all requirements of Article VII.";
- Exterior building and fencing materials (Sections 98-718 and 98-720);
- Possible future expansion and related implications for points above;
- Any other information pertinent to adequate understanding by the Plan Commission of the intended use and its relation to nearby properties.

(b) A **Small Location Map** at 11" x 17" showing the subject property, all properties within 300 feet, and illustrating its relationship to the nearest street intersection. (A photocopy of the pertinent section of the City's Official Zoning Map with the subject property clearly indicated shall suffice to meet this requirement.)

(c) A **Property Site Plan drawing which includes:**

- A title block which indicates the name, address and phone/fax number(s) of the current property owner and/or agent(s) (developer, architect, engineer, planner) for project;
- The date of the original plan and the latest date of revision to the plan;
- A north arrow and a graphic scale (not smaller than one inch equals 100 feet);
- A reduction of the drawing at 11" x 17";
- A legal description of the subject property;
- All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled;
- All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose;
- All required building setback lines;
- All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls;
- The location and dimension (cross-section and entry throat) of all access points onto public streets;
- The location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus required by the Ordinance;
- The location and dimension of all loading and service areas on the subject property and labels indicating the dimension of such areas;
- The location of all outdoor storage areas and the design of all screening devices;
- The location, type, height, size and lighting of all signage on the subject property;
- The location, height, design/type, illumination power and orientation of all exterior lighting on the subject property -- including the clear demonstration of compliance with Section 98-707;
- The location and type of any permanently protected green space areas;
- The location of existing and proposed drainage facilities;
- In the legend, data for the subject property on:
 - Lot Area;
 - Floor Area;
 - Floor Area Ratio (b/a);
 - Impervious Surface Area;

___ Impervious Surface Ratio (d/a);
___ Building Height.

- ___ x (d) A **Detailed Landscaping Plan of the subject property:**
___ Scale same as main plan (> or equal to 1" equals 100')
___ Map reduction at 11" x 17"
___ Showing the location of all required bufferyard and landscaping areas
___ Showing existing and proposed Landscape Point fencing
___ Showing berm options for meeting said requirements
___ Demonstrating complete compliance with the requirements of Article VI
___ Providing individual plant locations and species, fencing types and heights, and berm heights;
- ___ x (e) A **Grading and Erosion Control Plan:**
___ Same scale as the main plan (> or equal to 1" equals 100')
___ Map reduction at 11" x 17"
___ Showing existing and proposed grades including retention walls and related devices, and erosion control measures.
- ___ x (f) **Elevation Drawings of proposed buildings or remodeling of existing buildings:**
___ Showing finished exterior treatment;
___ With adequate labels provided to clearly depict exterior materials, texture, color and overall appearance;
___ Perspective renderings of the proposed project and/or photos of similar structures may be submitted, but not in lieu of adequate drawings showing the actual intended appearance of the buildings.

NOTE: Initiation of Land Use or Development Activity: Absolutely no land use or development activity, including site clearing, grubbing, or grading shall occur on the subject property prior to the approval of the required site plan. Any such activity prior to such approval shall be a violation of law and shall be subject to all applicable enforcement mechanisms and penalties.

NOTE: Modification of an Approved Site Plan: Any and all variation between development and/or land use activity on the subject property and the approved site plan is a violation of law. An approved site plan shall be revised and approved via the procedures of Subsections 98-908(2) and (4) so as to clearly and completely depict any and all proposed modifications to the previously approved site plan, prior to the initiation of said modifications.

III.FINAL APPLICATION PACKET INFORMATION

- ___ Receipt of 5 full scale copies in blueline or blackline
of complete Final Application Packet by Zoning Administrator: Date: _____ by: _____
- ___ Receipt of 25 reduced (8.5" by 11" text and 11" x 17" graphics)
copies of complete Final Application Packet by Zoning Administrator: Date: _____ by: _____

To: Mr. Ken Robers **Date:** August 8, 2016
From: Daniel Janke, P.E.
CC: Tom Foht, P.E.
Subject: Review of Plans Prepared by Cardinal Engineering (for Lake Geneva United Methodist Church) in the City of Lake Geneva

We have completed a review of the construction plans and supporting documents prepared by Cardinal Engineering, July 29th, 2016. The review was conducted to determine compliance with the City of Lake Geneva Municipal Code and good engineering practices.

It is proposed to construct an approximately 5,000 sf parking lot in the rear yard of the Church parcel on Cook Street, adjacent to an existing alley.

The Following Plans were submitted for Review.

- Construction Plans – Sheets C-1 through C-6, July 29th, 2016
- Soil Boring Log – dated June 28th 2016
- Infiltration Trench Calculations- dated July 28th, 2016

Construction Plan Review Comments:

- It is our understanding that the applicant has had prior conversations with City Staff regarding some of the Code variances and exceptions.
- The proposed plan utilizes the existing driveway apron on Cook Street, 130' south of Geneva Street. The existing apron width of 10' is less than the 18' feet required by the Zoning Code, but appears sufficient for low volume one-way access. Widening the existing apron would result in the loss of two on-street public parking spaces.
- It is proposed for an existing power pole with an anchored guy wire to remain in its current location, which lies in the proposed paved lot and decreases the exit width to the alley to 10.5'. If the pole cannot be relocated, we recommend the installation of more protective bollards prior to the pole along the one-way path and to eliminate the most southwestern stall or reconfigure the stalls in a manner that the path of the exiting maneuver from the stall avoids the pole and bollards. Reconfiguring the infiltration trench (see further comments below) may also allow for a slightly wider exit width to the alley.
- Due to the size of the lot and function of the proposed infiltration trench, we have no objection to the applicant's request for variance on curbing. The infiltration trench will function better and there will be less soil erosion with the runoff sheeting over the parking lot directly to the trench rather than being concentrated with curbing and a curb cut.
- We have no objection with the use of a "compact" parking stall, as the plan shows an appropriate size and marking for such use.

- The appropriate signage for the van accessible ADA stall should be shown on the plans and details.
- It appears that the 5' pavement setback from the alley can be achieved if the most southwestern stall is removed per recommendation above.

Infiltration Trench Review Comments:

- The infiltration trench appears to be undersized per DNR Technical Standards and only about half of the lot would drain to the trench per the proposed pavement elevations. We recommend moving or extending the infiltration trench longitudinally into the green space between the parking lot and sidewalk and adjust the proposed pavement elevations to sheet drain the water uniformly to the trench.
- The infiltration rate in the design calculations should be revised to the correct rates per Technical Standard 1002 and correlate to the limiting layer of the soil. The soil boring provided shows sandy clay soil as the limiting layer.
- If possible, infiltration trench should have a maximum draw down time of 72 hours. Increasing the trench size will allow for a decreased trench depth and faster drawdown time.
- WinSLAMM Input Areas and Parameters summaries should be provided for review.

Although the material has been reviewed, the Applicant and their consultants are ultimately responsible for the thoroughness and accuracy of the site plans for conformance with state statutes, standards and The Lake Geneva municipal city code.

Please contact me if you have any questions or comments pertaining to this project at (262) 758-6014 or djanke@kapurinc.com.

LAKE GENEVA METHODIST CHURCH

NEW OFFSTREET PARKING LOT PERMIT PLANS JULY 29, 2016

CLIENT



LAKE GENEVA UNITED
METHODIST CHURCH

PROJECT

LGUMC
PARKING LOT

CITY OF LAKE GENEVA
WALWORTH COUNTY
WISCONSIN

CARDINAL ENGINEERING LLC
DESIGNING IN TRUE DIRECTIONS

N6786 AVATAIA TRAIL
ELKHORN, WI 53121
262-757-8776

CARDINALENGINEERINGWI.COM



DIGGERS HOTLINE

Dial 811 or (800)242-8511

www.DiggersHotline.com

SCALE 1"=10'
0 5 10 Feet

PROJECT NUMBER 1601319

DATE 7-29-16

DESIGNED BY RWC

NO.	REVISION DESC.	DATE

RELEASE

PERMIT PLANS

DRAWING TITLE

TITLE SHEET

DRAWING

C-1

SHEET NUMBER

1 OF 6



CIVIL DRAWING INDEX

C-1	TITLE SHEET
C-2	SITE GEOMETRY AND STRIPING PLAN
C-3	DEMOLITION AND EROSION CONTROL PLAN
C-4	GRADING AND PAVEMENT PLAN
C-5	DETAILS
C-6	DETAILS

ALL SPECIFICATIONS ARE REFERENCED TO THE WISCONSIN DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS, LATEST EDITION. DETAILS UNDER CARDINAL ENGINEERING LLC TITLE BLOCK TAKE PRECEDENCE

WISDOT STANDARD DETAILS TO BE FOLLOWED INCLUDE, BUT NOT LIMITED TO THOSE PROVIDED AT THE END OF THIS PLAN SET. ONLY SPECIFICATIONS OR DETAILS PROVIDED UNDER THIS PROJECT TITLE BLOCK SUPERCEDE THE REFERENCED WISDOT SPECIFICATIONS.

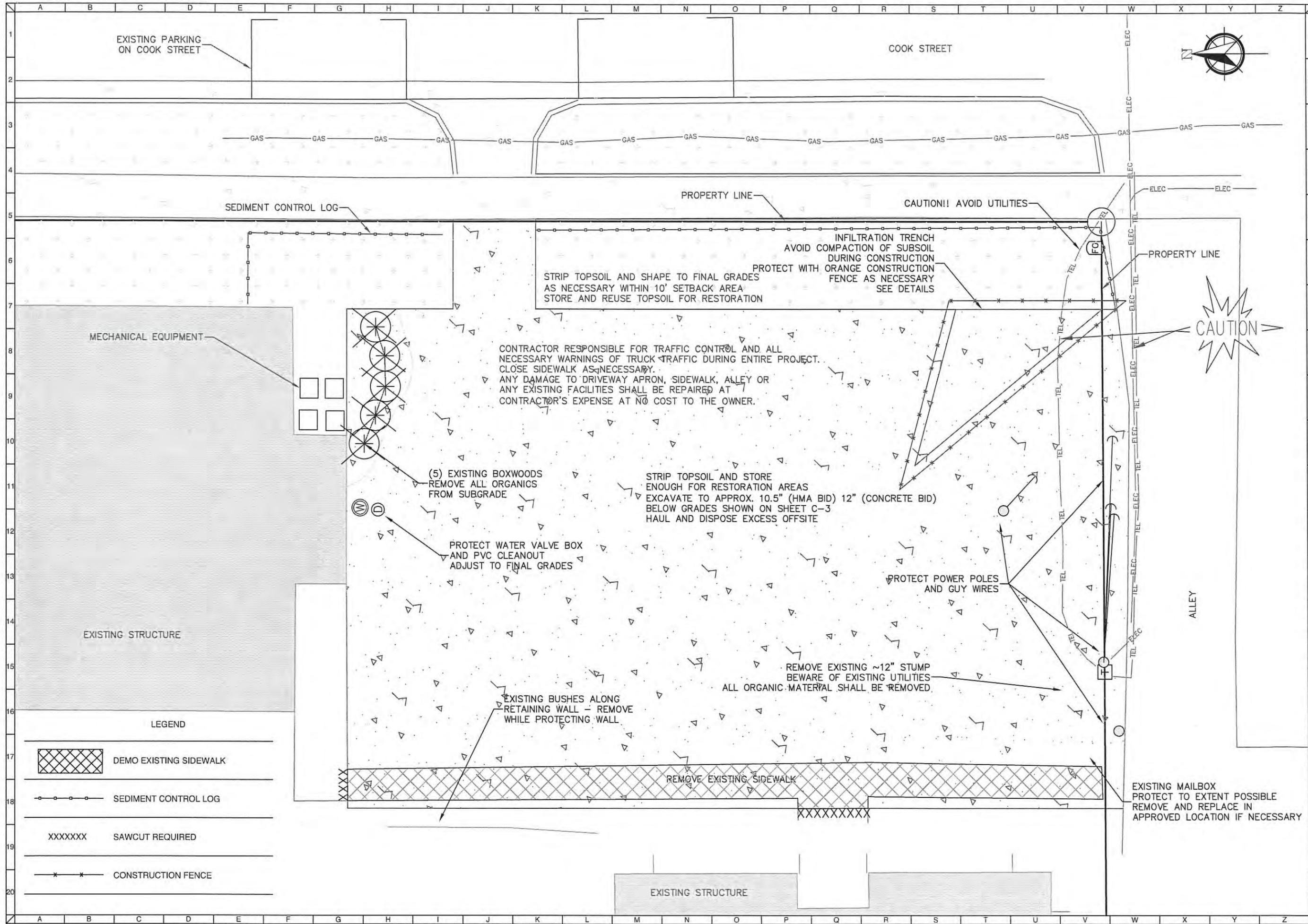
CONTRACTOR SHALL PROVIDE TWO ALTERNATE PRICING

1. ASPHALT PAVEMENT
2. CONCRETE PAVEMENT

AS IT CONFORMS TO THE PLANS AND SPECIFICATIONS. SUBMIT ALL QUESTIONS TO RYAN CARDINAL AT RYAN@CARDINALENGINEERINGWI.COM

CONSTRUCTION STAKING TO BE PROVIDED BY CARDINAL ENGINEERING LLC. CONTACT RYAN CARDINAL 262-757-8776 TO COORDINATE SCOPE AND PRICE TO BE INCLUDED IN BID TO OWNER.

