



REGULAR CITY COUNCIL MEETING

MONDAY, JUNE 26, 2017 – 6:00 PM

COUNCIL CHAMBERS, CITY HALL

AGENDA

1. Mayor Kupsik calls the meeting to order
2. Pledge of Allegiance – Alderman Flower
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 June 12, 2017, as prepared and distributed
9. **Consent Agenda** – *Recommended by Finance, License and Regulation on June 20, 2017*
Any item listed on the consent agenda may be removed at the request of any member of the Council. The request requires no second, is not discussed, and is not voted upon.
 - a. **Park Reservation Permit application filed by Mt. Zion Church to rent Flat Iron Park and the Brunk Pavilion on Sunday, July 30, 2017 from 6:00am to 1:00pm for the Mtn@Park church service** (*Recommended by Board of Park Commissioners on June 7, 2017*)
 - b. **Parade application filed by the American Legion Auxiliary for the Fourth of July Kids Parade on July 4, 2017 from 10:00am to 10:30am, beginning at Eastview School and ending at the American Legion Hall with request to waive all fees including application fee**
 - c. **Street Use Permit application filed by the American Legion Auxiliary for the Fourth of July Kids Parade on July 4, 2017 from 10:00am to 10:30am, beginning at Eastview School and ending at the American Legion Hall with request to waive all fees including application fee**
 - d. **Temporary “Class B” Retailer License application filed by Geneva Lake Arts Foundation for the sale of wine during the Art Gallery Open House at 223 Broad Street, Lake Geneva, on July 7, 2017, from 6:00pm to 9:00pm contingent upon Police Chief approval**
 - e. **Temporary Operator License application filed by Sarah McConnell on behalf of Geneva Lake Arts Foundation for the Art Gallery Open House on July 7, 2017 contingent upon Police Chief approval**
 - f. **Change of Agent application filed by PH Hospitality Group LLC d/b/a Pizza Hut, 801 Williams St, Lake Geneva to Kate Rath, 424 James St, Burlington**

- g. Original 2017-2018 Class “B” Fermented Malt Beverage & “Class C” Wine License application filed by D&D Restaurant Group, Inc d/b/a Flat Iron Tap, Edward Muisenga, Agent, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, clearance of any Department of Revenue holds, and obtaining an occupancy permit**
 - h. Renewal “Class B”/Class “B” Intoxicating Liquor & Fermented Malt Beverage License application filed by Oakfire LLC d/b/a Oakfire Pizzeria & Restaurant, 831 Wrigley Dr, David Scotney, Agent, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds**
 - i. Renewal Class “B” Fermented Malt Beverage application filed by KNMG Hotels LLC d/b/a Comfort Suites, 300 E Main St, Eric Schmitt, Agent, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds**
 - j. Renewal Class “B” Fermented Malt Beverage & “Class C” Wine License applications filed by Plaza Media LLC d/b/a Geneva Theater, 244 Broad St, Shad Branen, Agent, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds**
 - k. Renewal of Sidewalk Café Permit application filed by Oakfire Pizzeria & Restaurant, 831 Wrigley Dr (approved by Police Chief and Director of Public Works; informational only)**
 - l. Original 2017-2018 Operator’s (Bartender) License applications as listed in packet**
 - m. Renewal of 2017-2018 Operator’s (Bartender) License applications as listed in packet**
 - n. Renewal Taxi Company License application filed by A-1 Lake Geneva Limousine & Taxi**
 - o. Original Creamery Permit applications filed by the following: (approved by Director of Public Works; informational only)**
 - 1) Claire & Mary Claire Confectioners LLC d/b/a Constant Cravings, 152 Broad St
 - 2) LG Sweets LLC d/b/a Kilwins Lake Geneva, 772 Main St
- 10. Item(s) removed from the Consent Agenda.**
- 11. Finance, License & Regulation Committee Recommendations from June 20, 2017 – Alderman Kordus**
- a. Discussion/Action on proposal from Vandewalle & Associates for the 2017 Bicycle and Pedestrian Plan, not to exceed \$25,000 funded from Capital Projects**
 - b. Discussion/Action on Kapur & Associates, Inc. Task Order No. 9 for the 2017 Capital Road Projects Engineering Services for an amount not to exceed \$53,468.00**
 - c. Discussion/Action on Payne & Dolan TIF Escrow Draw Request No. 2 for the Main Street Widening project in the amount of \$175,779.35**
 - d. Discussion/Action on Payne & Dolan Main Street Widening Contract Change Order #2 with increase from the TIF4 Escrow Contingency**
 - e. Discussion/Action on Kapur & Associates, Inc. TIF4 Escrow Draw Request No. 6 for the Main Street Widening Engineering in the amount of \$623.00**
 - f. Discussion/Action on Purple Martin Bird Houses including grants and donations for City parks and City property (Also recommended by Avian Committee on May 22, 2017)**
 - g. Discussion/Action on acceptance of donation of \$3,000 from the We Energies Foundation for the Avian Committee’s Purple Martin Project**

- h. Discussion/Action on the Lake Geneva Police Department reserving the Riviera for next year's Annual Police Department Awards Ceremony with waiver of all fees
- i. Discussion/Action on appointing Russ J. Ceschi as the City's primary Commercial Electrical Inspector contingent upon receiving an indemnity and hold harmless agreement together with naming the City as an additional insured
- j. Discussion/Action on adoption of An Ordinance Amending Joint Uniform Lake Law Ordinance of Geneva Lake

12. Plan Commission Recommendations from June 19, 2017 – Alderman Skates

- a. Discussion/Action on **Resolution 17-R23**, adopting the Public Participation Strategy and Procedures for 2017 Amendments to the City of Lake Geneva Comprehensive Plan
- b. Discussion/Action on **Resolution 17-R26**, a Conditional Use Application (CUP) filed by Jeffrey Walski, 1452 Sunrise Trail, Lyons, WI 53105, for Indoor Commercial Entertainment land use for a health café at 264 Center Street, Tax Key No. ZOP00259
- c. Discussion/Action on **Resolution 17-R27**, a Conditional Use Application (CUP) filed by Jeffrey Walski, 1452 Sunrise Trail, Lyons, WI 53105, for Outdoor Commercial Entertainment land use for a health café at 264 Center Street, Tax Key No. ZOP00259
- d. Discussion/Action on **Resolution 17-R28**, a Zoning Map Amendment filed by Matt Schroeder of Associated Bank, 10701 National Avenue, West Allis, WI 53227, to change the zoning from General Business and Single Family Residential-4 to Neighborhood Business at 728 Williams Street, Tax Key No. Tax Key No. ZRA00034 and 916 Marshall Street, Tax Key No. ZRA00033
- e. Discussion/Action on a Certified Survey Map Lot Combination Review filed by Matt Schroeder of Associated Bank, 10701 National Avenue, West Allis, WI 53227, for 728 Williams Street, Tax Key No. Tax Key No. ZRA00034 and 916 Marshall Street, Tax Key No. ZRA00033
- f. Discussion/Action on **Resolution 17-R29**, a Conditional Use Permit filed by Matt Schroeder of Associated Bank, 10701 National Avenue, West Allis, WI 53227, for a drive-through In-Vehicle Sales and Service land use for a proposed Associated Bank at 728 Williams Street, Tax Key No. Tax Key No. ZRA00034 and 916 Marshall Street, Tax Key No. ZRA00033
- g. Discussion/Action on **Resolution 17-R30**, a Zoning Map Amendment/General Development Plan filed by Steven and Leah Andersen, 905 Platt Avenue, Lake Geneva, WI 53147, to expand the buildable envelope and construct a three-season porch and deck at the rear of the home at 905 Platt Avenue, Tax Key No. ZCOT00008
- h. Discussion/Action on **Resolution 17-R31**, on an amendment to a Precise Implementation Plan filed by Steven and Leah Andersen, 905 Platt Avenue, Lake Geneva, WI 53147, to expand the buildable envelope and construct a three-season porch and deck at the rear of the home at 905 Platt Avenue, Tax Key No. ZCOT00008
- i. Discussion/Action on **Resolution 17-R32**, a Conditional Use Permit filed by Fairwyn Ltd, 875 Townline Road Ste 103, Lake Geneva, WI 53147 to utilize setbacks for the Single Family Residential-4 zoning district in the Estate Residential-1 zoning district (as enabled by Section 98-407(3) of the Zoning Ordinance) at 930 Bayview Drive, Tax Key No. ZGB00026.
- j. Discussion/Action on **Resolution 17-R33**, a Zoning Map Amendment/General Development Plan filed by Steven R. and Jen C. Evans, 763 Ivy Oaks Drive, Caledonia, IL, 61011 to establish a Commercial Indoor Lodging land use (vacation rental home) at 717 Geneva Street, Tax Key No. ZOP00160.

- k. Discussion/Action on **Resolution 17-R34**, a Precise Implementation Plan filed by Steven R. and Jen C. Evans, 763 Ivy Oaks Drive, Caledonia, IL, 61011 to confirm zoning flexibilities to establish a Commercial Indoor Lodging land use (vacation rental home) at 717 Geneva Street, Tax Key No. ZOP00160.
- l. Discussion/Action on **Resolution 17-R35**, a Conditional Use Permit filed by Steven R. and Jen C. Evans, 763 Ivy Oaks Drive, Caledonia, IL, 61011 to establish a Commercial Indoor Lodging land use (vacation rental home) at 717 Geneva Street, Tax Key No. ZOP00160.
- m. Discussion/Action on **Resolution 17-R36**, a Zoning Map Amendment/General Development Plan filed by Karen Klipp, 7345 Hollow Drive, Lake Geneva, WI 53147 to confirm zoning flexibilities to establish two Commercial Indoor Lodging land uses (vacation rental homes) at 824 Williams Street, Tax Key No. ZRA00018.
- n. Discussion/Action on **Resolution 17-R37**, a Precise Implementation Plan filed by Karen Klipp, 7345 Hollow Drive, Lake Geneva, WI 53147 to confirm zoning flexibilities to establish two Commercial Indoor Lodging land uses (vacation rental homes) at 824 Williams Street, Tax Key No. ZRA00018.
- o. Discussion/Action on **Resolution 17-R38**, a Conditional Use Permit filed by Karen Klipp, 7345 Hollow Drive, Lake Geneva, WI 53147 to establish a Commercial Indoor Lodging land use (vacation rental home) at 824 Williams Street, Tax Key No. ZRA00018.
- p. Discussion/Action on **Resolution 17-R39**, a Zoning Map Amendment/General Development Plan filed by Chris Law, Geneva Lakes Christian Church, W2906 Willow Road, Lake Geneva, WI 53147, to amend the Zoning Map from the SR-4 Single-Family zoning district to Planned Development for a new worship facility at 1015 N. Bloomfield Road, Tax Key Nos. ZSF00232 and ZSF00231.
- q. Discussion/Action on **Resolution 17-R40**, a Precise Implementation Plan filed by Chris Law, Geneva Lakes Christian Church, W2906 Willow Road, Lake Geneva, WI 53147, to construct a new worship facility at 1015 N. Bloomfield Road, Tax Key Nos. ZSF00232 and ZSF00231.
- r. Discussion/Action on **Resolution 17-R41**, amending the Precise Implementation Plan / Conditional Use Permit filed by Lake Geneva Tennis Club LLC, 630 Veterans Pkwy, to expand a parking lot for a Physical Activity Studio land use (indoor tennis complex) at 630 Veterans Parkway, Tax Key Nos. ZLGBP200029, ZLGBP200030, ZLGBP200031, ZLGBP200032, & ZLGBP200033.
- s. Discussion/Action on **Resolution 17-R42**, a Conditional Use Permit filed by Reeds Construction LLC, W3199 S Lake Shore Drive, Lake Geneva, WI 53147, to construct a new boat slip at 1084 LaGrange Drive, Tax Key No. ZLE00003.
- t. Discussion/Action on **Resolution 17-R43**, a Conditional Use Permit filed by Julie Selby, 800 N Blue Spruce Circle, Hartland, WI 53029, for Indoor Commercial Entertainment for a studio at 262 Center Street, Tax Key No. ZOP00259.
- u. Discussion/Action on **Resolution 17-R44**, a Conditional Use Permit filed by Halvar Petersen, 507 Broad Street, Lake Geneva, WI 53147, for Indoor Commercial Entertainment for a Bakery/Patisserie at 252 Center Street, Tax Key No. ZOP00258.
- v. Discussion/Action on **Resolution 17-R45**, a Conditional Use Permit filed by Halvar Petersen, 507 Broad Street, Lake Geneva, WI 53147, for Indoor Commercial Entertainment for a Coffee School at 252 Center Street, Tax Key No. ZOP00258.

- w. Discussion/Action on **Resolution 17-R46**, a Conditional Use Permit filed by Jes Bush-Christenson, 1515 Dodge Street, Lake Geneva, WI 53147, for Outdoor Commercial Entertainment at 747 W. Main Street, Tax Key No. ZOP00271.
- x. Discussion/Action on **Resolution 17-R47**, a Conditional Use Permit filed by Curt Langille, Lanco Builders, Inc., 813 Eagleton Drive, Lake Geneva, WI 53147, to use SR-4 Setbacks in ER-1 zoning district at 837 Bayview Drive, Tax Key No. ZGB00007.

13. Discussion/Action on Resolution 17-R48, amending the Schedule of Fees to include:

- a. A \$2.00 per hour Parking Stall fee for stalls on Wrigley Drive, 10 stalls at the boat launch, stalls on lower Center south of Main Street and stalls on lower Broad Street south of Main Street and keeping all other fees as previously listed in the Schedule of Fees *(approved by Council on June 12, 2017)*
- b. Public Works construction permit fees to the City's Schedule of Fees Resolution Including:
 - 1) Curb Cut/Driveway Approach Fee \$25.00
 - 2) Right-of-Way Excavation Fee \$25.00
 - 3) Storm Sewer Connection Fee \$25.00
 - 4) Sanitary Sewer Connection Fee \$25.00*(Recommended by the Finance, License and Regulation Committee on June 6, 2017)*
- c. A fingerprinting fee, \$15 for city resident, \$15 individual employed in business in city limits or working for city licensed business, and non-residents \$60 *(Recommended by the Police & Fire Commission on June 6, 2017 and Finance, License and Regulation Committee on June 6, 2017)*

14. Discussion/Action on Resolution 17-R49, Employee Health Benefit Spousal Surcharge of 10% of the single cobra rate *(approved by Council on September 26, 2016)*

15. Presentation of Accounts – Alderman Kordus *(Recommended by Finance, License and Regulation on June 20, 2017)*

- a. Purchase Orders (none)
- b. Prepaid Bills in the amount of \$17,172.18
- c. Regular Bills in the amount of \$352,327.78 *(amended from FLR)*

16. Mayoral Appointments.

17. 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.

6/23/2017 9:40pm

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

**REGULAR CITY COUNCIL MEETING
MONDAY, JUNE 12, 2017 – 6:00 PM
COUNCIL CHAMBERS, CITY HALL**

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

The Pledge of Allegiance was led by Alderman Kordus

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

Awards, Presentations, and Proclamations. None.

Re-consider business from previous meeting. None.

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

Kevin Flemming, 1032 Wisconsin Street, spoke on the parking meter rates. He asked the council to consider that raising the rates midseason might confuse the visitors. Raising parking rates is always the default go to when revenue is needed or a budget shortfall. He asked they consider other revenue sources. He noted there is a fair amount of downtown property owners and business owners who are also residents, such as himself, Ald. Straube and Ald. Chappell. As business owners, property owners, residential property owners and taxpayers, we are all affected by the parking.

Steve Monticello, owner of Haberdapper, 253 Broad Street, spoke on the red umbrellas; stating the City has made new rules eliminating certain items on the sidewalks including the umbrellas. In 2013, twelve businesses on Broad Street purchased red umbrellas to help lure more visitors down Broad Street as they felt they were being ignored. Dan Winkler considered the proposals, which had to meet certain criteria, such as, size, width, color, and weight. We all met those requirements and were given approval. The businesses collectively purchased, maintained, and insured the umbrellas. He has heard nothing but positive feedback. They provide shade, add beauty and give the impression there is more to Lake Geneva than the main drag. He asked the Council to reconsider the rules to allow an exception or provision for the red umbrellas.

Mary Jo Fesenmaier, 1085 South Lakeshore Drive, spoke on the parking rates. The council needs to decide what the goal of the parking meters is, just to collect revenue or control traffic flow. If it's the traffic flow, it makes sense to use the expensive equipment that is capable of doing zones. She also suggested signs with time limits for parking areas where there are no meters.

Acknowledgement of Correspondence.

The city received an email from Jim Connors providing information on variable zone based parking rates and asked the Council to consider this option.

Approval of Minutes. Hedlund/Halverson motion to approve the Regular City Council Meeting minutes of May 22, 2017, as prepared and distributed. Motion carried 7 to 0.

Consent Agenda – *Recommended by Finance, License and Regulation on June 6, 2017*

- a. Amend "Class B"/Class "B" Intoxicating Liquor & Fermented Malt Beverage License premises due to renovations and extend premises to include service of alcohol on the sidewalk area filed by Oakfire LLC d/b/a Oakfire, 831 Wrigley Drive, David Scotney, Agent (*Approved by Police Chief & Director of Public Works*)
- b. Approve Original Class "B" Fermented Malt Beverage application filed by KNMG Hotels LLC d/b/a Comfort Suites, 300 E Main St, Lake Geneva, Eric Schmitt, Agent, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds

- c. **Renewal “Class A”/Class “A” Liquor & Fermented Malt Beverage License applications filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds:**
 - 1) ALDI Inc Wisconsin d/b/a ALDI #56, 200 N. Edwards Blvd, Lake Geneva, Danielle Quale, Agent
 - 2) Cove Condominium Association Inc d/b/a The Cove of Lake Geneva (Gift Shop), 111 Center St, Patrick McCarthy, Agent
 - 3) Kwik Trip Inc d/b/a Kwik Trip 219, 710 Williams St, Jillian Ricker, Agent
 - 4) Maya Geneva Inc d/b/a Maya Geneva Inc, 605 Williams St, Wayne Schwartz, Agent
 - 5) Midwest Fuel Inc d/b/a Northside Mobil, 501 Interchange North, John Consolino, Agent
 - 6) Walgreen Co. d/b/a Walgreens #05600, 351 Edwards Blvd, Suzanne Tiedke, Agent
- d. **Renewal Class “A” Fermented Malt Beverage License application filed by Tienda El Rancho Inc d/b/a Tienda El Rancho, 1151 Elkhorn Rd, Mercedes Jaramillo, Agent, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds**
- e. **Renewal “Class B”/Class “B” Intoxicating Liquor & Fermented Malt Beverage License (Hotel Exemption) application filed by Cove Condominium Association Inc d/b/a The Cove of Lake Geneva, 111 Center St, Patrick McCarthy, Agent, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds**
- f. **Renewal Class “B” Fermented Malt Beverage & “Class C” Wine License applications filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds:**
 - 1) Beachside Hospitality Inc d/b/a Barrique Wine & Brew Bar, 835 Wrigley Dr, Nancy Trilla, Agent
 - 2) Geneva Java Coffee Shop Inc d/b/a Geneva Java Coffee Shop, 252 Center St, Halvar Petersen, Agent
 - 3) Simple Café LLC d/b/a Simple Café, 525 Broad St, Thomas Hartz, Agent
- g. **Renewal “Class B”/Class “B” Intoxicating Liquor & Fermented Malt Beverage License applications filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds:**
 - 1) Harry’s Café & Place Inc d/b/a Harry’s Café, 808 Main St, James Chironis, Agent
 - 2) Medusa Grill & Bistro LLC d/b/a Medusa Grill & Bistro, 501 Broad St, Gregory Anagnos, Agent
 - 3) Popeyes Galley & Grog LTD d/b/a Popeye’s on Lake Geneva, 811 Wrigley Dr, Veronica Anagnos, Agent
 - 4) Gleneagles LLC d/b/a Sopra, 724 W Main St, Alastair Cumming, Agent
 - 5) Capitol Geneva LLC d/b/a Sprecher’s Restaurant & Pub, 111 Center St, Elizabeth Dion, Agent, with premises extension for Sprechtoberfest on October 7, 2017
- h. **Renewal “Class B” Winery License & Class “B” Fermented Malt Beverage License application filed by Jackson Wine LLC d/b/a Studio Winery, 401 Sheridan Springs Rd., Kathleen Jackson, Agent, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds**
- i. **Renewal Reserve “Class B”/Class “B” Intoxicating Liquor & Fermented Malt Beverage License applications filed by the following, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds:**
 - 1) Lake Aire LLC d/b/a Lake Aire Restaurant, 804 W Main St, George Argiropoulos, Agent
 - 2) Condos & Condos d/b/a Speedo’s Harborside Pub & Grill, 100 Broad St, Spyro Condos, Agent
- j. **Approve Original 2017-2018 Operator’s (Bartender) License applications as listed in packet**

- k. Renewal of 2017-2018 Operator's (Bartender) License applications as listed in packet
- l. Taxi Driver License renewal applications as listed in packet *(approved by Police Chief; informational only)*
- m. **Renewal of Taxi Company License applications filed by the following:**
 - 1) N&T Enterprises Inc d/b/a Lakes Area Taxi, 112 S 4th St, Delavan
 - 2) Senior Cab, W3099 Krueger Rd, Lake Geneva
- n. **Renewal of Massage Establishment License applications filed by the following:**
 - 1) Meridian Condominium Association d/b/a Bella Vista Suites, 335 Wrigley Dr
 - 2) Clear Waters Salon Spa, 734 Main St
 - 3) Element Massage Studio, 647 W Main St
 - 4) Jasmine Salon & Spa, 251 Cook St
 - 5) Healing Muscle Therapies, 201 Broad St, Ste D
 - 6) Lake Geneva Massage Therapy, 905 Marshall St
 - 7) Mia Faccia Inc. d/b/a Mia Faccia Salon & Day Spa, 235/237 Broad St
 - 8) Tiffany Square, LMT, 415 Broad St, Unit 4
 - 9) The Therapeutic Touch, 601 W Main St
- o. **Sidewalk Café Permit renewal applications filed by the following:** *(approved by Police Chief and Director of Public Works; informational only)*
 - 1) Speedo's Harborside Pub & Grill, 100 Broad St
 - 2) Sopra, 724 W Main St
 - 3) Harry's Café, 808 Main St
 - 4) Popeye's on Lake Geneva, 811 Wrigley Dr
 - 5) Lake Aire Restaurant, 804 W Main St
 - 6) Barrique Wine & Brew Bar, 835 Wrigley Dr
- p. Original Creamery Permit application filed by Scoops Ice Cream Inc, 101 Broad St *(approved by Director of Public Works; informational only)*
- q. Approve Street Use Permit Application filed by Kelly and Dan Francois for the closure of Horace Street between Grant and Wheeler Street for a Block Party on Saturday, August 5, 2017 from 6:00am to midnight
- r. Approve Riviera Ballroom application filed by the Lake Geneva Beautification Committee Inc. to reserve the Riviera Ballroom and Plaza on Sunday, July 2, 2017 from 10:00am to midnight for the Driehaus Family Plaza Dedication Ceremony with request to waive all fees excluding the security guard fee

Kordus/Skates motion to approve.

