



## FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, AUGUST 8, 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 11, 2016, as prepared and distributed.
5. **LICENSES & PERMITS**
  - 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 Evens, 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 as 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
6. 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
7. 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
8. 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
9. 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
10. Discussion/Recommendation on recruitment services for Comptroller position

11. Discussion/Recommendation on Kapur & Associates, Inc. TIF4 Escrow Draw Request No 2 for \$928.00 with overage of \$466.00 from the General Fund
12. Discussion/Recommendation of Michael's Signs, Inc. TIF4 Escrow Draw Request No 1 for \$28,400.00
13. Discussion/Recommendation of Shad Branen - WIN Properties, LLC TIF4 Escrow Draw Request No 2 for \$73,175.52
14. Discussion/Recommendation of Systems Design TIF4 Escrow Draw Request No 2 for \$1,076.80
15. **Presentation of Accounts**
  - a. Purchase Orders (none)
  - b. Prepaid Bills in the amount of \$30,761.36
  - c. Regular Bills in the amount of \$175,712.72

## 16. Adjournment

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

8/5/2016 4:55pm

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**



**REGULAR CITY COUNCIL MEETING**  
**MONDAY, AUGUST 8, 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 July 25, 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. 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 Evens, 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 as 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
10. Item removed from the Consent Agenda
11. **Finance, License and Regulation Committee Recommendations – Alderman Kordus**
  - a. 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

- b. 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
- c. 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
- d. 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
- e. Discussion/Action on recruitment services for Comptroller position
- f. Discussion/Action on Kapur & Associates, Inc. TIF4 Escrow Draw Request No 2 for \$928.00 with overage of \$466.00 from the General Fund
- g. Discussion/Action of Michael's Signs, Inc. TIF4 Escrow TIF4 Escrow Draw Request No 1 for \$28,400.00
- h. Discussion/Action of Shad Branen - WIN Properties, LLC TIF4 Escrow Draw Request No 2 for \$73,175.52
- i. Discussion/Action of Systems Design TIF4 Escrow Draw Request No 2 for \$1,076.80

**12. Presentation of Accounts**

- a. Purchase Orders (none)
- b. Prepaid Bills in the amount of \$30,761.36
- c. Regular Bills in the amount of \$175,712.72

**13. Mayoral Appointments.** None.

**14. 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.*

8/5/2016 4:55pm

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

**REGULAR CITY COUNCIL MEETING  
MONDAY, JULY 25, 2016 – 7:00 PM  
COUNCIL CHAMBERS, CITY HALL**

Mayor Kupsik called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was led by Alderman Chappell

**Roll Call.** Present: Mayor Kupsik, Aldermen Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell. Also Present: City Attorney Draper, City Administrator Oborn, Director of Public Works Winkler 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.** None.

**Acknowledgement of Correspondence.** None.

**Approval of Minutes.** Horne/Kordus motion to approve the Regular City Council Meeting minutes of July 11, 2016, as prepared and distributed. Unanimously carried.

**Consent Agenda**

- a. 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
- b. Renewal of 2016-2017 Operator's (Bartender) License applications filed by Karlene Bull and Catherine Petrassi

Kordus/Skates motion to approve. Unanimously carried.

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

**Kordus/Flower motion to approve Second Reading of Ordinance 16-07, amending Chapter 62, Sidewalks and Other Public Places, adding Sections 62-300 through 62-327, Article X. Right of Way Occupancy and Permitting**  
Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting "yes." Unanimously carried.

**Kordus/Skates motion to approve Second Reading of Ordinance 16-09, amending Chapter 74, Traffic and Vehicles, Article IV. Bicycles, Skateboards, Roller Skates, Section 74-157, Riding in Certain Areas Prohibited, to include the Brunk Pavilion**  
Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting "yes." Unanimously carried.

**Kordus/Chappell motion to approve Second Reading of Ordinance 16-10, amending Chapter 74, Traffic and Vehicles, Article VI, Traffic Code, Section 74-210, Parking Regulations, subsection (a)1 No Parking, Standing or Stopping Zones, adding no parking in front of 322 Warren Street**  
Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting "yes." Unanimously carried.

**Finance, License and Regulation Committee Recommendations – Alderman Kordus**

**Discussion/Action on prohibiting parking on the South Side of Grant Street from Williams Street to Tomike Street**  
*(Recommended by Public Works Committee on July 14, 2016).*  
Kordus/Horne motion to instruct City Attorney to draft an ordinance. This was recommended by the Police Chief as a safety issue.

Roll Call: Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Motion carried 7 to 1 with Alderman Chappell voting “no.”

**Discussion/Action on 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)*

Kordus/Horne motion to instruct the City Attorney to draft an ordinance. Mayor Kupsik brought this up due to the congestion coming off of Campbell Street. On a busy weekend, they are parked all the way to the corner on Lake Shore Drive. He feels from a safety standpoint, eliminating the parking would be a plus. Alderman Flower questioned if there is a mailer or notification sent out to the residents. Mayor Kupsik stated there is already no parking on the other side of the street. He doesn't feel it would affect anyone.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Unanimously carried.

**Kordus/Chappell motion to approve 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)*

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Unanimously carried.

**Kordus/Horne motion to approve 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)*. Mr. Kordus explained this is the removal of excess hard surfacing and prepping the property for pavement. This amount could increase if they hit something unexpected under the surface.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Unanimously carried.

**Discussion/Action on 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)*

Kordus/Gelting motion to instruct the City Attorney to draft an ordinance. There was a lengthy discussion at Public Works. It's mainly an issue with contractors/commercial vendors dropping off excess compost and brush. They will do the ordinance and a sign and may look into more extreme measures. Mayor Kupsik felt the compost site is becoming a dump area. Hopefully the ordinance will keep the area primarily for what it was set up for.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Unanimously carried.

**Kordus/Horne motion to approve 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.**

Mr. Kordus explained historically the fees have been waived. The date was questioned as the 17<sup>th</sup> is a Saturday.

Kordus/Horne withdrew the original motion for clarification of the event date.

Kordus/Horne motion to continue to the next meeting. Unanimously carried.

**Kordus/Chappell motion to approve Dan Larsen Landscape TIF4 Escrow Draw Request No 3 for \$10,937.00**

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Unanimously carried.

**Kordus/Gelting motion to approve Down To Earth Contractors TIF4 Escrow Draw Request No 2 for \$2,949.00**

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Unanimously carried.

**Kordus/Horne motion to approve Giraffe Electric TIF4 Escrow Draw Request No 1 for \$1,702.76**

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Unanimously carried.

**Kordus/Gelting motion to approve Hein TIF4 Escrow Draw Request No 3 for \$31,251.06**

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Unanimously carried.

**Kordus/Horne motion to approve Humphreys Contracting TIF4 Escrow Draw Request No 1 for \$9,999.35**

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Unanimously carried.

**Kordus/Gelting motion to approve Lake Geneva Economic Development Corporation TIF4 Escrow Draw Request No 1 for \$25,867.50.** This is most likely the final draw on the property renovations for the Traver Hotel property that is being prepped to be sold.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Unanimously carried.

**Kordus/Gelting motion to approve Systems Design TIF4 Escrow Draw Request No 1 for \$1,708.47**

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Unanimously carried.

**Kordus/Horne motion to approve Wil-surge Electric TIF4 Escrow Draw Request No 1 for \$7,650.00**

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Unanimously carried.

**Kordus/Gelting motion to approve TIF Closing Audit Services with Schenck for a cost of \$6,500 funded by TIF4**

This is a State required audit to close the TIF. Once the final numbers are in, the other taxing jurisdictions can be paid out.

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” 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 requested these items be separated out and individually voted upon at the second reading. It was done that way at the Plan Commission meeting and she would request that here as well. City Attorney Draper stated that can be done at the second reading.

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

City Administrator Oborn explained the information he provided in the packet. He noted the City has 41 miles of road and 1 mile is done a year. There is a 30 year life which means the City is not keeping up the deterioration. The City is overly dependent on property taxes as we use 55% and the state averages 44%. He reiterated this is the only sales tax option for municipalities in the State of Wisconsin. The state gets a lot of the ½ cent sales tax but none of that goes to the local government. Our goal is to lower our dependence on property tax. The statistic is that citizens will pay about an average of \$74 per year with this tax. If they do not have this tax, a 12% increase is \$173 per household. This is a tourist sales tax that generates 70% of revenue through tourists.

Mr. Oborn outlined 3 options in his memo. Option 1 is a November 8<sup>th</sup> referendum. The advantage is a high voter turnout but the deadline is coming up quick. Option 2 is an April 4<sup>th</sup> 2017 referendum. The advantages are there are very little additional costs. It provides more time to educate voters. The negative is that the voter turnout will not be as high. Option 3 is to not do a referendum, and the City could try and garner support of the legislature.

Alderman Chappell asked if we could go in as a group with other towns in the area and decide to choose together. Mr. Oborn stated if more municipalities were involved in it, it would be easier to garner support from the legislature. He spoke with the Chamber on this and stated it is certainly something we can look into. Option 1 would be harder but options 2 or 3 could work.

Alderman Kordus said at the Visit Lake Geneva meeting some were for and some were against. The legislature stated they would not put the item forward. That is where the discussion happened to include the towns around the lake, which is what was done in Door County. Mr. Kordus feels that is the better way to go as the referendum is already a moot point since we know in advance they are not going to present something in the bill or budget, so it won't go forward. If we had 6 resolutions, it wouldn't matter. They stated that other communities won't have a say about the tax. That would preclude the November election and put it off until April.

Alderman Chappell agreed. Mayor Kupsik stated Lake Geneva and Linn Township are represented by one Legislator, but Williams Bay and Fontana have a different one. We would have to influence two Legislators as well as a Senator. Mayor Kupsik asked what the process would be to get the other municipalities involved. Mr. Oborn could reach out to them. The Chamber offers a lot of publicity.

Mr. Kordus explained the fact that we are going to have about \$800,000 raised. He questioned why the City wouldn't be generating money because the City is generating the \$2.1 million for the County and they have a .5% sales tax. Mr. Kordus believes it would generate more revenue than what Mr. Oborn estimated. He feels that more than half of the people paying the tax will not be 70% as we have people from surrounding communities that shop here as well. Mayor Kupsik doesn't know how precise the numbers can be as there is no other area around us that has the premier area resort tax.

Alderman Flower questioned if the Council is in favor of this as she is unsure if she is or not. She is concerned that City of Lake Geneva residents will be paying more as well. She felt it is being sold as a tax cut but it's actually a tax increase and does not feel okay with that. It has been discussed the City needs the extra money for roads, but she questioned the status of the roads and infrastructure as well as the need. Mayor Kupsik stated in 2017 we will lose a substantial amount of money to Visit Lake Geneva for tourism. We are in a position where we have no way to recoup that money. This would be an alternative to getting that money back. In order for the City to maintain services such as police, fire, and clean parks, we need to generate revenue. The premier resort tax is a way to make money that will be needed for the infrastructure. The more tourists that come here, the more wear and tear the City has on the roads and infrastructure. Mr. Oborn noted we will be going in the wrong direction if the Chamber spends more money on advertising and we don't have the infrastructure to maintain them coming in.

Ms. Chappell stated by ordinance, we can get rid of the room tax. That is an option but it still doesn't preclude us from having the extra money to offset some of the items we still need to address and not increase peoples' taxes directly.

Alderman Howell felt there are a couple of simple choices to make. The City can fix the infrastructure and support it or not. If the City decides to keep the town up, we need to find out how we are going to pay for it. We are in a lower economic environment. He asked if they want to put it all on the property taxes and people of the City of Lake Geneva who they represent; or do they want people from the outside to put a little in here too. We represent the people of the City of Lake Geneva, not Elkhorn, Delavan, Williams Bay or Illinois tourists. He asked why property taxes should go way up if there is an alternative. If the City is going to do this, the people of Lake Geneva have to be behind it. If we have a strong vote, our legislatures need to at least listen. He can't see himself not taking advantage of a funding source like this or not fixing things.

Mr. Kordus said the big thing is getting state legislatures on board. Director of Public Works Winkler has an extensive chart that was put together on the streets and how they were rated. Mr. Winkler maintains the Wisler inventory, which he personally inventories each street and block in the city. Our average street condition index is 6 to 6½ range with 10 being the best and 4 and 5 being "you better do something yesterday". Overall we are hanging in there. If you look at Main Street by the Library, the road has really deteriorated over the winter. Mr. Howell was smart when he asked if you will be borrowing to pay for the road systems here, even as early as next year.

Mr. Oborn stated this tax can only be used for infrastructure. You can't do a direct cut in taxes. We have been borrowing a half million dollars a year for roads. Instead of borrowing, we can have this revenue stream dedicated to that.

Kordus/Chappell motion to direct the City Administrator to contact other municipalities in the area to get a regional consensus on an April ballot initiative for a referendum and move this out to another Council date when he has the appropriate information.

Mr. Oborn would be able to do this and bring back to the council by January or earlier for an April referendum. Mr. Kordus said this would help us out if Williams Bay and Fontana's Representative is in favor and they could include us. Mr. Kordus recommended it be done before January.

Roll Call: Motion carried 6 to 2 with Aldermen Chappell, Kordus, Flower, Horne, Hedlund, Howell voting "yes" and Aldermen Skates and Gelting voting "no."

#### **Plan Commission Recommendations – Alderman Skates**

**Skates/Kordus motion to approve a General Development Plan (GDP) Application filed by Peter Jurgens for Oakfire Restaurant, 831 Wrigley Drive, Lake Geneva, for building Modifications to include a rear addition, and a**

**new second floor with indoor and outdoor seating in the Central Business (CB) zoning district at 831 Wrigley Drive, Tax Key No. ZOP 00340 including all staff recommendations and finding of fact (Plan Commission recommended on July 18, 2016).** Alderman Skates explained this was the approval for the rear addition footprint. Mr. Draper added the General Development Plan was just the permission to do this structure. The next item is all of the details for the building. Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Unanimously carried.