CAD FILES WILL ONLY BE PROVIDED TO CONTRACTOR FOR A FEE



CLIENT



LAKE GENEVA UNITED METHODIST CHURCH

PROJECT

LGUMC PARKING LOT

CITY OF LAKE GENEVA
WALWORTH COUNTY
WISCONSIN

CARDINAL ENGINEERING LLC
DESIGNING IN TRUE DIRECTIONS

N6786 AVATAIA TRAIL
ELKHORN, WI 53121
262-757-8776

CARDINALENGINEERINGWI.COM



SCALE 1"=10'



PROJECT NUMBER 1601319
DATE 7/29/16
DESIGNED BY RWC

NO.	REVISION DESC.	DATE

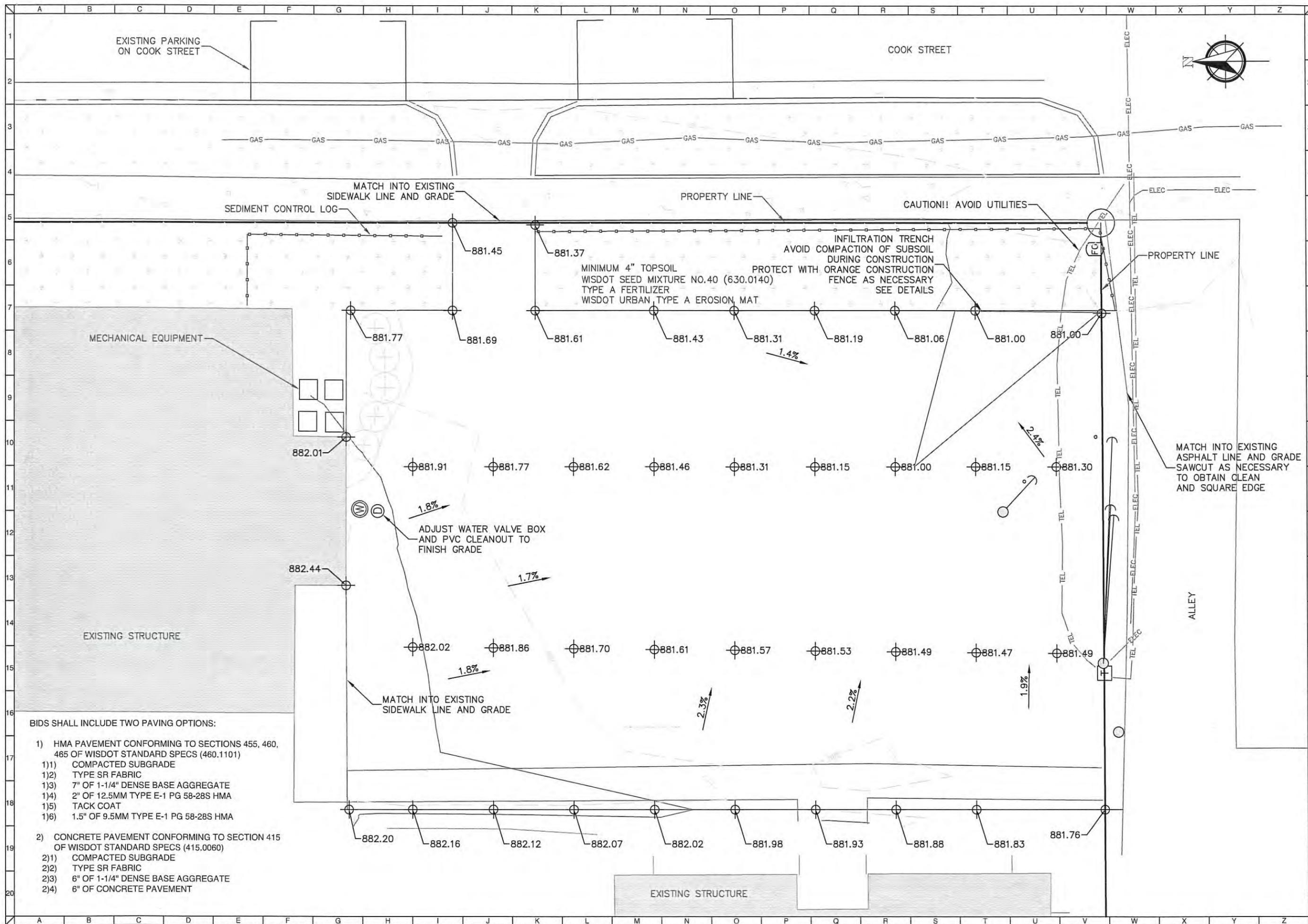
RELEASE

PERMIT PLANS

DRAWING TITLE
DEMOLITION AND EROSION CONTROL PLAN

DRAWING
C-3

SHEET NUMBER
3 OF 6



- BIDS SHALL INCLUDE TWO PAVING OPTIONS:
- 1) HMA PAVEMENT CONFORMING TO SECTIONS 455, 460, 465 OF WISDOT STANDARD SPECS (460.1101)
 - 1)1) COMPACTED SUBGRADE
 - 1)2) TYPE SR FABRIC
 - 1)3) 7" OF 1-1/4" DENSE BASE AGGREGATE
 - 1)4) 2" OF 12.5MM TYPE E-1 PG 58-28S HMA
 - 1)5) TACK COAT
 - 1)6) 1.5" OF 9.5MM TYPE E-1 PG 58-28S HMA
 - 2) CONCRETE PAVEMENT CONFORMING TO SECTION 415 OF WISDOT STANDARD SPECS (415.0060)
 - 2)1) COMPACTED SUBGRADE
 - 2)2) TYPE SR FABRIC
 - 2)3) 6" OF 1-1/4" DENSE BASE AGGREGATE
 - 2)4) 6" OF CONCRETE PAVEMENT



PROJECT
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PARKING LOT
CITY OF LAKE GENEVA
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SCALE 1"=10'
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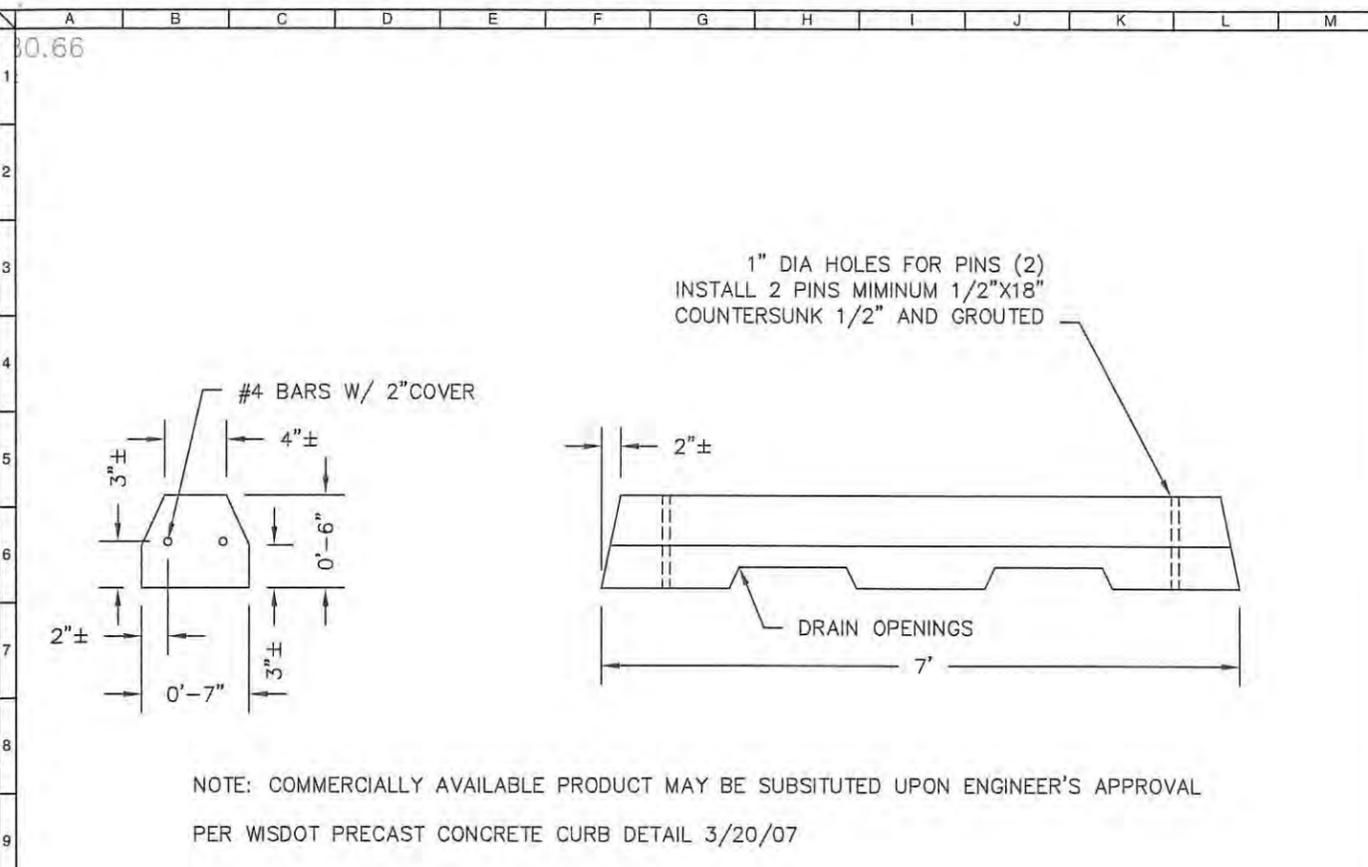
NO.	REVISION DESC.	DATE