Ald. Chappell reiterated the Sidewalk Cafe businesses need to adhere to the right-of-way on the public sidewalks.

Roll Call: Chappell, Skates, Kordus, Straube, Halverson, Hedlund, Howell voting "yes." Motion carried 7 to 0.

Items removed from the Consent Agenda. None.

Finance, License & Regulation Committee Recommendations from June 6, 2017 – Alderman Kordus

Discussion/Action on Renewal "Class B"/Class "B" Intoxicating Liquor & Fermented Malt Beverage License applications filed the American Legion Post 24, 735 Henry St, Charles Schlehlein, Agent, with premises extension to all fenced or roped in areas between Gardner St and Henry St, contingent upon payment of all outstanding liabilities and delinquencies with the City of Lake Geneva and wholesaler invoices, and clearance of any Department of Revenue holds *(FLR recommended approval of premises extension with Attorney review)*

Ald. Kordus explained this was tentatively approved at FLR with Attorney review. He did speak with the Attorney and was reminded the reason we did not do this the last time is that it is an extension of a liquor license. It cannot be revoked without going through a revocation process.

Kordus/Hedlund motion to approve with extension of premises from the back door of the building to the back of the garage on the north side with the line to the east and west.

Ald. Kordus felt staff can determine the correct number of feet and the legion needs to provide the drawing. Ald. Howell questioned if that means it should be brought back as we don't have that information. Mayor Kupsik felt the motion would have staff determine the right amount of space and they would make that call. Ald. Kordus referred to the drawing and noted the premises would be from the back of the stairs to the north side of the garage and east to west on both sides. City Attorney Draper stated the applicant is required to provide an exhibit of what the premises are. They provided an application saying this is what we want. You probably can amend it but you should be pretty specific. Ald. Kordus stated there is no scale saying how many feet there is from the back of the doorway to the end of the garage.

Mayor Kupsik stated FLR discussed they did not want to allow the whole property to be able to serve beer, which is why it was restricted from the back of the stairs to the end of the garage and all the way across. Ald. Skates spoke with Mr. Schlehlein and they would rather have the whole thing, which was the purpose of putting up the 6 foot fence, but were fine with the rope for the car show. Ald. Kordus stated the 6 foot fence was to accommodate the car show. He questioned if he would include the car show in his motion. Attorney Draper stated you are talking about a temporary extension of the premises for the car show. It's better for them to come in and ask for the extension. There is any number of ways, you can say we are not going to renew it with the extended premises and let them come in and ask for the revised exhibit. Right now the only application you have is an application for the full premises, so you can simply say we aren't going to renew it with the extended premises, we are going to renew the license as it was previously. And then let them come in to ask for an extension of the premises for the car show.

Ald. Howell is not against renewing it but wants to make sure what they are renewing is clear.

Mr. Draper stated you can say that it what the line is going to be from the back of the garage across and that would describe the premises that you are approving. Once you approve it, in order to make is smaller, you have to have a full blown hearing, like you were revoking a license. Ald. Kordus wants to leave it to staff to come up with a number of feet back so that it doesn't say the back of the garage but we have a number of feet listed.

Roll Call: Chappell, Skates, Kordus, Straube, Halverson, Hedlund, Howell voting "yes." Motion carried 7 to 0.

Discussion/Action on setting Metered Parking Rates (FLR referred to Council with no recommendation)

There was discussion on raising the parking rates to \$1.50 across the board. It was noted that Parking Manager Mullally recommended concentrating on Wrigley Drive. Ald. Hedlund stated it is not about money, it's about controlling the parking habits. People get into town and don't know where to go. Studies have been done stating that 85% occupied is where the City would like to be and that leaves 15% for new people to park. He wants people to get into town, find a place to park, and park. He doesn't see any reason not to charge a premium for a premium parking stall. He thinks the City does need to do a trial from July 1st to Labor Day to get the data so next year it can be reviewed. If the City does a pilot, he would be ok doing 5 zones instead of 6. Ald. Straube noted the more often that parking spaces turnover also congests the streets with people not being able to get through because of cars backing out constantly.

Ms. Mullally feels demand based parking needs demand based pricing. She suggested a price increase from \$1 to \$2 per hour from July 1 to Labor Day for the 66 stalls on Wrigley Drive. Ms. Straube asked how a person would know how much it would cost for the spot they are in. Ms. Mullally answered the monitor on the kiosk tells them. They select how long they want to stay and the price comes up. She will put education on the website and will update on the app.

Mr. Skates asked if everything we are doing is web driven, if open spots can be shown online. Ms. Mullally stated they would need sensors on each stall. The Park Mobile app has the capability to find the cheapest parking in the city. Mr. Kordus said the app does not show the free parking lots. Ms. Mullally noted most people pay at the kiosk, there is only a minority of people who pay with Park Mobile. Mr. Kordus suggested adding this as an item to the next Public Works meeting.

Mr. Hedlund noted there are bigger issues on lower Center and south Broad that need to be included.

Chappell/Hedlund motion to raise the rate to \$2 an hour on Wrigley Drive, the 10 boat launch stalls, lower Center Street and lower Broad Street, south of Main Street.

Ms. Mullally stated she would prefer a small populated area as there will be some glitches. Mr. Halverson questioned if anything will be learned in a 2 month period and would it be worth the expected problems. Ms. Mullally was confident that people would pay on Wrigley, but would prefer succession in the implementation.

Mr. Kordus asked if this is done in phases, will there be excessive fees for software changes because of the Luke System, handhelds, and app. Ms. Mullally was unsure but noted she changes some by hand. Mayor Kupsik asked that an update be given at the next Council meeting.

Roll Call: Chappell, Skates, Kordus, Hedlund, Howell voting “yes.” Motion carried 5 to 2 with Ald. Halverson and Ald. Straube voting “no.”

Discussion/Action on eliminating 25 minute parking stalls #215 and #216 in front of the Library entrance, with #215 being dedicated for Library Use and #216 becoming a regular metered stall (Public Works recommended approval on May 16, 2017)

Kordus/Skates motion to approve. Mr. Kordus explained stall 215 will have signage per the Library’s request. They are working on the verbiage for that. Stall 216 will become a regular parking stall.

Roll Call: Chappell, Skates, Kordus, Straube, Halverson, Hedlund, Howell voting “yes.” Motion carried 7 to 0.

Discussion/Action on Resolution 17-R24, a budget adjustment increasing the Street Department Equipment Replacement Fund by \$6,845 (Public Works recommended approval on May 16, 2017)

Kordus/Hedlund motion to approve. Mr. Kordus noted this was requested as the number in the budget was about 6 to 8 years old and the cost has increased.

Roll Call: Chappell, Skates, Kordus, Straube, Halverson, Hedlund, Howell voting “yes.” Motion carried 7 to 0.

Discussion/Action on:

1. Creation of Tourism Commission Fund for Tourism Commission Room Tax dollars received from the City

Kordus/Hedlund motion to approve. Mr. Kordus explained this is a general ledger finance move to create a line item to hold funds for the Tourism Commission to use.

Roll Call: Chappell, Skates, Kordus, Straube, Halverson, Hedlund, Howell voting “yes.” Motion carried 7 to 0.

2. Tourism Commission Fund to receive \$100,000 minimum in quarterly \$25,000 payments retroactive for 2017

Kordus/Hedlund motion to approve. Mr. Kordus stated this is a mechanism to fund the Tourism Commission and will provide funding that was talked about last year. The Tourism Commission did agree that they were going to honor that request. He would anticipate an immediate payment of \$50,000; and ongoing payments made in February, May, August, and November.

Roll Call: Skates, Kordus, Straube, Halverson, Hedlund, Howell voting “yes.” Motion carried 6 to 1 with Ald. Chappell voting “no.”

3. Tourism Commission Fund then to receive Room Tax dollars above \$522,821 for 2017

Kordus/Hedlund motion to approve. Mr. Kordus said this will put the City in compliance with state law. We are authorized to keep \$422,821 for 2017. We are advancing the Tourism Commission \$100,000. Whatever is collected above \$522,821 would then be moved to the Tourism Commission for handling as they see fit. Ald. Chappell questioned when it was decided to give the money to VISIT Lake Geneva. Mr. Kordus replied the Tourism Commission did. City Administrator Oborn stated the City Council is changing from giving the money from VISIT Lake Geneva directly to the newly created Tourism Commission.

Roll Call: Chappell, Skates, Kordus, Straube, Halverson, Hedlund, Howell voting “yes.” Motion carried 7 to 0.

Discussion/Action on Resolution 17-R25, a resolution creating a Tourism Commission Fund and budget transfer of Room Tax Revenue to the Tourism Commission Fund

Kordus/Hedlund motion to approve. Mr. Kordus explained this is the resolution that puts all the items just discussed together and creates a Tourism Commission fund in the budget.

Roll Call: Skates, Kordus, Straube, Halverson, Hedlund, Howell voting “yes.” Motion carried 6 to 1 with Ald. Chappell voting “no.”

Discussion/Action on the Banner Ordinance, amending the 2 week maximum to a 2 week minimum and to always charge the fee (FLR recommended sending the amendment to the City Attorney for modification)

Kordus/Hedlund motion to approve and remove the \$20 fee from the ordinance and add to the fee schedule. Mr. Kordus stated the intent was that it guarantees a 2 week period before the event. If a customer wants to put banners up 8 weeks before an event and the availability is there, they can put it up for that same charge. There won’t be a charge for every 2 week period. If someone comes in during that timeframe, they can do so for their 2 week period. The other ones can then

go back up. If they go up early, there could be a penalty to put them back up. Mr. Oborn recommended removing the 2 week maximum in section 3 as well as taking the fee out of 3d and note it in the schedule of fees. City Attorney Draper stated it's a matter of straightening out the language in the ordinance.

Roll Call: Chappell, Skates, Kordus, Straube, Halverson, Hedlund, Howell voting "yes." Motion carried 7 to 0.

Discussion/Action on amending the Parade Ordinance to waive all fees except the \$25.00 application fee for the Memorial Day, 4th of July, Badger Homecoming, and Christmas Parades

Kordus/Chappell motion to approve except the \$25 application fee.

Roll Call: Chappell, Skates, Kordus, Straube, Halverson, Hedlund, Howell voting "yes." Motion carried 7 to 0.

Discussion/Action on Resolution 17-R22, amending the Schedule of Fees to:

- 1. Eliminate \$25.00 Replacement Parking Sticker fee**
- 2. Add a \$50.00 Annual Creamery Permit fee**
- 3. Add a \$30.00 fee for Zoning Verification Letters**
- 4. Add a \$25.00 Parking Ticket fee for Parking with a boat trailer in Sage Lot**
- 5. Add a \$25.00 Parking Ticket fee for Parking without a boat trailer in the Boat Launch Parking Lot**
- 6. Add a Baseball Tournament Permit Fee of \$150 for Friday, \$300 for Saturday, \$300 for Sunday and a \$1,000 deposit (Approved by Council on May 22, 2017)**

Kordus/Chappell motion to approve and include the parking rate increase as discussed in item 11.b. and banner fee as discussed in 11.g.

Mayor Kupsik added he knows they came up with that fee at the last minute, and suggested the Park Board come up with a permanent fee that would reflect the use of the fields individually or all at one time. Mr. Skates noted they created an Ad Hoc Committee that will be discussing this.

Roll Call: Chappell, Skates, Kordus, Straube, Halverson, Hedlund, Howell voting "yes." Motion carried 7 to 0.

Discussion/Action on Sidewalk Right-of-Way Occupancy Permits and permit filed by Steve Monticello for the Lake Geneva Downtown Business Improvement District (BID) for placement of Red Umbrellas affixed to benches in the Downtown

Mr. Oborn stated the deficiency in the ordinance was discussed. The previous Public Works Director did not have the authority to allow this. Rather than continuing to exceed our authority, we should change the language and make a special exception for the red umbrella program. City Attorney Draper said it was permitted under the sidewalk excavation permits using a broad reading of that ordinance. The City could allow it at this point and make the permanent fix to the ordinance or do it by a resolution. Mr. Skates added they are beneficial and not an obstruction. He questioned if this is something the BID wants to take on. Mr. Oborn answered the BID is the City and the BID uses the City's insurance. Mr. Skates would like these to go under the BID and have them assume responsibility for upkeep and insurance.

Chappell/Skates motion to authorize the issuance of the permit under the previous guidelines as done in the past.

Roll Call: Chappell, Skates, Kordus, Straube, Halverson, Hedlund, Howell voting "yes." Motion carried 7 to 0.

Presentation of Accounts – Alderman Kordus (Recommended by Finance, License and Regulation on June 6, 2017)

Purchase Orders (none)

Kordus/Chappell motion to approve the Prepaid Bills in the amount of \$40,714.30

Roll Call: Chappell, Skates, Kordus, Straube, Halverson, Hedlund, Howell voting "yes." Motion carried 7 to 0.

Kordus/Chappell motion to approve the Regular Bills in the amount of \$321,828.39

Roll Call: Chappell, Skates, Kordus, Straube, Halverson, Hedlund, Howell voting "yes." Motion carried 7 to 0.

Kordus/Hedlund motion to approve the Treasurer's Report for March and April 2017

Roll Call: Chappell, Skates, Kordus, Straube, Halverson, Hedlund, Howell voting "yes." Motion carried 7 to 0.

Mayoral Appointments.

Kordus/Halverson motion to approve the appointment of Tessa August to the Business Improvement District, filling the remainder of Tammie Carstensen's term, expiring January 1, 2018.

Roll Call: Chappell, Skates, Kordus, Straube, Halverson, Hedlund, Howell voting "yes." Motion carried 7 to 0.

Kordus/Halverson motion to approve the appointment of Nancy Swanson to the Avian Committee, filling the remainder of Nikki Scott's term expiring May 1, 2019

Roll Call: Chappell, Skates, Kordus, Straube, Halverson, Hedlund, Howell voting "yes." Motion carried 7 to 0.

Closed Session

Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding:

1. Police Chief Rasmussen
2. Lieutenant Gritzner
3. Lieutenant Way
4. Sergeant Hall
5. Sergeant Derrick
6. Sergeant Hinzpeter
7. Communications Supervisor Froggatt
8. Police Administrative Assistant Papenfus

Kordus/Skates motion to go into closed session and include the City Attorney and City Administrator.

Roll Call: Chappell, Skates, Kordus, Straube, Halverson, Hedlund, Howell voting "yes." Motion carried 7 to 0.

Council entered into closed session at 7:45pm.

Open Session

Kordus/Skates motion to return to open session pursuant to Wisconsin Statutes 19.85(2) and take action on any items discussed in closed session

Roll Call: Chappell, Skates, Kordus, Straube, Halverson, Hedlund, Howell voting "yes." Motion carried 7 to 0.

Council returned to open session at 8:43pm.

Kordus/Hedlund motion to direct the City Administrator to continue as discussed in closed session.

Roll Call: Chappell, Skates, Kordus, Straube, Halverson, Hedlund, Howell voting "yes." Motion carried 7 to 0.

Adjournment. Kordus/Skates motion to adjourn at 8:45pm. Unanimously carried.

/s/ Sabrina Waswo, City Clerk

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE COMMON COUNCIL

CITY OF LAKE GENEVA EVENT PERMIT APPLICATION



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

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

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

Section II - Applicant Information

1. Applicant Name: Stephen Thorngate Date of Application: 18-May-17
2. Organization Name: Mt. Zion Church
3. Organization Type: For Profit Non-Profit (501(c) Tax ID: _____
4. Mailing Address: 2330 St. Rd. 120
5. City, State, Zip: Lake Geneva, WI 53147
6. Phone: _____ E-mail: _____
7. Applicant's Drivers License #: _____ te license issued: _____
8. Are you applying as a resident of the City of Lake Geneva? Yes No
If yes, proof of residency must be attached. Non-Profit

Section III - Event Information

1. Title of Event: Mtzn @ Park (Mtzn @ Park)
2. Date(s) of Event: 30 July 2017
3. Location(s) of Event: Flat Iron Park
4. Hours: 6:00 AM Start Time 1:00 PM End Time

Section IV - Street Use

Check if this section does not apply.

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

Road closures must include rental of barricades.

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

Yes

No

Date(s) of use: 30 July '17 Am

Total Number of Stalls Request: 5

Stall Number(s) and Location: Closest to Pavilion

Additional Information:

3. Description of signage to be used during event:

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

2-3 Banners in Park

Anticipated Services

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

- Electricity Explain: Sound System
- Water Explain: _____
- Traffic Control Explain: _____
- Police Services Explain: _____
- Fire/EMS Services Explain: _____
- Other Explain: _____

Section V - Fees

Application and Permit Fees		Unit Fee			Applicable Fee
Parade Permit					
Application Fee		\$25.00			<u>25</u>
Street Use Permit					
Application Fee		\$25.00			
Permit Fee - Events lasting 2 days or less		\$40.00			
Permit Fee - Events lasting more than 2 days		\$100.00			
Parking Stall Bag Request					
Administrative Fee		\$10.00			
Parking Stall Usage/Blockage Fee - Per Stall, Per Day			# of Stalls	# of Days	
March 1 - November 14	\$20.00	x	_____	x _____ =	_____
November 15 - February 29	\$10.00	x	_____	x _____ =	_____
Park Reservation Permit					
Application Fee		\$25.00			<u>25</u>
Security Deposit					
Non-Profit or Resident					
49 Attendees or Less		\$50.00			
50-149 Attendees		\$100.00			
150 or more Attendees		<i>Determined by Park Board</i>			<u>Det by PB</u>
Non-Resident					
49 Attendees or Less		\$100.00			
50-149 Attendees		\$150.00			
150 or more Attendees		<i>Determined by Park Board</i>			
Park Reservation Fees - Per Location, Per Day					
Non-Profit or Resident					
49 Attendees or Less		\$30.00	x	_____ # of Parks	x _____ # of Days = _____
50-149 Attendees		\$55.00	x	_____	x _____ = _____
150 or more Attendees		\$105.00	x	<u>1</u>	x <u>1</u> = <u>105</u>
Non-Resident					
49 Attendees or Less		\$75.00	x	_____	x _____ = _____
50-149 Attendees		\$125.00	x	_____	x _____ = _____
150 or more Attendees		\$225.00	x	_____	x _____ = _____
Brunk Pavilion Rental Permit					
<i>Must also include rental of Flat Iron Park to rent Pavilion</i>					
Non-Profit or Resident		\$250.00	x	<u>1</u> # of Days	= <u>250</u>
Non-Resident		\$500.00	x	_____	= _____
Additional Park Amenities					
Equipment (with delivery)	Rental Fee		# Requested	Sec. Dep.	Applicable Fee
Benches	\$5.00 each		x _____ +	\$50.00 =	_____
Picnic Tables	\$15.00 each		x _____ +	\$50.00 =	_____
Barricades	\$5.00 each		x _____ +	\$50.00 =	_____
Trash Receptacles	\$8.00 each		x _____ +	\$50.00 =	_____
Dumpster Delivery	\$50.00 each		x _____ +	\$0 =	_____
Dumpster Pick-up	\$50.00 plus additional landfill		_____		_____
Fencing - Snow	\$30.00 per 50 feet		_____		_____
<i>Requests for equipment are subject to availability.</i>					Subtotal: \$ _____

Application and Permit Fees	Unit Fee	Applicable Fee
Beach Reservation Permit		
<i>Excludes Normal Beach Hours Memorial Day through Labor Day 9am-5pm</i>		
<i>Opening/Cleaning of Beach Bathrooms will be invoiced at an Hourly Rate</i>		
Application Fee	\$25.00	_____
Security Deposit		_____
Non-Profit or Resident		
49 Attendees or Less	\$50.00	_____
50-149 Attendees	\$100.00	_____
150 or more Attendees	<i>Determined by Piers, Harbors & Lakefront</i>	_____
Non-Resident		
49 Attendees or Less	\$100.00	_____
50-149 Attendees	\$150.00	_____
150 or more Attendees	<i>Determined by Piers, Harbors & Lakefront</i>	_____
Beach Reservation Fees - Per Day		
Non-Profit or Resident		
49 Attendees or Less	\$30.00	x _____ = _____
50-149 Attendees	\$55.00	x _____ = _____
150 or more Attendees	\$105.00	x _____ = _____
Non-Resident		
49 Attendees or Less	\$75.00	x _____ = _____
50-149 Attendees	\$125.00	x _____ = _____
150 or more Attendees	\$225.00	x _____ = _____
		Subtotal: \$ _____
		+ Subtotal from Page 4: \$ <u>380</u>

Total PAID with Application: \$ 380

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

Section VI - Signature of Applicant

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

APPLICANT SIGNATURE:



DATE: 18 May '17

For Office Use Only

Date Filed with Clerk: 5/10/17 Payment with Application: \$ 380⁰⁰ Receipt: C170518-20

Additional Fees Collected: \$ _____ Receipt # _____

Departmental review (all that apply):

Police Chief: Approved Denied Signed: [Signature]

Additional services needed: _____

Additional fees or deposit: _____

Fire Chief: Approved Denied Signed: [Signature]

Additional services needed: _____

Additional fees or deposit: _____

Street Dept.: Approved Denied Signed: [Signature]

Additional services needed: _____

Additional fees or deposit: _____

Parking Dept.: Approved Denied Signed: [Signature]

Additional services needed: no stairs requested

Additional fees or deposit: _____

Piers, Harbors & Lakefront: Approved Denied Signed: [Signature]

Additional services needed: _____

Additional fees or deposit: _____

Committee/Council review (all that apply):

Park Board: Meeting Date(s): 6/7/17 [Signature] Approved Denied

Reasons/Conditions: 1

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

Reasons/Conditions: _____

Council: Meeting Date(s): _____ Approved Denied

Reasons/Conditions: _____

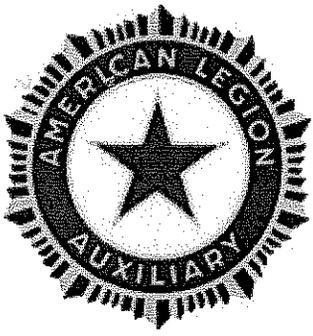
Clerk's Office Completion:

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

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

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

Reason withheld: _____



AMERICAN LEGION AUXILIARY
FRANK KRESEN UNIT #24
PO BOX 897
LAKE GENEVA, WI 53147

May 11, 2017

City of Lake Geneva:

Parade time !