**Skates/Kordus motion to approve a Precise Implementation Plan (PIP) Application filed by Peter Jurgens for Oakfire Restaurant, 831 Wrigley Drive, Lake Geneva, for building Modifications to include a rear addition, and a new second floor with indoor and outdoor seating in the Central Business (CB) zoning district at 831 Wrigley Drive, Tax Key No. ZOP 00340 including all staff recommendations, finding of fact, alley to be passable by end of work day, wood sample presented at Plan Commission to be product used for all wood references on plan, smooth sample of concrete presented at Plan Commission to be used for all precast sections, both wood and precast be used below front windows as shown on plan, emergency services be notified 48 hours in advance when road and alley is going to be blocked by construction equipment, exterior construction to be completed between November 1st and April 30th, roof panels to be bronze color to match window surrounds, Hardy Board to be standard 6” overlap, notify neighbors when road or alley will be blocked, protect street and curb from damage, and fire sprinklers are required (Plan Commission recommended on July 18, 2016)**

Alderman Flower had questions regarding the height. It is almost double the size of the buildings next to it. Mr. Skates stated the height that it is at now is basically a façade wrapped around an old house. It is 8 feet taller than the old building next door and was considerable compared to Popeye’s. Mayor Kupsik noted the height was dropped about 8 feet. Mr. Oborn stated it is 38 feet tall. Ms. Flower said this is below the max that is in our ordinance. Alderman Hedlund stated he doesn’t really like this as it gives the feeling Chicago is coming to Lake Geneva. Mayor Kupsik answered there are so many different designs in that area. There is no distinct design as to what could possibly fit there. Alderman Gelting echoed some of the concerns of Alderman Flower and the elevation. He appreciates seeing that in the packet, but some of the conversions that he recalls are not there. The current elevation of this building as compared to the building next to it was not included. Mr. Gelting stated it seems out of space from a scale standpoint. He feels not having that information seems misleading. Mr. Skates added we are talking 12 feet, and would challenge someone to say what height a building is. Mr. Gelting stated he doesn’t know what that house peak elevation is, because it’s not there. Mr. Skates noted the peak was a little taller than the Victorian house next door. Mayor Kupsik noted there was a public hearing that no one appeared to speak for or against it. Mr. Skates said we asked to make quite a few changes and he has. Ms. Chappell stated none of the buildings behind it have any windows that face the alley, none would be blocked. She likes that they are bringing different architecture styles. Mr. Kordus stated it is technically a two story building now. Mayor Kupsik added they are also cleaning up the alley quite a bit. There are provisions for a larger grease trap to maintain the waste coming from the restaurant. Mr. Hedlund stated the packet says include a new second floor and nothing about a third floor. Ms. Flower questioned if there are any other Frank Lloyd Wright style buildings in the downtown. Mr. Skates said the challenge was should he match the house next door or Popeye’s. Mayor Kupsik added we don’t have a per se architectural building style. Mr. Gelting stated when he looks at the two elevations from the front, one shows Popeye’s at 17 feet and the other shows it at 15 feet. Mayor Kupsik noted the maximum allowable height is 45 feet.

Ms. Chappell noted she is more worried about putting in outside seating all over the sidewalk rather than the height. Mr. Oborn said the consensus was this will be the trend. This will be visible from the water. Ms. Flower is afraid this will be the trend as it is a historic downtown. She realizes there are differences, but there is a theme going downtown. Mr. Kordus questioned if this is within code and fits all the ordinances, would they need to come up with a reason not to approve this as opposed to not personally liking it. Mr. Draper answered it is not per code, but we are doing a GDP that has some give and take. Any time you make a decision, you have to have a good reason as to why not and good reasons for determining. If you are not happy with it, you can send it back to Plan Commission.

Ms. Flower is not necessarily for denial versus kicking it back to Plan Commission. Oakfire is a great restaurant, and she wants to make sure it is consistent with what we want the look and feel to be. She is not opposed to height, but it just does not blend. It doesn’t seem to fit. Mr. Draper added 5 votes are needed regardless of quorum to override the Plan Commission vote.

Roll Call: Chappell, Skates, Kordus, Gelting, Horne, Hedlund, Howell voting “yes.” Motion carried 7 to 1 with Alderman Flower voting “no.”

**Skates/Kordus motion to approve Resolution 16-R42, a Conditional Use Application filed by Lyle Fitterer, 1040 San Jose Drive, Elm Grove, IL 53122, to install an accessory structure (Pier) closer to the lake shore than the primary structure, within Lakeshore Overlay Zoning District located at 63 Hillside Drive, Lake Geneva, Tax Key No. ZYUP 00094I including all staff recommendations and finding of fact (*Plan Commission recommended on July 18, 2016*)**  
Mr. Skates noted this was approved by the DNR. He had an old structure, so this will be cleaned up and look nice.  
Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Unanimously carried.

**Presentation of Accounts – Alderman Kordus**

**Purchase Orders.** None.

**Kordus/Gelting motion to approve Prepaid Bills in the amount of \$12,696.57**

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Unanimously carried.

**Kordus/Skates motion to approve Regular Bills in the amount of \$177,062.07**

Roll Call: Chappell, Skates, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting “yes.” Unanimously carried.

**Mayoral Appointments.** None.

**Adjournment.** Kordus/Skates motion to adjourn at 8:36 pm. Unanimously carried.

---

/s/ Sabrina Waswo, City Clerk

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

**\*\*The correct date is Sunday, September 18, 2016**

Lake Geneva Mayor Alan Kupsik  
and Members of the City Council  
626 Geneva Street  
Lake Geneva, WI. 53147

07-19-16

Dear Mr. Mayor and Members of the City Council,

Once again I am writing to you on behalf of the Lake Geneva Fire Bells Rehab Unit #64 which will be holding our annual fund raiser on Sunday September ~~17~~, 2016. We continue to be blessed with the support of Hogs & Kisses 149 Broad Street and Kilwin's Shop on the corner of Broad and Main who will host this event from 3PM-6PM.

As always the goal of the Lake Geneva Fire Bells is to "...support emergency services in their effort to protect the citizens of our community..." and we do so by providing support to Fire and Police Officers at the scenes of emergency calls. The Fire Bells Rehab Unit 64 provides food, drink and a warm place in the winter and a cool place in the summer for Fire and Police Officers on the scenes of extended calls for service to recover and refresh. We can only do this with the support of the local businesses and concerned citizens of our community like you.

As we have in past years, we are again requesting your support by allowing the use of the parking spaces located on the east side of the 100 block of Broad Street from the alleyway north to Main Street. We use these six spaces to park the antique fire engine, where people can have their photos taken for a small fee. We also bring our truck "Rehab 64", so that people can see the equipment they are helping to support. Through these efforts we hope not just to raise funds but to help people learn more about public safety and the Lake Geneva Fire Bells.

Thank you in advance for your support and we hope to see you on September 17<sup>st</sup> at Hogs and Kisses.

Sincerely Yours,  


Bill Chesen  
Lake Geneva Fire Bells Rehab Unit #64

**RECEIVED**

JUL 20 2016

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

# City of Lake Geneva

Licenses Issued Between: 8/08/2016 and 8/08/2016

Date: 8/04/2016

Time: 1:22 PM

Page: 1

## Operator's Temporary - VENETIAN FESTIVAL

<u>Issued</u>	<u>License No</u>	<u>Customer</u>	<u>Address</u>	<u>Total</u>	
8/08/2016	20161	Craig R. Evans Employer: Lake Geneva Jaycees	717 Geneva Street Matt Stinebrink	Lake Geneva, WI P.O. Box 411 Lake Geneva, WI 53147	10.00
8/08/2016	20162	Bryan G. Iwicki Employer: Lake Geneva Jaycees	840 Hazel Ridge Rd Apt 13	Elkhorn, WI 53121 PO Box 411 Lake Geneva, WI 53147	10.00
8/08/2016	20163	Joshua J. Spiegelhoff Employer: Lake Geneva Jaycees	W3474 Royal Glen Court Matt Stinebrink	Lake Geneva, WI P.O. Box 411 Lake Geneva, WI 53147	10.00
8/08/2016	20164	Ryan M. Stelzer Employer: Lake Geneva Jaycees	215 Skyline Dr. Matt Stinebrink	Lake Geneva, WI P.O. Box 411 Lake Geneva, WI 53147	10.00

**Operator's Temporary**

**Count: 4**

# City of Lake Geneva

Licenses Issued Between: 8/08/2016 and 8/08/2016

Date: 8/05/2016

Time: 10:20 AM

Page: 1

## Operator's Regular - ORIGINAL

<u>Issued</u>	<u>License No</u>	<u>Customer</u>	<u>Address</u>		<u>Total</u>
8/08/2016	2016 -262	Kathleen Consolino Employer: Midwest Fuel Inc dba Northside	W5260 Aweogon Trail 501 Interchange N	Elkhorn, WI 53121 Lake Geneva, WI 53147	50.00
8/08/2016	2016 -263	Kristen Jensen Employer: The Cove of Lake Geneva / Cove	W3556 Willow Bend Ct 111 Center St.	Lake Geneva, WI 5 Lake Geneva, WI 53147	50.00
8/08/2016	2016 -264	Evan Knutson Employer: Baker House / Stone Soup LLC	1151 S Wells St #13 327 Wrigley Dr	Lake Geneva, WI 5 Lake Geneva, WI 53147	50.00
8/08/2016	2016 -265	Amy Jean Maloney Employer: Thumbs Up / Two Thumbs Up LLC	1150 Park Dr 260 Broad St	Unit 602 Lake Geneva, WI 53147	Lake Geneva, WI 5 50.00
8/08/2016	2016 -266	Janet Morrison Employer: Stop N Go #265	W6538 Barkers Rd Stop N Go of Madison, Inc	Elkhorn, WI 53121 896 Wells St.	Lake Geneva, WI 53147 50.00
8/08/2016	2016 -267	Gregory Nichols Employer: Stop N Go #265	PO Box 58 Stop N Go of Madison, Inc	Genoa City, WI 53 896 Wells St.	Lake Geneva, WI 53147 50.00
8/08/2016	2016 -268	Jasmine Swafford Employer: Thumbs Up / Two Thumbs Up LLC	410 Summer St 260 Broad St	Genoa City, WI 53 Lake Geneva, WI 53147	50.00

**Operator's Regular**

**Count: 7**

# City of Lake Geneva

Licenses Issued Between: 8/09/2016 and 8/09/2016

Date: 8/05/2016

Time: 10:22 AM

Page: 1

## Operator's Regular - RENEWALS

<u>Issued</u>	<u>License No</u>	<u>Customer</u>	<u>Address</u>	<u>Total</u>
8/09/2016	2016 -269	Gweneth G. Garber Employer: The Restaurant Tempura House L	998 Timothy Dr. 306 Center St.	Lake Geneva, WI 53147 50.00
8/09/2016	2016 -270	Jacob Michael McGuire Employer: Stop N Go #265	22826 83rd St Stop N Go of Madison, Inc	Salem, WI 53168 896 Wells St. Lake Geneva, WI 53147 50.00

Operator's Regular

Count: 2

## 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:

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.

## **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:

Adopted:

Published:

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:

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:  
Adopted:  
Published:

# CITY OF LAKE GENEVA

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



## Memorandum

**Date:** August 8, 2016  
**To:** Finance, License & Regulation Committee  
**From:** Blaine Oborn, City Administrator  
**Subject:** Discussion/Recommendation of recruitment services for Comptroller position

The current Comptroller has provided notice of her intent to step down from her position at the end of this year. The Personnel Committee authorized me to do a recruitment and if unsuccessful then consider professional recruitment services. The City's effort secured 6 applications without enough qualified candidates to make a formal recommendation for the position. Therefore, I am recommending that the City use a firm to assist in the recruitment.

I have solicited proposals from three firms. Attached is the proposal I recommend from Schenck for cost and material estimated at \$8,000 to \$10,000. Schenck was the least expensive and is already familiar with the City as the City's auditor. Given their technical expertise in accounting they can assist the City in insuring that the City hires a qualified hire. The other proposals were from GovHR starting at \$14,500 and Baker Tilly for around \$20,000.

I recommend approval of Schenk SC for recruitment services for the Comptroller position not to exceed \$10,000 from Contingency including corresponding services agreement subject to City Attorney review.

I have also attached the other two proposals. I know the City has used GovHR in the past and has been satisfied with their work. If the City wants to go with more experience, then the Council could approve GovHR USA for recruitment services for the Comptroller position not to exceed \$15,500 from Contingency including corresponding services agreement subject to City Attorney review.



# City of Lake Geneva

HUMAN RESOURCES CONSULTING SERVICES

AUGUST 4, 2016

FOR MORE INFORMATION, PLEASE CONTACT:

**Debra Pagel**

Director, Human Resources Consulting

715-261-4701

[debra.pagel@schencksc.com](mailto:debra.pagel@schencksc.com)



August 4, 2016

Blaine Oborn  
City Administrator  
City of Lake Geneva, Wisconsin  
626 Geneva St.  
Lake Geneva, WI 53147

Dear Blaine:

Thank you for inviting Schenck to submit this proposal to provide recruitment and placement services for City of Lake Geneva.

Our proposal describes the expertise of our firm, our engagement team and how we will work together with you. We are committed to providing you with high quality, timely and personalized service. Our significant experience providing strategic recruitment and placement services allows us to perform our services efficiently and add value.

We appreciate this opportunity, and look forward to developing a long-term relationship with City of Lake Geneva. Please contact me if we can provide further information on our firm or our proposal.

Sincerely,

A handwritten signature in black ink that reads "Debra Pagel". The signature is written in a cursive, flowing style.

Debra Pagel  
Director, Human Resources Consulting

311 Financial Way, Suite 100  
Wausau, WI 54401  
715-675-2351

# Working together with City of Lake Geneva

## WHY SCHENCK IS THE RIGHT CHOICE

Schenck looks forward to assisting City of Lake Geneva with your recruitment and placement needs. We understand the following are important to you:

### Extensive involvement of experienced staff

- ▶ All team members are seasoned human resources professionals with years of hands-on experience
- ▶ Your team will have the appropriate levels of leadership, production and technical expertise to complete the project efficiently

### Timely delivery of work according to your schedule

- ▶ We will meet with you at the start of the engagement to understand your expected deadlines and delivery dates
- ▶ No last minute "fire drills"

### Regular communication between City of Lake Geneva and your Schenck team

- ▶ Our fees include regular update meetings with the leaders of your engagement team
- ▶ Contact us as questions arise—we do not bill for routine inquiries or advice

# Our services to City of Lake Geneva

PROVIDING ADDED VALUE

## RECRUITING AND PLACEMENT SERVICES

Schenck will assist you with identifying candidates with the right knowledge, skills and abilities to make an immediate contribution in the role of Comptroller. Our consultants are experienced in working with the Government entities to identify candidates with qualifications and capabilities aligned with your organizational expectations.