RELEASE
PERMIT PLANS

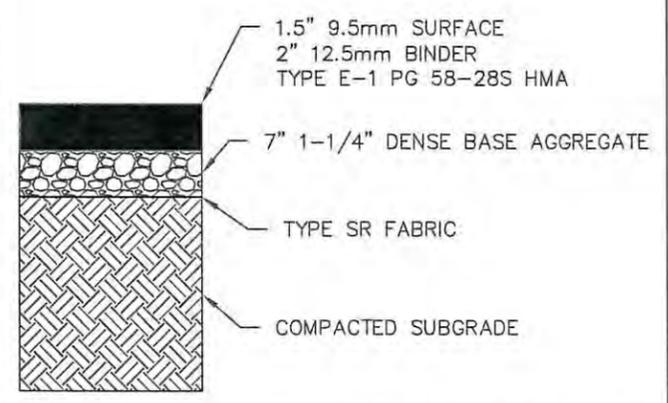
DRAWING TITLE
GRADING AND PAVEMENT PLAN

DRAWING
C-4

SHEET NUMBER
4 OF 6

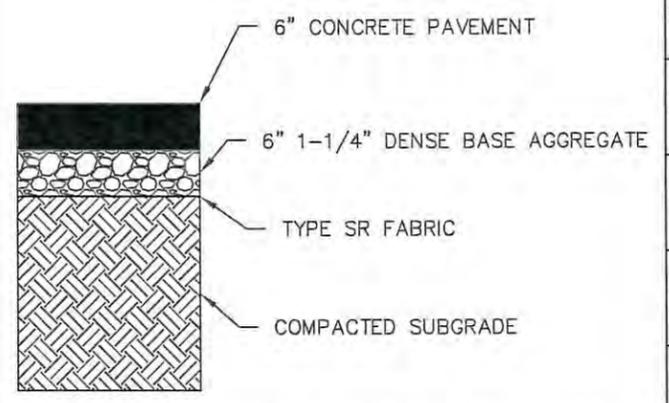


PRECAST CURB DETAIL
NTS



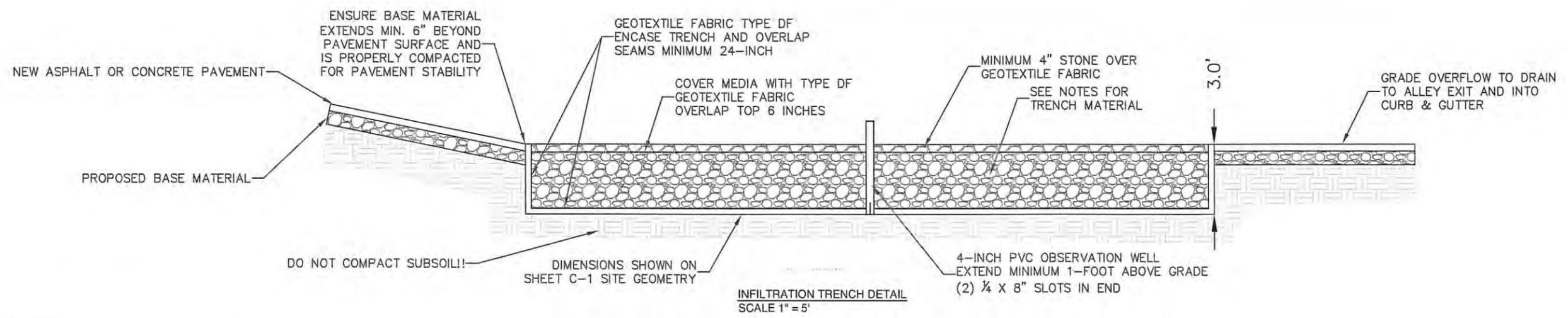
CONFORM TO WISCONSIN STANDARD SPECIFICATIONS
FOR REQUIRED SUBGRADE WORK, FABRIC, BASE
AGGREGATE, AND ASPHALT. TACK COAT MAY BE
OMITTED IF BINDER MEETS REQUIRED TEMPERATURES.

ASPHALT PAVEMENT ALTERNATE
NTS



CONFORM TO WISCONSIN STANDARD SPECIFICATIONS
FOR REQUIRED SUBGRADE WORK, FABRIC, BASE
AGGREGATE, AND CONCRETE PAVEMENT.

CONCRETE PAVEMENT ALTERNATE
NTS



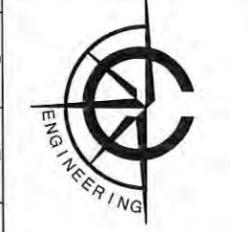
NOTES:

- 1) DETAIL AND NOTES BASED ON WDNR INFILTRATION TRENCH TECHNICAL STANDARD No. 1007. SEE STANDARD FOR MORE INFORMATION.
- 2) THE WIDTH OF THE GEOTEXTILE FABRIC MUST INCLUDE SUFFICIENT MATERIAL TO CONFORM TO PERIMETER IRREGULARITIES AND FOR A 6-INCHES MINIMUM TOP OVERLAP.
- 3) WHEN OVERLAPS ARE REQUIRED BETWEEN ROLLS, THE UPHILL ROLL SHOULD LAP A MINIMUM OF 24-INCHES OVER THE DOWNHILL ROLL IN ORDER TO PROVIDE A SHINGLED EFFECT.
- 4) TRENCH MEDIA SHALL CONFORM TO ASTM C33 FOR COARSE AGGREGATE PRIOR TO WASHING. STONE AGGREGATE SHALL BE WASHED TO REMOVE FINE MATERIAL, BE NO LESS THAN 1/2-INCH AND NO MORE THAN 2-1/2 INCH IN SIZE, AND HAVE A HARDNESS VALUE OF OF AT LEAST 3 ON MOH'S SCALE OF HARDNESS.
- 5) UPON APPROVAL BY THE ENGINEER, TRENCH MEDIA MAY MEET THE OPEN GRADED REQUIREMENTS OF SECTION 310 OF THE STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION, WISCONSIN DEPARTMENT OF TRANSPORTATION, CURRENT EDITION.
- 6) COMPACTION OF THE AREA TO BE UTILIZED FOR THE INFILTRATION TRENCH SHALL BE AVOIDED. INSTALL CONSTRUCTION FENCING AS NECESSARY AND AVOID CONSTRUCTION EQUIPMENT MOVING ACROSS THE DESIGNATED AREA.
- 7) IF COMPACTION OCCURS, FOLLOW MITIGATION REQUIREMENTS IN THE TECHNICAL STANDARD.



PROJECT
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PROJECT NUMBER	1601319
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NO.	REVISION DESC.	DATE

RELEASE
PERMIT PLANS
DRAWING TITLE
DETAILS

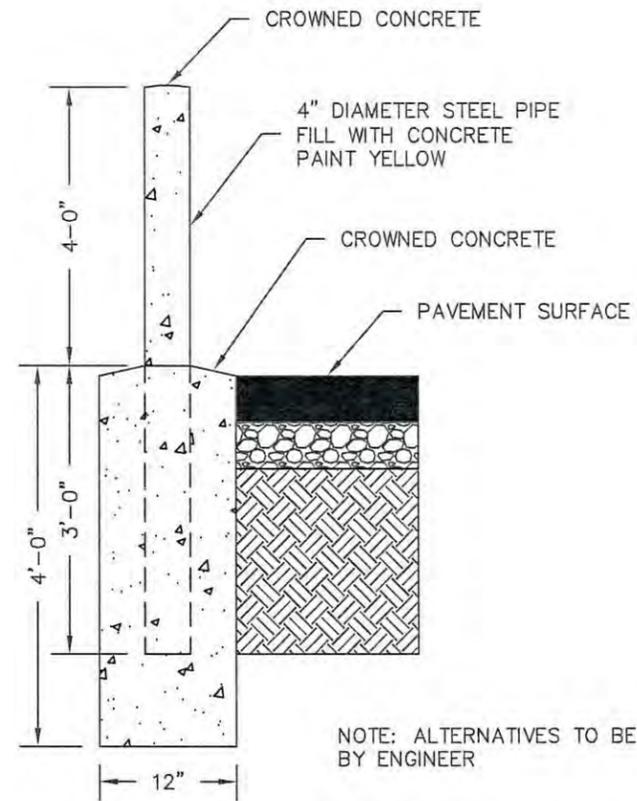
DRAWING
C-5
SHEET NUMBER
5 OF 6

6'-0"
2'-0"
COMPACT

NOTE: PAVEMENT MARKING SHALL CONFORM TO SECTION 647 OF THE WISCONSIN STANDARD SPECIFICATIONS.

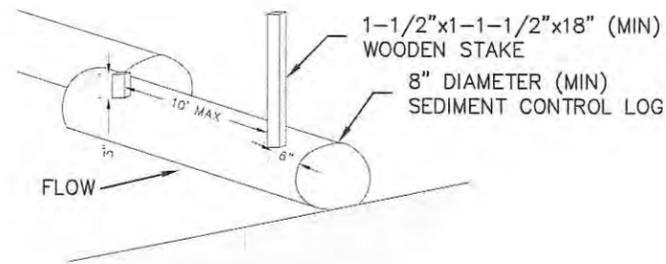
NOMINAL DIMENSIONS MAY VARY SLIGHTLY BASED ON THE CONTRACTOR'S AVAILABLE TEMPLATE. OBTAIN APPROVAL FROM ENGINEER.

PAVEMENT MARKING "COMPACT"
NTS

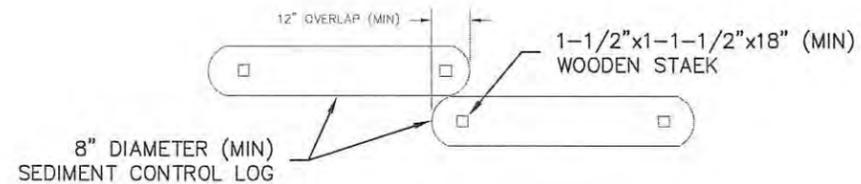


BOLLARD DETAIL
NTS

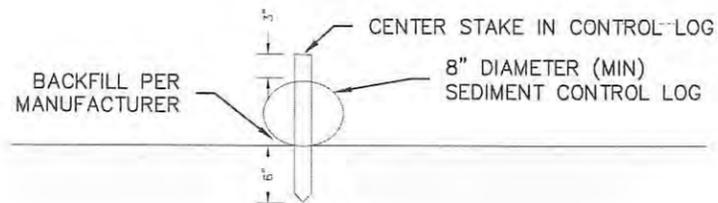
NOTE: ALTERNATIVES TO BE APPROVED BY ENGINEER



TYPICAL ISOMETRIC



TYPICAL PLAN VIEW



TYPICAL SECTION

SEDIMENT CONTROL LOG DETAIL
NTS

NOTES:

- LOG MUST BE MINIMUM 8LB/FT, OR LOG MUST BE TRENCHED.
- PLACE LOG AGAINST SIDEWALK OR BACK OF CURB WHEN ADJACENT
- STAKING SPACING MAX IS SHOWN. FOLLOW MANUFACTURER'S RECOMMENDATION.
- IF PLACED ON HARD SURFACE, REPLACE WOODEN STAKES WITH CONCRETE BLOCKS OR SAND BAGS.
- FILL MATERIAL SHALL BE WOOD, MULCH, COMPOST, OR OTHER MANUFACTURER MATERIAL PREVENTING SEDIMENT TRANSPORT



PROJECT

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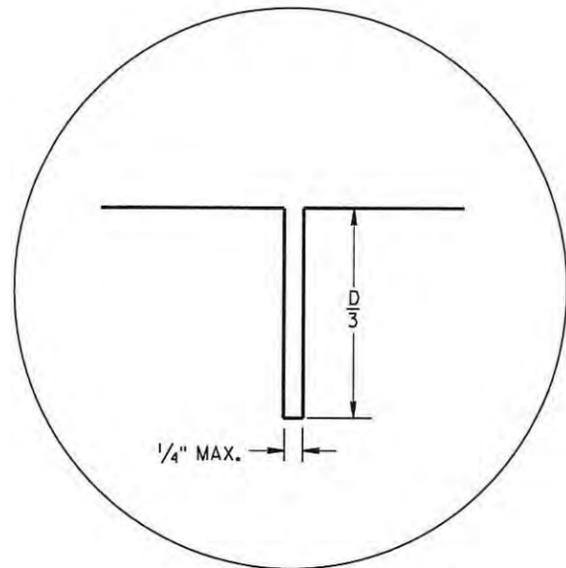
NO.	REVISION DESC.	DATE

PERMIT PLANS

DRAWING TITLE
DETAILS

DRAWING
C-6

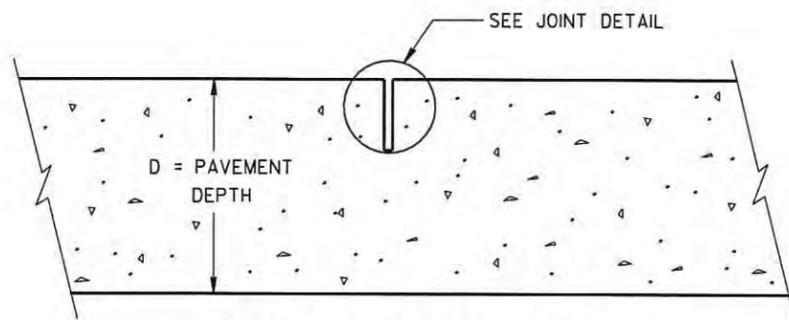
SHEET NUMBER
6 OF 6



JOINT DETAIL

PAVEMENT DEPTH AND JOINT SPACING TABLE

PAVEMENT DEPTH (D)	CONTRACTION JOINT SPACING
6", 6 1/2"	12'
7", 7 1/2"	14'
8" & ABOVE	15'



CONTRACTION JOINT

GENERAL NOTES

CONTRACTION JOINTS

CONSTRUCT TRANSVERSE CONTRACTION JOINTS NORMAL TO THE CENTERLINE.