We are requesting a waiver for the application/permit fee for our Community July 4th Parade.

This is a Community function that has been put on by the American Legion Auxiliary for many, many years and is attended by our Mayor, Police Department, Fire Department and youth of all ages in our area to celebrate our Independence.

The kids are voted on by age group for dressing up and awarded a small monetary prize from the Auxiliary and all are served Ice Cream at the American Legion Hall.

Last year, this fee was waived and feel that if the City of Lake Geneva no longer wants to waive this for the Community function, we would be happy to turn over this annual parade duty to the City!

Respectfully,

Mary Rose Long
President
Unit #24

Encl: Application
Street use drawing

m. Renewal of 2017-2018 Operator's (Bartender) License applications as listed in packet

n. Renewal Taxi Company License application filed by A-1 Lake Geneva Limousine & Taxi

o. Original Creamery Permit applications filed by the following: *(approved by Director of Public Works; informational only)*

1) **Claire & Mary Claire Confectioners LLC d/b/a Constant Cravings, 152 Broad St**

2) **LG Sweets LLC d/b/a Kilwins Lake Geneva, 772 Main St**

Hedlund/Skates motion to approve items d. through o. Unanimously carried.

a. Park Reservation Permit application filed by Mt. Zion Church to rent Flat Iron Park and the Brunk Pavilion on Sunday, July 30, 2017 from 6:00am to 1:00pm for the Mtzn@Park church service *(Recommended by Board of Park Commissioners on June 7, 2017)*

City Clerk Waswo noted they also have a beach permit application that will be on the Piers & Harbors agenda. Howell/Skates motion to approve. Unanimously carried.

b. Parade application filed by the American Legion Auxiliary for the Fourth of July Kids Parade on July 4, 2017 from 10:00am to 10:30am, beginning at Eastview School and ending at the American Legion Hall with request to waive all fees

City Clerk Waswo spoke with Mary who is the Treasurer for the American Legion Auxiliary. They are withdrawing their application and cancelling the parade. They voted at their county meeting due to the application process, the fees, and feel that it was difficult to deal with the City. Mr. Hedlund noted the tone of the letter leaves a lot to be desired. The fees were waived last year. Ms. Waswo said they were charged the full \$90.00. That is done with everyone and the fees are refunded if waived. Ms. Waswo explained she informed Mary that they are currently in discussions about waiving the fees and explained there is an ordinance going through that is looking to waive all the fees for this specific parade.

Howell/Skates motion to approve and waive all fees.

Mr. Hedlund added last year there was a special Council meeting to approve a function for them. He feels the City Council has jumped through hoops for them. Mayor Kupsik will speak to the legion and let her know what was discussed. Unanimously carried.

c. Street Use Permit application filed by the American Legion Auxiliary for the Fourth of July Kids Parade on July 4, 2017 from 10:00am to 10:30am, beginning at Eastview School and ending at the American Legion Hall with request to waive all fees

Howell/Skates motion to approve. Ms. Waswo asked permission to refund all of the fees that were paid even if the event is not held. The consensus was that the Clerk's Office should refund all fees even if this event is cancelled. Unanimously carried.

Public Works Recommendations – Pending June 20, 2017 meeting

a. Discussion/Recommendation on proposal from Vandewalle & Associates for the 2017 Bicycle and Pedestrian Plan, not to exceed \$25,000 funded from Capital Projects

Mr. Kordus noted there was a tie vote in Public Works, so the motion was lost. Mayor Kupsik knows it is a lot of money but thought the City was moving in a direction to be more bike friendly. Brian with Vandewalle & Associates gave a brief overview of the proposal. Mr. Kordus feels this will be telling the City something they already know. The money would be better spent on capital projects. Mr. Skates believes this would benefit families riding from their homes into town, and is a great long-term investment. Mr. Howell questioned if a viable bike path could bring people in for overnight stays. If it could, the Tourism Commission could put money toward this. Mr. Hedlund worries the City will spend the money on this plan, and it will sit on a shelf. Mr. Skates said access and getting around town is a huge issue.

Skates/Halverson motion to approve. Mr. Kordus feels this will be a couple hundred thousand dollars to implement. It is nice to have, but it is not a need. Motion carried 4 to 1 with Kordus voting "no."

b. Discussion/Recommendation on Kapur & Associates, Inc. Task Order No. 9 for the 2017 Capital Road Projects Engineering Services for an amount not to exceed \$53,468.00

Mr. Oborn stated in order to do the road project, some engineering has to be done.



CITY OF LAKE GENEVA EVENT PERMIT APPLICATION

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

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

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

Section II - Applicant Information

1. Applicant Name: Mary Rose Long Date of Application: 5/31/2017
2. Organization Name: American Legion Auxiliary
3. Organization Type: For Profit Non-Profit (501(c)___) Tax ID: _____
4. Mailing Address: P.O. Box 897
5. City, State, Zip: Lake Geneva, Wi. 53147
6. Phone: _____ - mail: _____
7. Applicant's Drivers License #: _____ State license issued: _____
8. Are you applying as a resident of the City of Lake Geneva? Yes No
If yes, proof of residency must be attached.

Section III - Event Information

1. Title of Event: 4th of July Childrens Public Parade
2. Date(s) of Event: 7-4-2017
3. Location(s) of Event: Start @ Eastview School - Travel to Henry Street
4. Hours: 10 a.m. 10:30 a.m. approx
Start Time End Time

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

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

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

8. Will you charge an admission fee? Yes No

9. Estimated Attendance Number: 100

10. Basis for Estimate: Previous Years

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

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

12. Will there be any animals? Yes No

If yes, what type and how many:

They will be turned away

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

Community Youth Parade
Map attached

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

will not be any

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

not needed

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

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

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

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

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

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

Section IV - Street Use

Check if this section does not apply.

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

Road closures must include rental of barricades.
Lineup @ Eastview School - Sage St.
Up Dodge to Center
Down Center (North) To Henry St.
Henry to American Legion Hall
Map included

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

Date(s) of use: _____

Total Number of Stalls Request: _____

Stall Number(s) and Location: _____

Additional Information:

3. Description of signage to be used during event:

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

Anticipated Services

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

- Electricity Explain: _____
- Water Explain: _____
- Traffic Control Explain: For Parade Route
- Police Services Explain: _____
- Fire/EMS Services Explain: _____
- Other Explain: _____

Section V- Fees

Application and Permit Fees		Unit Fee			Applicable Fee
Parade Permit					
Application Fee		\$25.00			<u>25.00</u>
Street Use Permit					
Application Fee		\$25.00			<u>25.00</u>
Permit Fee - Events lasting 2 days or less		\$40.00			<u>40.00</u>
Permit Fee - Events lasting more than 2 days		\$100.00			
Parking Stall Bag Request					
Administrative Fee		\$10.00			
Parking Stall Usage/Blockage Fee - Per Stall, Per Day			# of Stalls	# of Days	
March 1 - November 14	\$20.00	x	_____	x _____	= _____
November 15 - February 29	\$10.00	x	_____	x _____	= _____
Park Reservation Permit					
Application Fee		\$25.00			
Security Deposit					
Non-Profit or Resident					
49 Attendees or Less		\$50.00			
50-149 Attendees		\$100.00			
150 or more Attendees		<i>Determined by Park Board</i>			
Non-Resident					
49 Attendees or Less		\$100.00			
50-149 Attendees		\$150.00			
150 or more Attendees		<i>Determined by Park Board</i>			
Park Reservation Fees - Per Location, Per Day					
Non-Profit or Resident					
49 Attendees or Less	\$30.00	x	_____	x _____	= _____
50-149 Attendees	\$55.00	x	_____	x _____	= _____
150 or more Attendees	\$105.00	x	_____	x _____	= _____
Non-Resident					
49 Attendees or Less	\$75.00	x	_____	x _____	= _____
50-149 Attendees	\$125.00	x	_____	x _____	= _____
150 or more Attendees	\$225.00	x	_____	x _____	= _____
Brunk Pavilion Rental Permit					
<i>Must also include rental of Flat Iron Park to rent Pavilion</i>				# of Days	
Non-Profit or Resident	\$250.00	x	_____	=	_____
Non-Resident	\$500.00	x	_____	=	_____
Additional Park Amenities					
Equipment (with delivery)	Rental Fee		# Requested	Sec. Dep.	Applicable Fee
Benches	\$5.00 each	x	_____ +	\$50.00 =	_____
Picnic Tables	\$15.00 each	x	_____ +	\$50.00 =	_____
Barricades	\$5.00 each	x	_____ +	\$50.00 =	_____
Trash Receptacles	\$8.00 each	x	_____ +	\$50.00 =	_____
Dumpster Delivery	\$50.00 each	x	_____ +	\$0 =	_____
Dumpster Pick-up	\$50.00 plus additional landfill		_____		_____
Fencing - Snow	\$30.00 per 50 feet		_____		_____
<i>Requests for equipment are subject to availability.</i>					
					Subtotal: \$ <u>25.00</u>
					<u>90.00</u>

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

Total PAID with Application: \$ 90⁰⁰

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

Section VI - Signature of Applicant

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

APPLICANT SIGNATURE:

Mary Rose Long DATE: 5/31/2017

For Office Use Only

Date Filed with Clerk: 5/31/17 Payment with Application: \$ 90.00 Receipt: C170531-5

Additional Fees Collected: \$ _____ Receipt # _____

Departmental review (all that apply):

Police Chief: Approved Denied

Signed: [Signature]

Additional services needed: _____

Additional fees or deposit: _____

Fire Chief: Approved Denied

Signed: [Signature]

Additional services needed: _____

Additional fees or deposit: _____

Street Dept.: Approved Denied

Signed: [Signature]

Additional services needed: _____

Additional fees or deposit: _____

Parking Dept.: Approved Denied

Signed: [Signature]

Additional services needed: No stalls requested

Additional fees or deposit: _____

Piers, Harbors & Lakefront: Approved Denied Signed: _____

Additional services needed: _____

Additional fees or deposit: _____

Committee/Council review (all that apply):

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

Reasons/Conditions: _____

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

Reasons/Conditions: _____

Council: Meeting Date(s): _____ Approved Denied

Reasons/Conditions: _____

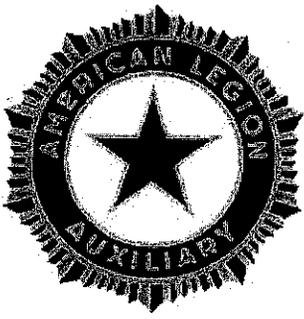
Clerk's Office Completion:

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

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

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

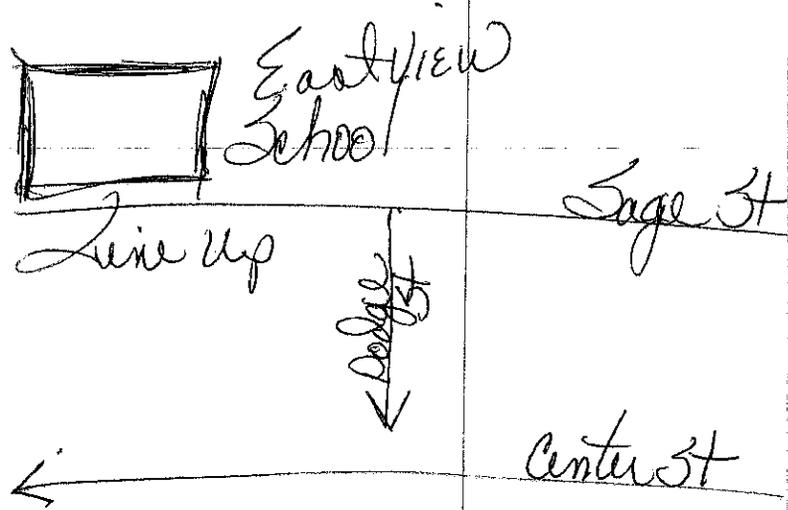
Reason withheld: _____



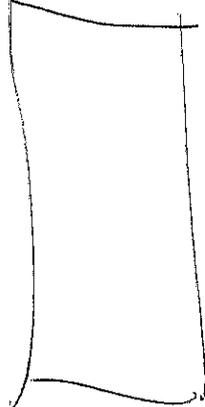
FRANK KRESEN AMERICAN LEGION
AUXILIARY UNIT #24
PO BOX 897
LAKE GENEVA, WI 53147

Parade route

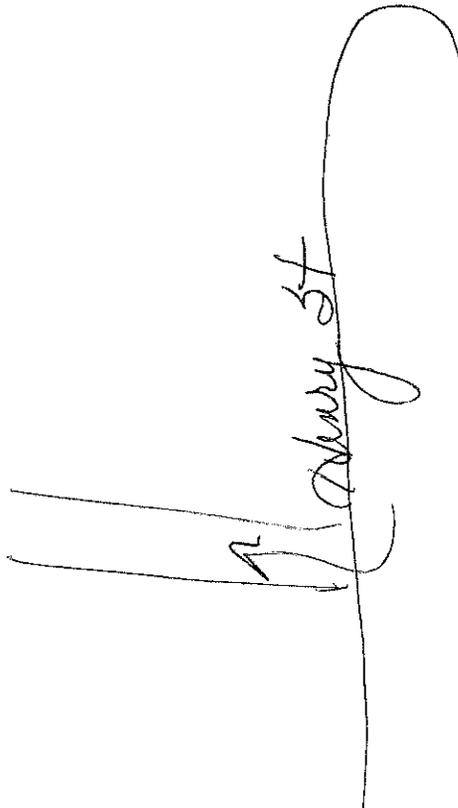
July 4th, 2011



Arrive
Legion
Hall



Henry St



Line up - Sage St -
at School
Up Dodge to Center
Down Center to Henry St
End @ Legion Hall

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

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

FEE \$ 10.00

Application Date: 6/7/17

Town Village City of Lake Geneva

County of Walworth

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

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

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

at the premises described below during a special event beginning July 7 2017 and ending July 9 2017 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

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

(a) Name Geneva Lake Arts Foundation

(b) Address 223 Broad St
(Street) Town Village City

(c) Date organized Jan 31 2014

(d) If corporation, give date of incorporation Jan 31 2014

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

(f) Names and addresses of all officers:

President Nikki Marsicano

Vice President Gary Wignam

Secretary Debbie Pfanzner

Treasurer Mary Abbot

(g) Name and address of manager or person in charge of affair: Sarah M'Connell
21 Lake View Dr Lake Geneva WI 53147

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

(a) Street number 223 Broad St

(b) Lot _____ Block _____

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

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

3. Name of Event

(a) List name of the event Art Gallery Open House

(b) Dates of event July 7

DECLARATION

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

Officer [Signature] 6/6/17 Geneva Lake Arts Foundation
(Signature/date) (Name of Organization)
Officer Sharon J. Larson 6/6/17
(Signature/date)
Officer [Signature] 6/6/17
(Signature/date)

Date Filed with Clerk 6/7/17

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

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

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

Applicant Organization: Geneva Lake Arts Foundation

Name of Event: Art Gallery Open House

Date of Event: July 7 2017

Time of Event: 6 pm (Beginning) 9 pm (Ending)

Event Contact Person: Sarah McConnell

Contact Phone: _____

Contact Email: _____

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

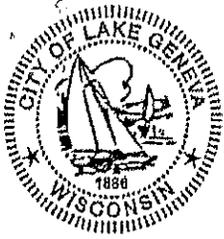
Yes No

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

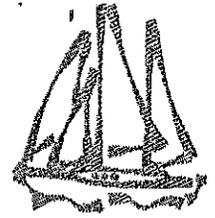
For Office Use Only

Date Filed	Receipt No.
Total Amount	
Forwarded to Police Chief	
Recommendation	Approved _____ Denied _____
Vertical lines not more than 2/16" apart, and license have been issued to the applicant within the last 12 months.	
City Approval	License Issued
Council Approval	License Number
City ID	License Expires
Organization	

*MS1 ✓
 SBK ✓*



CITY OF LAKE GENEVA TEMPORARY OPERATOR LICENSE



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

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

APPLICANT INFORMATION

Name: M^cConnell Sarah T
Last First Middle

Maiden Name: Trout Date of Birth: _____

Address (Physical): 21 LAKE VIEW DRIVE

Mailing Address (if different): _____

City, State, Zip: Lake Geneva WI 53147

Phone: _____ Drivers License #: _____

Email: _____

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

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

ORGANIZATION WHERE SERVICES OF LICENSEE WILL BE EMPLOYED

Organization Name: Lake Geneva Arts Foundation

Address: 223 Broad St Lake Geneva WI 53147

Name of Event where licensee will work: Gallery Open House

Date of Event: July 4 2017

APPLICANT SIGNATURE

S.M. Connell DATE: 6/7/17

APPROVED BEVERAGE SERVER TRAINING COURSES

Serverlicense.com
Servingalcohol.com
TIPS

Learn2serve.com
\$8 Server Training
CARE

Wisconsin Technical Colleges
ServSafe Alcohol (WRAEF/NRAEF)
TEAM

For Office Use Only

Application Number	Received Date
Trainee Name	
Approved by (Signature)	
Signature of Applicant	
Signature of Employer	Approved _____ Denied _____
Verify that the applicant has completed the required training	
Date of completion	
Date of Approval	License Issued _____
License Number	License Number _____
License Name	License Name _____
MAIL TO: (The State Organization)	

APT ✓
MSR ✓
SBR ✓

AT-107a: SCHEDULE FOR SUCCESSOR OF AGENT

If there is a change in agent, each club, corporation, or limited liability company who holds a retail permit to sell fermented malt beverages and/or intoxicating liquor must appoint a successor agent pursuant to sec. 125.04(6), Wis. Stats. There is a \$10 change in agent processing fee due with this form. The following questions must be answered by the Agent. The appointment must be signed by the President and Secretary or members of limited liability company. The appointment must be approved by the licensing authority.

City of Lake Geneva Wisconsin 20 17
(Municipality) (Date)

1. Name of agent Kate F Rath

- | | Yes | No | |
|----|-------------------------------------|-------------------------------------|--|
| 2. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Are you of legal drinking age? |
| 3. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Have you been a resident of Wisconsin for at least 90 continuous days prior to the date of appointment as agent? |
| 4. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Have you ever been convicted of a federal law violation? |
| 5. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Have you ever been convicted of a State law violation? |
| 6. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Have you ever been convicted of a Local ordinance violation? |
| 7. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Have you completed the required responsible beverage server program per sec. 125.04(5)(a)5, Wis. Stats.? |

UNDER PENALTY OF LAW, I declare that all of the above information is true and correct to the best of my knowledge and belief.

Kate F Rath
(Signature of Agent)
424 James Str Burlington WI
(Address) 53105

SUCCESSOR AGENT

The undersigned appoints Kate Rath as agent in accordance with sec. 125.04(6), Wis. Stats.