### OUR PROCESS

Working closely with you, we will facilitate and coordinate the recruitment and selection process. Although we will be very involved in the selection process, the final decision as to who is offered the job is ultimately your responsibility. **We are able to perform only those steps you select in the process as if you choose not to have us perform the full recruitment.**

Debra Pagel will meet with you to discuss and identify the technical and behavioral competencies necessary for a candidate to successfully perform in this position. She will discuss the culture and strategic direction of City of Lake Geneva to gain an understanding of the general profile needed in the successful candidate.

### OUR SERVICES WILL BE TO:

- ▶ Create a job description reflective of your organization's goals and objectives, and conduct an external market compensation analysis for the position's salary range for your consideration.
- ▶ Create an effective advertising and communications strategy, and review with you prior to implementing. We will also use our internal networking capabilities and existing applicant files to assist the search.
- ▶ Develop and review with you the selection criteria for use in reviewing and screening resumes.
- ▶ Review all resumes received using a structured process reflective of our discussions to objectively evaluate the qualifications of potential candidates.
- ▶ Review the candidate pool to assess technical skills and knowledge.
- ▶ Conduct phone interviews to discuss those qualifications and ensure that we have matched the candidates with the necessary knowledge, skills and abilities to successfully perform the job.
- ▶ Present to you candidates meeting the job requirements for the position. With your input, develop a structured interview format using mostly behavioral-based questions for use in face-to-face interviews with candidates. We plan to be available to facilitate the face-to-face interview process with you and others you select.
- ▶ Assist you in reviewing the final candidates after your interviews and to facilitate the decision-making process as appropriate.
- ▶ Commission background investigation and reference checks on final candidate(s).
- ▶ Notify candidates screened and interviewed, but not selected, of their status.

# Our expertise

## OPTIMIZING YOUR ORGANIZATION

Your organization must be strong in three key areas to achieve optimal profitability: human resources, information and operations.

- ▶ You must lead and engage your **people**
- ▶ You must have access to the right **information** and keep it secure
- ▶ You must remove waste and inefficiencies in your **operations**

Schenck’s **Business Optimization team** brings together experienced professionals in each of these three critical areas. By looking at a business problem or challenge through all three of these lenses, you achieve optimal results. Our team works closely together to help you achieve your strategic goals.



## OUR HUMAN RESOURCES CONSULTANTS

Schenck’s Human Resources consultants bring a wealth of diverse expertise to your organization. Our backgrounds range from providing guidance on cultural leadership and business succession issues to managing day-to-day compliance requirements.

As part of our Business Optimization team, our HR consultants take a holistic view of your organization, considering not only your personnel needs, but also how your HR challenges impact other parts of your organization.

We’ve assembled a team of experienced human resources professionals to meet the recruitment and placement needs of City of Lake Geneva. Detailed biographies of each of these individuals have been provided in Appendix A.

TEAM MEMBER	TITLE	ROLE	CONTACT INFORMATION
Debra Pagel	Director, Human Resources Consulting	Overall quality control and project oversight	751-261-4701 debra.pagel@schencksc.com

# Government sector experience

OUR EXPERTISE TO SERVE

Schenck's Government industry team serves hundreds of public organizations, including counties, municipalities, school districts, utilities and other governmental units, helping them to achieve their mission and goals.



## Governmental Audit Quality Center

Schenck is a member of the American Institute of Certified Public Accountants' Governmental Audit Quality Center, which helps us achieve the highest standards in performing quality governmental audits.

### KEEPING YOU INFORMED

"I appreciate the seminars and workshops that you offer throughout the year. The seminars keep us informed and provide the ability to talk with others within our industry."

Tanya Wilson, Manager of Operations & Finance, Wisconsin Health and Educational Facilities Authority

At Schenck, our goal is to be your financial advisor of choice to help you take advantage of new opportunities and address your challenges.

### WE BRING THE RIGHT RESOURCES TO SERVE YOU:

- ▶ Professionals who understand the unique issues affecting public sector organizations, who can help you enhance your efficiency and effectiveness
- ▶ New ideas and trusted business advice from the leaders of your engagement team
- ▶ Additional specialists to help you save money and enhance profitability
- ▶ Articles, alerts and regular educational events to provide guidance and best practices

### IN-DEPTH INDUSTRY EXPERTISE

Government industry team members stay current on the trends and changes affecting our clients by sharing expertise and attending industry-specific events and training. You can expect proactive solutions and advice that helps you save money and strengthen your organization financially.

### OUR EXPERTISE SERVING GOVERNMENT CLIENTS ALSO INCLUDES:

- ▶ Internal control reviews
- ▶ Information technology consulting and system implementations
- ▶ Industry benchmarking
- ▶ Human resources consulting
- ▶ Payroll preparation and filing of quarterly payroll tax returns
- ▶ Documentation of accounting policies and procedures

Plus, we provide clients with frequent training and educational opportunities, including our webinar series on topics such as the GAO's revisions to Government Auditing Standards and preventing workplace fraud.

# The Schenck Way

SERVICE THAT EXCEEDS YOUR EXPECTATIONS

More than 85 years in business have taught what clients want from their professional services advisors: regular communication, proactive ideas and solutions, and clear, accurate billing. To make sure we're meeting your expectations in each of these areas, we developed a set of client service standards that are followed by every team member in each of our eight offices. We call this philosophy of client service "The Schenck Way."



## AS OUR VALUED CLIENT, WHAT DOES THAT MEAN FOR YOU?

- ▶ **Proactive advice.** We translate the insight we gain through serving you into ideas and opportunities to strengthen your organization. Because you'll work closely with the senior leaders of your service team, you can expect practical and constructive ideas to help you achieve your goals for your organization.
- ▶ **Accessibility.** You'll always know how you can reach your account team—if we're not readily available for some reason, our voicemail greetings and email responses will let you know who can help in the meantime.
- ▶ **Timely service.** Expect reports and other deliverables prepared in a timely manner to comfortably meet your deadlines. No last minute fire drills.
- ▶ **Face time.** Technology makes communication easier and faster than ever before. But we believe it's important to also meet with you in person on a regular basis, to discuss your goals and your business direction, to provide our input as your business advisor, and to get your feedback on how we're doing and how we can help.
- ▶ **Timely alerts and updates.** Like all organizations, City of Lake Geneva is affected by new accounting, tax and other business developments on a regular basis. We help you stay one step ahead through our email alerts and regular seminars.
- ▶ **Clear and accurate invoices.** Our "no surprise" billing policy means just that—no charges for unexpected "out of scope" work.

**As a key advisor to your organization, we take these responsibilities seriously and work hard to exceed your expectations.**

# About Schenck

  
**550+**  
TEAM MEMBERS

  
2015 **TOP 50**  
FIRMS

  
**agn**  
INTERNATIONAL

At Schenck, we focus on providing high quality service to our clients. Our understanding of the demands of business, combined with a sincere concern for our clients' success and continued growth, has driven our success over the **past 85 years**.

## TODAY, WE MEET THE BUSINESS AND FINANCIAL NEEDS OF OUR CLIENTS IN:

- ▶ Accounting and auditing
- ▶ Business optimization
  - Operations
  - Technology
  - Human resources
- ▶ Cost segregation services
- ▶ Employee benefit plan audits
- ▶ Estate and trust planning
- ▶ Human resources consulting
- ▶ International business
- ▶ Investment management
- ▶ Medical billing
- ▶ Mergers and acquisitions
- ▶ Ownership transition planning
- ▶ Payroll services
- ▶ Retirement plan administration
- ▶ Risk services: accounts payable testing, fraud prevention, internal controls reviews
- ▶ Tax planning and compliance
- ▶ Technology solutions: software selection, business process flow, installation, implementation, training and ongoing support
- ▶ Valuations and litigation support

## RESOURCES ACROSS THE WORLD

Because of today's global approach to business, Schenck is an independent firm associated with AGN International, Ltd., one of the largest accounting and business services associations in the world. AGN affiliates are located in more than 80 countries and more than 100 U.S. cities. Together with these trusted firms, we're able to provide you professional services worldwide.



## PROVIDING ADDED VALUE AND KEEPING YOU INFORMED

The world of business is constantly changing. To keep you updated on new regulations and other important business issues, Schenck regularly publishes newsletters and other email alerts to help you find savings, stay in compliance, or take advantage of new opportunities.

You're also invited to join us for our business improvement workshops and webinars, held regularly on topics important to your business.

## OUR COMMITMENT TO OUR CULTURE AND OUR TEAM MEMBERS

At Schenck, we take pride in our work and strive to create a healthy culture throughout our firm. Our team members have the opportunity to be challenged, to develop their strengths and to make an impact both at work and in our communities.

As a result, Vault, a publisher of career guides and employer rankings, **has named Schenck one of the top 25 CPA firms in the nation to work for**. Rankings are based on confidential surveys of employees and focus on firm culture, work/life balance, compensation, business outlook, firm prestige and overall job satisfaction.

# Proposed fees

## TIMELY AND QUALITY SERVICE AND NO FEE SURPRISES

**Schenck follows a “no surprise” billing policy.** For any requests outside the scope of the services we are proposing, we will provide you with an estimate for your approval before beginning additional work.

We anticipate the fees for the services you have requested to be as follows:

SERVICES	ESTIMATED FEE
Recruitment and placement services for City of Lake Geneva - Comptroller	\$8,000 - \$10,000

We strongly encourage effective communication between us and therefore will not bill you for routine correspondence and discussions between City of Lake Geneva and Schenck.

Our fees are dependent on the following:

- ▶ Your office personnel will assist us by providing appropriate corporate documents and records necessary to complete our services.
- ▶ The operations of your organization do not change significantly.

Upon your acceptance of our proposal, we will prepare a formal engagement letter as required by professional standards.

# Account team biographies

APPENDIX B



# Debra Pagel

**DIRECTOR – HR CONSULTING**

debra.pagel@schencksc.com | 715-261-4701

## AREAS OF SPECIALIZATION

Human resources compliance | Organizational structure alignment | Compensation systems | Performance management systems | Training & development

## EXPERIENCE

Debra provides strategic human resources advice to clients on issues ranging from recruitment and compensation to organizational development, process improvement and leadership development. Debra has more than 25 years of experience working with organizations to evaluate and improve their human resources practices.

Debra is highly skilled at analyzing situations and getting to the real issue to help clients find and implement effective solutions.

Prior to joining Schenck, Debra led the not-for-profit and government consulting practice at a regional public accounting firm.

## EDUCATION

University of Wisconsin–Stevens Point,  
BBA, Management and Management  
Information Systems

Certificate in Organizational Development

Certified Master Trainer

## PROFESSIONAL MEMBERSHIPS

- ▶ Society for Human Resources Management (SHRM)
- ▶ Central Wisconsin SHRM

## COMMUNITY INVOLVEMENT

- ▶ Women In Action, Founding Member
- ▶ Junior Achievement, Champions of Business Committee
- ▶ United Way, Summit League



August 2, 2016

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

Dear Mr. Oborn:

Thank you for the opportunity to provide you with a proposal for the City of Lake Geneva's Comptroller recruitment and selection process. GovHR USA prides itself on a tailored, personal approach to executive recruitment and selection, able to adapt to your specific requirements for the position.

### **QUALIFICATIONS AND EXPERIENCE**

GovHR USA is a public management consulting firm serving municipal clients and other public sector entities on a national basis. We work exclusively in the public sector, offering customized executive recruitment services, as well as providing other management studies, temporary staffing and related services for communities, counties, intergovernmental organizations and not-for-profit organizations that serve local government. GovHR USA is co-owned by Heidi Voorhees, President, and Joellen Earl, CEO. GovHR is a certified woman owned business firm in the State of Illinois.

GovHR USA was established in 2009 as Voorhees Associates, LLC. In January, 2014 Voorhees Associates combined with GovTempsUSA to form GovHR USA. This combination enables us to more effectively serve our clients by utilizing our combined resources to provide not only executive recruiting and management consulting, but also temporary staffing solutions, including short-term, long-term, and interim placements. Our headquarters offices are in Northbrook, Illinois.

Prior to 2009, Ms. Voorhees and a number of current GovHR USA consultants worked for The PAR Group, a public sector national consulting firm established in 1972. Ms. Voorhees began working for The PAR Group in 2001 and served as its President from 2006-2009. She has conducted more than 220 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service with the Villages of Wilmette and Schaumburg, Illinois, as well as the City of Kansas City, Missouri. Ms. Earl is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Earl has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

The firm has a total of twenty-two consultants, both generalists and specialists (public safety, finance, parks, etc.), who are based in Arizona, Florida, Illinois, Michigan, and Wisconsin, as well as six reference specialists and ten support staff.

630 Dundee Road, Suite 130, Northbrook, Illinois 60062

Local: 847.380.3240 Toll Free: 855.68GovHR (855.684.6847) Fax: 866.401.3100 GovHRUSA.com

EXECUTIVE RECRUITMENT • INTERIM STAFFING • MANAGEMENT AND HUMAN RESOURCE CONSULTING

## Philosophy

Executive search is an important decision-making process for a community; our primary goal is to help our client to make a good decision. Our firm's executive recruitment philosophy embraces a professional process of integrity, trust, and respect toward all parties involved and complete commitment toward meeting the expressed needs and desires of our client. All of our services are handled by principals of the firm who have established and well-regarded reputations in the search field as well as actual operating experience in the public management fields in which they now consult. Each has impeccable professional credentials and unblemished personal reputations. Keeping both our client and prospective candidates informed on the status of the recruitment on a regular basis is also an important part of our recruitment process. Our work is carried out in an open manner with particular attention given toward seeking out critical factors of a client's organization and governance and utilizing such information respectfully and discreetly in seeking out candidates who truly have the ability to meet the expectations and needs of the client—working strenuously in developing a fully qualified, “best match” candidate pool for client consideration. Our process includes assistance in the critical final interview and selection phases of the recruitment, and availability to both client and candidate for months following the appointment. Our process was developed and refined over the years to meet the special, and often unique, needs and circumstances facing our local government, public management, and related not-for-profit clients.