LOCATE AND ORIENT CONTRACTION JOINTS THROUGH INTERSECTIONS AS SHOWN ON THE PLANS OR AS DIRECTED BY THE ENGINEER.

DO NOT SEAL OR FILL CONTRACTION JOINTS.

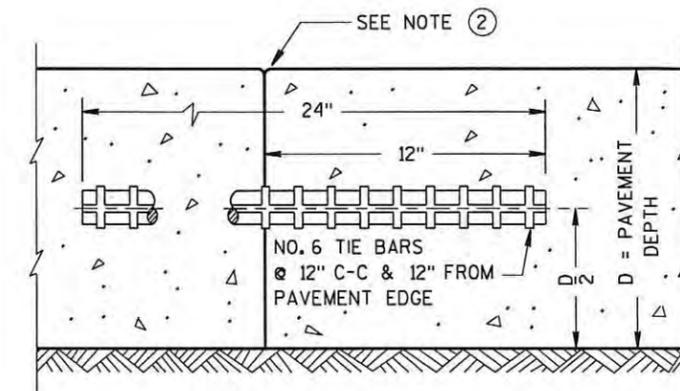
CONSTRUCTION JOINTS

LOCATE CONSTRUCTION JOINTS A MINIMUM OF 6 FEET FROM THE NEAREST CONTRACTION JOINT AND ALIGN PARALLEL TO THE CONTRACTION JOINTS.

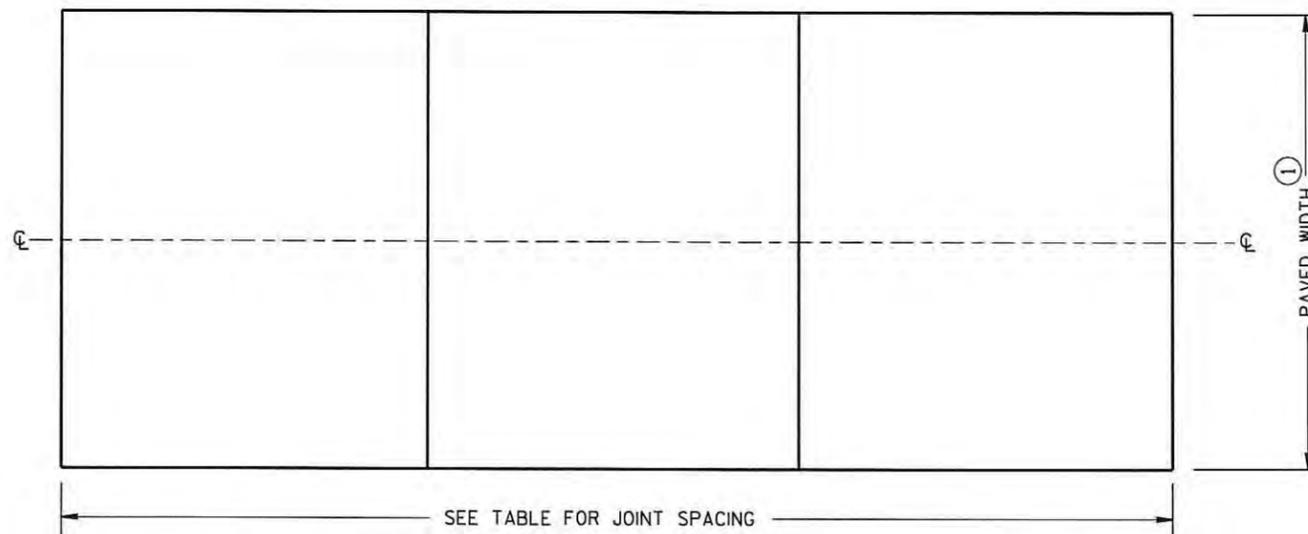
FORM OR SAW CONSTRUCTION JOINTS.

THE CONTRACTOR MAY INSERT TIE BARS THROUGH THE HEADER BOARD AFTER THE CONCRETE HAS BEEN PLACED.

- ① REFER TO TYPICAL CROSS SECTIONS FOR PAVED WIDTH AND LOCATION OF LONGITUDINAL JOINTS.
- ② PROVIDE A SMOOTH VERTICAL FACE FOR THE ENTIRE DEPTH OF THE PAVEMENT WHEN FORMING CONSTRUCTION JOINTS. PROVIDE A 1/4-INCH RADIUS AT FORMED JOINTS.



TIED TRANSVERSE CONSTRUCTION JOINT



CONTRACTION JOINT LOCATIONS

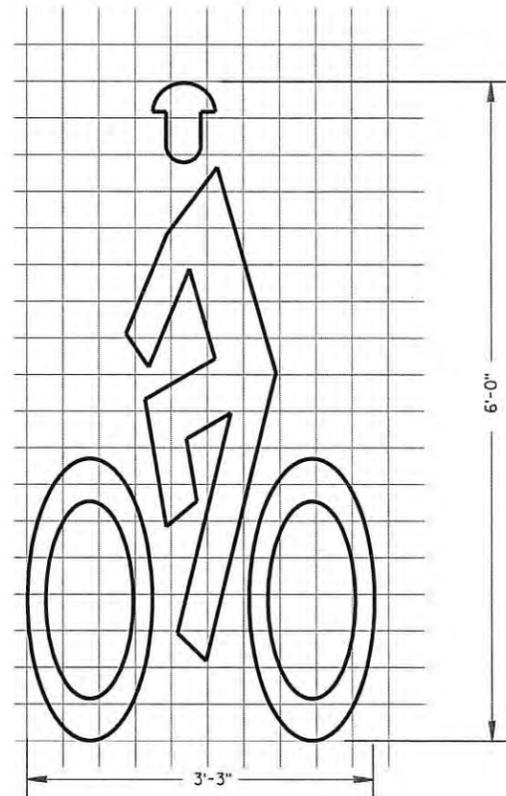
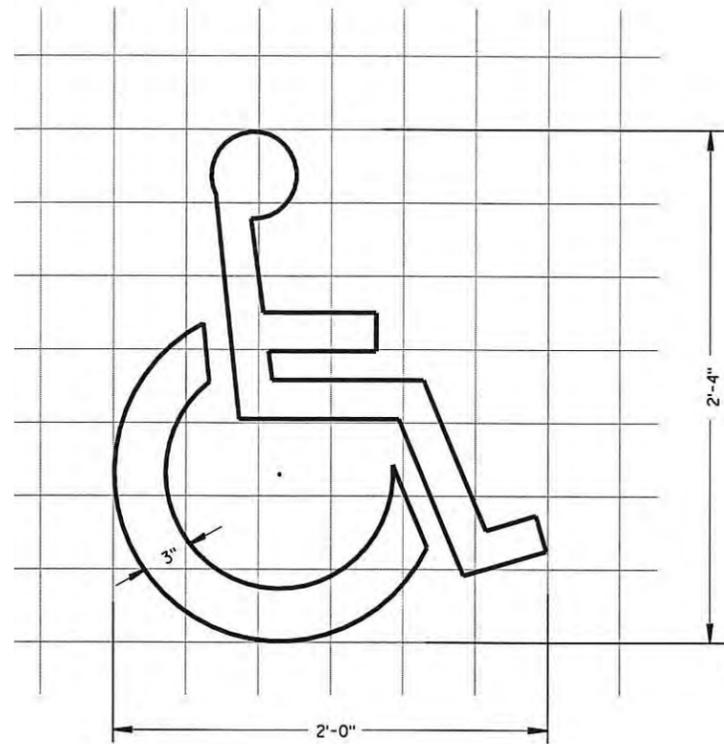
6

6

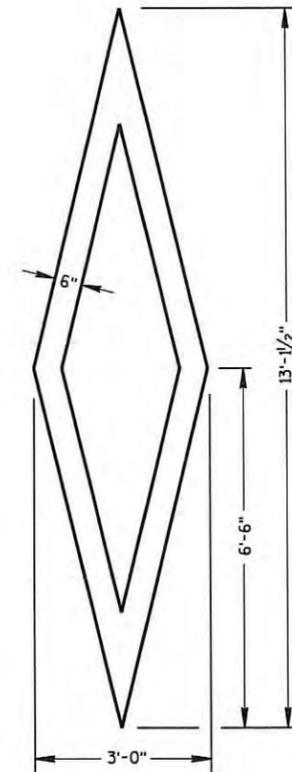
URBAN NON-DOWELED CONCRETE PAVEMENT	
STATE OF WISCONSIN DEPARTMENT OF TRANSPORTATION	
APPROVED 5-3-2013 DATE	/S/ Deb Bischoff PAVEMENT POLICY & DESIGN ENGINEER FHWA

GENERAL NOTES

DETAILS OF INSTALLATION, MATERIALS AND WORKMANSHIP NOT SHOWN ON THIS DRAWING SHALL CONFORM TO THE PERTINENT REQUIREMENTS OF THE STANDARD SPECIFICATIONS AND APPLICABLE SPECIAL PROVISIONS.



BIKE CROSSING SYMBOL

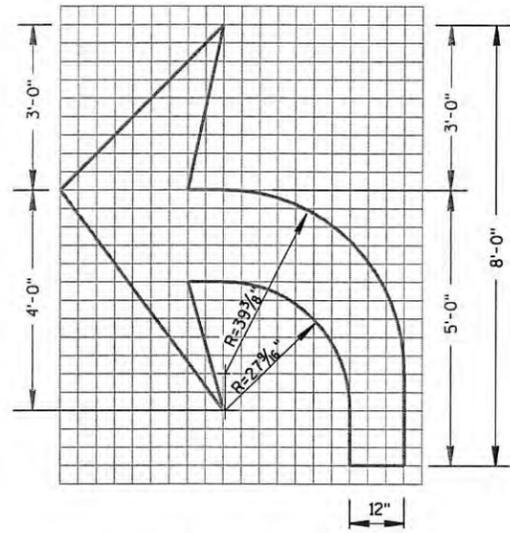


PREFERENTIAL LANE SYMBOL

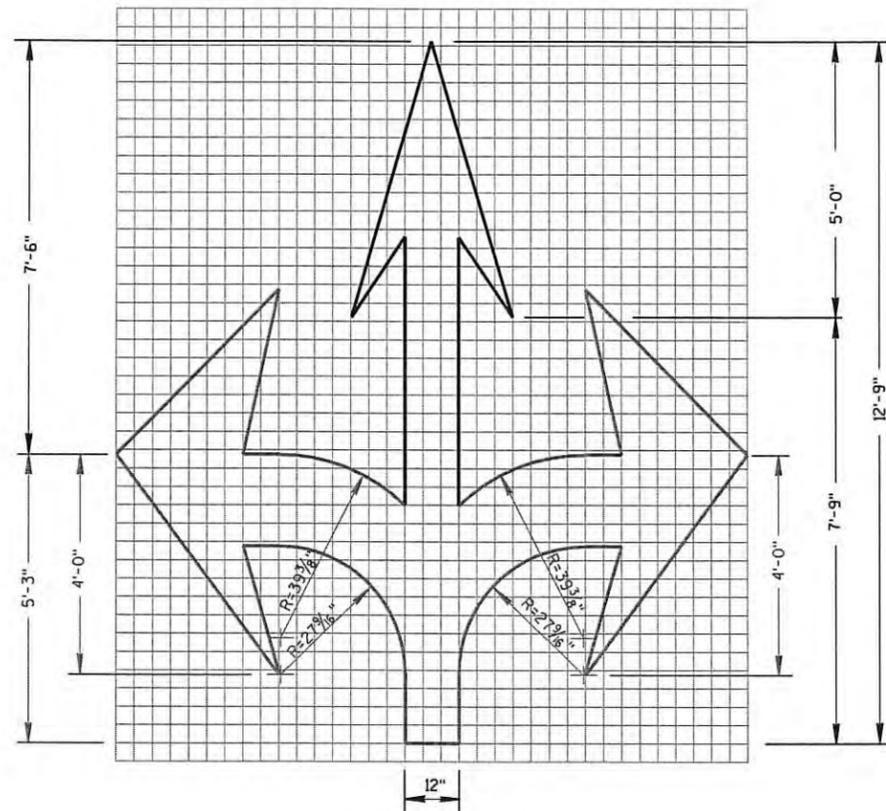
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6