Name of Permittee PH Hospitality Group, LLC

Date 6/5 20 17

By [Signature]
Mark Dillon, President

(Signature of Secretary/Member)

I hereby accept appointment as agent for PIZZA HUT, Wisconsin Hospitality Group and assume full responsibility or the conduct of the business relative to fermented malt beverages and intoxicating liquors.

Date June 2ND 20 17

Kate Rath
(Signature of Agent)

THE AGENT APPOINTED ABOVE MUST BE APPROVED BY THE LICENSING AUTHORITY TO BE EFFECTIVE. (See sec. 125.04(6), Wis. Stats.)

City of Lake Geneva WI 2017
(Municipality) (Date)

(Signature of Official)

(Title)

PD 6/2/17 C170602-85 \$10.00 CA

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning JULY 1 20 17
ending JUNE 30 20 18

TO THE GOVERNING BODY of the: Town of } LAKE GENEVA
 Village of }
 City of }
County of WALWORTH Aldermanic Dist. No. _____ (if required by ordinance)

LICENSE REQUESTED	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ 100-
<input checked="" type="checkbox"/> Class C wine	\$ 100-
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ 25
TOTAL FEE	\$ 225

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

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

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): D&D RESTAURANT GROUP, INC

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

	Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>PRES.</u>	<u>DAVID WINGATE</u>	<u>140 EVERGREEN PKWY</u>	<u>CRYSTAL LAKE, IL 60014</u>
Vice President/Member				
Secretary/Member	<u>SECRETARY</u>	<u>DANA TRILLA</u>	<u>140 EVERGREEN PKWY</u>	<u>CRYSTAL LAKE, IL 60014</u>
Treasurer/Member				
Agent		<u>EDWARD MUSENGA</u>		
Directors/Managers				

3. Trade Name FLAT IRON TAP Business Phone Number _____
4. Address of Premises 150 CENTER STREET Post Office & Zip Code LAKE GENEVA 53147

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? Yes No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? Yes No
8. (a) Corporate/limited liability company applicants only: Insert state IL and date 1/13/17 of registration.
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? Yes No
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Yes No

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

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) FIRST FLOOR, DINING AREA, BAR, COOLERS
10. Legal description (omit if street address is given above): STORED IN BASEMENT, RECORDS IN BASEMENT.
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? AND COOLERS Yes No
(b) If yes, under what name was license issued? K&B RESTAURANT GROUP, LLC
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5d) before beginning business? [phone 1-800-937-8864] Yes No
13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776]. Yes No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

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

SUBSCRIBED AND SWORN TO BEFORE ME

this 24 day of May 2017
[Signature]
(Clerk/Notary Public)
My commission expires 2/23/20
OFFICIAL SEAL
GINA TRILLA
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES: 02/23/20
[Signature]
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)
(Additional Partner(s)/Member/Manager of Limited Liability Company, if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

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

Submit to municipal clerk.

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

To the governing body of: Town of LAKE GENEVA County of WALWORTH
Village
City

The undersigned duly authorized officer(s)/members/managers of D & D RESTAURANT GROUP, INC
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as FLAT IRON TAP
(trade name)

located at 150 CENTER STREET

appoints EDWARD MUISENGA
(name of appointed agent)

W263N2080E FIELDHACK DR. APT 205 PEWAUKEE, WI 53072
(home address of appointed agent)

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

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 20 yrs

Place of residence last year W263N2080E FIELDHACK DR. APT 205 - 53072

For: D & D RESTAURANT GROUP, INC
(name of corporation/organization/limited liability company)

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

And: _____
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Ed Muisenga Jr., hereby accept this appointment as agent for the
(print/type agent's name)

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

[Signature] 4/29/17 Agent's age _____
(signature of agent) (date)

W263N2080 E Fieldhack Dr, Apt 205, Pewaukee, WI 53072 Date of birth _____
(home address of agent)

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

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

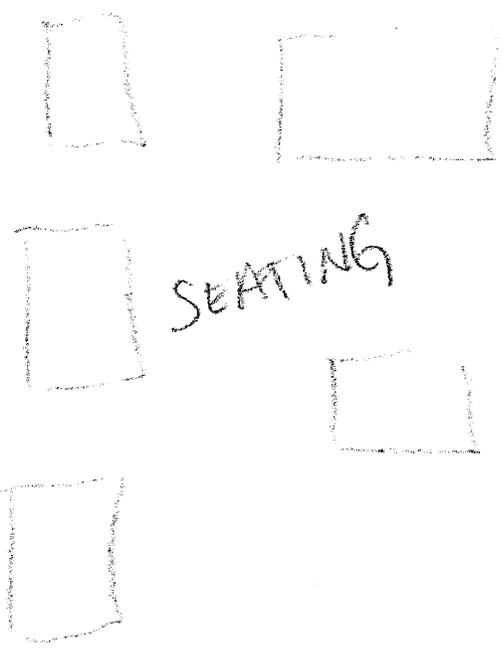
Approved on 6-5-17 by [Signature] Title Police Chief
(date) (signature of proper local official) (town chair, village president, police chief)



EXIT

BATHROOM

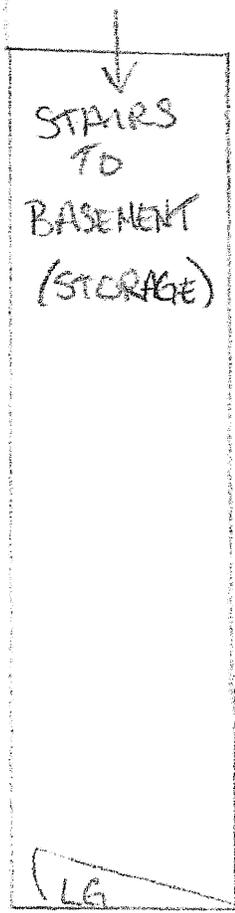
BATHROOM



SEATING



KITCHEN

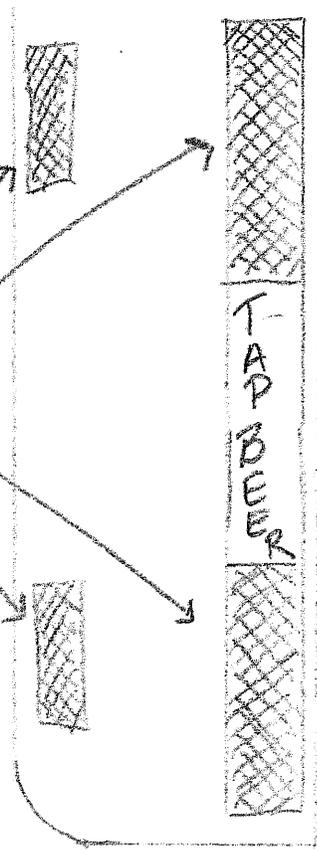


STAIRS TO BASEMENT (STORAGE)



SEATING

COOLERS



TAP BEER



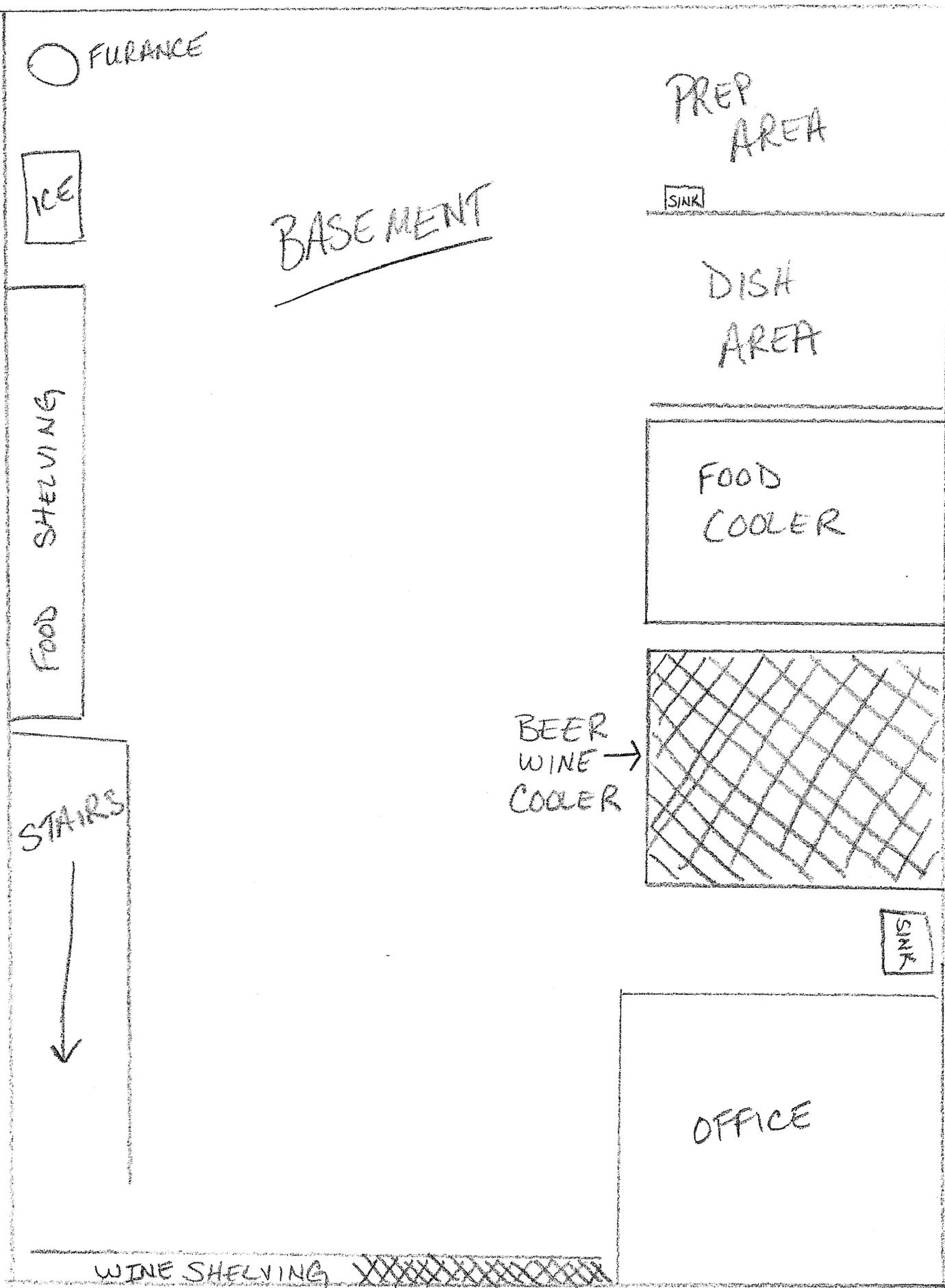
ENTRANCE
150 CENTER STREET

TATTOO 2ND FLOOR

RESTAURANT GROUP INC.



150 CENTER STREET



RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 07/01/2017 ending: 06/30/2018
(MM DD YYYY) (MM DD YYYY)

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

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

CHECK ONE Individual Partnership Limited Liability Company
 Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name(s) (Last, First and Middle Name)

Home Address

Post Office & Zip Code

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company Oakfire LLC

Address of Corporation/Limited Liability Company (if different from licensed premises) _____

All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title Name (Inc. Middle Name) Home Address Post Office & Zip Code

President/Member David Scotney 1551 Orchard Lake Geneva WI 53147

Vice President/Member _____

Secretary/Member _____

Treasurer/Member _____

Agent David Scotney

Directors/Managers _____

C.1. Trade Name Oakfire Business Phone Number 312-451-1494

2. Address of Premises 831 Wrigley Dr Post Office & Zip Code 53147

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Basement, First & Second Floors & Patios

5. Legal description (omit if street address is given above): Office/Storage, Dining Rooms & Bar area

6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete reverse side Yes No

b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side Yes No

7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain. Yes No

8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain. Yes No

9. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] Yes No

10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? Yes No

11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign, corporate officer(s), members/managers of Limited Liability Companies must sign.)

SUBSCRIBED AND SWORN TO BEFORE ME

this April day of 28

Stephanie Anderson
(Clerk/Notary Public)

My commission expires 4/13/18

[Signature]
(Official of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)
[Signature]
(Official of Corporation/Member/Manager of Limited Liability Company /Partner)
[Signature]
(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>4-28-2017</u>	Date reported to council/board <u>6/26/17</u>	Date license granted <u>6/26/17</u>
License number issued <u>2017-16</u>	Date license issued <u>6/27/17</u>	Signature of Clerk / Deputy Clerk <u>Ashina Wozzo</u>

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

Submit to municipal clerk.

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

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

The undersigned duly authorized officer(s)/members/managers of Oakfire, LLC.
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Oakfire

located at 831 Wrigley Dr. Lake Geneva, WI 53147
(trade name)

appoints David Scotney
(name of appointed agent)
1551 Orchard Lane Lake Geneva, WI
(home address of appointed agent)

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

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 4 years

Place of residence last year 1551 Orchard Lane Lake Geneva WI 53147

For: Oakfire, LLC
(name of corporation/organization/limited liability company)

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

And: _____
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

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

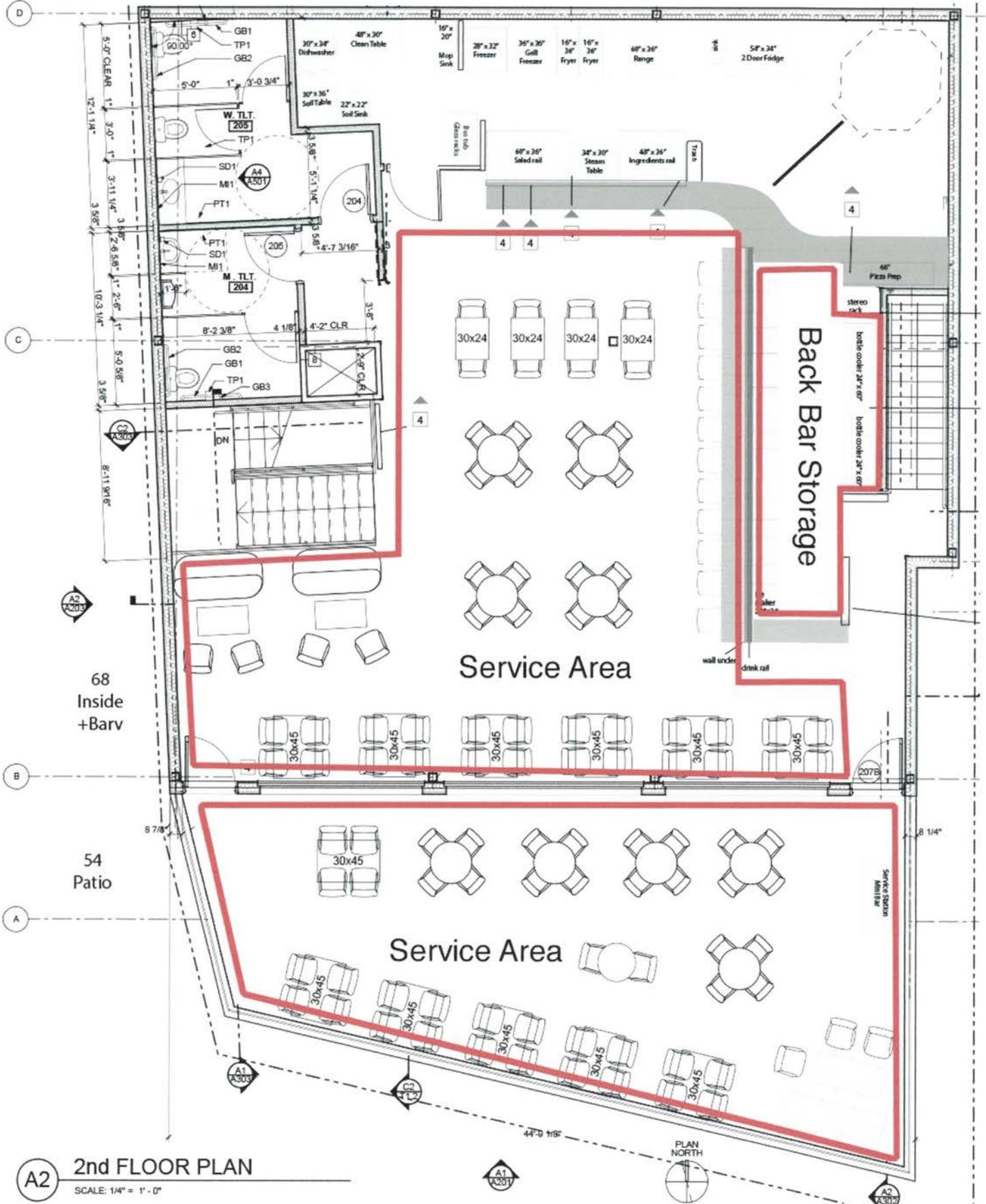
corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 4/28/17 Agent's age _____
(signature of agent) (date)
1551 Orchard Lane Lake Geneva WI 53147 Date of birth 1/1
(home address of agent)

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

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

Approved on 5-2-17 by [Signature] Title Police Chief
(date) (signature of proper local official) (town chair, village president, police chief)



A2 2nd FLOOR PLAN
 SCALE: 1/4" = 1'-0"

PLAN NORTH

Back Bar Storage

Service Area

Service Area

68 Inside + Barv

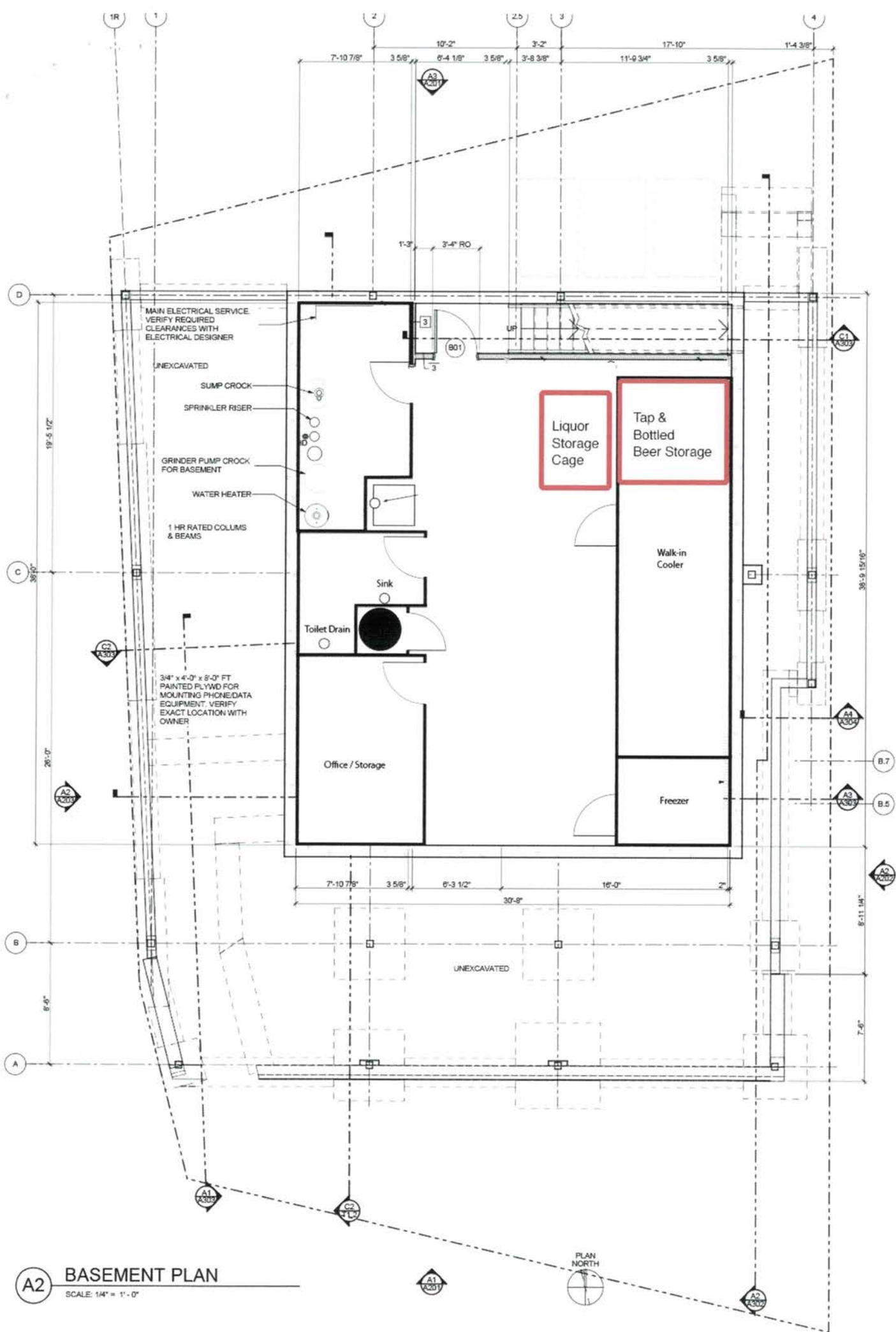
54 Patio

A2 X300

A1 A201

A2 X300

A1 X300



A2 BASEMENT PLAN
SCALE: 1/4" = 1' - 0"

CL 1056 pd 125.00

C170509-21

RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 07/01/2017 ending: 06/30/2018
(MM DD YYYY) (MM DD YYYY)

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

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

CHECK ONE Individual Partnership Limited Liability Company
 Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:
Full Name(s) (Last, First and Middle Name) Home Address Post Office & Zip Code

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company KNMG Hotels LLC
Address of Corporation/Limited Liability Company (if different from licensed premises) 109 N Spruce Ave Wood Dale IL 60191
All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:
Title Name (Inc. Middle Name) Home Address Post Office & Zip Code
President/Member Narendra Patel 109 N Spruce Ave Wood Dale IL 60191
Vice President/Member Mahendra Patel
Secretary/Member Ghanshyam Patel 109 N Spruce Ave Wood Dale IL 60191
Treasurer/Member _____
Agent Eric Schmitt 28618 106th Street, Trevor, WI 53179
Directors/Managers _____

C. 1. Trade Name Comfort Suites Business Phone Number 262-248-2300
2. Address of Premises 300 E. Main St Lake Geneva WI 53147 Post Office & Zip Code 53147

- 3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No
- 4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) lobby, pool, hotel rooms, club house, office
- 5. Legal description (omit if street address is given above): _____
- 6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been **convicted** of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? **If yes, complete reverse side** Yes No
- b. Are **charges for any offenses** presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? **If yes, explain fully on reverse side** Yes No
- 7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? **If yes, explain.** Yes No
- 8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain. N/A Yes No
- 9. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] Yes No
- 10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? Yes No
- 11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.)