## Experience

GovHR USA has completed over 325 recruitments since its establishment in 2009. Our consultants are experienced executive recruiters who have conducted over 500 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we've held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

## References

The following references can speak to the quality of service provided by GovHR USA (recruitments marked \* were conducted under the firm's previous name, Voorhees Associates):

### Finance Director/Clerk recruitment

Town of Rib Mountain, Wisconsin  
Gaylene Rhoden, Town Administrator  
3700 North Mountain Road  
Wausau, WI 54401  
TEL: 715-842-0983  
[grhoden@townofribmountain.org](mailto:grhoden@townofribmountain.org)

### Chief Financial Officer recruitment

### Chief Engineer II recruitment

### Senior Engineer for Development recruitment

### Senior Engineer for Street Maintenance recruitment

### Community Development Director recruitment\*

### Director of Communications recruitment

### Director of Public Services recruitment

City of Elgin, Illinois  
Sean Stegall, City Manager  
150 Dexter Ct.  
Elgin, IL 60120  
847/931-5590  
[Stegall\\_s@cityofelgin.org](mailto:Stegall_s@cityofelgin.org)

Director of Finance recruitment\*

City of Rockford, Illinois  
James Ryan, City Administrator  
425 E. State Street  
Rockford, IL 61104  
815-967-6780  
[Jim.ryan@rockfordil.gov](mailto:Jim.ryan@rockfordil.gov)

**Consultant Assigned**

GovHR USA Senior Vice President Lee Szymborski will be responsible for your recruitment and selection process.

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

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

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

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

Mr. Szymborski's experience in recruiting key staff extends back to his management roles in both Buffalo Grove and Mequon. In Buffalo Grove, he handled for the Village Manager all aspects of recruiting department heads and other members of the management team. In Illinois, he was also the chief recruiter for executive director positions for two intergovernmental agencies serving the northwest Chicago suburbs. During his 15 years in Mequon, Mr. Szymborski recruited all members of the City's management team.

Since joining GovHR USA in 2014, Mr. Szymborski has assisted or managed more than 25 executive searches for communities in Wisconsin, Illinois, Missouri and Massachusetts. His recent searches include City and County Administrator and department head positions for the Wisconsin communities of Cedarburg (Town), Hartford, Lake Geneva, Waukesha, Franklin, Wausau and Eau Claire County; and he has also assisted or managed local government and intergovernmental agency searches in Illinois, Missouri and Massachusetts. He has done management studies for several Wisconsin communities and has facilitated strategic planning retreats and written plans for the City of Eau Claire and the Wisconsin City/County Management Association. He has also been part of GovHR USA's classification and compensation studies in several Wisconsin and Illinois communities.

Mr. Szymborski has published articles in *Public Management* magazine, and is an adjunct instructor at Upper Iowa University – Milwaukee Center. He holds a B.A. in Political Science, and an M.S. in Urban Affairs, both from the University of Wisconsin – Milwaukee. He is a past-president of the Mequon-Thiensville Sunrise Rotary Club, where he has been an active member since 1999. Mr. Szymborski serves on the Board of Directors for the Mequon Nature Preserve. He was the 2014 recipient of the Mequon – Thiensville Chamber of Commerce's Distinguished Service Award.

### **SCOPE OF WORK**

A typical recruitment and selection process can take 175 hours to conduct. At least 50 hours of this time is "administrative" including ad placement, acknowledgment of résumés, reference interviews, and due diligence on candidates. These tasks may take longer if someone is performing them for the first time. We believe our experience and ability to professionally administer your recruitment will provide you with the best possible outcome. GovHR USA clients are kept informed of the progress of a recruitment throughout the recruitment process. Consultants are always available to provide information and answer questions, and details of the process such as placement of advertising and applications received are discussed in regular updates via either telephone or email.

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

#### **Phase I – Position Assessment, Position Announcement and Brochure Development**

Phase I will include the following steps:

- **Interviews** with the City Administrator, Members of the City Council, and the City's senior staff as well as any other individuals you deem appropriate to best understand the responsibilities, challenges, and culture of the City.

At least eight (8) hours of one-on-one interviews will be conducted with elected officials, staff and the public in order to develop our Recruitment Brochure. This important document outlines the expectations that the City has for its next Comptroller, providing us with the information we need to target our recruitment. During this process we will assist you with establishing the salary for the Comptroller by conducting a salary survey of comparable communities, if so desired.

- Development of a **Position Announcement**.
- Development of a detailed **Recruitment Brochure** for your review and approval.
- Agreement on a detailed **Recruitment Timetable**.

#### **Phase II – Advertising, Candidate Recruitment and Outreach**

Phase II will include the following steps:

- Placement of the Position Announcement in appropriate professional online publications. In addition to public sector publications and web sites, outreach will include LinkedIn and other private sector resources. We can provide the City with placement recommendations, if so desired.
- Technology has changed how organizations find the best and brightest candidates. GovHR USA is at the forefront of this technology automation. Our firm posts each position on LinkedIn, FaceBook, and Twitter a minimum of twice per week throughout the advertising process. Our Social Media integration procedures provide our customers with advanced utilization of keywords and hashtags to assist in driving awareness and ultimately bringing the greatest exposure for

each position. We have dedicated and focused experts consistently monitoring the results and processes we use to ensure we are current with the latest trends in the industry to provide our customers with the greatest value and results with their advertising budgets.

- The development of a database of potential candidates unique to the position and to the City of Lake Geneva, focusing on the leadership and management skills identified in Phase I as well as size of organization, and experience in addressing challenges and opportunities also outlined in Phase I.
- Outreach will be done through e-mail and telephone contacts as appropriate. GovHR USA consultants have extensive knowledge of the municipal government industry and will personally identify and contact potential candidates. With more than 600 collective years of municipal and consulting experience among our consultants, we often have inside knowledge about candidates.

### **Phase III – Candidate Evaluation and Screening**

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure.
- Candidates will be interviewed by Skype or Facetime to fully grasp their qualifications and experience as well as their interpersonal skills. This is an hour long interview, asking specific questions about their experience and skill set. This allows us to ask follow up questions and probe specific areas. It also provides us with an assessment of their verbal skills and their level of energy for and interest in the position.
- Formal and informal references (two per candidate) and an internet search of each candidate will be conducted to further verify candidates' abilities, work ethic, management and leadership skills, analytical skills, interpersonal skills, ability to interact with the media, and any areas identified for improvement.
- All résumés will be acknowledged and contacts and inquiries from candidates will be personally handled by GovHR USA, ensuring Lake Geneva's process is professional and well regarded by all who participate.

### **Phase IV – Presentation of Recommended Candidates**

Phase IV will include the following steps:

- GovHR USA will prepare a **Recruitment Report** that presents the credentials of those candidates most qualified for the position. You will advise us of the number of reports you will need for the individuals involved in this phase of the recruitment and selection process. We provide a binder which contains the candidate's cover letter and résumé. In addition, we prepare a "mini" résumé for each candidate, so that each candidate's credentials are presented in a uniform way. As résumés come in all different formats, these "mini" résumés will give you a clear, consistent look at each candidate "at a glance."
- GovHR USA will provide you with a log of all candidates who applied. You may also review all of the résumés should you so desire.
- GovHR USA will meet with you to review the Recruitment Report and expand upon the information provided. The report will arrive two to three days in advance of the meeting, giving you the opportunity to fully review it. In addition to the written report, we will spend 2 to 3 hours with you to bring the candidates to "life" by reviewing their telephone interview and providing excerpts from two (2) references we will have done on the individual.

## **Phase V –Interviewing Process**

Phase V will include the following steps:

- At the Recommendation meeting, the Interviewing Process will be finalized including the discussion of any specific components you deem appropriate, such as a writing sample.
- GovHR USA will develop the first and second round interview questions for your review. GovHR USA will provide you with interview books that include the credentials each candidate submits, a summary of each candidate's credentials, a set of questions with room for interviewers to make notes, and an evaluation sheet to assist interviewers in assessing each candidate's skills and abilities.
- GovHR USA will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. The schedule will incorporate a tour of City of Lake Geneva facilities and interviews with Department Heads and elected officials.

We offer a community "Meet and Greet" option, at no charge, as a means for the community to interact and get to know the candidates in an informal setting. At this "Meet and Greet," candidates would give a brief overview of themselves and answer questions from the audience.

- Once candidates for interview are selected, additional references will be contacted, along with verification of educational credentials, criminal court, credit, and motor vehicle and records checks. Using the candidate's name and work experience we review the top 200 search results available from Google, as well as his/her activity (if publicly available) on Facebook, Twitter, and other social media platforms. Employment verification can also be provided if so desired.

GovHR USA recommends a two-step interviewing process with (typically) five candidates interviewed in the first round. Following this round, we strongly suggest that two or three candidates are selected for second round interviews. Again, we will prepare a second round of interview questions and a "score sheet."

- GovHR USA consultants will be present for all of the interviews, serving as a resource and facilitator.

## **Phase VI – Appointment of Candidate**

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

## **Optional 360° Evaluation**

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

**Recruitment Schedule**

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

Our typical recruitment process includes the following milestones and deliverables:

On-site interviews of Lake Geneva officials and staff, development and approval of recruitment brochure  
 Deliverable: recruitment brochure weeks 1-2

Placement of professional announcements; candidate identification, screening, interview and evaluation by consultant weeks 3-8

Consultant recommendation to City of qualified candidates  
 Deliverable: recruitment report week 9

Selection of candidate finalists; additional background and reference checks, report preparation and presentation week 10  
 Deliverable: interview reports including suggested questions and evaluation sheets

Interviews of selected finalist candidates; City selection of final candidate; negotiation, offer, acceptance and appointment weeks 11-12

**Summary of Costs**

Recruitment Fee:	\$12,000
Recruitment Expenses: (not to exceed)	4,000
Expenses include consultant travel, candidate outreach, and candidate due diligence efforts..	
Advertising costs	2,000
<b>Total Fees:</b>	<b>\$18,000*</b>

Expenses include billing the client for up to 10 recruitment reports and 10 interview books. Clients requesting additional copies will be billed an additional per-book charge which may then exceed the estimated expenses. Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, Client is billed only for actual cost.

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

The above cost proposal is predicated upon three consultant visits to Lake Geneva; the first for the recruitment brochure interview process; the second to present recommended candidates; and the third for the candidate interview process.

## **Payment for Fees and Services**

Professional fees and expenses will be invoiced as follows: Recruitment expenses and the costs for the Recruitment Brochure printing will be itemized with sufficient detail and invoiced as incurred. In addition, the Recruitment Fee will be invoiced in three (3) equal payments, billed during the course of the recruitment. The first invoice for the Recruitment Fee will be sent upon acceptance of our proposal. The second invoice will be sent following the recommendation of candidates and will include any expenses incurred to date. The final invoice will be sent upon completion of the recruitment assignment and will include all remaining expenses. Upon receipt of each invoice the City will approve payment in accordance with its claims procedures within thirty (30) days of receipt.

## **GovHR USA Guarantee**

It is the policy of GovHR USA to assist our clients until an acceptable candidate is appointed to the position. Therefore, no additional professional fee would be incurred should the City Council not make a selection from the initial group of recommended candidates and request additional candidates be developed for interview consideration.

Upon appointment of a candidate, GovHR USA provides the following guarantee: should the selected and appointed candidate, at the request of the City of Lake Geneva or the employee's own determination, leave the employ of the City of Lake Geneva within the first 24 months of appointment, we will, if desired, conduct another search for the cost of expenses and announcements only.

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

## **LIMITED SCOPE RECRUITMENT PROCESS**

### **Limited Scope Recruitment**

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

### **Limited Scope Recruitment Process vs. Full Recruitment and Selection Process**

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

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

- A Recruitment Flyer, instead of a full Brochure, will be prepared for the Limited Scope Recruitment. This will be one page which will consist of a brief description of the community, a few candidate traits and a short list of opportunities and the job ad—all on a single page. This flyer will be distributed as a .pdf file.
- The Limited Scope Recruitment will include only the presentation of a single Recruitment Portfolio (for the client to reproduce) whereas a full Recruitment and Selection provides the client with as many books as requested. Any additional books will cost \$35 each, plus postage.
- Once candidates for interview are selected, two additional references will be contacted.

- GovHR USA will not conduct background investigations (court, credit, motor vehicle records checks, etc.)
- GovHR USA will not offer any guarantee regarding the selection and tenure of the candidates. GovHR USA will bill the client immediately after presentation of candidates and will not “redo” the Recruitment and Selection Process if the Client is unsuccessful in hiring someone from the group of recommended candidates.
- Development of interview questions, second interview questions, and assistance with contract negotiations will be the responsibility of the client.

### Summary of Costs for Limited Scope Recruitment

Recruitment Fee:	\$9,500
Recruitment Expenses: (not to exceed)	3,000
Expenses include consultant travel, postage/shipping, telephone, support services, copying etc. Also includes candidate due diligence efforts.	
Advertising costs	2,000*
Total Fees:	\$14,500**

\*Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, Client is billed only for actual cost.

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

### Why Choose GovHR USA?

The heart and soul of a professional recruitment firm is the expertise it brings to its clients. GovHR USA consultants are all experienced local government executives who have demonstrated careers and expertise that brings first hand knowledge of the disciplines in which they now consult. This knowledge can assist clients in designing the appropriate interview questions, the development of written and oral exercises to best assess candidates' abilities, and facilitation of the clients' discussion of the candidates.

Our process reflects the client's goals and objectives—therefore, the time we spend developing the Recruitment Brochure is critical in our understanding of the challenges, opportunities, and culture of the position under consideration. Our candidate assessment and interviewing skills are based on thousands of interviews over the course of our Consultants' many years of experience in the recruitment and selection field. This professional familiarity allows us to be sensitive to the nuances, not only the obvious. In addition, as experienced local government professionals, our Consultants are able to ask probing, thoughtful questions and effectively evaluate the candidates' answers. We provide the client with a diverse list of potential candidates who have been fully vetted by our staff and who are truly interested in and well-qualified for the position. We respect the confidentiality of candidates' applications and are respectful of the candidates' current employment situation when we conduct reference calls. We are not a gatekeeper—clients will be provided with a list of everyone who applied and may view the résumés should they so desire.