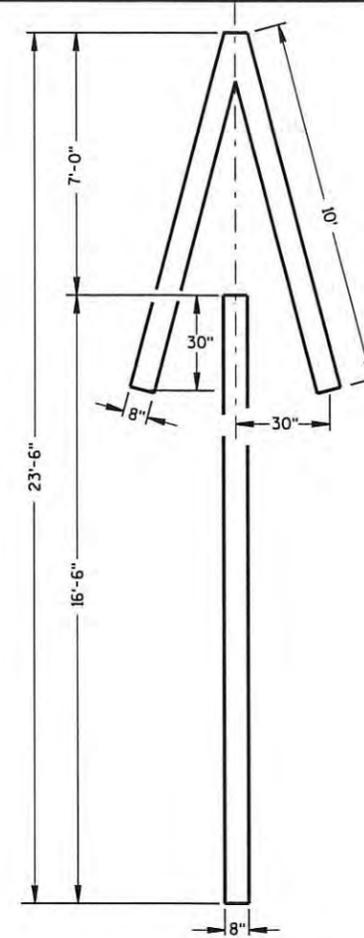
PAVEMENT MARKING SYMBOLS	
STATE OF WISCONSIN DEPARTMENT OF TRANSPORTATION	
APPROVED 4/18/16 DATE	/S/ Matthew R. Rauch STATE SIGNING AND MARKING ENGINEER
FHWA	



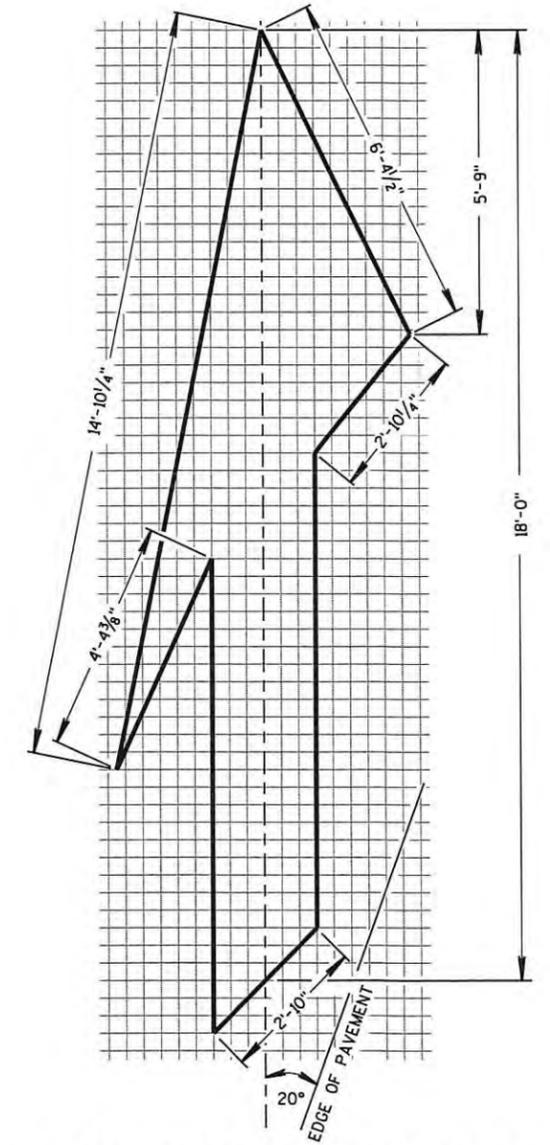
TYPE 2



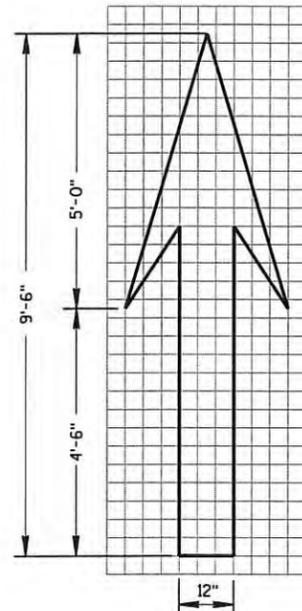
TYPE 6



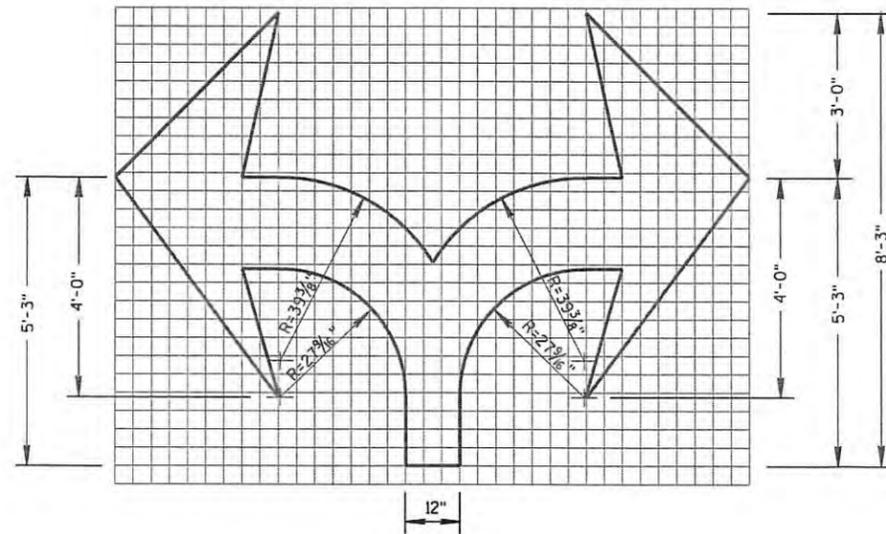
TYPE 4



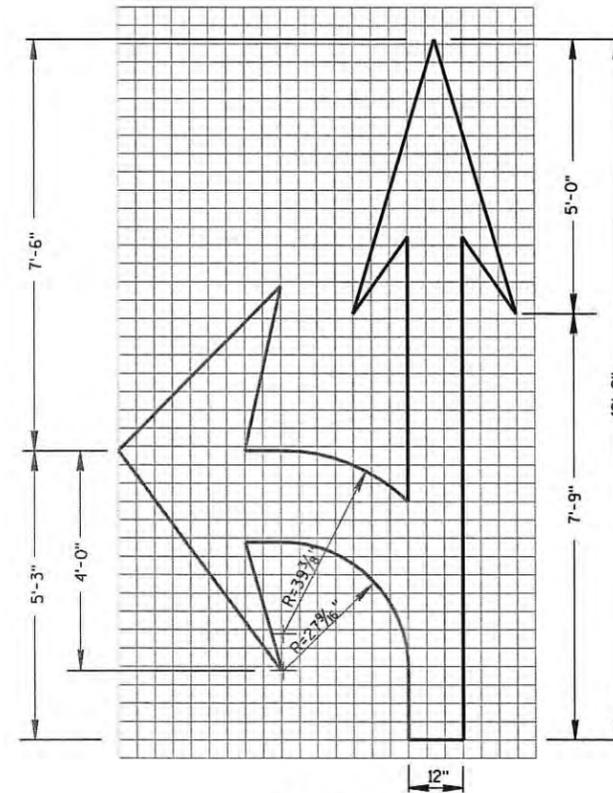
TYPE 5 LANE DROP ARROW



TYPE 1



TYPE 7



TYPE 3

GENERAL NOTES

DETAILS OF INSTALLATION, MATERIALS AND WORKMANSHIP NOT SHOWN ON THIS DRAWING SHALL CONFORM TO THE PERTINENT REQUIREMENTS OF THE STANDARD SPECIFICATIONS AND APPLICABLE SPECIAL PROVISIONS.

PAVEMENT MARKING ARROWS	
STATE OF WISCONSIN DEPARTMENT OF TRANSPORTATION	
APPROVED	/S/ Matthew R. Rauch
4-18-16	DATE
	STATE SIGNING AND MARKING ENGINEER
FHWA	

**City of Lake Geneva
Council Meeting
August 22, 2016**

**Prepaid Checks
8/9/16 - 8/19/16**

**Total:
\$8,674.64**

Checks over \$5,000:

\$ -

FROM 08/05/2016 TO 08/08/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
EMS	EMS MEDICAL BILLING ASSOCIATES								
	5/16	01 COMMISSIONS-MAY	1122005214	05/31/16		63236	08/05/16	4,327.76	2,084.01 2,084.01
	6/16	01 COMMISSIONS-JUN	1122005214	06/30/16		63236	08/05/16	4,327.76	2,243.75 2,243.75
	VENDOR TOTAL:								4,327.76
EQUAL	EQUAL RIGHTS DIVISION								
	250-7/16	01 WORK PERMITS-JUL	1100002422	07/31/16		700034	08/06/16	435.00	435.00 435.00
	VENDOR TOTAL:								435.00
PARAT	PARATECH AMBULANCE SERVICE								
	5/16	01 INTERCEPTS-MAY	1122005218	05/31/16		63237	08/05/16	760.39	497.33 497.33
	6/16	01 INTERCEPTS-JUN	1122005218	06/30/16		63237	08/05/16	760.39	263.06 263.06
	VENDOR TOTAL:								760.39
PIRAN	PIRANHA PAPER SHREDDING LLC								
	12491041816	01 SHREDDING SVC-APR	1116105360	04/18/16		63238	08/05/16	15.00	15.00 15.00
	VENDOR TOTAL:								15.00
USBANK	US BANK								
	3341-7/16	01 TARGET-UTILITY TUBS RETURN	1121005399	07/13/16		63239	08/05/16	1,034.18	1,034.18 -11.98 246.00 170.00 250.00 37.75 327.41 15.00
		02 RADISSON-RICHARDSON	1121005331						
		03 BEST WESTERN-PAPENFUS	1121005331						
		04 VOSS SIGNS-"NO PARKING" SIGNS	1121005342						
		05 PAYPAL-HISTORIC PRESS PHOTOS	1121005736						
		06 BATTERYZONE-9 RADIO BATTERIES	1121005361						
		07 AUTO CLINIC-MOTORCYCLE FUEL	1121005341						
	VENDOR TOTAL:								1,034.18
VERIZON	VERIZON WIRELESS								
	9769304908	01 CELL CHGS-JUL	1122005262	07/23/16		63240	08/05/16	217.31	217.31 217.31
	VENDOR TOTAL:								217.31
	TOTAL --- ALL INVOICES:								6,789.64

**City of Lake Geneva
Council Meeting
August 23, 2016**

Accounts Payable

	<u>Fund #</u>	
1. General Fund	11	\$ 84,724.55
2. Debt Service	20	\$ 94.84
3. TID #4	34	\$ 100.00
4. Lakefront	40	\$ 17,757.86
5. Capital Projects	41	\$ 234,954.40
6. Parking	42	\$ 9,599.60
7. Cemetery	48	\$ 424.01
8. Equipment Replacement	50	\$ 70,160.96
9. Library Fund	99	\$ 2,178.31
10. Impact Fees	45	\$ -
11. Tax Agency Fund	89	\$ -
Total All Funds		<u><u>\$419,994.53</u></u>

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

COUNCIL MEETING DATE: 8/23/16

TOTAL UNPAID ACCOUNTS PAYABLE \$ 419,994.53

ITEMS > \$5,000

Payne & Dolan - 2016 Street Improvement Program, Draw 2	\$ 229,378.90
Midstate Equipment - John Deere 5085M Tractor Mower	\$ 70,160.96
Johns Disposal Service - August Refuse & Recycling Service	\$ 37,849.09
Alliant Energy - August Electric Bills	\$ 27,630.79
Breezy Hill Nursery - Planting Maintenance June & July	\$ 8,435.22