SUBSCRIBED AND SWORN TO BEFORE ME
this 9 day of May, 20 17
Stephanie Gundersen
(Clerk/Notary Public)
My commission expires 4/13/18

[Signature]
(Officer of Corporation/Member/Manager of Limited Liability Company/Partners/Individual)
[Signature]
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)
[Signature]
(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)



TO BE COMPLETED BY CLERK		
Date received and filed with municipal clerk <u>5/9/17</u>	Date reported to council/board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

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

Submit to municipal clerk.

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

Town

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

City

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

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Comfort Suites
(trade name)

located at 300 E. main st. Lake Geneva WI 53147

appoints Eric Schmitt
(name of appointed agent)

28618 106th Street, Trevor, WI 53179
(home address of appointed agent)

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

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 20 years

Place of residence last year 28618 106th Street, Trevor, WI 53179

For: KNMG Hotels LLC
(name of corporation/organization/limited liability company)

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

And: _____
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Eric J. Schmitt, hereby accept this appointment as agent for the
(print/type agent's name)

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

Eric J. Schmitt 4-27-17 Agent's age _____
(signature of agent) (date)

28618 106th Street, Trevor, WI 53179 Date of birth _____
(home address of agent)

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

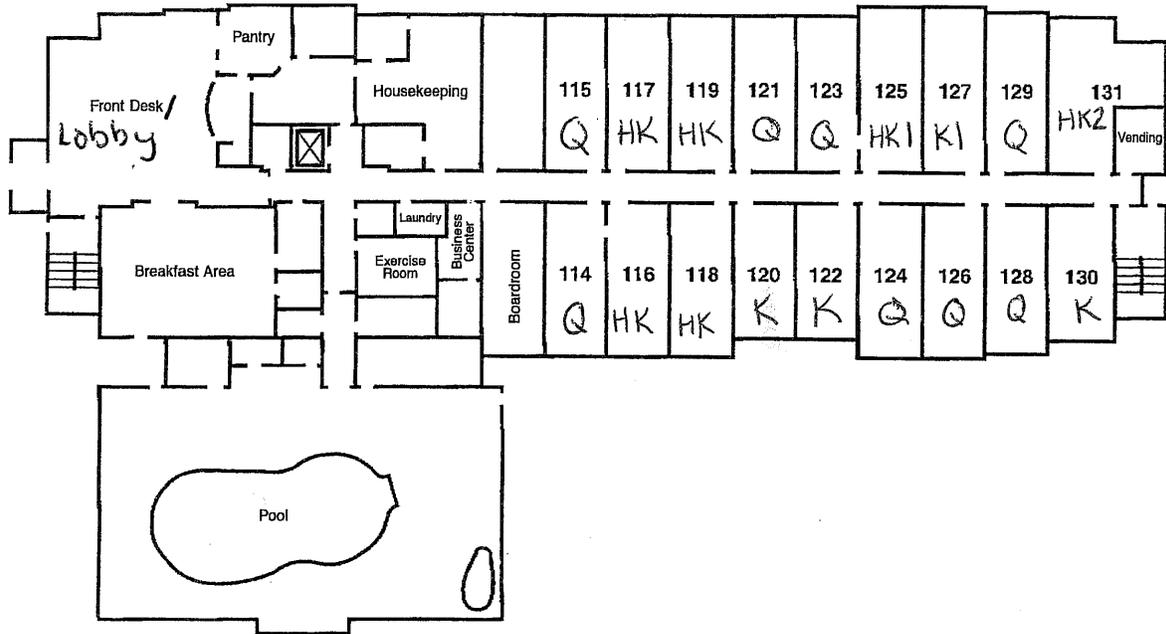
I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 5-22-17 by [Signature] Title Police Chief
(date) (signature of proper local official) (town chair, village president, police chief)

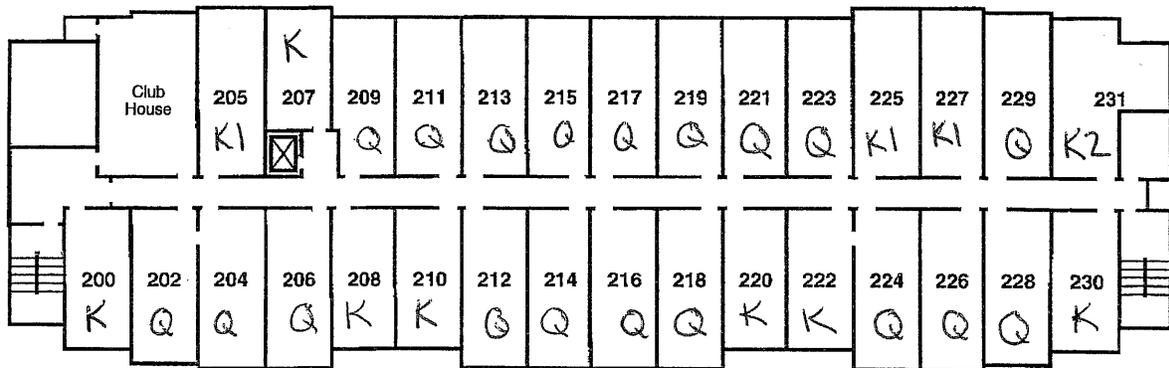
Hotel Layout



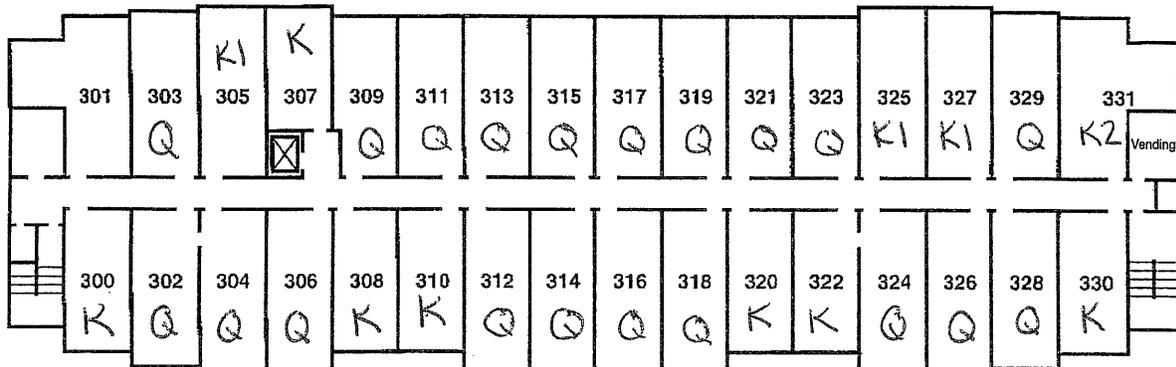
First Floor



Second Floor



Third Floor



RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 07/01/2017 ending: 06/30/2018
(MM DD YYYY) (MM DD YYYY)

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

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

CHECK ONE Individual Partnership Limited Liability Company
 Corporation/Nonprofit Organization

Applicant's WI Seller's Permit No.:		FEIN Number:	
LICENSE REQUESTED ▶			
TYPE		FEE	
<input type="checkbox"/>	Class A beer	\$	
<input checked="" type="checkbox"/>	Class B beer	\$	100
<input checked="" type="checkbox"/>	Class C wine	\$	100
<input type="checkbox"/>	Class A liquor	\$	
<input type="checkbox"/>	Class A liquor (cider only)	\$	N/A
<input type="checkbox"/>	Class B liquor	\$	
<input type="checkbox"/>	Reserve Class B liquor	\$	
<input type="checkbox"/>	Class B (wine only) winery	\$	
Publication fee		\$	25.00
TOTAL FEE		\$	<u>225.00</u>

Complete A or B. All must complete C.

A. Individual or Partnership:
Full Name(s) (Last, First and Middle Name) _____ **Home Address** _____ **Post Office & Zip Code** _____

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company ▶ Plaza Media LLC
 Address of Corporation/Limited Liability Company (if different from licensed premises) ▶ P.O. Box 731 Burlington, WI 53105
 All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title	Name (Inc. Middle Name)	Home Address	Post Office & Zip Code
President/Member	<u>Shad Branen</u>		
Vice President/Member			
Secretary/Member			
Treasurer/Member			
Agent ▶	<u>Shad Branen</u>		
Directors/Managers			

C. 1. Trade Name ▶ Geneva Theater Business Phone Number 262-763-6789
 2. Address of Premises ▶ 244 Broad St Post Office & Zip Code ▶ 53147

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No
4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Concession Stand. Stored in a separate closet.
5. Legal description (omit if street address is given above): Records in office
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been **convicted** of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? **If yes, complete reverse side** Yes No
- b. Are **charges** for any offenses presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? **If yes, explain fully on reverse side** Yes No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? **If yes, explain.** Yes No
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain. Yes No
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] Yes No
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? Yes No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.)

SUBSCRIBED AND SWORN TO BEFORE ME
 this 25th day of May, 2017
Lorraine
(Clerk/Notary Public)
 My commission expires 10/30/17

[Signature]
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)

(Officer of Corporation/Member/Manager of Limited Liability Company /Partner)

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

Date received and filed with municipal clerk <u>5-25-2017</u>	Date reported to council/board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

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

Submit to municipal clerk.

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

Town

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

City

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

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as
Geneva Theater
(trade name)

located at 244 Broad St

appoints Shad Branen
(name of appointed agent)

1464 Devon Rd Burlington, WI 53105
(home address of appointed agent)

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

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Plaza Theater - Burlington, WI

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

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

Place of residence last year 1464 Devon Rd. Burlington WI

For: Plaza Media LLC
(name of corporation/organization/limited liability company)

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

And: _____
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

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

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

[Signature] _____ Agent's age _____
(signature of agent) (date)

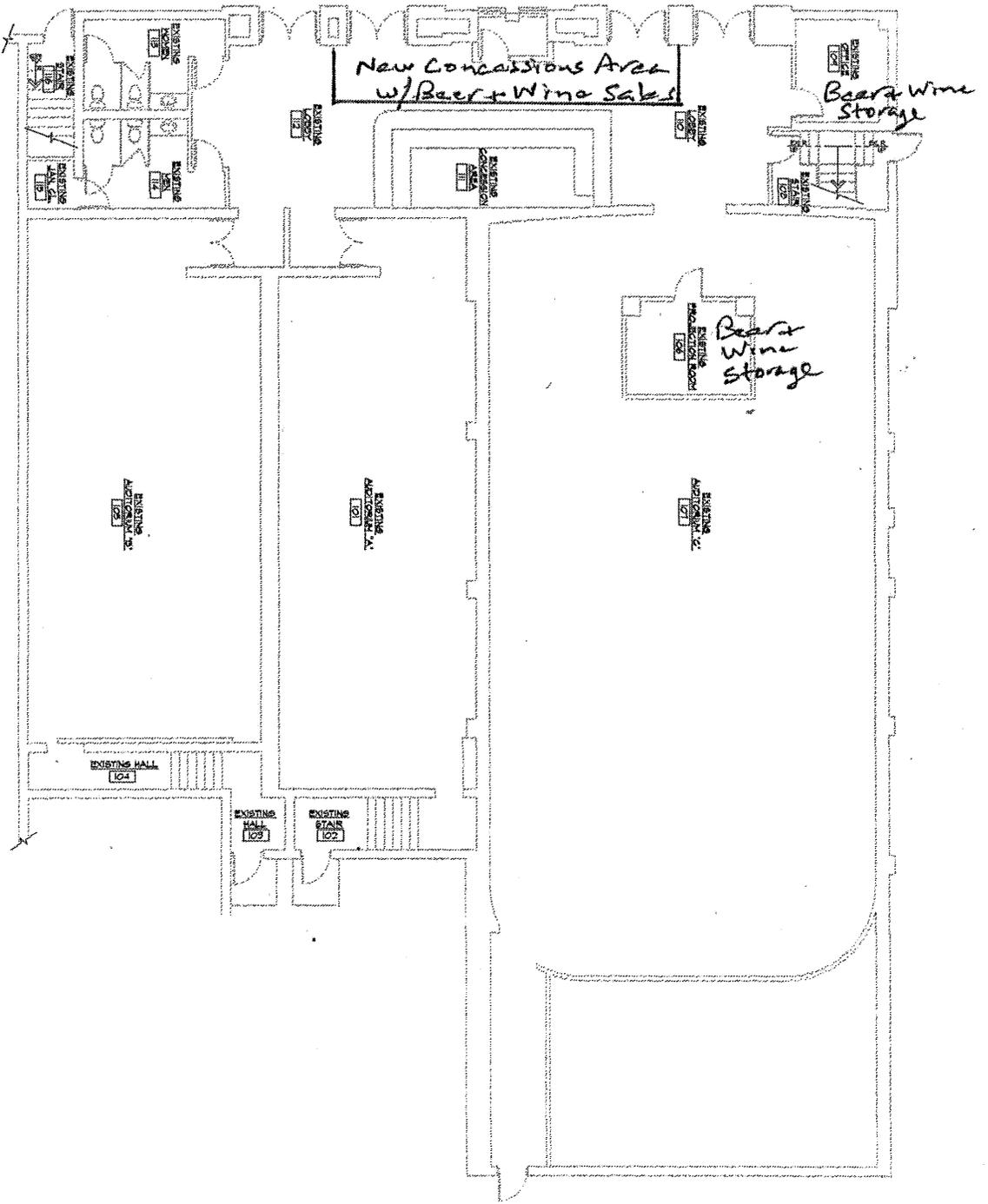
1464 Devon Rd Burlington WI 53105 Date of birth _____
(home address of agent)

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

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

Approved on 6-5-17 by [Signature] Title Police Chief
(date) (signature of proper local official) (town chair, village president, police chief)

5/16 • 1-0 •
EXISTING/ DEMO FIRST FLOOR PLAN



PROJECT NUMBER: 16-204
 DATE: APRIL 7, 2016
EX-1

GENEVA PERFORMING VENUE & RESTAURANT
 244 BROAD STREET
 LAKE GEORGE, VT
 SHEET TITLE: .

DATE: 04/07/16
 DRAWN BY: [Name]
 CHECKED BY: [Name]

PATERA LLC
 Excellence in Architecture
 2001 S. Grey Street, Suite 200 • New Canaan, CT 06840
 Phone: 262-786-6776 Fax: 262-786-7036

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Renewal 2017-2018



CITY OF LAKE GENEVA

SIDEWALK CAFÉ PERMIT APPLICATION

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

Please Check:

- | | |
|---|--|
| <input type="checkbox"/> Initial Sidewalk Café Permit with Alcohol | <input checked="" type="checkbox"/> Renewal of Sidewalk Café Permit with Alcohol |
| <input type="checkbox"/> Initial Sidewalk Café Permit without Alcohol | <input type="checkbox"/> Renewal of Sidewalk Café Permit without Alcohol |

Application Checklist:

- Certificate of Comprehensive General Liability Insurance naming the City as a party insured against liability resulting from the uses permitted herein. The coverage shall be in an amount not less than \$1,000,000.00.
- Scaled diagram which accurately depicts the dimensions of the existing sidewalk area and adjacent private property, the proposed location of the sidewalk café, size and number of tables, seats, bollards (and chains or ropes), planters, umbrellas, location of doorways, tree, signage, parking meters, obstructions (either existing or proposed, within the pedestrian way). Site plan must depict five (5) feet of unobstructed sidewalk for public use.
- Copy of restaurant license issued by the Wisconsin Department of Health and Human Services under Wis. Stat. 254.64.
- Application Fee of \$15.00 per seat: 24 seats x \$15.00 = \$ 360.00
(# OF SEATS) (TOTAL FEE)
- Alcohol License Premises Extension Application. If the applicant wishes to serve alcohol in the sidewalk café area, the applicant must currently hold a valid license to serve alcohol and submit an application requesting the premises description of the license be amended to include the sidewalk café area.

APPLICANT INFORMATION

Applicant Name: David Scotney

Establishment Name: Oakfire

Address: 831 Wrigley Drive

Phone: _____ E-mail: _____

Do food sales generate more than 50% of gross receipts? Yes No

Are you requesting to serve alcoholic beverages? Yes No

If so, please provide the following information:

Agent Name: David Scotney

Agent Address: 1551 Orchard Lane Lake Geneva ⁵⁴³⁵
 Agent Phone: _____ Alt. # _____
 Agent E-mail: _____
 Signature of Agent: [Signature] Date: 4/28/17

INDEMNIFICATION STATEMENT

I, David Scotney (FULL NAME) representing Oakfire (ESTABLISHMENT) as its

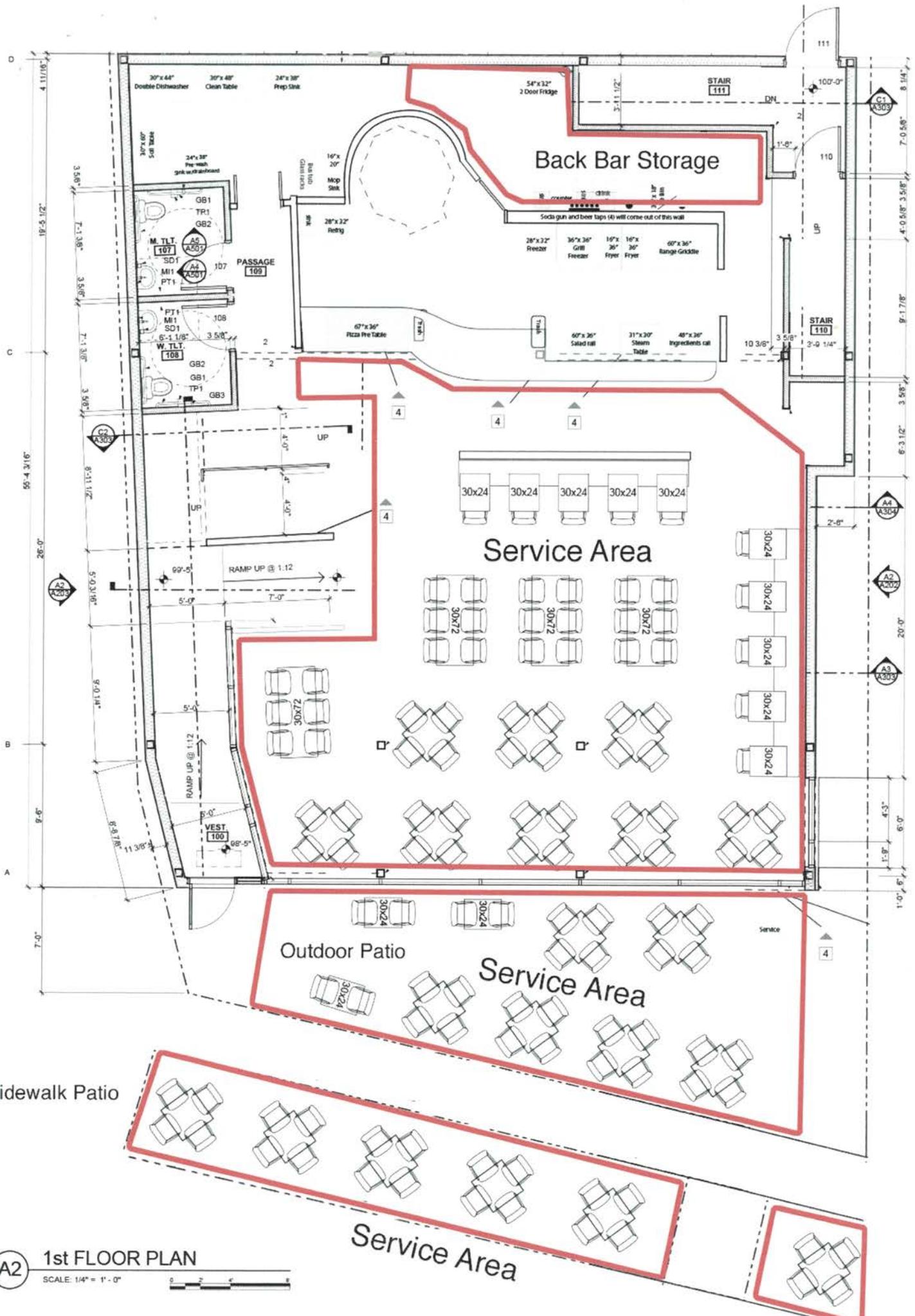
Owner (TITLE) agree to hold harmless and indemnify the City, its directors, officers, employees and agents, from and against any and all liabilities, losses, claims, demands, damages, fines, penalties, costs and expenses, including, but not limited to, reasonable attorney's fees and costs of litigation, and all causes of action of any kind or character resulting from my use of the public sidewalk as a café. I certify that I have read and understand the rules of Section 62-67

(6) Sidewalk Café permits.