Our firm's executive recruitment standards embrace a professional process of integrity, trust, and respect toward all parties involved and a commitment toward meeting the expressed needs and desires of our Client. Our ultimate goal is for the client to be completely satisfied with the selected candidate.

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

Sincerely,



Heidi J. Voorhees  
President  
GovHR USA

ACCEPTED BY THE CITY OF LAKE GENEVA, WISCONSIN

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

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_



**Contingency Search Agreement**

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

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

**FEE AND TERMS**

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

Our fee will be 25% of the candidate's first year total compensation. The placement fee for part-time employees is calculated based on their projected annual compensation, but not less than fifty percent of the full-time equivalent compensation. The fee will be invoiced the week prior to Candidate's first date of Employment and is due Net 10 days.

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

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

**GUARANTEE**

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

**GENERAL TERMS AND CONDITIONS**

**EEO**

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

**Non-Disclosure and Confidentiality**

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

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

**Recruiting of Company Employees**

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

**Applicable Checks**

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

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

- Academic Check \_\_\_\_\_ (initials)     Reference Check \_\_\_\_\_ (initials)     Background Check \_\_\_\_\_ (initials)

**Termination and Acknowledgement of Agreement**

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

**Company**

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Company: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Baker Tilly Search & Staffing, LLC**

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**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:

7/26/2016

To (Owner):

City of Lake Geneva

From (Contractor/Vendor/Grantee):

Kapur & Associates

Via (City Official/Engineer)

Project:

10) Main Street Widening

Contract/Quote:

Engineering Contract

**Application for Payment - Change Order Summary**

Number	Additions Due From City	Deductions (Unused)
<b>Total</b>		

1. Current Contract/Quote/Grant Amount	45,676.00
2. Less Previous Non Escrow Payments	17,606.08
3. Balance of Escrow	28,069.92
4. Less Previous Escrow Payments	899.00
5. Plus/Less Change Orders	-
6. Balance Available	27,170.92
7. Amount Due this Application	393.00

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 and Chicago Title Escrow Agreement for TID 4 Funds

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

2

Application Period:

Application Date:

6/22/2016

To (Owner):

City of Lake Geneva

From (Contractor/Vendor/Grantee):

Kapur & Associates

Via (City Official/Engineer)

Project:

4) Downtown Signage

Contract/Quote:

Engineering Contract

### Application for Payment - Change Order Summary

Number	Additions Due From City	Deductions (Unused)
1	466	
<b>Total</b>	466	

1. Current Contract/Quote/Grant Amount	22,756.00
2. Less Previous Non Escrow Payments	22,151.00
3. Balance of Escrow	605.00
4. Less Previous Escrow Payments	536.00
5. Plus/Less Change Orders	466.00
6. Balance Available	535.00
7. Amount Due this Application	535.00

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 and Chicago Title Escrow Agreement for TID 4 Funds

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

1

Application Period:

Application Date:

7/26/2016

To (Owner):

City of Lake Geneva

From (Contractor/Vendor/Grantee):

Michaels's Signs

Via (City Official/Engineer)

Director of Public Works & Utilities

Project:

4) Downtown Signage

Contract/Quote:

Sign Materials

### Application for Payment - Change Order Summary

Number	Additions Due From City	Deductions (Unused)
<b>Total</b>		

1. Current Contract/Quote/Grant Amount	56,988.50
2. Less Previous Non Escrow Payments	-
3. Balance of Escrow	<u>56,988.50</u>
4. Less Previous Escrow Payments	-
5. Plus/Less Change Orders	-
6. Balance Available	<u>56,988.50</u>
7. Amount Due this Application	<u>28,400.00</u>

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 and Chicago Title Escrow Agreement for TID 4 Funds**

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

2

Application Period: <u>Up To May 18 - 2016</u>		Application Date: <u>28 - July - 2016</u>
To (Owner): <u>City of Lake Geneva</u>	From (Contractor/Vendor/Grantee): <u>Shad Branen - WIN Property Building + Zoning Administrator</u>	Via (City Official/Engineer)
Project: <u>#5 - Theater Redevelopment</u>	Contract/Quote: <u>Development Agreement</u>	

**Application for Payment - Change Order Summary**

Number	Additions Due From City	Deductions (Unused)
<b>Total</b>		

- 1. Current Contract/Quote/Grant Amount 867,500.00
- 2. Less Previous Non Escrow Payments < 116,022.98 >
- 3. Balance of Escrow 751,477.02
- 4. Less Previous Escrow Payments -
- 5. Plus/Less Change Orders -
- 6. Amount Due this Application 731,755.2

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: \_\_\_\_\_ Date \_\_\_\_\_  
 City Official/Engineer

Approved by: -Owner- Grantee Date \_\_\_\_\_

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
 Bank (if applicable)

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
 Escrow Agent

By: [Signature] Date: 7-28-2016

# 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:

7/28/2016

To (Owner):

City of Lake Geneva

From (Contractor/Vendor/Grantee):

Systems Design

Via (City Official/Engineer)

Director of Public Works & Utilities

Project:

8) Riviera Grounds

Contract/Quote:

Irrigation

**Application for Payment - Change Order Summary**

Number	Additions Due From City	Deductions (Unused)
<b>Total</b>		

1. Current Contract/Quote/Grant Amount	10,000.00
2. Less Previous Non Escrow Payments	-
3. Balance of Escrow	<u>10,000.00</u>
4. Less Previous Escrow Payments	<u>1,708.47</u>
5. Plus/Less Change Orders	-
6. Balance Available	<u>8,291.53</u>
7. Amount Due this Application	<u>1,076.80</u>

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  
Council Meeting  
August 8, 2016**

**Prepaid Checks**

**7/23/16 to 8/04/16**

**Total:  
\$30,761.36**

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

***\$ 30,660.50  
2016 1-Ton Chevy Truck - DPW***

FROM 07/23/2016 TO 07/25/2016

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
LYNCH	LYNCH TRUCK CENTER								
	20191T			07/25/16		62744	07/25/16	30,660.50	30,660.50
		01 1-TON 2016 CHEVY TRUCK	5032005800						30,660.50
								VENDOR TOTAL:	30,660.50
								TOTAL --- ALL INVOICES:	30,660.50



**City of Lake Geneva  
Council Meeting  
August 8, 2016**

**Accounts Payable**

	<u>Fund #</u>	
1. General Fund	11	\$ 77,795.41
2. Debt Service	20	\$ -
3. TID #4	34	\$ -
4. Lakefront	40	\$ 12,937.03
5. Capital Projects	41	\$ 25,128.46
6. Parking	42	\$ 2,036.12
7. Cemetery	48	\$ 980.03
8. Equipment Replacement	50	\$ -
9. Library Fund	99	\$ 7,065.67
10. Impact Fees	45	\$ 49,770.00
11. Tax Agency Fund	89	\$ -
<b>Total All Funds</b>		<b><u><u>\$175,712.72</u></u></b>

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

**COUNCIL MEETING DATE: 8/8/16**

**TOTAL UNPAID ACCOUNTS PAYABLE \$ 175,712.72**

**ITEMS > \$5,000**

Lake Geneva Utility Commission - Impact Fees	\$ 49,770.00
Lake Geneva Area Chamber of Commerce - 3rd Quarter Payment	\$ 25,000.00
Kapur & Associates - June Engineering	\$ 15,998.40
Perfection Auto Body - New Ambulance Painting	\$ 12,616.14
Nyquist Engineering - 2nd Quarter IT Services	\$ 5,272.29
Geneva Lake Environmental Agency - August Payment	\$ 5,000.00

Balance of Other Items \$ 62,055.89

INVOICES DUE ON/BEFORE 08/09/2016

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
A+	A+ GRAPHICS & PRINTING						
10849	08/02/16	01	BIRD CITY DECALS-54	1170005780		08/09/16	28.00
						INVOICE TOTAL:	28.00
						VENDOR TOTAL:	28.00
AAANDER	AA ANDERSON INC						
87014	07/23/16	01	VALVE STEM-#49	4054105352		08/09/16	5.25
						INVOICE TOTAL:	5.25
						VENDOR TOTAL:	5.25
ADVANAU	ADVANCE AUTO PARTS						
7193618826090	07/06/16	01	OIL,FILTERS	4800005250		08/09/16	119.91
						INVOICE TOTAL:	119.91
7193618831712	07/06/16	01	OIL FILTER	4800005351		08/09/16	12.99
						INVOICE TOTAL:	12.99
7193620026724	07/18/16	01	BATTERY	4800005351		08/09/16	131.99
						INVOICE TOTAL:	131.99
7193620346351	07/21/16	01	TOOLS,WIRING-NEW AMB	4122008063		08/09/16	72.93
						INVOICE TOTAL:	72.93
7193621446837	08/01/16	01	COUPLER-HITCH	4800005250		08/09/16	17.99
						INVOICE TOTAL:	17.99
						VENDOR TOTAL:	355.81
ADVAND	ADVANCED DISPOSAL SERVICES						
A40000007412	07/15/16	01	LANDFILL USE-6.72TN	1136005296		08/09/16	1,137.55
		02	LANDFILL USEAGE-BULK	1136005296			840.00
						INVOICE TOTAL:	1,977.55
						VENDOR TOTAL:	1,977.55

INVOICES DUE ON/BEFORE 08/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
ALUMI	ALUMITANK INC						
183465	07/18/16	01	ENG #1 FIX	1122005240		08/09/16	142.50
						INVOICE TOTAL:	142.50
						VENDOR TOTAL:	142.50
AMAZO	AMAZON						
8932-7/16	07/10/16	01	DVDS	9900005414		08/09/16	23.93
		02	DVDS	9900005411			59.10
		03	SOAP DISPENSERS,LIGHT BULBS	9900005350			43.11
						INVOICE TOTAL:	126.14
						VENDOR TOTAL:	126.14
AMYS	AMY'S SHIPPING EMPORIUM						
3349	06/28/16	01	TSI-CALIBRATION	1122005312		08/09/16	25.87
						INVOICE TOTAL:	25.87
						VENDOR TOTAL:	25.87
ANDERM	MARY ANDERSON						
REIMB 6/16	06/07/16	01	MRC TRAINING-387 MILES	1129005735		08/09/16	208.98
						INVOICE TOTAL:	208.98
						VENDOR TOTAL:	208.98
APCO	APCO AFC INC						
27383	06/30/16	01	EMD CARDS	1121005262		08/09/16	644.93
						INVOICE TOTAL:	644.93
						VENDOR TOTAL:	644.93
ARROW	ARROW PEST CONTROL INC						
68342	07/19/16	01	PEST CONTROL-JUL	1116105360		08/09/16	55.00
						INVOICE TOTAL:	55.00
						VENDOR TOTAL:	55.00

INVOICES DUE ON/BEFORE 08/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
AT&T81	AT&T						
RE072016	07/12/16	01	262 R42-8188 663 1 CITY HALL	1116105221		08/09/16	259.61
		02	262 R42-8188 663 1-POLICE	1121005221			259.61
		03	262 R42-8188 663 1-COURT	1112005221			64.90
		04	262 R42-8188 663 1-METER	4234505221			64.90
		06	262 248-2264 368 9-FIRE DEPT	1122005221			189.94
		07	262 248-4567 367 1-911 MODEM	1121005221			164.74
		08	262 248-4715 125 4-CITY HALL	1116105221			111.68
		10	262 248-4913 601 4-STR FAX/DSL	1132105221			166.48
		12	262 249-5299 313 5-6 LIB LINES	9900005221			208.01
		13	262 249-5299 313 5-1 STR LINE	1132105221			88.17
		14	262 249-5299 313 5-COURT FAX	1112005221			18.31
		15	262 249-5299 313 5-CH ALARM	1116105221			36.63
		16	262 249-5299 313 5-CEM 1 LINE	4800005221			36.63
		17	262 249-5299 313 5-LOWER RIV	4055205221			18.31
		18	262 249-5299 313 5-UPPER RIV	4055105221			36.63
		19	262 249-5299 313 5-FIRE 2 LINE	1122005221			51.61
		20	262 249-5299 313 5-POL 3 LINES	1121005221			54.94
		21	262 248-6837 457 9-POL 911 CON	1121005221			81.53
		22	JUL PHONE BILL ADJMT	1121005221			95.37
		23	JUL PHONE BILL ADJMT	1116105221			173.10
		24	JUL PHONE BILL ADJMT	1112005221			-29.43
		25	JUL PHONE BILL ADJMT	4234505221			-32.57
		26	JUL PHONE BILL ADJMT	1122005221			97.40
		27	JUL PHONE BILL ADJMT	1132105221			-61.24
		28	JUL PHONE BILL ADJMT	9900005221			-79.37
		29	JUL PHONE BILL ADJMT	4800005221			-15.18
		30	JUL PHONE BILL ADJMT	4055205221			3.14
		31	JUL PHONE BILL ADJMT	4055105221			6.25
						INVOICE TOTAL:	2,070.10
						VENDOR TOTAL:	2,070.10
AUTOW	AUTOWORKS PLUS						
25931	07/06/16	01	WATER PUMP,BELT	4800005351		08/09/16	278.17
						INVOICE TOTAL:	278.17
						VENDOR TOTAL:	278.17