Balance of Other Items \$ 46,539.57

INVOICES DUE ON/BEFORE 08/23/2016

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

A+	A+ GRAPHICS & PRINTING						
10903	08/05/16	01	OLD TIME NEWSLETTER	1170005720		08/23/16	65.00
						INVOICE TOTAL:	65.00
						VENDOR TOTAL:	65.00
ADVAND	ADVANCED DISPOSAL SERVICES						
A40000007455	07/31/16	01	LANDFILL USE-8.09 TN	1136005296		08/23/16	451.94
						INVOICE TOTAL:	451.94
						VENDOR TOTAL:	451.94
ALLIANT	ALLIANT ENERGY						
RE081816	08/01/16	01	ACCT #026273-HAVENWOOD FLSH	1134105222		08/23/16	7.35
		02	ACCT #057300-SOUTH/WELLS FLSH	1134105222			9.38
		03	ACCT #064443-WELLS ST FLSH	1134105222			8.33
		04	ACCT #072470-MAIN ST LITES	1134105223			100.79
		05	ACCT #089416-SHARED SAVINGS P	9900005623			139.13
		06	ACCT #089416-SHARED SAVINGS I	9900005663			0.69
		07	ACCT #108571-1055 CAREY	1132105222			146.76
		08	ACCT #111395-BROAD ST TRFC LT	1134105223			40.71
		09	ACCT #121601-SHARED SAVINGS P	2081005625			93.90
		10	ACCT #121601-SHARED SAVINGS I	2081005664			0.94
		11	ACCT #148614-HWY 50/12 FLASHER	1134105222			11.23
		12	ACCT #152472-W COOK SIREN	1129005222			11.10
		13	ACCT #161895-RIVIERA ELEC	4055305222			5,299.24
		14	ACCT #165231-BEACH HOUSE	4054105222			774.26
		15	ACCT #178450-INTCHG N/SHER SPR	1134105223			62.05
		16	ACCT #182684-HWY 120/BLMFLD LT	1134105223			75.13
		17	ACCT #243254-LIBRARY PARK	1152005222			53.05
		18	ACCT #252132-EDWDS BLVD/WM SIG	1134105223			67.45
		20	ACCT #293132-SAGE ST/DUNN SRN	1129005222			4.64
		21	ACCT #303645-MS2 STREET LTS	1134105223			301.56
		22	ACCT #327582-DUNN FIELD	1152005922			123.15
		23	ACCT #339772-SNAKE RD/HWY 50	1134105222			11.17

INVOICES DUE ON/BEFORE 08/23/2016

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

ALLIANT	ALLIANT ENERGY						
RE081816	08/01/16	24	ACCT #363673-VETS PK/TWNLN RD	1152015222		08/23/16	691.54
		25	ACCT #393713-MUSEUM 256 MILL	1151105222			1,771.43
		27	ACCT #401872-WELLS ST FLSH	1134105222			10.76
		28	ACCT #414694-HOST DR WATER TWR	1122005222			156.75
		29	ACCT #422323-GENEVA SQ TRF LT	1134105223			30.19
		30	ACCT #433371-LIBRARY	9900005222			1,514.05
		31	ACCT #457625-LOT LITE GNVA ST	1134105223			182.16
		32	ACCT #462852-WELLS ST FLSH	1134105222			65.93
		33	ACCT #549716-FLAT IRON PARK	1152005222			119.98
		34	ACCT #566211-W HWY 50 BLK FLSH	1134105222			11.17
		35	ACCT #595515-LIB PARK RESTROOM	1152005222			58.71
		36	ACCT #602235-724 WILLIAMS ST	1134105223			20.56
		37	ACCT #604445-S LAKESHORE DR FL	1134105222			7.86
		38	ACCT #622184-S LAKESHORE DR	1152005222			19.43
		39	ACCT #630016-COOK ST/HWY 50	1134105223			31.48
		40	ACCT #661112-OAK HILL CEMETERY	4800005222			50.79
		41	ACCT #684954-730 MARSHALL SRN	1129005222			18.58
		43	ACCT #688465-TENNIS CTS/SCHL	1152005222			11.64
		44	ACCT #718894-OAK HILL CEMETERY	4800005222			19.69
		46	ACCT #732492-389 EDWDS TRF LT	1134105223			89.17
		47	ACCT #734115-HWY 50/HWY 12 LTS	1134105222			22.88
		48	ACCT #738154-RUSHWOOD PARK	1152005222			11.64
		49	ACCT #758433-700 GENEVA ST LOT	1134105223			125.00
		50	ACCT #758940-1065 CAREY ST	1132105222			707.47
		51	ACCT #759513-STREET LIGHTS	1134105223			7,138.67
		52	ACCT #800930-VETS PK SCOREBRD	1152015222			200.48
		53	ACCT #837813-SEM PARK RESTROOM	1152005222			21.68
		54	ACCT #895526-HWY 50 TRF LT	1134105223			128.05
		55	ACCT #912610-GEORGE ST FLSHR	1134105222			8.20
		56	ACCT #923482-1070 CAREY ST	1132105222			111.05
		59	ACCT #926683-FLAT IRON PK/WRGL	1152005222			7.27
		60	ACCT #932215-DODGE ST FLSHR	1134105222			8.36
		63	ACCT #940353-IMPND 1070 CAREY	1121005222			15.07
		64	ACCT #952816-FIRE HOUSE	1122005222			1,020.34

INVOICES DUE ON/BEFORE 08/23/2016

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

ALLIANT ALLIANT ENERGY							
RE081816	08/01/16	65	ACCT #957203-HWY 120/TWNLD RD	1134105222		08/23/16	77.24
		66	ACCT #965570-201 EDWARDS SIREN	1129005222			10.18
		67	ACCT #969933-CITY HALL	1116105222			5,444.14
		68	ACCT #973443-VETS PARK PAVLN	1152015222			226.94
		69	ACCT #980910-DONIAN PARK	1152005222			87.96
		70	ACCT #998403-COBB PARK	1152005222			34.29
						INVOICE TOTAL:	27,630.79
						VENDOR TOTAL:	27,630.79
AMAZO AMAZON							
4308-8/16	08/10/16	01	ADDRESS LABELS	1114305311		08/23/16	11.49
		02	PENS	1114305310			23.78
		03	TABLET,CASE-ALD HORNE	1115105450			344.98
						INVOICE TOTAL:	380.25
						VENDOR TOTAL:	380.25
AMYS AMY'S SHIPPING EMPORIUM							
3790	08/17/16	01	GRAINGER-MEGAPHONE RETURN	4234505312		08/23/16	21.27
						INVOICE TOTAL:	21.27
						VENDOR TOTAL:	21.27
AT&TL AT&T LONG DISTANCE							
RE081816	08/04/16	01	LONG DIST-AUG	1100001391		08/23/16	84.90
		02	LONG DIST-AUG	4055105221			1.75
		03	LONG DIST-AUG	4800005221			13.24
		04	LONG DIST-AUG	1132105221			39.12
		05	LONG DIST-AUG	1122005221			54.40
		06	LONG DIST-AUG	9900005221			36.51
		07	LONG DIST-AUG	1121005221			1,100.54
		08	LONG DIST-AUG	1116105221			3.71
		09	LONG DIST-AUG	1112005221			1.86
						INVOICE TOTAL:	1,336.03
						VENDOR TOTAL:	1,336.03

INVOICES DUE ON/BEFORE 08/23/2016

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

AUTOW	AUTOWORKS PLUS						
26288	08/04/16	01	TUBE TIRE-TRACTOR	4054105352		08/23/16	30.91
						INVOICE TOTAL:	30.91
						VENDOR TOTAL:	30.91
B&H	B&H PHOTO VIDEO						
113315418	07/20/16	01	ALSAV9D-POWER SUPPLY	4116101502	00000102	08/23/16	147.00
		02	FLN336ZD1-SECURITY CAMERA	4116101410			563.50
		03	EVEZ930FW-BULLET CAMERA	4116101410			89.00
						INVOICE TOTAL:	799.50
113477073	07/25/16	01	VIDEO RECORDER	4116101502	00000102	08/23/16	829.08
		02	BULLET CAMERA	4116101502			89.00
						INVOICE TOTAL:	918.08
114175650	08/11/16	01	DOME CAMERAS	4116101502	00000102	08/23/16	823.20
						INVOICE TOTAL:	823.20
						VENDOR TOTAL:	2,540.78
BANEN	BANE NELSON INC						
35950	07/29/16	01	NEW STEEL DOOR-PD	1116105240		08/23/16	2,820.00
						INVOICE TOTAL:	2,820.00
						VENDOR TOTAL:	2,820.00
BAY	BAY LOCK SERVICE						
21292	08/04/16	01	B&Z DOOR LOCKS	1116105360		08/23/16	95.00
						INVOICE TOTAL:	95.00
						VENDOR TOTAL:	95.00
BEARG	BEAR GRAPHICS						
749849	08/09/16	01	NUMBER PADS,MILITARY ENV	1114305311		08/23/16	225.21
						INVOICE TOTAL:	225.21
						VENDOR TOTAL:	225.21

INVOICES DUE ON/BEFORE 08/23/2016

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

BIGELOW BIGELOW REFRIGERATION							
64236	07/28/16	01	ICE MACHINE FIX	4055105360		08/23/16	100.00
						INVOICE TOTAL:	100.00
64243	08/03/16	01	ICE MACHINE FIX	4055105360		08/23/16	900.00
						INVOICE TOTAL:	900.00
						VENDOR TOTAL:	1,000.00
BREEZY BREEZY HILL NURSERY							
I-197827	07/29/16	01	PLANTING MAINT-JUN	4234505220		08/23/16	4,217.61
						INVOICE TOTAL:	4,217.61
I-197828	07/29/16	01	PLANTING MAINT-JUL	4234505220		08/23/16	4,217.61
						INVOICE TOTAL:	4,217.61
						VENDOR TOTAL:	8,435.22
BUMPL BUMPER TO BUMPER AUTO PARTS							
662-346907	08/11/16	01	LITE BULB-MOWER	1152005250		08/23/16	4.69
						INVOICE TOTAL:	4.69
						VENDOR TOTAL:	4.69
CDW CDW GOVERNMENT INC							
DVN8480	08/01/16	01	EXCHANGE MAIL SERVER-50%	4116101502		08/23/16	829.69
		02	EXCHANGE MAIL SERVER-50%	4122001427			829.69
						INVOICE TOTAL:	1,659.38
						VENDOR TOTAL:	1,659.38
CES CES							
LKG/031701	05/02/16	01	JUNCTION BOXES	1152005350		08/23/16	15.35
						INVOICE TOTAL:	15.35
LKG/031731	05/03/16	01	20 AMP RECEPTACLE	1132105240		08/23/16	6.57
						INVOICE TOTAL:	6.57

INVOICES DUE ON/BEFORE 08/23/2016

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

CES	CES						
LKG/032115	05/25/16	01	BALLAST-WOMEN'S RESTROOM	4054105352		08/23/16	27.07
						INVOICE TOTAL:	27.07
						VENDOR TOTAL:	48.99
CHASE	CHASE CARD SERVICES						
8486-8/16	08/08/16	01	CAROUSEL-BANK DEPOSIT SLIPS	1115105310		08/23/16	58.09
		02	USPS-MALEK-PLAN REV	1122005312			6.80
		03	HOME DEPOT-VEHICLE KEY BOXES	1122005340			519.86
		04	WALMART-DUSTERS, TOWELS, GLUE	4234505250			33.32
		05	EB BRUCE-SWEEPING CLASS-2	1132105332			100.00
		06	JET.COM-FLOW PLATE-GREASE PUMP	1132105351			83.37
		07	TORII PHILLIPS-WNLA TRDSHW-2	1132105332			70.00
		08	RADISSON-CLERK INSTITUTE	1114305331			445.00
		09	RADISSON-TREAS INSTITUTE	1115105332			445.00
						INVOICE TOTAL:	1,761.44
						VENDOR TOTAL:	1,761.44
CHICA	CHICAGO TITLE COMPANY						
WA-6961 DRAW #5 FEE	08/05/16	01	ESCROW SVC-DRAW 5	3430005214		08/23/16	100.00
						INVOICE TOTAL:	100.00
						VENDOR TOTAL:	100.00
CINTAS	CINTAS CORP						
5005614683	08/02/16	01	MEDS, GAUZE, WIPES, GUIDE	1132105390		08/23/16	58.17
						INVOICE TOTAL:	58.17
						VENDOR TOTAL:	58.17
D&K	D&K SERVICES						
2106161	07/29/16	01	SEWER RODDING-MEN'S	4055205360		08/23/16	125.00
						INVOICE TOTAL:	125.00
						VENDOR TOTAL:	125.00