[Signature] SIGNATURE OF APPLICANT 4/28/17 DATE

For Office Use Only

Date Filed with Clerk:	<u>4/28/17</u>
Total Amount: \$	<u>360 -</u> Receipt No.: <u>C170428-33</u>
Date Forwarded to Police Chief:	<u>[Signature]</u> <input checked="" type="radio"/> Approved <input type="radio"/> Denied
Date Forwarded to Building Inspector:	<u>6/1/17</u> <u>[Signature]</u> <input checked="" type="radio"/> Approved <input type="radio"/> Denied
Date Forwarded to Director of Public Works:	<u>05 Jun 2017</u> <u>[Signature]</u> <input checked="" type="radio"/> Approved <input type="radio"/> Denied <u>5' walkways</u>
Date of FLR/Council Approval (for alcohol license amendment, if applicable):	_____
Permit Issue Date:	_____ Permit Number: _____
Copies Provided to:	Police Chief DPW Director Fire Chief Zoning Administrator



A2 1st FLOOR PLAN

SCALE: 1/4" = 1' - 0"



City of Lake Geneva

Licenses Issued Between: 6/26/2017 and 6/26/2017

Date: 6/15/2017

Time: 3:34 PM

Page: 1

Operator's Regular - Originals

<u>Issued</u>	<u>License No</u>	<u>Customer</u>	<u>Address</u>	<u>Total</u>	
6/26/2017	2017 -286	Chandler Carlson Employer: Champs Sports Bar & Grill / L&	1221 Wisconsin St 747 W Main St	Lake Geneva, WI 53147 Lake Geneva, WI 53147	50.00
6/26/2017	2017 -287	Corey M. Dean Employer: Carvetti's / Samson Enterprise	W4080 Moyse Dr 642 W Main St	Whitewater, WI 53147 Lake Geneva, WI 53147	50.00
6/26/2017	2017 -288	Samuel Fischer Employer: Walgreens #5600	12701 W Wyndridge Ct Apt 351 N Edwards Blvd	New Berlin, WI 53147 Lake Geneva, WI 53147	50.00
6/26/2017	2017 -289	Sean Forbeck Employer: Oakfire LLC d/b/a Oakfire Pizz	523 S. 2nd St 831 Wrigley Dr	Delavan, WI 53115 Lake Geneva, WI 53147	50.00
6/26/2017	2017 -290	Kyle Hill Employer: Carvetti's / Samson Enterprise	26643 W 5th St 642 W Main St	Trevor, WI 53179 Lake Geneva, WI 53147	50.00
6/26/2017	2017 -291	Dennis King Employer: Fat Cats / Chubby Kitty LLC	N2274 Wilmot Blvd 104 Broad St	Lake Geneva, WI 53147 Lake Geneva, WI 53147	50.00
6/26/2017	2017 -292	Rory Klean Employer: Carvetti's / Samson Enterprise	711 Main St 642 W Main St	Genoa City, WI 53147 Lake Geneva, WI 53147	50.00
6/26/2017	2017 -293	Kasey Lofy Employer: Carvetti's / Samson Enterprise	N2448 Elgin Club Dr 642 W Main St	Lake Geneva, WI 53147 Lake Geneva, WI 53147	50.00

Operator's Regular - Originals

Count: 8

City of Lake Geneva

Licenses Issued Between: 6/27/2017 and 6/27/2017

Date: 6/15/2017

Time: 3:46 PM

Page: 1

Operator's Regular - Renewals

<u>Issued</u>	<u>License No</u>	<u>Customer</u>	<u>Address</u>	<u>Total</u>	
6/27/2017	2017 -294	Melissa Allen Employer: Aldi Inc. (Wisconsin) DBA Aldi	116 Evelyn Lane Apt 3G 200 N. Edwards Blvd.	Lake Geneva, WI 53147 Lake Geneva, WI 53147	50.00
6/27/2017	2017 -295	Amanda Kathleen Andrews Employer: Walgreens #5600	820 Eastown Manor 351 N Edwards Blvd	Elkhorn, WI 53121 Lake Geneva, WI 53147	50.00
6/27/2017	2017 -296	Mary Katherine Bayner Employer: Walgreens #5600	N3172 Gooseberry Rd 351 N Edwards Blvd	Lake Geneva, WI 53147 Lake Geneva, WI 53147	50.00
6/27/2017	2017 -297	Karlene S. Bull Employer: The Red Geranium Restaurant /	PO Box 265 393 N. Edwards Blvd.	Lyons, WI 53148 Lake Geneva, WI 53147	50.00
6/27/2017	2017 -298	Laurel F. Harris-Young Employer: Fat Cats / Chubby Kitty LLC	1023 Tolman Street 104 Broad St	Lake Geneva, WI 53147 Lake Geneva, WI 53147	50.00
6/27/2017	2017 -299	Jennifer Hoffman Employer: Walgreens #5600	N1125 County Road U 351 N Edwards Blvd	Genoa City, WI 53147 Lake Geneva, WI 53147	50.00
6/27/2017	2017 -300	John Joseph Kobernick Employer: Aldi Inc. (Wisconsin) DBA Aldi	PO Box 358 200 N. Edwards Blvd.	1416 Church St Lake Geneva, WI 53147	Lyons, WI 53148 50.00
6/27/2017	2017 -301	Nancy J. Lazansky Employer: Walgreens #5600	510 Kenosha Street 351 N Edwards Blvd	Walworth, WI 53147 Lake Geneva, WI 53147	50.00
6/27/2017	2017 -302	Dustin Meyer Employer: Aldi Inc. (Wisconsin) DBA Aldi	N1458 Manor Terrace 200 N. Edwards Blvd.	Lake Geneva, WI 53147 Lake Geneva, WI 53147	50.00
6/27/2017	2017 -303	Dana M. Trilla Employer: Wing Nuts / D&D Restaurant Gro	146 Evergreen Pkwy 150 Center St	Crystal Lake, IL Lake Geneva, WI 53147	50.00
6/27/2017	2017 -304	Lauren D. Walker Employer: Champs Sports Bar & Grill / L&	717 Center St. 747 W Main St	Lake Geneva, WI 53147 Lake Geneva, WI 53147	50.00
6/27/2017	2017 -305	Andrew M. Wesolowski Employer: Walgreens #5600	S65 W18580 Silver Dr 351 N Edwards Blvd	Muskego, WI 53150 Lake Geneva, WI 53147	50.00
6/27/2017	2017 -306	David J. Wingate Employer: Wing Nuts / D&D Restaurant Gro	146 Evergreen Pkwy 150 Center St	Crystal Lake, IL Lake Geneva, WI 53147	50.00
6/27/2017	2017 -307	Peggy Jean Zabler Employer: Lake Geneva Lanes / Sandal Inc	N3350 Laurel Road 192 E Main St	Lake Geneva, WI 53147 PO Box 366 Lake Geneva, WI 53147	50.00

Operator's Regular - Renewals

Count: 14

City of Lake Geneva

Licenses Issued Between: 6/26/2017 and 6/26/2017

Date: 6/15/2017
Time: 3:19 PM
Page: 1

Taxi Cab Company

<u>Issued</u>	<u>License No</u>	<u>Customer</u>	<u>Address</u>		<u>Total</u>
6/26/2017	2017 -3	A1 Limousine & Taxi	612 Crawford Street	Lake Geneva, WI 5	50.00
Taxi Cab Company			Count:	1	



CITY OF LAKE GENEVA

CREAMERY PERMIT APPLICATION

Allowing use of the public sidewalk for outdoor seating

ANNUAL LICENSE EXPIRES JUNE 30TH

\$50.00 ANNUAL FEE

Application Checklist:

- Certificate of Comprehensive General Liability Insurance naming the City as a party insured against liability resulting from the uses permitted herein. The coverage shall be in an amount not less than \$1,000,000.00.
- Scaled diagram which accurately depicts the dimensions of the existing sidewalk area and adjacent private property, the proposed location of the sidewalk seating, size and number of tables, seats, planters, umbrellas, location of doorways, tree, signage, parking meters, obstructions (either existing or proposed, within the pedestrian way). *Site plan must depict five (5) feet of unobstructed sidewalk for public use.*
- Copy of license issued by the Wisconsin Department of Health and Human Services
- Application Fee of \$50.00

APPLICANT INFORMATION

Applicant Name: GARY PETZINGER

Establishment Name: CONSTANT CRAVINGS (CLAIRE + MARY CLAIRE CONFECTIONERS)

Address: 152 BROAD ST

Phone: _____ E-mail: _____

INDEMNIFICATION STATEMENT

I, Claire Petzinger representing Constant Cravings as its
(FULL NAME) (ESTABLISHMENT)

owner agree to hold harmless and indemnify the City, its directors, (TITLE)
officers, employees and agents, from and against any and all liabilities, losses, claims, demands, damages, fines, penalties, costs and expenses, including, but not limited to, reasonable attorney's fees and costs of litigation, and all causes of action of any kind or character resulting from my use of the public sidewalk for outdoor seating. I certify that I have read and understand the rules of Ordinance 16-18 and Municipal Code Section 62-67. I also understand that the Department of Public works has the sole discretion to grant or deny any permit for any obstructions on City sidewalks and rights of way.

SIGNATURE OF APPLICANT

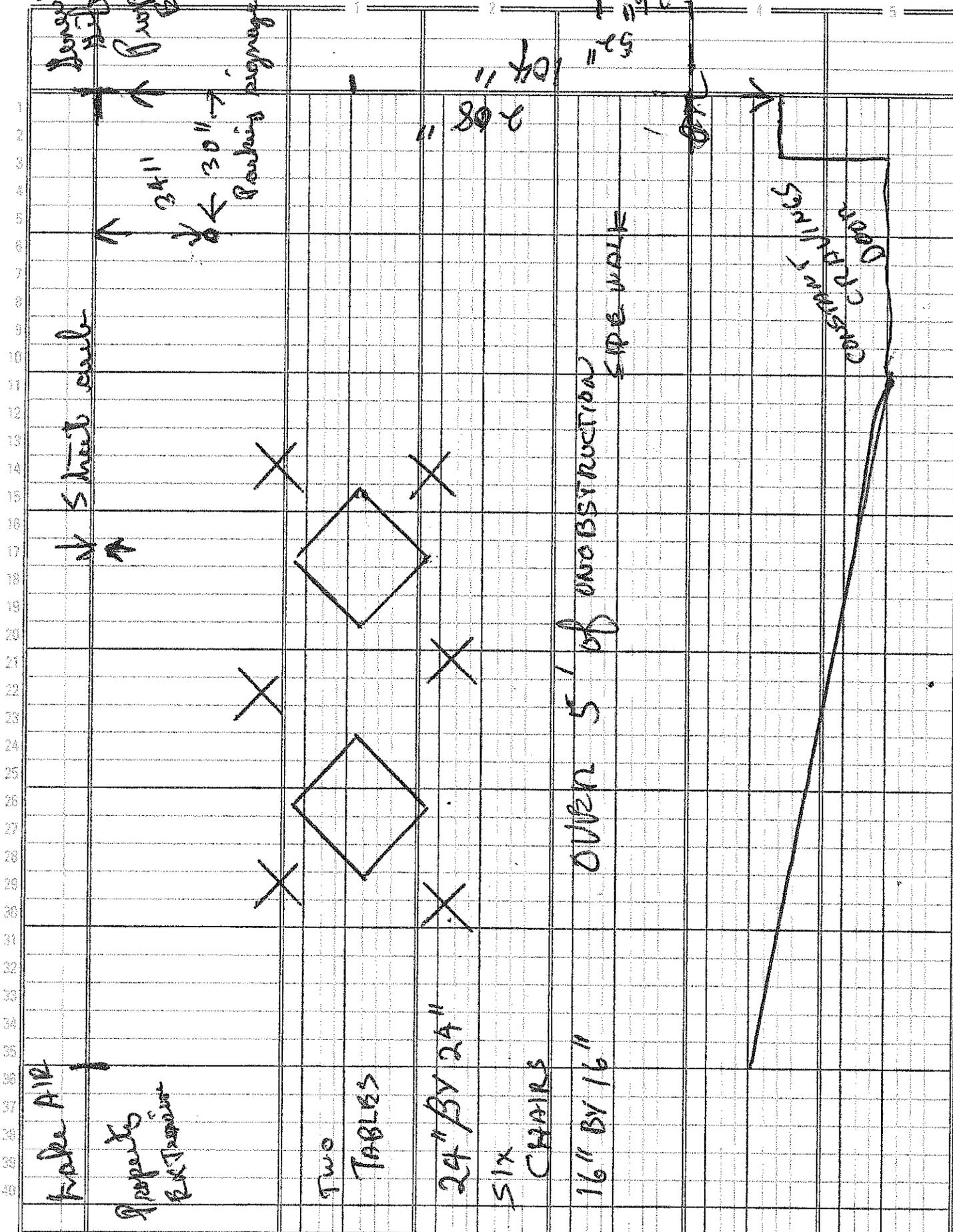
DATE

Claire Petzinger

5/22/2017

STAPLES

Prepared By	Initials	Date
Approved By		



STAPLES

Prepared By	Initials	Date
Approved By		

TWO 24" SQUARE TABLES

SIX 16" SQUARE CHAIRS

STREET CURB TO STORE PROPERTY 20' 8"

ONLY OBSTRUCTION IS A PARKING SIGNAGE
34" FROM CURB AND 30" FROM GENERAL GIFTS
PROPERTY LINE

AS SHOWN IN PICTURE USING
CUT OUT CARDBOARD PARKING SIGNAGE
WILL NOT BE AN ISSUE.

OVER 5 Feet of unobstruction side walk
use for public use



CITY OF LAKE GENEVA

CREAMERY PERMIT APPLICATION

Allowing use of the public sidewalk for outdoor seating

ANNUAL LICENSE EXPIRES JUNE 30TH

\$50.00 ANNUAL FEE

Application Checklist:

- Certificate of Comprehensive General Liability Insurance naming the City as a party insured against liability resulting from the uses permitted herein. The coverage shall be in an amount not less than \$1,000,000.00.
- Scaled diagram which accurately depicts the dimensions of the existing sidewalk area and adjacent private property, the proposed location of the sidewalk seating, size and number of tables, seats, planters, umbrellas, location of doorways, tree, signage, parking meters, obstructions (either existing or proposed, within the pedestrian way). *Site plan must depict five (5) feet of unobstructed sidewalk for public use.*
- ~~COPY~~ Copy of license issued by the Wisconsin Department of ^{AGRICULTURE, TRADE & CONSUMER} ~~Health and Human Services~~ ^{PROTECTION}
- Application Fee of \$50.00

APPLICANT INFORMATION

Applicant Name: LAGSWEETS LLC

Establishment Name: KILWINS LAKE GENEVA

Address: 772 MAIN ST., LAKE GENEVA, WI 53147

Phone: _____ E-mail: _____

INDEMNIFICATION STATEMENT

I, BRENDA RIPKEY representing KILWINS LAKE GEN. as its
(FULL NAME) (ESTABLISHMENT)

OWNER
(TITLE) agree to hold harmless and indemnify the City, its directors, officers, employees and agents, from and against any and all liabilities, losses, claims, demands, damages, fines, penalties, costs and expenses, including, but not limited to, reasonable attorney's fees and costs of litigation, and all causes of action of any kind or character resulting from my use of the public sidewalk for outdoor seating. I certify that I have read and understand the rules of Ordinance 16-18 and Municipal Code Section 62-67. I also understand that the Department of Public works has the sole discretion to grant or deny any permit for any obstructions on City sidewalks and rights of way.

SIGNATURE OF APPLICANT

DATE

Brenda Ripkey

5-16-17

For Office Use Only

Date Filed with Clerk: 5/23/17
Total Amount: \$ 50.00 Receipt No: CP-0023-18

Date Forwarded to Police Chief: _____
Police Chief Signature: [Signature] Approved Denied

Date Forwarded to Building Inspector: 6/15
Director of Building Inspector Signature: [Signature] Approved Denied

Date Forwarded to Director of Public Works: 6/5/17
Director of Public Works Signature: [Signature] Approved Denied

Additional Notes: _____

Permit Issue Date: _____ Permit Number: _____

Copies Provided to: Police Chief Fire Chief
 DPW Director Zoning Administrator

MSI ✓
Stark ✓
PPT ✓

BROAD STREET

MAIN STREET

KILWINNS

POOR

18 FT

10 1/2 FT

6 FT

11 FEET

PLANTER

TREE

URINAL

BENCH



Proposal for
2017 Bicycle and Pedestrian Plan for
the City of Lake Geneva June 6, 2017

Vandewalle & Associates (V&A) has prepared the following scope and attached proposed budget to provide the City with a *Bicycle and Pedestrian Plan* during 2017. The proposed budget and scope reflects three significant cost-saving factors.

First, V&A has been providing planning services to the City for 34 years, including Mike Slavney attending Plan Commission meetings on a monthly basis since 1990. This accumulated knowledge results in the elimination of the community familiarization step in the process.

Second, significant preliminary work was done with the Park Board during the preparation of the *2015 Park and Open Space Plan*, including a bike tour led by Park Board Chair Doug Skates and V&A principal Brian Munson. Mr. Munson will serve as the lead principal planner on the project.

Third, V&A maintains the computer mapping files used in the City's *Comprehensive Plan* -- particularly the environmental resources, land use, and transportation layers for the *Comprehensive Plan's* mapping.

As a result of this unsurpassed local knowledge, we are able to provide the City with a proposed scope of services for a \$25,000 budget.

The Plan will take about six months to complete.

Brian Munson will be the project's lead planner, supported by Jackie Mich, AICP, and Daniel Eckberg, our GIS lead. This team worked extensively on the *2015 Park and Open Space Plan*. City Planner Mike Slavney will be available to the project team at no additional cost.

A preliminary outline of the proposed Plan is provided on the following page.

We are able to readily modify this proposal and its components to best meet City needs. Such changes will likely affect the project budget.

City of Lake Geneva Bicycle and Pedestrian Plan
Preliminary Plan Outline (June 6, 2017)

1. Introduction
 - a. Project Description and Approach
 - b. Bicycle and Pedestrian Goals
2. Background
 - a. Planning Area
 - b. Existing Bicycle and Pedestrian Plans, Policies and Recommendations
 - Planning Area and Existing & Planned Facilities Map
 - c. Demographic Information and Projections
 - d. Travel Behavior and Modal Share in the Planning Area
 - e. Analysis of Travel Origins and Destinations Leading to Demand
 - Travel Demand Map
 - f. Site Visit and Staff Meeting
 - g. Challenges and Opportunities
 - Challenges and Opportunities Map
3. Public Input
 - a. Public Workshop
 - b. Public Survey
 - c. Draft Plan Open House
 - d. Draft Plan Review Meetings and Public Hearing
4. Bicycle Plan
 - a. Approach and Methodology
 - b. Types and Typical Costs of Bicycle Facilities
 - c. City-Wide Bicycle Network Recommendations
 - d. Regional Bicycle Network Recommendations
 - e. Site-Specific Bicycle Improvements
 - Bicycle Plan Map
5. Pedestrian Plan
 - a. Approach and Methodology
 - b. Types and Typical Costs of Pedestrian Facilities
 - c. City-Wide Pedestrian Network Recommendations
 - d. Site-Specific Pedestrian Improvements
 - Pedestrian Plan Map
6. Implementation
 - a. Funding Sources and Strategies
 - b. Funding Priorities for Next Five and Ten Years

City of Lake Geneva Bicycle & Pedestrian Plan

Draft Cost Proposal June 6, 2017

	\$180	\$85	\$85	\$100	\$60		
	<i>Brian Munson Principal Planner</i>	<i>Jackie Mich Assistant Planner</i>	<i>Dan Eckberg GIS Technician</i>	<i>Elona Bartnick Associate Designer</i>	<i>Nicole Anderson Administration</i>	<i>Printing & Expenses</i>	<i>Budget</i>

Tasks

Work Element 1: Data Collection and Analysis

Task 1	Data Collection, Base Mapping, and Analysis	4	16	16			\$100	\$3,540
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Work Element 2: Public Participation

Task 2.1	Public Workshop	5	16				\$500	\$3,240
Task 2.2	Online Public Survey	2	4				\$100	\$1,760
Task 2.3	Draft Plan Open House	5	8				\$300	\$2,360

Work Element 3: Technical Coordination

Task 3.1	Site Visit Half Day with City Staff & Leadership	5	5	5			\$100	\$1,850
Task 3.2	Conference Call with Staff to Review Markup and Plan Revisions	2	2				\$50	\$580
Task 3.3	Park Board Meeting #1 to Review Draft Plan	5	5				\$150	\$1,475
Task 3.4	Park Board Meeting #2 to Recommend Draft Plan		5				\$150	\$575
Task 3.5	Plan Commission Hearing to Approve Draft Plan	5	1				\$100	\$1,085
Task 3.6	City Council Vote to Certify Plan		5			2	\$100	\$645
Task 3.7	Ongoing Project Management and Coordination with City Staff		8					\$680

Work Element 4: Bicycle and Pedestrian Plan Document

Task 4.1	Draft Comprehensive Plan for Park Board Review (Draft #1)	4	20	12	4	4	\$100	\$4,180
Task 4.2	Public Hearing Draft of Plan for Plan Commission (Draft #2)		8	8		2	\$25	\$1,505
Task 4.3	Changes and Addenda Memo for Common Council		4				\$25	\$365
Task 4.4	Final Adopted Plan delivered in digital pdf format		8	2		4	\$25	\$1,115

Total Hours by Position & Estimated Project Cost	37	115	43	4	44		\$1,825	\$24,955
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m. Renewal of 2017-2018 Operator's (Bartender) License applications as listed in packet

n. Renewal Taxi Company License application filed by A-1 Lake Geneva Limousine & Taxi

o. Original Creamery Permit applications filed by the following: (approved by Director of Public Works; informational only)

1) **Claire & Mary Claire Confectioners LLC d/b/a Constant Cravings, 152 Broad St**

2) **LG Sweets LLC d/b/a Kilwins Lake Geneva, 772 Main St**

Hedlund/Skates motion to approve items d. through o. Unanimously carried.

a. Park Reservation Permit application filed by Mt. Zion Church to rent Flat Iron Park and the Brunk Pavilion on Sunday, July 30, 2017 from 6:00am to 1:00pm for the Mtzn@Park church service (Recommended by Board of Park Commissioners on June 7, 2017)

City Clerk Waswo noted they also have a beach permit application that will be on the Piers & Harbors agenda. Howell/Skates motion to approve. Unanimously carried.

b. Parade application filed by the American Legion Auxiliary for the Fourth of July Kids Parade on July 4, 2017 from 10:00am to 10:30am, beginning at Eastview School and ending at the American Legion Hall with request to waive all fees

City Clerk Waswo spoke with Mary who is the Treasurer for the American Legion Auxiliary. They are withdrawing their application and cancelling the parade. They voted at their county meeting due to the application process, the fees, and feel that it was difficult to deal with the City. Mr. Hedlund noted the tone of the letter leaves a lot to be desired. The fees were waived last year. Ms. Waswo said they were charged the full \$90.00. That is done with everyone and the fees are refunded if waived. Ms. Waswo explained she informed Mary that they are currently in discussions about waiving the fees and explained there is an ordinance going through that is looking to waive all the fees for this specific parade.