INVOICES DUE ON/BEFORE 08/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
BAKER	BAKER & TAYLOR						
L3367102-6/16	06/30/16	01	2032065453-89 ITEMS	9900005410		08/09/16	1,170.57
		02	2032082746-17 ITEMS	9900005410			216.99
		03	2032093517-17 ITEMS	9900005410			272.46
		04	2032095428-51 ITEMS	9900005410			781.09
		05	2032117442-18 ITEMS	9900005410			374.44
						INVOICE TOTAL:	2,815.55
L3367512-6/16	06/30/16	01	2032052114-1 ITEM	9900005411		08/09/16	10.62
		02	2032052115-2 ITEMS	9900005411			17.47
		03	2032052116-3 ITEMS	9900005411			33.81
		04	2032052117-2 ITEMS	9900005411			13.13
		05	2032052118-3 ITEMS	9900005411			41.10
		06	2032052119-9 ITEMS	9900005411			109.78
		07	2032081202-1 ITEM	9900005411			8.18
		08	2032081203-4 ITEMS	9900005411			40.53
		09	2032081204-2 ITEMS	9900005411			34.42
		10	2032081205-5 ITEMS	9900005411			68.22
		11	2032081206-5 ITEMS	9900005411			49.26
		12	2032098966-1 ITEM	9900005411			11.18
		13	2032098967-1 ITEM	9900005411			10.62
		14	2032098968-2 ITEMS	9900005411			25.73
		15	2032098969-4 ITEMS	9900005411			38.00
		16	2032098970-1 ITEM	9900005411			2.51
		17	2032098971-32 ITEMS	9900005411			329.84
		18	2032117540-1 ITEM	9900005411			6.29
		19	2032117541-4 ITEMS	9900005411			41.79
		20	2032117542-1 ITEM	9900005411			11.17
		21	2032117543-6 ITEMS	9900005411			49.18
		22	2032117544-1 ITEM	9900005411			7.27
		23	2032117545-6 ITEMS	9900005411			43.38
						INVOICE TOTAL:	1,003.48
L4013232-6/16	06/30/16	01	2032052469-2 ITEMS	9900005414		08/09/16	43.66
		02	2032065455-10 ITEMS	9900005414			249.18

INVOICES DUE ON/BEFORE 08/09/2016

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
BAKER	BAKER & TAYLOR						
L4013232-6/16	06/30/16	03	2032088953-1 ITEM	9900005414		08/09/16	20.19
		04	2032095463-5 ITEMS	9900005414			110.43
		05	2032095464-2 ITEMS	9900005414			51.92
						INVOICE TOTAL:	475.38
NS16070119	07/06/16	01	CATALOGING SOFTWARE	9900005515		08/09/16	100.00
						INVOICE TOTAL:	100.00
						VENDOR TOTAL:	4,394.41
BIO	BIO AQUATIC SERVICES LLC						
3355	06/29/16	01	LAKE WEED SPRAYING	4054105264		08/09/16	4,850.00
						INVOICE TOTAL:	4,850.00
						VENDOR TOTAL:	4,850.00
BOTTS	BOTTS WELDING & TRK SERV INC						
603977	07/21/16	01	SOCKET WRENCH	1132105340		08/09/16	31.25
						INVOICE TOTAL:	31.25
						VENDOR TOTAL:	31.25
BOUND	BOUND TREE MEDICAL LLC						
82214647	07/20/16	01	O2 METER-NEW AMB	4122008063		08/09/16	98.26
						INVOICE TOTAL:	98.26
						VENDOR TOTAL:	98.26
BRIER	LORRAINE BRIERE						
MILEAGE 7/16	07/31/16	01	JUL MILEAGE-384 MILES	1115105332		08/09/16	207.36
						INVOICE TOTAL:	207.36
REIMB 7/16	07/15/16	01	MEALS-MTAW GB	1115105332		08/09/16	44.21
						INVOICE TOTAL:	44.21
						VENDOR TOTAL:	251.57

INVOICES DUE ON/BEFORE 08/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
BRISTOL BRISTOL MUNICIPAL COURT							
WARRANT-KELLEY	07/08/16	01	#16040796A-KELLEY, CHAD	1112002428		08/09/16	134.00
						INVOICE TOTAL:	134.00
						VENDOR TOTAL:	134.00
BRUG BARNEY BRUGGER							
REWARD 7/16	07/31/16	01	PATIENT CARE REWARD	1110205133		08/09/16	19.27
						INVOICE TOTAL:	19.27
						VENDOR TOTAL:	19.27
BSL BADGER STATE INDUSTRIES							
304492	07/11/16	01	TOILET PAPER-2 CASES	9900005350		08/09/16	66.76
						INVOICE TOTAL:	66.76
						VENDOR TOTAL:	66.76
BUMPL BUMPER TO BUMPER AUTO PARTS							
662-344668	07/12/16	01	LITE BULBS-ENG #1	1122005351		08/09/16	8.10
						INVOICE TOTAL:	8.10
662-344736	07/13/16	01	LAMP FLASHER	1132105351		08/09/16	20.79
						INVOICE TOTAL:	20.79
662-345133	07/18/16	01	OIL, FILTER, STABILIZER	4800005351		08/09/16	44.74
						INVOICE TOTAL:	44.74
662-345621	07/25/16	01	SOCKET-#16	1132105340		08/09/16	9.99
						INVOICE TOTAL:	9.99
662-345685	07/25/16	01	BALL JOINT PRESS-GROOMER	1132105340		08/09/16	99.95
						INVOICE TOTAL:	99.95
662-345790	07/27/16	01	WELDING WIRE	1132105250		08/09/16	13.28
						INVOICE TOTAL:	13.28
						VENDOR TOTAL:	196.85

INVOICES DUE ON/BEFORE 08/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
COMPL	COMPLETE OFFICE OF WISCONSIN						
606761	07/07/16	01	TONER	1121005531		08/09/16	103.73
						INVOICE TOTAL:	103.73
						VENDOR TOTAL:	103.73
CUMMINS	CUMMINS POWER LLC						
805-21064	07/20/16	01	GENERATOR-YRLY MAINT	1116105240		08/09/16	745.00
						INVOICE TOTAL:	745.00
						VENDOR TOTAL:	745.00
DEMCO	DEMCO						
5909659	07/08/16	01	LAMINATE ROLLS,BOOK COVERS	9900005512		08/09/16	115.17
						INVOICE TOTAL:	115.17
						VENDOR TOTAL:	115.17
DUNN	DUNN LUMBER & TRUE VALUE						
651236	07/03/16	01	STAKES-PKNG SIGNS	1121005342		08/09/16	15.00
						INVOICE TOTAL:	15.00
651283	07/05/16	01	WIRE CONNECTORS	9900005350		08/09/16	2.99
		02	DISCOUNT	9900004819			-0.30
						INVOICE TOTAL:	2.69
651459	07/06/16	01	STAKES,CABLE TIES	1121005342		08/09/16	192.39
		02	DISCOUNT	1100004819			-0.39
						INVOICE TOTAL:	192.00
651539	07/06/16	01	HOSE,NUTS,BOLTS	4800005340		08/09/16	11.54
						INVOICE TOTAL:	11.54
652128	07/11/16	01	HOSE REEL FIX	1122005241		08/09/16	29.69
		02	DISCOUNT	1100004819			-1.48
						INVOICE TOTAL:	28.21

INVOICES DUE ON/BEFORE 08/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
DUNN	DUNN LUMBER & TRUE VALUE						
652347	07/13/16	01	SPRAY PAINT	4800005340		08/09/16	10.98
						INVOICE TOTAL:	10.98
652365	07/13/16	01	MOP HEAD	9900005350		08/09/16	5.49
		02	DISCOUNT	9900004819			-0.55
						INVOICE TOTAL:	4.94
652398	07/13/16	01	PROPANE CYLINDER	4800005340		08/09/16	3.99
						INVOICE TOTAL:	3.99
652947	07/18/16	01	WRENCH,NUTS,BOLTS-E1	1122005240		08/09/16	17.39
		02	DISCOUNT	1100004819			-0.87
						INVOICE TOTAL:	16.52
653054	07/19/16	01	WELDING TIPS	4800005340		08/09/16	6.99
						INVOICE TOTAL:	6.99
653197	07/20/16	01	STEEL SHEET	4800005250		08/09/16	12.99
		02	CUTTING WHEELS	4800005340			5.98
						INVOICE TOTAL:	18.97
653201	07/20/16	01	TOILET FLUSH LEVER	9900005350		08/09/16	3.99
		02	DISCOUNT	9900004819			-0.40
						INVOICE TOTAL:	3.59
653279	07/20/16	01	STEEL SHEET RETURN	4800005250		08/09/16	-12.99
		02	CUTTING WHEELS	4800005340			5.97
						INVOICE TOTAL:	-7.02
653463	07/21/16	01	THINNER-SIGN CLEANER	1134105375		08/09/16	15.97
		02	DISCOUNT	1100004819			-0.80
						INVOICE TOTAL:	15.17
653513	07/22/16	01	PADLOCKS	4800005340		08/09/16	16.28
						INVOICE TOTAL:	16.28

INVOICES DUE ON/BEFORE 08/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
DUNN	DUNN LUMBER & TRUE VALUE						
653712	07/25/16	01	STAIN, PAINT BRUSH	9900005350		08/09/16	12.98
		02	DISCOUNT	9900004819			-1.30
						INVOICE TOTAL:	11.68
653721	07/25/16	01	BATTERIES, FUNNEL	1152015340		08/09/16	5.18
		02	DISCOUNT	1100004819			-0.26
						INVOICE TOTAL:	4.92
653777	07/25/16	01	2 CYCLE OIL MIX	1152005340		08/09/16	107.76
		02	DISCOUNT	1100004819			-5.39
						INVOICE TOTAL:	102.37
653798	07/25/16	01	NUTS, BOLTS, CONNECTORS	4122008063		08/09/16	24.84
		02	DISCOUNT	1100004819			-1.24
						INVOICE TOTAL:	23.60
653804	07/25/16	01	BOLT-VAC ALL	1132105351		08/09/16	0.30
		02	DISCOUNT	1100004819			-0.02
						INVOICE TOTAL:	0.28
653813	07/25/16	01	WIRE CONNECTORS	1152005250		08/09/16	4.49
		02	DISCOUNT	1100004819			-0.22
						INVOICE TOTAL:	4.27
653886	07/26/16	01	GRASS SEED	4800005362		08/09/16	16.78
						INVOICE TOTAL:	16.78
653987	07/26/16	01	CHLORINE	4055205355		08/09/16	27.92
						INVOICE TOTAL:	27.92
654118	07/27/16	01	CAULK-GIANT VAC	1132105351		08/09/16	8.49
		02	DISCOUNT	1100004819			-0.42
						INVOICE TOTAL:	8.07
654338	07/29/16	01	METAL CUTTING WHEELS	4800005340		08/09/16	9.95
						INVOICE TOTAL:	9.95

INVOICES DUE ON/BEFORE 08/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
DUNN DUNN LUMBER & TRUE VALUE							
K51132	07/01/16	01	OIL DRY	1122005340		08/09/16	64.95
		02	DISCOUNT	1100004819			-3.25
						INVOICE TOTAL:	61.70
						VENDOR TOTAL:	611.39
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
EAM EMERGENCY APPARATUS MAINT							
87635	06/29/16	01	INSP/REPAIRS-ENG #2820	1122005240		08/09/16	900.27
						INVOICE TOTAL:	900.27
87636	06/29/16	01	INSP/REPAIRS-ENG #2821	1122005240		08/09/16	673.65
						INVOICE TOTAL:	673.65
87638	06/29/16	01	INSP-TOWER #1	1122005240		08/09/16	359.97
						INVOICE TOTAL:	359.97
87643	06/29/16	01	INSP-SQ #2861	1122005240		08/09/16	359.97
						INVOICE TOTAL:	359.97
						VENDOR TOTAL:	2,293.86
EDC EDC EDUCATIONAL SERVICES							
4147058	05/13/16	01	REPLACEMENT BOOK	9900005411		08/09/16	16.00
						INVOICE TOTAL:	16.00
						VENDOR TOTAL:	16.00
ELKHO ELKHORN CHEMICAL CO INC							

INVOICES DUE ON/BEFORE 08/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
ELKHO	ELKHORN CHEMICAL CO INC						
577090	07/26/16	01	HAND SANITIZER DISPENSER	1116105350		08/09/16	6.00
						INVOICE TOTAL:	6.00
						VENDOR TOTAL:	6.00
ETI	ETI CORP						
7/16	07/26/16	01	LIC MGR UPDATES/SUPP	1114305382		08/09/16	299.00
						INVOICE TOTAL:	299.00
						VENDOR TOTAL:	299.00
FITNE	FITNESS TECHS LLC						
42433	06/27/16	01	BIKE,TREADMILL FIX	1121005342		08/09/16	293.26
						INVOICE TOTAL:	293.26
						VENDOR TOTAL:	293.26
FORD	FORD OF LAKE GENEVA						
53283	06/29/16	01	OIL,FILTER CHG-#204	1121005361		08/09/16	30.95
						INVOICE TOTAL:	30.95
53290	06/29/16	01	OIL CHG,TIRE FIX-#206	1121005361		08/09/16	55.90
						INVOICE TOTAL:	55.90
53341	07/06/16	01	WINDOW FIX-#2841	1122005240		08/09/16	106.09
						INVOICE TOTAL:	106.09
53478	07/14/16	01	OIL,FILTER CHG-#205	1121005361		08/09/16	30.95
						INVOICE TOTAL:	30.95
53541	07/19/16	01	OIL,FILTER CHG-#203	1121005361		08/09/16	30.95
						INVOICE TOTAL:	30.95
53660	07/26/16	01	TIRE FIX,OIL CHG-#207	1121005361		08/09/16	194.30
						INVOICE TOTAL:	194.30

INVOICES DUE ON/BEFORE 08/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
FORD	FORD OF LAKE GENEVA						
53679	07/27/16	01	OIL DRAIN PLUG-BRUSH 1	1122005240		08/09/16	33.15
						INVOICE TOTAL:	33.15
						VENDOR TOTAL:	482.29
FULL	FULL COMPASS SYSTEMS LTD						
207320	06/24/16	01	PROJECTOR	1129005735		08/09/16	661.00
						INVOICE TOTAL:	661.00
						VENDOR TOTAL:	661.00
GENERC	GENERAL COMMUNICATIONS INC						
227653	07/13/16	01	SPEAKER MICS	1121005262		08/09/16	347.40
						INVOICE TOTAL:	347.40
2698	02/25/16	01	MICROPHONE PRICE ADJ	1121005361		08/09/16	-114.00
						INVOICE TOTAL:	-114.00
2879	04/20/16	01	CHRGR ADAPTER RETURN	1121005361		08/09/16	-84.00
						INVOICE TOTAL:	-84.00
						VENDOR TOTAL:	149.40
GENON	GENEVA ONLINE INC						
1031452	07/01/16	01	EMAIL SVC-JUL	1121005221		08/09/16	39.00
						INVOICE TOTAL:	39.00
1032898	08/01/16	01	EMAIL SVC-AUG	1112005221		08/09/16	2.00
						INVOICE TOTAL:	2.00
						VENDOR TOTAL:	41.00
GLENV	GENEVA LAKE ENVIRONMENTAL AGCY						
RE080316	08/01/16	01	AUGUST PAYMENT	4054105730		08/01/16	5,000.00
						INVOICE TOTAL:	5,000.00
						VENDOR TOTAL:	5,000.00