INVOICES DUE ON/BEFORE 08/23/2016

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

DELS	DEL'S SERVICE						
26669	07/18/16	01	TOW TRACTOR/LG-BURL	1132105250		08/23/16	75.00
						INVOICE TOTAL:	75.00
						VENDOR TOTAL:	75.00
DES	DATA EQUIPMENT SERVICES						
604	08/15/16	01	MODEM SVC-JUL	4234505221		08/23/16	945.00
		02	MODEM SVC-JUL	4054105221			45.00
						INVOICE TOTAL:	990.00
						VENDOR TOTAL:	990.00
DUNN	DUNN LUMBER & TRUE VALUE						
654786	08/02/16	01	PAINT ROLLERS/COVERS	1152005950		08/23/16	7.97
		02	DISCOUNT	1100004819			-0.40
						INVOICE TOTAL:	7.57
654798	08/02/16	01	PAINT-VANDALISM	1152005950		08/23/16	33.99
		02	DISCOUNT	1100004819			-1.70
						INVOICE TOTAL:	32.29
654857	08/02/16	01	BROOMS, LITE BULBS, LAMPHOLDER	4055105350		08/23/16	51.94
		02	DISCOUNT	1100004819			-1.80
						INVOICE TOTAL:	50.14
654883	08/03/16	01	PAINT, WIRE WHEEL	4800005340		08/23/16	29.24
						INVOICE TOTAL:	29.24
654888	08/03/16	01	WIRE WHEEL, RETURN	4800005340		08/23/16	1.50
						INVOICE TOTAL:	1.50
655118	08/04/16	01	HOSE CONNECTOR/BARB, CLAMP	1152005399		08/23/16	7.27
		02	DISCOUNT	1100004819			-0.36
						INVOICE TOTAL:	6.91

INVOICES DUE ON/BEFORE 08/23/2016

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

DUNN	DUNN LUMBER & TRUE VALUE						
655151	08/04/16	01	PAINT,ROLLERS-VANDALISM	1152005950		08/23/16	36.77
		03	DISCOUNT	1100004819			-2.09
						INVOICE TOTAL:	34.68
655292	08/05/16	01	CLEANER,FUEL STP	4800005350		08/23/16	12.47
						INVOICE TOTAL:	12.47
655648	08/09/16	01	BATTERIES-AUTO VALVES	1152005350		08/23/16	11.99
		02	DISCOUNT	1100004819			-0.60
						INVOICE TOTAL:	11.39
655689	08/09/16	01	CONCRETE MIX-LITE POLE FIX	1152005352		08/23/16	49.90
						INVOICE TOTAL:	49.90
655799	08/10/16	01	PAINT,ROLLER COVERS	1152005352		08/23/16	67.97
		03	DISCOUNT	1100004819			-3.90
						INVOICE TOTAL:	64.07
656035	08/11/16	01	FASTENERS,CHAIN OIL	1132135430		08/23/16	76.54
						INVOICE TOTAL:	76.54
656372	08/15/16	01	BATTERIES,ADHESIVE	1134105375		08/23/16	19.98
		02	DISCOUNT	1100004819			-1.00
						INVOICE TOTAL:	18.98
656373	08/15/16	01	CONCRETE TUBE-POLE FIX	1134105261		08/23/16	79.30
						INVOICE TOTAL:	79.30
656416	08/16/16	01	INNER TUBE-WHEELBARROW	1152005340		08/23/16	10.99
		02	DISCOUNT	1100004819			-0.55
						INVOICE TOTAL:	10.44
656422	08/16/16	01	MOP HANDLE	1152005350		08/23/16	7.99
		02	DISCOUNT	1100004819			-0.40
						INVOICE TOTAL:	7.59

INVOICES DUE ON/BEFORE 08/23/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
DUNN DUNN LUMBER & TRUE VALUE							
656530	08/16/16	01	NUTS,BOLTS-SIGNS	1134105375		08/23/16	1.98
		02	DISCOUNT	1100004819			-0.10
						INVOICE TOTAL:	1.88
K55418	08/08/16	01	SAW BLADES,WOOD,NAILS	4800005340		08/23/16	50.47
						INVOICE TOTAL:	50.47
K55528	08/08/16	01	GFCI-3 SISTERS	1152005227		08/23/16	15.99
		02	DISCOUNT	1100004819			-0.80
						INVOICE TOTAL:	15.19
						VENDOR TOTAL:	560.55
DUO DUO SAFETY LADDER CORPORATION							
447222	12/23/14	01	RUNG REAMER TOOL RETURN	1122005351		03/16/16	-126.00
		02	REFUND CK RECD-TOOL RETURN	1122005351			126.00
						INVOICE TOTAL:	0.00
						VENDOR TOTAL:	0.00
EBC EMPLOYEE BENEFITS CORPORATION							
5890-IN	08/11/16	01	2% COBRA-AUG/JUN	1110205132		08/23/16	112.25
						INVOICE TOTAL:	112.25
						VENDOR TOTAL:	112.25
ELKHO ELKHORN CHEMICAL CO INC							
578011	08/10/16	01	TRASH BAGS	4055205350		08/23/16	393.75
						INVOICE TOTAL:	393.75
578060	08/11/16	01	MOP HEADS	4055105350		08/23/16	120.84
						INVOICE TOTAL:	120.84
						VENDOR TOTAL:	514.59
GAGE GAGE MARINE CORP							

INVOICES DUE ON/BEFORE 08/23/2016

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

GAGE	GAGE MARINE CORP						
126372	07/08/16	01	RE-INSTALL BUOY	4052105264		08/23/16	55.00
						INVOICE TOTAL:	55.00
126375	07/08/16	01	RE-ASSEMBLE PIER BOARDS	4054105362		08/23/16	106.50
						INVOICE TOTAL:	106.50
126687	07/14/16	01	REPLACE HORSE-GAS PIER RAMP	4055305264		08/23/16	1,537.88
						INVOICE TOTAL:	1,537.88
126994	07/20/16	01	REPLACE #2 HORSE-GAS PIER	4055305264		08/23/16	1,097.48
						INVOICE TOTAL:	1,097.48
127067	07/22/16	01	LAUNCH PIER FIX	4052115399		08/23/16	212.75
						INVOICE TOTAL:	212.75
127319	07/26/16	01	BUOY INSTALL-#36	4052105264		08/23/16	57.28
						INVOICE TOTAL:	57.28
						VENDOR TOTAL:	3,066.89
GEMPL	GEMPLERS						
SI02779342	08/10/16	01	TRIMMER STRING	1152005352		08/23/16	158.35
						INVOICE TOTAL:	158.35
						VENDOR TOTAL:	158.35
GIRAF	GIRAFFE ELECTRIC						
16-567	08/03/16	01	PIER OUTLETS-ELMER PIER	4052105800		08/23/16	1,605.00
						INVOICE TOTAL:	1,605.00
						VENDOR TOTAL:	1,605.00
GLENF	GLEN FERN CONSTRUCTION LLC						
16-108	08/05/16	01	WALL/TILE FIX-LIB RR	1152005241		08/23/16	379.30
						INVOICE TOTAL:	379.30
						VENDOR TOTAL:	379.30

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GLPLU	GENEVA LAKE PLUMBING CO						
11832	08/09/16	01	WATER HEATER FIX	4055205360		08/23/16	115.50
						INVOICE TOTAL:	115.50
11844	08/09/16	01	DRAIN FIX-RESTROOM	4055205360		08/23/16	248.22
						INVOICE TOTAL:	248.22
						VENDOR TOTAL:	363.72
HALVE	HALVERSON OVERHEAD DOOR CO						
1152	07/28/16	01	DOOR #2 FIX-1065 CAREY	1132105360		08/23/16	94.00
						INVOICE TOTAL:	94.00
						VENDOR TOTAL:	94.00
HAWLE	HAWLEY ASPHALT						
110332	08/17/16	01	ASPHALT PATCH-BOAT LOT	1132105370		08/23/16	1,500.00
						INVOICE TOTAL:	1,500.00
						VENDOR TOTAL:	1,500.00
ITU	ITU ABSORB TECH INC						
6629731	07/29/16	01	MATS,RAGS	1132105360		08/23/16	78.61
						INVOICE TOTAL:	78.61
6629732	07/29/16	01	MATS	1116105360		08/23/16	75.18
						INVOICE TOTAL:	75.18
6637575	08/12/16	01	MATS,MOPS,FRAGRANCE	4055105360		08/23/16	66.05
						INVOICE TOTAL:	66.05
6637576	08/12/16	01	MATS	1116105360		08/23/16	75.18
						INVOICE TOTAL:	75.18
						VENDOR TOTAL:	295.02
JERRY	JERRY WILLKOMM INC						

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JERRY	JERRY WILLKOMM INC						
225876	07/27/16	01	1603 GALS GAS	1132105341		08/23/16	3,685.30
						INVOICE TOTAL:	3,685.30
364890	07/22/16	01	GREASE	1132105341		08/23/16	420.71
						INVOICE TOTAL:	420.71
						VENDOR TOTAL:	4,106.01
JOHNS	JOHNS DISPOSAL SERVICE INC						
82951	08/04/16	01	AUG SVC	1136005294		08/23/16	26,760.44
		02	AUG SVC	1136005297			10,944.65
						INVOICE TOTAL:	37,705.09
84210	08/09/16	01	2YD DUMPSTER	4800005360		08/23/16	144.00
						INVOICE TOTAL:	144.00
						VENDOR TOTAL:	37,849.09
JUREW	JUREWICZ, JUDY						
3040	08/08/16	01	ELEC STARTER-TORO	1152005250		08/23/16	189.29
						INVOICE TOTAL:	189.29
						VENDOR TOTAL:	189.29
LANGE	LANGE ENTERPRISES INC						
58881	08/08/16	01	SIGNS-"NO PARKING"	1134105375		08/23/16	167.77
						INVOICE TOTAL:	167.77
						VENDOR TOTAL:	167.77
LGREG	LAKE GENEVA REGIONAL NEWS						
1165703	06/02/16	01	LN-LIQ LIC RENEWALS	1110005315		08/23/16	64.38
						INVOICE TOTAL:	64.38
1166506	06/09/16	01	LN-MAPLE PARK INN CUP	1110005315		08/23/16	35.83
						INVOICE TOTAL:	35.83

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LGREG	LAKE GENEVA REGIONAL NEWS						
1166527	06/09/16	01	LN-GENEVA THEATRE PIP	1110005315		08/23/16	44.85
						INVOICE TOTAL:	44.85
1166748	06/09/16	01	LN-OAKFIRE GDP	1110005315		08/23/16	43.72
						INVOICE TOTAL:	43.72
1166751	06/09/16	01	LN-OAKFIRE PIP	1110005315		08/23/16	40.34
						INVOICE TOTAL:	40.34
1166755	06/09/16	01	LN-LG MOBIL CUP	1110005315		08/23/16	41.47
						INVOICE TOTAL:	41.47
1166756	06/09/16	01	LN-SCALZITTI CUP	1110005315		08/23/16	41.47
						INVOICE TOTAL:	41.47
1166758	06/09/16	01	LN-SCALZITTI CUP	1110005315		08/23/16	41.47
						INVOICE TOTAL:	41.47
1166760	06/09/16	01	LN-SCALZITTI CUP	1110005315		08/23/16	41.47
						INVOICE TOTAL:	41.47
1166762	06/09/16	01	LN-STRENGER CUP	1110005315		08/23/16	42.60
						INVOICE TOTAL:	42.60
1167644	06/16/16	01	LN-5/9 COUNCIL MINUTES	1110005314		08/23/16	254.04
						INVOICE TOTAL:	254.04
1168295	06/23/16	01	LN-5/23 COUNCIL MINUTES	1110005314		08/23/16	393.29
						INVOICE TOTAL:	393.29
1168332	06/23/16	01	LN-5/26 SPECIAL COUNCIL MINS	1110005314		08/23/16	78.24
						INVOICE TOTAL:	78.24
1170387	06/30/16	01	MOSQUITO SPRAY NOTICE	1132105342		08/23/16	56.75
						INVOICE TOTAL:	56.75
						VENDOR TOTAL:	1,219.92