Howell/Skates motion to approve and waive all fees.

Mr. Hedlund added last year there was a special Council meeting to approve a function for them. He feels the City Council has jumped through hoops for them. Mayor Kupsik will speak to the legion and let her know what was discussed. Unanimously carried.

c. Street Use Permit application filed by the American Legion Auxiliary for the Fourth of July Kids Parade on July 4, 2017 from 10:00am to 10:30am, beginning at Eastview School and ending at the American Legion Hall with request to waive all fees

Howell/Skates motion to approve. Ms. Waswo asked permission to refund all of the fees that were paid even if the event is not held. The consensus was that the Clerk's Office should refund all fees even if this event is cancelled. Unanimously carried.

Public Works Recommendations – Pending June 20, 2017 meeting

a. Discussion/Recommendation on proposal from Vandewalle & Associates for the 2017 Bicycle and Pedestrian Plan, not to exceed \$25,000 funded from Capital Projects

Mr. Kordus noted there was a tie vote in Public Works, so the motion was lost. Mayor Kupsik knows it is a lot of money but thought the City was moving in a direction to be more bike friendly. Brian with Vandewalle & Associates gave a brief overview of the proposal. Mr. Kordus feels this will be telling the City something they already know. The money would be better spent on capital projects. Mr. Skates believes this would benefit families riding from their homes into town, and is a great long-term investment. Mr. Howell questioned if a viable bike path could bring people in for overnight stays. If it could, the Tourism Commission could put money toward this. Mr. Hedlund worries the City will spend the money on this plan, and it will sit on a shelf. Mr. Skates said access and getting around town is a huge issue.

Skates/Halverson motion to approve. Mr. Kordus feels this will be a couple hundred thousand dollars to implement. It is nice to have, but it is not a need. Motion carried 4 to 1 with Kordus voting "no."

b. Discussion/Recommendation on Kapur & Associates, Inc. Task Order No. 9 for the 2017 Capital Road Projects Engineering Services for an amount not to exceed \$53,468.00

Mr. Oborn stated in order to do the road project, some engineering has to be done.

**PUBLIC WORKS COMMITTEE MINUTES
TUESDAY, JUNE 20, 2017 – 5:00 P.M.
CITY HALL, COUNCIL CHAMBERS**

Meeting was called to order by Ald. Kordus at 5:02 p.m.

Roll call: Present: Alderman Kordus, Hedlund, Flower, Skates. Also present: City Administrator Oborn, DPW Earle, Brian Munson from Vandewalle & Associates and Ken Etten from McCormack & Etten Architects LLP. Absent: Ald. Straube
Mayor Kupsik arrived late.

Comments from the public limited to 3 minutes. None

Approval of Public Works Committee meeting minutes from May 16, 2017 with correction
Flower/Skates motion to approve with correction as presented. Passed 4-0.

Director of Public Works Report

Earle reported that Highway 50 is open and the holes on Main Street outside the library have been repaired. Flower asked if they have started spraying for mosquito abatement. Earle said not yet and we do post notices before we spray. Discussion followed.

Presentation/Discussion/Recommendation on proposal from Vandewalle & Associates for 2017 Bicycle and Pedestrian Plan not to exceed \$25,000 funded from Capital Projects

Oborn introduced Brian Munson from Vandewalle & Associates. Munson explained the goal for this project is to create a system that people are comfortable using to move around the City in all forms of transportation. Skates said he has biked around the City and he feels this is needed. He said Lake Geneva is a destination place for runners, bikers and walkers but a lot of people are unaware of the routes they can take. Flower said she feels this would be good as we have a lot of dead ends that could be linked and Lake Geneva does have a large amount of pedestrians. Hedlund feels \$25K is a lot of money and he wonders what the rate of return would be. He also wonders if we have done a study on the demographics of Lake Geneva as he feels that the older population isn't going to use bicycle paths. Skates said there is a senior component to this as seniors are walking around town and he has been approached by seniors that would like to discover other parts of the City but aren't aware of the pedestrian routes. He also said this is not just about bike paths, it's also for pedestrians. Hedlund would like to know what this study will encompass. Munson said the first piece is to establish where you are trying to get to. This involves looking at prior plans and requesting public input. Once you have the plan you can look for funding to implement it. The plan would be ready in 4-6 months. Kordus asked what are we going to get from this that we don't already know? Munson said this gives you a plan to work from and then you can look at the communities around Lake Geneva to see how we can connect to them and encourage more people into the down town area. Skates feels this is an investment and that having a plan would make securing grant money easier. Kordus does not feel that this is a priority. Flower says this has the potential for economic improvement. The races that are held here bring hundreds of people to town. She said that if we had a plan we would be able to implement it as we do road improvements.

Flower/Skates motion to approve the proposal from Vandewalle & Associates for 2017 Bicycle and Pedestrian Plan not to exceed \$25,000.

Motion Lost 2-2 with Hedlund and Kordus voting No.

Discussion/Action/Recommendation on the Visitors Center Restroom Remodeling Project and coordination with Visit Lake Geneva

Oborn said he had invited a representative from VISIT Lake Geneva but no one came. He explained that we have a ten year lease with them which will renew in 2021 and we are required to give a one year notice if we decide not to renew. The building is in need of repairs and VISIT Lake Geneva is willing to help with the renovations. Ken Etten from McCormack & Etten Architects explained the two options for the bathroom

**TASK ORDER NUMBER #09
CIVIL ENGINEERING SERVICES**

This task order is made as of June 14, 2017, under the terms and conditions established in the MASTER AGREEMENT FOR ENGINEERING SERVICES, (the Agreement), between the **City of Lake Geneva (Owner)** and **Kapur & Associates, Inc. (Engineer)**. This Task Order is made for the following purpose:

Provide civil engineering services for the design and specification preparation, bidding and construction management for the City of Lake Geneva 2017 Lake Geneva Streets Program. This project includes the asphalt resurfacing of:

Group 1 Streets:	South Street	Romin Rd to Mobile St
	Baker Street	S. Lake Shore to Termini
	Maxwell St	Dodge St to Park Row
	Lookout Drive	Linda Ln to Miller Rd
	Cook Street	Wisconsin St to Dodge St
	Walworth Street	Sage St to Center St
	Sage Street	Spring St to Grove St
	Oak Hill Drive	Cemetery Rd to Tomike St
	Ceylon Court	Maytag Rd to Termini
	Cass Street	Button Ln to East St
	Cass Street	Curtis St to Button Ln
	Rogers Court	Center St to CTH H
	Geneva/Wisconsin Alley	Madison to Warren St
Group 2 Streets:	Cass Street	Wells Street to Lake Shore
	Hillcrest Drive	Timber Ln to Sky Lane Dr
	Cook Street	Geneva St to Wisconsin St
	Dodge Street	Warren St to Madison St
	Baker Street	Wrigley Dr to S. Lake Shore
	Geneva Street	Cook St to Madison St
	Marianne Terrace	Termini to Pine Tree Ln
	Maxwell Street	Main St to Geneva St
	Minahan Road	Sheridan to CTH H
Group 3 Streets:	North Street	Center St to Broad St
	South Street	Mobile St to Lake Geneva Blvd
	W. Main Street	Cook St. to Madison St
	Ann Street	Center St to Williams St
	Aspinall Lane	Conant St to Termini
	Bonnie Brae Ln	South St to Laurie St

In addition to the above streets the proposed task order includes the survey, design and resurfacing of the pavement area behind the Lake Geneva Museum.

Section A. – Scope of Services

Engineer shall perform the following Services:

Plan Preparation Activities

1. Provide a map exhibit to present the streets to be improved, limits of the resurfacing and type of resurfacing to be completed. Street from the list above will be presented on the exhibit.
2. Provide a summary table to present a breakdown of quantities by street segment as information to bidder. Information may include but not limited to the length, width, square yardage of repair, number of manholes, number of inlets, type of asphalt and length of curb replacement (if necessary).
3. Provide details as needed to complete work.
4. Prepare and provide Project Manual including but not limited to Advertisement for Bids, Instruction to Bidders, Bid Form, Bidder's Qualification Statement, Agreement, and General Conditions of Contract, Supplementary Conditions, and Special Provisions.
5. Prepare for and attend the bid opening

Construction Management Activities

6. Provide administrative services to manage client coordination/invoicing, project schedules, contract change order documentation, establish project logs, formatting monthly contract quantity estimating and contractor invoicing and contract closeout documentation for base bid projects.
7. Provide construction survey staking for necessary items within the construction contract. This survey provides for a "one time" staking for a particular item. If the contractor damages any stakes, they shall be responsible for the cost to replace those damaged stakes.
8. Coordinate and complete necessary material testing services for work completed. Concrete testing is completed by a subconsultant. Samples will be sent to the lab and costs passed through at no mark up. An estimate for concrete testing has been provided.
9. Process payment requests from the contractor for their work and prepare recommendation for payment for City approval. Complete final close out documentation and acceptance of improvements memorandum. **(This task is**

completed on a monthly basis and is completed for all work approved for the prior month.)

10. The Engineer will be responsible for notifying, scheduling, conducting, documenting, and distributing minutes of the preconstruction conference.
11. Prepare and provide project update memorandum and provide copies of the daily journal entries to City staff upon request.
12. Attend meetings as needed and coordinate with adjacent property owners and business as needed.

Section B. – Schedule

Engineer shall perform the Scope of Services and deliver the related Documents according to the following schedule:

1. Provide “Preliminary Plans” to the Department of Public Works for review and comment on or before July 14, 2017.
2. Provide Final Plans and Specification to the Department of Public Works for bid on or before July 28, 2017.

Section C. – Compensation

In return for the performance of the foregoing obligations, Owner shall pay to Engineer an amount not-to-exceed Fifty-Three Thousand Four Hundred Sixty Eight (\$53,468.00) payable according to the following terms:

A not-to-exceed amount based on the rates as listed in Attachment A of the Agreement, plus direct expenses. Cost plus services are limited to an agreed maximum figure unless amended.

Engineer may request a change to the billing hours if scope changes, beyond the control of the Engineer, resulting in an extension of the schedule or necessitates a change in personnel.

Compensation for Additional Services (if any) shall be paid by Owner to Engineer according to the hourly billing rates shown in Attachment A of the Agreement.

IN WITNESS WHEREOF, the Owner and Engineer have executed the Task Order.

Owner: City of Lake Geneva

Engineer: Kapur & Associates, Inc.

By: _____

By: Thomas W. Foht

Signature: _____

Signature: _____

Title: _____

Title: Associate

Date: _____

Date: _____

Kapur Associates, Inc.
Summary of Staff Hours and Labor Costs
for the
City of Lake Geneva

TASK ORDER 09

City of Lake Geneva 2017 Street & Utility Improvement Project - Attachment A

CLASSIFICATION	ACT. Code	Project Manager		Project Engineer II		Staff Engineer II		Senior Technician		Construction Project Engineer		Construction Staff Engineer		Surveyor		Survey Crew		Total Labor		
		Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	
Average Hourly Wage		\$137.00		\$110.00		\$82.00		\$77.00		\$94.00		\$80.00		\$93.00		\$108.00				
Group 1 Streets																				
Map Preparation				2	\$220.00			8	\$616.00									10	\$836.00	
Maintenance Quantity Breakdown Table				2	\$220.00	39	\$3,198.00											41	\$3,418.00	
Detail Preparation								8	\$616.00									8	\$616.00	
																		Subtotal	\$4,870.00	
Group 2 Streets																				
Map Preparation				1	\$110.00			2	\$154.00									3	\$264.00	
Maintenance Quantity Breakdown Table				1	\$110.00	15	\$1,230.00											16	\$1,340.00	
Detail Preparation																				
																		Subtotal	\$1,604.00	
Group 3 Streets																				
Map Preparation				1	\$110.00			2	\$154.00									3	\$264.00	
Maintenance Quantity Breakdown Table				1	\$110.00	15	\$1,230.00											16	\$1,340.00	
Detail Preparation																				
																		Subtotal	\$1,604.00	
Alleys (Geneva/Wisconsin, Madison/Warren)																				
Map Preparation				1	\$110.00	16	\$1,312.00	2	\$154.00									19	\$1,576.00	
Maintenance Quantity Breakdown Table				1	\$110.00	14	\$1,148.00											15	\$1,258.00	
Detail Preparation								6	\$462.00					6	\$648.00			12	\$1,110.00	
																		Subtotal	\$3,944.00	
Project Manual/Administration																				
Administration		8	\$1,096.00															8	\$1,096.00	
Advertisement/Project Manual				16	\$1,760.00	16	\$1,312.00											32	\$3,072.00	
Attend Bid Opening		2	\$274.00	4	\$440.00													6	\$714.00	
Post Bid Opening Activities				6	\$660.00	4	\$328.00											10	\$988.00	
Meetings as Required		4	\$548.00	4	\$440.00	4	\$328.00											12	\$1,316.00	
																		Subtotal	\$7,186.00	
Museum Lot																				
Topographic Survey								4	\$308.00							4	\$432.00	8	\$740.00	
Layout/plan preparation				4	\$440.00	16	\$1,312.00												\$1,752.00	
																		Subtotal	\$2,492.00	
Construction Management																				
Group 1 Streets										16	\$1,280.00	118	\$9,440.00					134	\$10,720.00	
Group 2 Streets										12	\$960.00	78	\$6,240.00					90	\$7,200.00	
Group 3 Streets										8	\$640.00	40	\$3,200.00					48	\$3,840.00	
Museum Lot										4	\$320.00	32	\$2,560.00					36	\$2,880.00	
Alleys						16	\$1,312.00			8	\$640.00	40	\$3,200.00					64	\$5,152.00	
Construction Administration		8	\$1,096.00	8	\$880.00													16	\$1,976.00	
																		Subtotal	\$31,768.00	
TOTALS		22	\$ 3,014.00	52	\$ 5,720.00	155	\$ 12,710.00	32	2464	48	\$ 3,840.00	308	\$ 24,640.00				10	1080	607	\$53,468
																		Expenses:		
																		Project Total:		\$53,468

Summary of Expenses	Units	Cost	Total
Estimated Expenses			
Concrete Testing		\$45.00	
Utility Permit			
Totals			

Group 1 Total= \$39,220.00
Group 2 Total= \$48,024.00
Group 3 Total= \$53,468.00

All groups above include alley work

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:

6/5/2017

To (Owner):

City of Lake Geneva

From (Contractor/Vendor/Grantee):

Payne & Dolan

Via (City Official/Engineer)

Project:

10) Main Street Widening

Contract/Quote:

Widening Contract

Application for Payment - Change Order Summary

Number	Additions Due From City	Deductions (Unused)
Total		

1. Current Contract/Quote/Grant Amount	238,218.17
2. Less Previous Non Escrow Payments	
3. Balance of Escrow	238,218.17
4. Less Previous Escrow Payments	8,699.03
5. Plus/Less Change Orders	-
6. Balance Available	229,519.14
7. Amount Due this Application	175,779.35

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

Approved by: _____
Escrow Agent Date

By:	Date:

Main Street Widening City of Lake Geneva **Justification of Price for Contract Change Order #2**

Item #628.1104 Erosion Bales:

- A. **Description:** An unusually wet period brought the need for additional erosion control devices not contained in the contract ordered by the onsite engineer. The appropriate measure was determined to be erosion bales made of hay, straw, or other suitable baled material.
- B. **Method of Measurement:** Erosion Bales will be measured as each individual bale acceptably completed.
- C. **Basis of Payment:** Payment for erosion bales is full compensation for providing, protecting, storing on the project; for placing all materials, including stakes, anchoring the bales, removing excess sediment during construction; for removing and disposing of the bales.

Item # SPV.0105.05 Mobilization Sawing East End Addition

- A. **Description:** This item is to compensate the contractor for a remobilization needed to saw cut pavement on the east end of the project. This work was added to the contract after the initial work on the project had already begun causing a need for sawing after this subcontractor had completed all contract work.
- B. **Method of Measurement:** The *Mobilization Sawing East End Addition* item shall be measured as a lump sum (LS) item for work completed in accordance with the contract.
- C. **Basis of Payment:** The work under this item, measured as provided above, will be paid for at the agreed unit lump sum price, which price shall be full compensation for all work herein specified and for all labor, materials, and equipment; and for cleanup and incidentals necessary to complete the Work in accordance with the Contract and all specifications that apply.

Item # SPV.0195.01 Limestone Backfill

- A. **Description:** A few unstable areas where water was continually ponding and could not be brought to a stable condition before paving brought the need to over excavate below the subgrade and stabilize using a limestone backfill material approved by the onsite engineer.
- B. **Method of Measurement:** The *Limestone Backfill* item shall be measured by the ton, based on contractor provided tickets.
- C. **Basis of Payment:** Payment for this item is full compensation for providing and compacting the limestone backfill material.

Item # 601.0600 Concrete Curb Pedestrian

- A. **Description:** Due to elevation differences between existing top of curb and a proposed curb ramp that sloped down to meet the existing elevation and the close proximity of both, pedestrian curb was determined to best alleviate the elevation difference to provide an acceptable terrace slope.
- B. **Method of Measurement:** The *Concrete Curb Pedestrian* item shall be measured by the Lineal Foot acceptably completed.
- C. **Basis of Payment:** Payment for this item is full compensation for all foundation excavation and preparation; for providing all materials, including concrete, expansion joints; for placing, finishing, curing, and protecting.

Item # SPV.0105.06 Emergency Mobilization Erosion Control

- A. **Description:** This item is to compensate the contractor for an emergency mobilization made to address erosion control measures after a heavy rainstorm. On Saturday May 20, 2017 a heavy rainstorm in the morning caused undo water bypassing an inlet with inlet protection installed and cascading to the next unprotected inlet allowing sediment to enter and discharging to the White River.

B. Method of Measurement: The *Emergency Mobilization Erosion Control* item shall be measured as a lump sum (LS) item for work completed in accordance with the contract.

C. Basis of Payment: The work under this item, measured as provided above, will be paid for at the agreed unit lump sum price, which price shall be full compensation for the staged moving of personnel, moving equipment, and moving materials.