INVOICES DUE ON/BEFORE 08/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
GLWAT	GENEVA LAKE WATER SAFETY						
8/1/16	08/01/16	01	MEGAPHONE,BATTERIES	4054105399		08/09/16	75.07
						INVOICE TOTAL:	75.07
						VENDOR TOTAL:	75.07
GRAIN	GRAINGER						
9148516439	06/23/16	01	MEGAPHONE,RADIOS	4054105399		08/09/16	341.90
						INVOICE TOTAL:	341.90
						VENDOR TOTAL:	341.90
HALVE	HALVERSON OVERHEAD DOOR CO						
0092074-IN	06/29/16	01	GARAGE DOOR FIX	1122005241		08/09/16	77.00
						INVOICE TOTAL:	77.00
1043	07/13/16	01	PM-OVERHEAD DOORS	1122005360		08/09/16	185.75
						INVOICE TOTAL:	185.75
						VENDOR TOTAL:	262.75
HBARB	H BARBER & SONS INC						
BL30316	07/15/16	01	GROOMER CHAIN	4054105352		08/09/16	1,260.36
						INVOICE TOTAL:	1,260.36
						VENDOR TOTAL:	1,260.36
HENRYS	HENRY SCHEIN INC						
31553281	07/12/16	01	IV WARMER-NEW AMB	4122008063		08/09/16	695.50
						INVOICE TOTAL:	695.50
						VENDOR TOTAL:	695.50
HESTA	HE STARK AGENCY INC						
6089PARK-7/16	07/29/16	01	COLLECTION FEES-JUL	4234505216		08/09/16	458.48
						INVOICE TOTAL:	458.48
						VENDOR TOTAL:	458.48

INVOICES DUE ON/BEFORE 08/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
HOME DEPOT CREDIT SERVICES							
3956-7/16	07/19/16	01	GLUE	4800005340		08/09/16	5.97
		02	STEEL-TRAILER	4800005350			77.82
						INVOICE TOTAL:	83.79
5297-7/16	07/21/16	01	DAMP RID	4234505250		08/09/16	158.40
						INVOICE TOTAL:	158.40
						VENDOR TOTAL:	242.19
INITIAL DESIGNS							
5418	06/01/16	01	MRC APPAREL	1129005735		08/09/16	84.97
						INVOICE TOTAL:	84.97
						VENDOR TOTAL:	84.97
JAMES IMAGING SYSTEMS INC							
689043	07/18/16	01	TOSH ES3555-JUL OVERAGE	1121005531		08/09/16	121.77
						INVOICE TOTAL:	121.77
689044	07/18/16	01	TOSH ES357-JUL OVERAGE	1121005531		08/09/16	34.92
						INVOICE TOTAL:	34.92
						VENDOR TOTAL:	156.69
JAMESI IMAGING SYSTEMS INC							
18966041	06/27/16	01	TOSH ES2540-JUL	9900005532		08/09/16	321.93
		02	TOSH ES2540-LATE CHG	9900005532			35.99
						INVOICE TOTAL:	357.92
						VENDOR TOTAL:	357.92
JANI-KING OF MILWAUKEE							
MIL08160414	08/01/16	01	CLEANING-AUG	9900005360		08/09/16	1,083.00
						INVOICE TOTAL:	1,083.00
						VENDOR TOTAL:	1,083.00

INVOICES DUE ON/BEFORE 08/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
JEFFERSON FIRE & SAFETY INC							
228301	06/29/16	01	PADDED BLACK CASE	1129005735		08/09/16	389.72
						INVOICE TOTAL:	389.72
						VENDOR TOTAL:	389.72
KAPUR & ASSOCIATES, INC							
88298	07/26/16	01	JAN-JUL ENG	1100001391		08/09/16	144.00
						INVOICE TOTAL:	144.00
88306	07/26/16	01	JUN ENG	1100001391		08/09/16	1,470.00
						INVOICE TOTAL:	1,470.00
88337	07/27/16	01	JUN ENG	1100001391		08/09/16	2,772.00
						INVOICE TOTAL:	2,772.00
88339	07/27/16	01	JUN ENG	4132101508		08/09/16	11,612.40
						INVOICE TOTAL:	11,612.40
						VENDOR TOTAL:	15,998.40
KAY PARK RECREATION CORP							
175806	07/20/16	01	3 GRILLS-DONIAN PK	1152005399		08/09/16	586.00
						INVOICE TOTAL:	586.00
						VENDOR TOTAL:	586.00
LABYRINTH HEALTHCARE GROUP							
29271	07/31/16	01	PATIENT CARE-AUG	1110205132		08/09/16	297.00
						INVOICE TOTAL:	297.00
						VENDOR TOTAL:	297.00
LANGUAGE LINE SERVICES							
3860630	06/30/16	01	INTERPRETER	1121005140		08/09/16	5.81
						INVOICE TOTAL:	5.81
						VENDOR TOTAL:	5.81

INVOICES DUE ON/BEFORE 08/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
LARK LARK UNIFORM OUTFITTERS INC							
224591	07/06/16	01	AWARD PINS	1121005139		08/09/16	645.50
						INVOICE TOTAL:	645.50
224593	07/06/16	01	UNIFORM-WALSER	1121005138		08/09/16	17.50
						INVOICE TOTAL:	17.50
224598	07/06/16	01	AWARD PIN	1121005139		08/09/16	16.00
						INVOICE TOTAL:	16.00
						VENDOR TOTAL:	679.00
LGARE LAKE GENEVA CONVENTION							
RE080316	08/01/16	01	3RD QTR 2016 PAYMENT	1170005710		08/09/16	25,000.00
						INVOICE TOTAL:	25,000.00
						VENDOR TOTAL:	25,000.00
LGUTI LAKE GENEVA UTILITY							
328 S STONE RIDGE DR	07/28/16	01	328 S STONE RIDGE DR	4500002452		08/09/16	1,690.00
		02	328 S STONE RIDGE DR	4500002453			1,865.00
						INVOICE TOTAL:	3,555.00
498 MANNING WAY	07/12/16	01	498 MANNING WAY	4500002452		08/09/16	1,690.00
		02	498 MANNING WAY	4500002453			1,865.00
						INVOICE TOTAL:	3,555.00
573 SOUTHWIND DR	07/25/16	01	573 SOUTHWIND DR	4500002452		08/09/16	20,280.00
		02	573 SOUTHWIND DR	4500002453			22,380.00
						INVOICE TOTAL:	42,660.00
						VENDOR TOTAL:	49,770.00
LLS LAKESHORES LIBRARY SYSTEM							
1727	07/12/16	01	TECH IT CONSULTING-JAN	9900005516		08/09/16	172.51
						INVOICE TOTAL:	172.51
						VENDOR TOTAL:	172.51

INVOICES DUE ON/BEFORE 08/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
MAILF	MAILFINANCE						
N6052316	07/25/16	01	METER LEASE SEP-NOV	1116105532		08/09/16	891.00
						INVOICE TOTAL:	891.00
						VENDOR TOTAL:	891.00
MALEK	MALEK & ASSOCIATES CONSULTANTS						
5450	07/12/16	01	PLAN REVIEW-LG TENNIS	1122005750		08/09/16	1,507.50
						INVOICE TOTAL:	1,507.50
						VENDOR TOTAL:	1,507.50
MARTIN	MARTIN GROUP						
1200262	07/20/16	01	KONICA 20-JUL	1121005531		08/09/16	12.65
						INVOICE TOTAL:	12.65
1200486	07/26/16	01	KONICA C35-JUL	1122005340		08/09/16	41.01
		02	KONICA C35-JUN OVERAGE	1122005340			125.76
						INVOICE TOTAL:	166.77
						VENDOR TOTAL:	179.42
MAXIM	MAXIM REBUILDERS INC						
97933	07/26/16	01	STARTER-VAC ALL	1132105250		08/09/16	249.00
						INVOICE TOTAL:	249.00
						VENDOR TOTAL:	249.00
MIDST	MIDSTATE EQUIPMENT						
V60485	07/08/16	01	V-BELT	4800005250		08/09/16	74.53
						INVOICE TOTAL:	74.53
V60788	07/14/16	01	KNOBS, SUPPORT, NUT	4800005250		08/09/16	35.07
						INVOICE TOTAL:	35.07
						VENDOR TOTAL:	109.60

INVOICES DUE ON/BEFORE 08/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
MLIC	SECURIAN FINANCIAL GROUP						
RE080416	08/01/16	01	INV 099002-SEP LIFE INS	1112005134		08/09/16	10.11
		02	INV 099002-SEP LIFE INS	1113005134			34.09
		03	INV 099002-SEP LIFE INS	1114305134			9.14
		04	INV 099002-SEP LIFE INS	4234505134			3.84
		05	INV 099002-SEP LIFE INS	1115105134			44.63
		07	INV 099002-SEP LIFE INS	1124005134			30.79
		12	INV 099009-SEP LIFE INS	1121005134			261.63
		15	INV 099010-SEP LIFE INS	1122005133			66.28
		17	INV 099019-SEP LIFE INS	9900005134			99.13
		20	INV 099044-SEP LIFE INS	4234505134			23.06
		23	INV 099052-SEP LIFE INS	4055105134			28.70
		24	INV 099052-SEP LIFE INS	1132105134			131.56
		25	INV 099052-SEP LIFE INS	1116105134			20.86
		26	INV 099016-SEP LIFE INS	4800005134			30.28
		27	SEP LIFE INS	1110005133			145.51
		28	SEP LIFE INS	1100002134			884.29
		29	INV 099002-SEP LIFE INS	1114205134			24.41
						INVOICE TOTAL:	1,848.31
						VENDOR TOTAL:	1,848.31
MUNIC	MUNICIPAL SERVICES LLC						
201637	07/29/16	01	JUL SVCS	1124005219		08/09/16	213.75
						INVOICE TOTAL:	213.75
						VENDOR TOTAL:	213.75
MUTUA	MUTUAL OF OMAHA						
550129077	07/20/16	01	CEM DISABILITY-AUG	4800005137		08/09/16	29.16
		02	PKG DISABILITY-AUG	4234505137			16.81
		03	CH DISABILITY-AUG	1110205134			155.07
		04	LIB DISABILITY-AUG	9900005137			58.04
		05	PD DISABILITY-AUG	1110205134			530.00
		06	STR DISABILITY-AUG	1110205134			212.75

INVOICES DUE ON/BEFORE 08/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
MUTUA	MUTUAL OF OMAHA						
550129077	07/20/16	07	UTIL DISABILITY-AUG	1100001634		08/09/16	115.77
		08	WWTF DISABILITY-AUG	1100001634			94.35
		09	JULY OVRPYMT BALANCE	1100001610			-93.81
						INVOICE TOTAL:	1,118.14
						VENDOR TOTAL:	1,118.14
NAPAE	ELKHORN NAPA AUTO PARTS						
38618	07/01/16	01	OIL DRY	1122005340		08/09/16	314.55
						INVOICE TOTAL:	314.55
40691	07/19/16	01	OIL/FUEL FILTERS	1152005250		08/09/16	38.11
						INVOICE TOTAL:	38.11
40873	07/21/16	01	REAR BRAKE PADS-#16	1132105250		08/09/16	77.01
						INVOICE TOTAL:	77.01
40884	07/21/16	01	REAR BRAKE ROTORS-#16	1132105250		08/09/16	309.32
						INVOICE TOTAL:	309.32
41551	07/27/16	01	BRAKE PADS-#50	1132105351		08/09/16	43.69
						INVOICE TOTAL:	43.69
41577	07/27/16	01	BRAKES-#50,CABLE LUGS-#19	1132105351		08/09/16	67.42
						INVOICE TOTAL:	67.42
41645	07/27/16	01	BRAKES-#13	1132105351		08/09/16	32.10
						INVOICE TOTAL:	32.10
						VENDOR TOTAL:	882.20
NORTH	NORTHWIND PERENNIAL FARM						
6988	07/11/16	01	GARDEN CARE-JUN	9900005360		08/09/16	225.00
						INVOICE TOTAL:	225.00
						VENDOR TOTAL:	225.00

INVOICES DUE ON/BEFORE 08/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
NYQUI	JEFF MISKIE						
1130	07/14/16	01	2ND QTR IT SVCS	1121005305		08/09/16	1,278.40
		02	2ND QTR IT SVCS	1121005361			1,277.74
		03	2ND QTR IT SVCS	1121005262			150.00
						INVOICE TOTAL:	2,706.14
1131	07/15/16	01	IT SUPPORT-2ND QTR	1122005450		08/09/16	598.01
						INVOICE TOTAL:	598.01
1135	08/02/16	01	2ND QTR IT SVCS	1115105450		08/09/16	1,968.14
						INVOICE TOTAL:	1,968.14
						VENDOR TOTAL:	5,272.29
OFFICP	OFFICE PRO INC						
228874-001	07/21/16	01	BATTERIES, INK	1114305310		08/09/16	13.35
		02	PAPER, HIGHLIGHTERS	1116105310			53.92
						INVOICE TOTAL:	67.27
229219-001	07/26/16	01	RUBBER BANDS	1116105310		08/09/16	14.04
		02	COLORED PAPER	4234505310			4.25
						INVOICE TOTAL:	18.29
						VENDOR TOTAL:	85.56
PARAT	PARATECH AMBULANCE SERVICE						
23561	06/30/16	01	CPR CARDS-8	1122005610		08/09/16	56.00
						INVOICE TOTAL:	56.00
						VENDOR TOTAL:	56.00
PCL	PETTY CASH - LIBRARY						
7/16	07/28/16	01	USPS-CHARLOTTE NC	9900005312		08/09/16	2.94
		02	USPS-LEMONT IL	9900005312			2.61
		03	USPS-STAMPS	9900005312			4.83