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LGUTI	LAKE GENEVA UTILITY						
5610	08/03/16	01	HEARING TESTS	1132105205		08/23/16	322.25
						INVOICE TOTAL:	322.25
						VENDOR TOTAL:	322.25
MARED	MARED MECHANICAL						
98189	08/11/16	01	HVAC QTRLY MAINT	1116105360		08/23/16	735.00
						INVOICE TOTAL:	735.00
						VENDOR TOTAL:	735.00
MIDST	MIDSTATE EQUIPMENT						
M05888	08/11/16	01	JD 5085M TRACTOR MOWER	5032005800		08/23/16	70,160.96
						INVOICE TOTAL:	70,160.96
						VENDOR TOTAL:	70,160.96
MIDWEA	MIDWEST ACTION CYCLE						
REFUND 2016	08/15/16	01	MIDWEST ACTN-SEM PK 8/13-14	1100002353		08/23/16	100.00
						INVOICE TOTAL:	100.00
						VENDOR TOTAL:	100.00
NAPAE	ELKHORN NAPA AUTO PARTS						
41770	07/28/16	01	AIR FILTERS	1132105351		08/23/16	60.86
						INVOICE TOTAL:	60.86
						VENDOR TOTAL:	60.86
NORTHER	NORTHERN ESCROW INC						
DRAW 2	08/05/16	01	DRAW 2-FINAL	4132101600		08/23/16	2,000.00
						INVOICE TOTAL:	2,000.00
						VENDOR TOTAL:	2,000.00
OFFIC	OFFICE DEPOT						

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OFFIC OFFICE DEPOT							
854912702001	08/04/16	01	TONER, INK, PENS, FILE STORAGE	1112005310		08/23/16	233.29
						INVOICE TOTAL:	233.29
854914412001	08/04/16	01	CORRECTION RIBBON	1112005310		08/23/16	17.14
						INVOICE TOTAL:	17.14
						VENDOR TOTAL:	250.43
OFFICP OFFICE PRO INC							
230207-001	08/05/16	01	LAMINATING POUCHES	1116105310		08/23/16	13.75
						INVOICE TOTAL:	13.75
230429-001	08/09/16	01	TONER	1116105310		08/23/16	100.10
						INVOICE TOTAL:	100.10
230511-001	08/09/16	01	ADDRESS LABELS	4234505310		08/23/16	29.99
						INVOICE TOTAL:	29.99
230734-001	08/11/16	01	B&Z LOBBY SIGNAGE	1124005310		08/23/16	15.58
						INVOICE TOTAL:	15.58
						VENDOR TOTAL:	159.42
OTTER OTTER SALES & SERVICE INC							
21652-1	07/12/16	02	FRT AXLE LEAK FIX-TRACTOR	4054105362		08/23/16	168.86
						INVOICE TOTAL:	168.86
						VENDOR TOTAL:	168.86
PAL PAL STEEL COMPANY INC							
27736S	08/08/16	01	STEEL POST DRIVER FIX	1134105260		08/23/16	58.11
						INVOICE TOTAL:	58.11
						VENDOR TOTAL:	58.11
PATS PATS SERVICES INC							

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PATS PATS SERVICES INC							
A-130350	08/04/16	01	PORT A POTTY SVC-AUG	4800005360		08/23/16	80.00
						INVOICE TOTAL:	80.00
						VENDOR TOTAL:	80.00
PAYNE PAYNE & DOLAN INC							
DRAW 2-2016	07/21/16	01	DRAW 2	4132101508		08/23/16	228,754.24
		02	UTILITY CHG	1100001391			624.66
						INVOICE TOTAL:	229,378.90
						VENDOR TOTAL:	229,378.90
PETER ANDREA PETERSON							
REIMB 8/16	08/16/16	01	GINOS-PIZZAS	9900005211		08/23/16	150.00
		04	BITTNER'S-BOOK SALE TREATS	9900005211			9.50
		05	PIGGLYWIGGLY-SODA, ICE	9900005211			9.89
		06	KILWINS-TREATS	9900005211			30.54
						INVOICE TOTAL:	199.93
						VENDOR TOTAL:	199.93
PIRAN PIRANHA PAPER SHREDDING LLC							
12491080816	08/08/16	01	SHREDDING SVC-AUG	1116105360		08/23/16	15.00
						INVOICE TOTAL:	15.00
						VENDOR TOTAL:	15.00
REIND REINDERS							
980463	07/25/16	01	IRRIGATION VALVES, NOZZLE-LIB	1152005352		08/23/16	155.06
						INVOICE TOTAL:	155.06
980512	07/27/16	01	IRRIGATION CREDIT-LIB	1152005352		08/23/16	-66.15
						INVOICE TOTAL:	-66.15
						VENDOR TOTAL:	88.91

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ROTE OIL COMPANY							
1621000004	07/28/16	01	446.21 GALS DYED DIESEL	1132105341		08/23/16	780.42
						INVOICE TOTAL:	780.42
						VENDOR TOTAL:	780.42
SHERRILL INC							
348652	07/22/16	01	POLESAW, EXTENSION, BLADE	1132135430		08/23/16	464.51
						INVOICE TOTAL:	464.51
						VENDOR TOTAL:	464.51
SHERWIN-WILLIAMS COMPANY							
9027-8	07/26/16	01	STRIPING PAINT	1134105370		08/23/16	70.18
						INVOICE TOTAL:	70.18
						VENDOR TOTAL:	70.18
SIMPLEXGRINNELL							
78825963	08/01/16	01	ANNUAL INSPECTIONS	1116105360		08/23/16	2,394.00
						INVOICE TOTAL:	2,394.00
						VENDOR TOTAL:	2,394.00
HOLIDAY INN HOTEL & CONVENTION							
CLERK CONF	05/16/16	01	WMCCA CONF-LODGING	1112005331		08/23/16	246.00
						INVOICE TOTAL:	246.00
						VENDOR TOTAL:	246.00
ANNA DZIEKONSKI							
REFUND	08/09/16	01	DZIEKONSKI-SEC DEP 8/6/16	4055102353		08/23/16	1,000.00
		02	DZIEKONSKI-SETUP, SEC GRD 8/6	4055104674			-540.37
						INVOICE TOTAL:	459.63
						VENDOR TOTAL:	459.63

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T0001292 CHERYL SMITH							
REFUND	08/09/16	01	SMITH-SEC DEP 8/7/16	4055102353		08/23/16	1,000.00
		02	SMITH-SETUP,SEC GRD 8/7/16	4055104674			-269.00
						INVOICE TOTAL:	731.00
						VENDOR TOTAL:	731.00
T0001293 MIGUAL VARGAS							
REFUND	08/05/16	01	VARGAS-SEC DEP 8/4/16	4055102353		08/23/16	1,000.00
		02	VARGAS-SETUP,SEC GRD 8/4/16	4055104674			-358.50
						INVOICE TOTAL:	641.50
						VENDOR TOTAL:	641.50
T0001296 SHAUN OLP AND TIFANY STROEDE							
REFUND	08/10/16	01	OLP/STROEDE-ELM/BARR 8/7/16	1100002353		08/23/16	200.00
						INVOICE TOTAL:	200.00
						VENDOR TOTAL:	200.00
T0001297 DIXIT PATEL							
REFUND	08/10/16	01	PATEL-SEM 8/6/16	1100002353		08/23/16	150.00
						INVOICE TOTAL:	150.00
						VENDOR TOTAL:	150.00
T0001298 CRYSTAL GRETZINGER							
REFUND	08/16/16	01	GRETZINGER-SEC DEP 8/13/16	4055102353		08/23/16	1,000.00
		02	GRETZINGER-SETUP,SEC GRD 8/13	4055104674			-342.00
						INVOICE TOTAL:	658.00
						VENDOR TOTAL:	658.00
T0001299 TANISHA HARBERT							
REFUND	08/16/16	01	HARBERT-SEC DEP 8/15/16	4055102353		08/23/16	1,000.00

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T0001299	TANISHA HARBERT						
REFUND	08/16/16	02	HARBERT-SETUP,SEC GRD 8/15/16	4055104674		08/23/16	-116.50
						INVOICE TOTAL:	883.50
						VENDOR TOTAL:	883.50
UNITE	UNITED LABORATORIES						
162447	08/04/16	01	S/S POLISH,DEGRS,CLEANERS	1152005350		08/23/16	502.20
						INVOICE TOTAL:	502.20
						VENDOR TOTAL:	502.20
UNITED	UNITED PUBLIC SAFETY INC						
43112	08/04/16	01	TOTE BAGS-TICKETWRITERS	4234505340		08/23/16	134.80
						INVOICE TOTAL:	134.80
						VENDOR TOTAL:	134.80
VERIZON	VERIZON WIRELESS						
9769619749	08/01/16	01	AIR CARDS-JUL	1129005221		08/23/16	40.01
						INVOICE TOTAL:	40.01
9769620197	08/01/16	01	CELL CHGS-JUL	1121005221		08/23/16	665.96
						INVOICE TOTAL:	665.96
9769770497	08/03/16	01	AIR CARDS-JUL	1121005221		08/23/16	649.24
						INVOICE TOTAL:	649.24
						VENDOR TOTAL:	1,355.21
VORPA	VORPAGEL SERVICE INC						
39343	07/13/16	01	BLOWER MOTOR-A/C FIX	4055205360		08/23/16	1,171.65
						INVOICE TOTAL:	1,171.65
						VENDOR TOTAL:	1,171.65
WAHLS	CRAIG WAHLSTEDT						

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WAHLS CRAIG WAHLSTEDT							
REIMB 8/16	07/23/16	01	REIMB-VALVE STEM AA ANDERSON	4054105352		08/23/16	5.25
						INVOICE TOTAL:	5.25
						VENDOR TOTAL:	5.25
WALCOS WALWORTH COUNTY SHERIFF							
JULY 2016	08/05/16	01	PRISONER CONFINES-JULY	1112005290		08/23/16	345.00
						INVOICE TOTAL:	345.00
						VENDOR TOTAL:	345.00
WEENE WE ENERGIES							
RE081816	08/05/16	01	7891-194-618 JUL GAS BILL	1116105224		08/23/16	208.42
		03	7837-744-963 JUL GAS BILL	1122005224			35.35
		04	0480-524-472 JUL GAS BILL	4055105224			67.05
		06	0847-573-906 JUL GAS BILL-ST#2	1122005224			36.46
		07	5288-664-956 JUL GAS BILL	1151105224			25.50
		08	8052-439-940 JUL GAS BILL-1055	1132105224			9.24
		09	8017-524-022 JUL GAS BILL-1065	1132105224			23.80
		10	6602-046-262 JUL GAS BILL-1070	1132105224			9.24
		11	7283-171-261 JUL GAS BILL	1152015224			10.56
		12	1885-876-489 JUL GAS BILL	4800005224			22.61
		13	5604-510-433 JUL GAS BILL	9900005222			84.00
		14	5604-510-433 JUL GAS BILL	9900005222			204.00
						INVOICE TOTAL:	736.23
						VENDOR TOTAL:	736.23
YARDD YARD DOGGS LLC							
1608	07/31/16	01	MOWING-JULY	1132105344		08/23/16	1,650.00
						INVOICE TOTAL:	1,650.00
						VENDOR TOTAL:	1,650.00
ZSCAPE Z-SCAPE LANDSCAPE & DESIGN							

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ZSCAPE	Z-SCAPE LANDSCAPE & DESIGN						
5601	05/31/16	01	POND MAINT-MAY	1152005362		08/23/16	300.00
						INVOICE TOTAL:	300.00
5613	08/01/16	01	POND MAINT-JULY	1152005362		08/23/16	300.00
						INVOICE TOTAL:	300.00
						VENDOR TOTAL:	600.00
						TOTAL ALL INVOICES:	419,994.53