INVOICES DUE ON/BEFORE 08/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
PCL	PETTY CASH - LIBRARY						
7/16	07/28/16	04	COFFEE, FILTERS, NAPKINS, SUGAR	9900005350		08/09/16	20.81
		05	PRESENTERS TKT #215055	9900005211			25.00
						INVOICE TOTAL:	56.19
JUL 2016	07/31/16	01	USPS-LAS CRUCES, NM	9900005312		08/09/16	2.48
		02	USPS-MIDLAND, MI	9900005312			2.94
		03	USPS-ALBUQUERQUE, NM	9900005312			2.61
		04	USPS-DELAWARE, OH, STAMPS	9900005312			11.88
						INVOICE TOTAL:	19.91
						VENDOR TOTAL:	76.10
PERFE	PERFECTION AUTO BODY						
20219	07/18/16	01	PAINTING-NEW AMB	4122008063		08/09/16	12,616.14
						INVOICE TOTAL:	12,616.14
						VENDOR TOTAL:	12,616.14
PIRAN	PIRANHA PAPER SHREDDING LLC						
12490071116	07/11/16	01	SHREDDING SVC-JUL	1121005531		08/09/16	35.00
						INVOICE TOTAL:	35.00
						VENDOR TOTAL:	35.00
QUILL	QUILL CORPORATION						
7500778	07/19/16	01	PAPER, PENS	1121005310		08/09/16	334.34
						INVOICE TOTAL:	334.34
						VENDOR TOTAL:	334.34
RCELEC	RC ELECTRONICS						
642345	07/25/16	01	RADIO, BATTERIES	4234505340		08/09/16	445.50
						INVOICE TOTAL:	445.50
						VENDOR TOTAL:	445.50

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
RED	RED THE UNIFORM TAILOR						
W63722	06/30/16	01	UNIF SHIRT-MOLLER	1122005138		08/09/16	104.97
						INVOICE TOTAL:	104.97
W63808	06/27/16	01	PANTS-9 PAIRS	1129005735		08/09/16	416.91
						INVOICE TOTAL:	416.91
						VENDOR TOTAL:	521.88
REINDER	REINDERS INC						
980327	07/19/16	01	SPRINKLER HEADS	1152005352		08/09/16	28.17
						INVOICE TOTAL:	28.17
						VENDOR TOTAL:	28.17
RELIANT	RELIANT FIRE APPARATUS INC						
I16-15741	07/13/16	01	LADDER JOINTS-SQ #1	1122005351		08/09/16	205.72
						INVOICE TOTAL:	205.72
						VENDOR TOTAL:	205.72
RHYME	RHYME BUSINESS PRODUCTS						
AR70500	05/23/16	01	SHARP-MAY B&W	1116105531		08/09/16	35.05
		02	SHARP-MAY COLOR	1116105531			63.11
						INVOICE TOTAL:	98.16
AR76992	06/27/16	01	SHARP-JUN B&W	1116105531		08/09/16	71.06
		02	SHARP-JUN COLOR	1116105531			77.20
						INVOICE TOTAL:	148.26
AR82434	07/25/16	01	SHARP-JUL B&W	1116105531		08/09/16	58.92
		02	SHARP-JUL COLOR	1116105531			72.36
						INVOICE TOTAL:	131.28
						VENDOR TOTAL:	377.70
ROBER	KEN ROBERS						

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
ROBER KEN ROBERS							
MILEAGE 7/16	07/31/16	01	JUL-381 MILES	1124005330		08/09/16	199.98
						INVOICE TOTAL:	199.98
						VENDOR TOTAL:	199.98
RPMS RPM'S LLC							
07/13/16	07/13/16	01	EXHAUST FIX-ENG #1	1122005240		08/09/16	125.00
						INVOICE TOTAL:	125.00
						VENDOR TOTAL:	125.00
RRB RRB CYCLES							
361030	07/12/16	01	BIKE FIX-#219	1121005361		08/09/16	20.00
						INVOICE TOTAL:	20.00
						VENDOR TOTAL:	20.00
SIGNA SIGNATURE SIGNS LLC							
4903	07/15/16	01	SHUTTLE SIGNS	4234505399		08/09/16	170.00
		02	STALL DECALS	4234505250			304.50
		03	KIOSK DECALS	4054105340			22.50
						INVOICE TOTAL:	497.00
						VENDOR TOTAL:	497.00
SOMAR SOMAR TEK LLC/SOMAR ENTERPRISE							
99838	07/18/16	01	HOLSTERS-NEW HIRES	1121005139		08/09/16	194.98
						INVOICE TOTAL:	194.98
						VENDOR TOTAL:	194.98
STAFF STAFFORD ROSENBAUM LLP							
1184047	07/26/16	01	PD PERSONNEL ISSUE	1113105214		08/09/16	2,486.00
						INVOICE TOTAL:	2,486.00
						VENDOR TOTAL:	2,486.00

INVOICES DUE ON/BEFORE 08/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
STBAR STATE BAR OF WISCONSIN							
5008899	06/07/16	01	SUPP 2016-PUB REC	1121005310		08/09/16	207.60
						INVOICE TOTAL:	207.60
						VENDOR TOTAL:	207.60
SUPPLY THE SUPPLY CORPORATION							
64636-IN	07/21/16	01	HAND SOAP	1152005350		08/09/16	263.40
						INVOICE TOTAL:	263.40
						VENDOR TOTAL:	263.40
SWITS SWITS LTD							
36100	06/30/16	01	SPANISH INTERPRETER	1121005140		08/09/16	100.00
						INVOICE TOTAL:	100.00
						VENDOR TOTAL:	100.00
T0001284 LINDA CAREY							
REFUND	07/25/16	01	CAREY-SEC DEP 7/23/16	4055102353		08/09/16	1,000.00
		02	CAREY-SETUP, SEC GRD 7/23/16	4055104674			-344.00
						INVOICE TOTAL:	656.00
						VENDOR TOTAL:	656.00
T0001285 BRIT RADLOFF							
REIMB 6/16	06/07/16	01	MRC TRAINING-312 MILES	1129005735		08/09/16	168.48
						INVOICE TOTAL:	168.48
						VENDOR TOTAL:	168.48
T0001287 JEFFERY JANCIK							
REFUND	08/01/16	01	JANCIK-SEC DEP 7/30/16	4055102353		08/09/16	1,000.00
		02	JANCIK-SETUP, SEC GRD 7/30/16	4055104674			-424.00
						INVOICE TOTAL:	576.00
						VENDOR TOTAL:	576.00

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
T0001288 TROVER SOLUTIONS INC							
16-2460	07/28/16	01	REFUND 16-2460	1122004624		08/09/16	625.45
						INVOICE TOTAL:	625.45
						VENDOR TOTAL:	625.45
T2SYS T2 SYSTEMS CANADA INC							
751	06/30/16	01	EXT BY PHONE-MAY	4234505221		08/09/16	307.00
						INVOICE TOTAL:	307.00
						VENDOR TOTAL:	307.00
TIME TIME WARNER CABLE							
10404710897601-7/16	07/14/16	01	INTERNET SVC-JUL	1121005221		08/09/16	209.99
						INVOICE TOTAL:	209.99
						VENDOR TOTAL:	209.99
TRANS TRANS UNION LLC							
6622121	06/25/16	01	BACKGROUND CHECKS	1121005411		08/09/16	154.91
						INVOICE TOTAL:	154.91
						VENDOR TOTAL:	154.91
TROM TROMCOM							
22924	07/10/16	01	SQUAD SVC-207,200,204,222	1121005361		08/09/16	940.00
						INVOICE TOTAL:	940.00
						VENDOR TOTAL:	940.00
TSI TSI INC							
90811712	06/27/16	01	FIT TEST MACHINE TESTING	1122005820		08/09/16	811.64
						INVOICE TOTAL:	811.64
						VENDOR TOTAL:	811.64
UNIQU UNIQUE MANAGEMENT SERVICES INC							

INVOICES DUE ON/BEFORE 08/09/2016

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
UNIQ	UNIQUE MANAGEMENT SERVICES INC						
430359	07/01/16	01	COLLECTION FEES-JUN	9900005510		08/09/16	8.95
						INVOICE TOTAL:	8.95
						VENDOR TOTAL:	8.95
UNITOCC	UNITED OCC MEDICAL SVC LLC						
190-4A	07/15/16	01	PRE-EMPLOYMENT PHYSICALS	1121005411		08/09/16	3,068.00
						INVOICE TOTAL:	3,068.00
						VENDOR TOTAL:	3,068.00
USCELL	US CELLULAR						
RE080316	07/12/16	01	HARBORMASTER CELL-JUL	4055105221		08/09/16	18.50
		02	MAYOR'S CELL-JUL	1116105221			37.25
		03	BLDG INSP CELL-JUL	1124005262			53.15
		05	CITY ADMIN CELL-JUL	1116105221			54.47
		07	BEACH CELL-JUL	4054105221			10.50
		08	PARKING MTR 1 CELL-JUL	4234505221			8.05
		09	PARKING MTR 2 CELL-JUL	4234505221			6.00
		10	CITY HALL CELL-JUL	1116105221			4.00
		12	PARKING SUPERVISOR-JUL	4234505221			45.65
		13	CEMETERY CELL-JUL	4800005221			11.50
		14	ST DIRECTOR CELL-JUL	1132105221			50.45
		15	ST FOREMAN CELL-JUL	1132105221			49.05
		16	PARKING MGR CELL-JUL	4234505221			52.25
		17	CITY CLERK CELL-JUL	1116105221			30.85
						INVOICE TOTAL:	431.67
						VENDOR TOTAL:	431.67
UWSCWTP	UW MADISON						
7111621	07/11/16	01	TRNG-ECKLUND, KELLER, RICHARDSON	1121005410		08/09/16	90.00
						INVOICE TOTAL:	90.00
						VENDOR TOTAL:	90.00

INVOICES DUE ON/BEFORE 08/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
VANDE VANDEWALLE & ASSOCIATES INC							
201607029	07/20/16	01	PLANNING-JUL	1124005219		08/09/16	85.00
		02	PLANNING-JUL	1100001391			391.50
						INVOICE TOTAL:	476.50
						VENDOR TOTAL:	476.50
VILLWB VILLAGE OF WILLIAMS BAY							
WARRANT-DJURDJULOV	07/22/16	01	CITATION #1H8004X4FP	1112002428		08/09/16	163.00
						INVOICE TOTAL:	163.00
						VENDOR TOTAL:	163.00
VORPA VORPAGEL SERVICE INC							
39220	06/29/16	01	HVAC FIX	1122005241		08/09/16	2,166.00
						INVOICE TOTAL:	2,166.00
39364	07/06/16	01	THERMOSTAT MOVE	1122005241		08/09/16	273.15
						INVOICE TOTAL:	273.15
						VENDOR TOTAL:	2,439.15
WALCOT WALWORTH COUNTY TREASURER							
64-246 7/16	07/31/16	01	COURT FINES-JUL	1112002420		08/09/16	1,819.00
						INVOICE TOTAL:	1,819.00
						VENDOR TOTAL:	1,819.00
WALMA WALMART COMMUNITY							
6368-7/16	07/16/16	01	GLUCOSE STRIPS	1122005810		08/09/16	35.88
		02	ASPIRIN	1122005810			2.48
		03	HAND SOAP, TRASH BAGS	1122005350			20.03
		04	COFFEE, WATER	1129005410			15.96
						INVOICE TOTAL:	74.35
						VENDOR TOTAL:	74.35

INVOICES DUE ON/BEFORE 08/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
WASWOS      SABRINA WASWO							
REIMB 7/16	07/15/16	01	137.8 MILES	1114305330		08/09/16	74.41
		02	MEALS-GB INSTITUTE	1114305331			51.53
						INVOICE TOTAL:	125.94
						VENDOR TOTAL:	125.94
WAY              BRIDGETT WAY							
REIMB 7/25/16	07/25/16	01	1104 MILES-SHAWANO	1121005330		08/09/16	596.16
						INVOICE TOTAL:	596.16
						VENDOR TOTAL:	596.16
WCTC            WAUKESHA CNTY TECH COLLEGE							
S0620038	06/27/16	01	TRAINING-RICHARDSON	1121005410		08/09/16	35.00
						INVOICE TOTAL:	35.00
						VENDOR TOTAL:	35.00
WELDE          WELDERS SUPPLY CO							
402546	07/13/16	01	OXYGEN TANK RENTAL	1122005810		08/09/16	329.00
						INVOICE TOTAL:	329.00
						VENDOR TOTAL:	329.00
WIDOTB        WI DEPT OF TRANSPORTATION							
L45321	07/23/16	01	Hwy 50 INTERCHANGE	4132101508		08/09/16	6.37
						INVOICE TOTAL:	6.37
L45670	07/23/16	01	GENEVA TO FOREST ST	4132101508		08/09/16	2.01
						INVOICE TOTAL:	2.01
L45718	07/23/16	01	BIKE TRAIL PROJECT	4132101508		08/09/16	0.01
						INVOICE TOTAL:	0.01
						VENDOR TOTAL:	8.39

INVOICES DUE ON/BEFORE 08/09/2016

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT
-----							
WILAB	WI STATE LABORATORY OF HYGIENE						
464495	06/30/16	01	BLOOD DRAW	1121005380		08/09/16	50.00
						INVOICE TOTAL:	50.00
						VENDOR TOTAL:	50.00
WISC	STATE OF WISCONSIN						
64-246 7/16	07/31/16	01	COURT FINES-JUL	1112002424		08/09/16	4,955.83
						INVOICE TOTAL:	4,955.83
						VENDOR TOTAL:	4,955.83
WLCON	WL CONSTRUCTION SUPPLY INC						
10530	06/13/16	01	DIAMOND SAW BLADE	1122005800		08/09/16	409.99
						INVOICE TOTAL:	409.99
						VENDOR TOTAL:	409.99
WLS	WI LIBRARY SERVICES						
282279	07/07/16	01	LOST BOOK FEE	9900005211		08/09/16	115.00
						INVOICE TOTAL:	115.00
						VENDOR TOTAL:	115.00
						TOTAL ALL INVOICES:	175,712.72