The following is a summary spreadsheet for the mentioned above items:

CONTRACT CHANGE ORDER # 2

Extra Work					
Item No.	Item Description	Unit	Qty.	Bid Unit	Est. Total
628.1104	Erosion Bales	Each	47	\$ 22.00	\$ 1,034.00
SPV.0105.05	Mobilization Sawing East End Addition	LS	1	\$ 385.00	\$ 385.00
SPV.0195.01	Limestone Backfill	Ton	102.71	\$ 5.90	\$ 605.99
601.0600	Concrete Curb Pedestrian	LF	17	\$ 35.00	\$ 595.00
SPV.0105.06	Emergency Mobilization Erosion Control	LS	1	\$ 365.00	\$ 365.00
	TOTAL-CCO #2				\$ 2984.99

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

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

6

Application Period:

Application Date:

4/25/2017

To (Owner):

City of Lake Geneva

From (Contractor/Vendor/Grantee):

Kapur & Associates

Via (City Official/Engineer)

Director of Public Works

Project:

10) Main Street Widening

Contract/Quote:

Engineering Contract

Application for Payment - Change Order Summary

Number	Additions Due From City	Deductions (Unused)
Total		

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	9,578.50
5. Plus/Less Change Orders	-
6. Balance Available	18,491.42
7. Amount Due this Application	623.00

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

Approved by: _____
Escrow Agent Date

By:	Date:

Hedlund/Halverson motion to approve. Unanimously carried.

c. Discussion/Recommendation on Payne & Dolan TIF Escrow Draw Request No. 2 for the Main Street Widening project in the amount of \$175,779.35

Howell/Skates motion to approve. Unanimously carried.

d. Discussion/Recommendation on Kapur & Associates, Inc. TIF4 Escrow Draw Request No. 6 for the Main Street Widening Engineering in the amount of \$623.00

Kordus/Hedlund motion to approve. Unanimously carried.

e. Discussion/Recommendation on adding the Public Works construction permit fees to the City's Schedule of Fees Resolution Including:

- 1) **Curb Cut/Driveway Approach Fee \$10.00**
- 2) **Right-of-Way Excavation Fee \$10.00**
- 3) **Storm Sewer Connection Fee \$10.00**
- 4) **Sanitary Sewer Connection Fee \$10.00**

Mr. Kordus noted the amounts were amended at public works. The curb cut/driveway approach fee was amended to \$25.00, right-of-way excavation fee was amended to \$25.00, storm sewer connection fee was amended to \$25.00, and sanitary sewer connection fee was amended to \$25.00. Mr. Kordus said this is a matter of housekeeping. They are currently charging a fee of \$10.00 but it is not on the fee schedule.

Skates/Halverson motion to approve with the \$25.00 fee for 1, 2, 3, and 4. Unanimously carried.

Board of Park Commissioners Recommendations from June 7, 2017

a. Discussion/Recommendation on Purple Martin Bird Houses including grants and donations for City parks and City property (Also recommended by Avian Committee on May 22, 2017)

Mr. Oborn said the Park Board can approve up to a \$2,000 donation. They are going to look at other locations as well. Mr. Kordus questioned why there would be a cap on what can be donated. Mr. Skates suggested the donations be approved by Council. He would like the houses to go on City property.

Howell/Halverson motion to allow the Avian Committee to solicit grants and donations of up to \$2,000 per individual for purple martin bird houses. Unanimously carried.

b. Discussion/Recommendation on acceptance of donation of \$3,000 from the We Energies Foundation for the Avian Committee's Purple Martin Project

Howell/Halverson motion to approve. Mr. Oborn thanked Nikki Scott for her work on this. Unanimously carried.

Police and Fire Commission Recommendations from June 8, 2017

a. Discussion/Recommendation on fingerprinting fee, \$15 for city resident, \$15 individual employed in business in city limits or working for city licensed business, and non-residents \$60

Mr. Oborn said the Police & Fire Commission was informed people were coming from as far as Chicago for fingerprinting. The idea is to put a nominal fee for people who live or work here and a larger fee to discourage others. Skates/Halverson motion to approve. Unanimously carried.

b. Discussion/Recommendation on the Lake Geneva Police Department reserving the Riviera for next year's Annual Police Department Awards Ceremony with waiver of all fees

Hedlund/Skates motion to approve. Unanimously carried.

Discussion/Recommendation on appointing Russ J. Ceschi as the City's primary Commercial Electrical Inspector contingent upon receiving an indemnity and hold harmless agreement together with naming the City as an additional insured

Mayor Kupsik asked why the City is taking on an Electrical Inspector. Mr. Oborn said this inspector is less expensive and it is on an as needed basis. Ms. Waswo stated Jim DeLuca was hired between Mr. Brugger and Mr. Robers. There was a contract for him during that time period. He was still needed when Mr. Robers was hired, and was used on an as needed basis.

Howell/Hedlund motion to approve. Unanimously carried.

Board of Park Commissioners' Minutes
Wednesday, June 7, 2017 – 6:30pm
City Hall, Meeting Room 2A

Roll Call: Present: Park President Ann Esarco, Barb Hartigan, Mayor Al Kupsik, Brian Olsen, Peggy Schneider, Alderman Doug Skates, John Swanson, Dave Quickel. Lynn Hassler excused absence.

Staff Present: Blaine Oborn, Neil Waswo

Public Present: Chris Schultz (Lake Geneva Regional News), Beverly Leonard (Avian Committee), Dick Malmin, Mary Jo Fesenmaier, Nancy Swanson

Comments from public limited to 5 minutes:

Dick Malmin – Would like to see standards developed for the use of the Shore Path.

Permits/Park Donations:

- a) Beverly Leonard and the Avian Committee are interested in bringing more Purple Martin bird colonies to Lake Geneva. These birds help control the bug population. The Park Board clarified that all bird houses purchased with funds donated to the City of Lake Geneva must be installed on City Property. This would include any “free” or “two-for” type of bargains.

Swanson/Quickel: Motion to accept proposal for the City of Lake Geneva’s Avian committee to accept donations, up to \$2,000 per donor, for Purple Martin Bird houses to be erected in City Parks with locations to be determined by staff. Unanimously carried.

- b) Kevin Dickey of the Audubon Society – Lake Geneva Chapter, has offered to repair the Pavilion at Four Seasons Park. Staff agrees that this would be needed. Staff will accompany Mr. Dickey review completion of project.

Skates/Olsen: Motion to accept offer of donated labor from Kevin Dickey to repair soffit, paint trim, and replace boards on the Four Seasons Pavilion, with the City paying an estimated \$400 for materials. Unanimously carried.

- c) Quickel/Olsen: Motion to accept donation of plaque in memory of Mayor Sheldon Shepstone to be placed at the dedicated tree in Donian Park. Unanimously carried.
- d) Skates/Swanson: Motion to accept Park Reservation Permit application as filed by Mt. Zion Church for Flat Iron Park and the Brunk Pavilion on Sunday, July 30, 2017 from 6am to 1pm. Unanimously carried.



We Energies Foundation
231 W. Michigan St.
Milwaukee, WI 53203
www.we-energies.com/foundation

June 6, 2017

Ms. Nikki Scott
Avian Committee Member
Lake Geneva Avian Committee
626 Geneva Street
Lake Geneva, WI 53147

Dear Ms. Scott:

In response to your request dated April 27, 2017, the We Energies Foundation is pleased to enclose a check in the amount of \$3,000.00 in support of Lake Geneva Avian Committee's Purple Martin Project. Please keep us updated on the progress of the project.

Any recognition for our contribution should state:

We Energies Foundation

If you will be recognizing us in printed material, the use of our name and/or logo must be approved by our corporate communications department. Please contact Trisha Bournelis at (414) 221-2864 or trisha.bournelis@we-energies.com, or Jennifer Nygaard at (414) 221-4717 or jennifer.nygaard@we-energies.com for our logo and approval.

Should you have any questions regarding this contribution, please contact me at lisa.hutchins@we-energies.com or (414) 221-2107.

Best wishes in your fund-raising efforts.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lisa Hutchins'.

Lisa Hutchins
Foundation Administrator

Enclosure

Receipt No. _____

Date _____

Riviera Ballroom Application

Date of Event Thursday May 17, 2018
Day of week Date & Year Hours (limited to between 10 am & 1 am)

Name of Group or Individual(s) Lake Geneva Police Department

Person(s) Responsible Chief Michael Rasmussen 8 am - 9 pm

Address 626 Geneva St. Lake Geneva WI 53147
Street City State Zip Code

Phone Number _____ Work Number _____

Request Riviera for the following purpose: Annual Police Department Awards Ceremony

Estimated number attending 150
(maximum capacity - 380)

Admission to be charged? No Liquor to be served? No

Rental fee is for up to a **maximum** eight (8) hour period and is due four (4) weeks prior to the event. The lease period begins when guests arrive. Any time in excess of eight (8) hours or after 1:00 a.m. will be charged at \$400 per hour and deducted from the security deposit. Lessee shall pay in, addition to the rental fee the hourly rate of \$20 for all necessary set-up and an hourly rate for security personnel. This will be deducted from the security deposit. Any time needed prior to the arrival of guests is considered set-up time.

Rental rates (effective 9/1/15)

Lake Geneva Resident \$2,500.00

For a wedding, this rate applies only to the bride, groom, or parents of the bride or groom who live full-time within the city limits of Lake Geneva.

For other bookings, the Lessee must live full-time within the city limits of Lake Geneva and event must be for immediate family (parent or child) of resident Lessee.

Non-Resident \$3,000.00

Non- Profit Organizations \$400.00

Week Day - Monday - Thursday \$500.00
Non Holiday

Please refer to the Riviera policy concerning non-profit organizations, schools, and civic groups for rules concerning this rate.

Request Waiver of Fee

Cancellations: A cancellation fee of \$100 will be charged for all cancellations 180 days or more prior to the reserved date; the entire deposit will be forfeited if notified less than 180 days prior to the reserved date. **Cancellations** must be made in writing.

I acknowledge that I have received, have read and understand the Riviera Ballroom Procedures and agree to the provisions therein.

Signature of Applicant _____ Date 6-14-17

end of August. Four part time officers will be working 32 hours per week. There are three more part time officers and two casual officers for a total of 9 officers covering the downtown area. Hartz asked what Chief Rasmussen thought about Mr. Condos comments regarding the BID helping to supplement the cost of reserves. Chief Rasmussen advised that 10 years ago the BID did not want any reserves in the downtown area and now they would like their presence. Bittner felt that some of the cost for reserves could also be generated from bartender fees as alcohol contributes to many of the police department calls.

h. Discussion/Action Swat Conference

Sergeant Derrick prepared a report about how the Lake Geneva Police Department handles SWAT calls during the “post Ferguson” era. The report indicates that the police department is going in the right direction and is actually “ahead of the curve” with regard to other agencies.

i. Discussion Wave Alarm system

A Wave alarm system is now in place at the schools for possible active shooters. The call out will go directly to the officer and dispatcher radios. Pollard asked where the buttons were placed in the school. Chief Rasmussen stated that buttons are placed strategically throughout the schools. All Joint 1 schools and St. Francis are connected to the Wave system.

j. Discussion Host Street Water Tower

The city approved paying for the movement of the communications equipment from the Host Street Water Tower. The painting is still scheduled for August and could take up to six weeks to complete.

k. Discussion/Action request to use Riveria for next year’s Awards night.

Pollard motioned to move the awards ceremony to the Riveria. Hartz seconded. Motion carried 4-0. Chief Rasmussen stated that several alderman approached him and suggested moving the Police Awards ceremony to the Riveria because of the large attendance. Chief Rasmussen will request to waive the fees for the Riveria.

l. Discussion on Chief’s top five monthly incidents – No discussion/action

m. Discussion regarding Monthly activity reports – No discussion/action

2017 Dispatch activity for May 2017:	Telephone calls- 3,367	911 Calls- 230	Window assists- 1,058
2016 Dispatch activity for May 2016:	Telephone calls- 3,734	911 Calls- 270	Window assists- 1,009

2017 Patrol activity for May 2017:	Calls for service – 1,611	Arrests – 105
2016 Patrol activity for May 2016:	Calls for service – 1,635	Arrests – 199

n. Discussion regarding Thank you letters – No discussion/action

- Stellana
- Mary Ann Moller-Gunderson
- Lake Geneva Food Pantry
- Doug and Connie Shadewaldt
- Becky Fillinger
- Daisy Girl Scout Troop 7166
- Thank you reference Officer Gee
- Judge Sibbing

o. Items to be forwarded to City Council

- Chief’s top five monthly incidents
- Monthly reports
- Police awards ceremony at the Riveria
- Fingerprinting to be added to the fee schedule
- Wave alarm system

11. a. Motion to go into closed session under Wisconsin State Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee. Specifically non-union supervisor contract bargaining

STAFF REPORT

To: Lake Geneva Finance, License, and Regulation Committee

Date: June 6, 2017

Description:

I am requesting the approval to appoint Russ J. Ceschi as the Lake Geneva Commercial Electrical Inspector Wisconsin Commercial Electrical Inspector License # 72115

Staff Recommendation:

It is my recommendation to appoint Russ as I have used him for several years (10+) as the Delavan Commercial Electrical Inspector. We have a decade of working in many facets and a multitude of projects all of which have increased my confidence in the suitability for Russ to represent Lake Geneva in the highest quality of Inspection. I have coordinated the change with Jim Deluca the current Commercial Electrical Inspector.

Description:

The appointment will be billed as an "As Needed Inspection" for which Russ will be providing a monthly inspection invoice which will be reviewed by me in the Inspection Department prior to submitting for reimbursement.

1. Per inspection fee of \$70.00
2. Commercial services over 200 AMP are \$10.00 per 100 amps.

Staff may provide additional comment on the above items and will comment on remaining agenda items at the meeting.



Zoning Administrator
Fred Walling
262-248-3911

Russell J. Ceschi
Electrical Inspector Lic. # 72115
PO Box 380
Fontana, WI 53125
Phone: 262-215-3808
E-Mail: russ.ceschi@yahoo.com

May 8, 2017

City of Lake Geneva

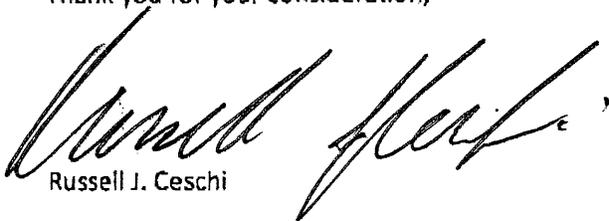
Thank you for the opportunity to be your commercial/industrial electrical inspector.

My rates are as follows:

1) \$70.00 per visit

2) Services over 200 amps are \$10.00 per 100 amps

Thank you for your consideration,



Russell J. Ceschi

Russell Ceschi
P.O. Box 380
Fontana, WI 53125

Proposal

Date 5/10/2017
Proposal # 3277

Name / Address
City of Lake Geneva
Fred Walling
626 Geneva St.
Lake Geneva, WI, 53147

COPY

Description	Qty	Rate	Total
Electrical Inspections will be invoiced at \$70.00 Per Inspection. License #52115 Cell # 262-215-3808			
		Subtotal	\$0.00
		Sales Tax (5.5%)	\$0.00
		Total	\$0.00

Power Tech, LLC
powertechllc333@gmail.com

262-275-9138
262-275-0448

Hedlund/Halverson motion to approve. Unanimously carried.

c. Discussion/Recommendation on Payne & Dolan TIF Escrow Draw Request No. 2 for the Main Street Widening project in the amount of \$175,779.35

Howell/Skates motion to approve. Unanimously carried.

d. Discussion/Recommendation on Kapur & Associates, Inc. TIF4 Escrow Draw Request No. 6 for the Main Street Widening Engineering in the amount of \$623.00

Kordus/Hedlund motion to approve. Unanimously carried.

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Howell/Hedlund motion to approve. Unanimously carried.

AN ORDINANCE AMENDING JOINT UNIFORM LAKE LAW ORDINANCE OF GENEVA LAKE, WALWORTH COUNTY, WISCONSIN

The Common Council of the City of Lake Geneva, the Village Boards of the Village of Williams Bay and the Village of Fontana-on-Geneva Lake, and the Town Boards of the Town of Linn and the Town of Walworth, Walworth County, Wisconsin, do ordain jointly and identically, in conformity with Sections 30.77 and 30.81 of the Wisconsin Statutes, as follows:

1. The Joint Uniform Lake Law Ordinance of Geneva Lake, Walworth County, Wisconsin, be and the same is hereby repealed and recreated to read as follows:

Section I. Applicability and Enforcement.

- (a) The provisions of this ordinance are adopted in the interest of public health and safety and shall apply to persons, boats and other objects upon, in and under the waters and ice of Geneva Lake within the jurisdictions of the city, villages and towns above named, which are all such municipalities surrounding, riparian to, and having jurisdiction over said lake.
- (b) This ordinance shall be enforced by the officers, employees and agents of the Geneva Lake Law Enforcement Agency, and by the properly designated and authorized officers and agents of said municipalities.
- (c) Water Safety Patrol. The Geneva Lake Water Safety Committee, Inc., through its Water Safety Patrol shall:
1. Promote water safety upon Geneva Lake in Walworth County, Wisconsin, including water rescue, promulgating and encouraging practices conducive to the safety of persons and property incident to the use and enjoyment of water traffic, pleasure and sports.
 2. Educate in promoting water safety in all of its aspects.

Section II. State Boating and Water Safety Laws and Administrative Orders and Rules Adopted.

- (a) The statutory provisions describing and defining regulations with respect to water and ice traffic, boats, boating and related water and ice activities in the following enumerated Sections 30.50 through 30.81 inclusive of the Wisconsin Statutes, are hereby adopted and by reference made a part of this ordinance as if fully set forth herein. Any act required to be performed or prohibited by the provisions of any statute incorporated by reference herein is required or prohibited by this ordinance.
- (b) All rules and orders created by the Wisconsin Department of Natural Resources designated Chapter NR 5 of the Wisconsin Administrative Code, modifying or supplementing the foregoing provisions of the state law or which may be adopted or made in the future are hereby incorporated in and made a part of this ordinance by reference to the same as if they are or were to be set out herein verbatim.
- (c) All deletions, additions and amendments which may be made to the sections of the State laws enumerated under Section II (a) above are hereby adopted and incorporated herein by reference as of the time of their respective effective dates, as if they were to be set out herein verbatim.
- (d) Speed limits.
1. No person shall operate any boat powered by an engine, or any other boat, in or upon the waters of Geneva Lake at a speed in excess of 45 miles per hour between sunrise and sunset; nor at a speed in excess of 15 miles per hour between sunset and sunrise, except as noted in section II (d) 2 below.
 2. On weekends (from 12:01 p.m. every Friday to midnight Sunday) and on Memorial Days, July 3-5th, and Labor Days of each year, no person shall operate any boat powered by an engine, or any other boat, in or upon the waters of Geneva Lake at a speed in excess of 35 miles per hour between sunrise and sunset.
 3. The speed limit set forth in section II (d)1 shall not apply to Police Patrol boats in situations involving emergencies, or while engaged in law enforcement, nor to boats participating in a duly authorized race, regatta or water ski meet duly authorized by a permit while operating in the designated area authorized by said permit. The speed limit set forth in section II (d)1 shall not apply to Water Safety Patrol boats in situations involving emergencies.
- (e) Careless, negligent, or reckless operators.
1. No person shall operate or use any boat powered by an engine or any other boat, or manipulate any water skis,

aquaplane or similar device in or upon the waters of Geneva Lake in a careless, negligent, or reckless manner so as to endanger another person's life, safety or property of another.

Section III. Zones, Areas and Restrictions.

(a) Zones and areas defined.

1. All areas marked by buoys and/or regulatory markers and properly permitted by the DNR and local municipalities are so designated as swimming zones.
2. The traffic area shall be beyond 200 feet distant and parallel to the shoreline, and 100 feet from any dock, raft, pier, structure, mooring area or buoyed restricted area.

(b) Restrictions.

1. Traffic lights. Any municipality may install and operate boat traffic lights and when so installed and operating they must be obeyed by all boat or other watercraft operators using such traffic area.
2. No water traffic outside the traffic area shall exceed the "slow-no-wake" speed limit.

Section IV. Additional Safety Regulations and Rules.

(a) Swimming Regulations.

1. Swimming From Boats. No person shall swim from any boat unless such boat is anchored or the boat is manned by a competent person.
2. Swimming in Traffic Area. No person shall swim in the traffic area unless accompanied by a boat manned by a competent person. Such boat shall stay within 50 feet of and guard such swimmer. This paragraph is subject to the provisions set forth in paragraph 3 below.
3. Hours Limited. No person shall swim in the traffic area from sunset to sunrise.

(b) Water Skiing.

1. All water skiing is limited to the traffic area.
2. No watercraft which shall have in tow a person or persons on water skis, surf-boards, or similar devices shall be operated upon Geneva Lake unless such watercraft shall be occupied by at least 2 competent persons. One person shall operate the boat and observe boat traffic at all times and the second shall observe the towed person.
3. The drivers or operators of all watercraft by means of which aquaplanes, water skis, or similar devices are being towed, and the riders of such devices, must conform to the same rules and clearance as provided in this ordinance for motor boats.
4. Any person using water skis, an aquaplane or a similar device, or any person who is towed in any manner by a watercraft or other means shall wear a United States Coast Guard approved Personal Flotation Device.

(c) Spearfishing.

Under or in water spear fishing is prohibited within 100' of municipal piers, harbors, (Lake Geneva/Riviera, Williams Bay, Fontana, Linn Pier/Trinke Estates, Abbey Harbor) and marinas.

(d) Buoys to be out by the first day of winter.

1. All buoys shall be removed from the water by the first day of winter of each year.
2. Every municipality or the Water Safety Patrol may remove all buoys, regulatory markers or aids to navigation being privately owned or placed which are not removed before the first day of winter of each year.

Section V. Littering or Polluting.

(a) No person shall deposit, place or throw any cans, bottles, debris, refuse, garbage, solid or liquid waste, sewage or effluent into the waters of the lake or upon the ice when formed or cause or permit the same to be done by any agent or employee.

Section VI. Markers and Navigation Aids.

(a) Standard Markers. All regulatory markers, navigation aids and other waterway markers placed upon the waters of the lake shall comply with the regulations of the Department of Natural Resources and approval of the designee of the local government.

Section VIII. Repeal of Conflicting Ordinances.

Any ordinance conflicting with the provisions of this ordinance or any part thereof is hereby repealed.

Section IX. Severability.

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional, by reason of any decision of any court of competent jurisdiction, such decision shall not affect the validity of any other section, subsection, sentence, clause or phrase or portion thereof. The Board or Council hereby adopting this ordinance declares that they would have passed this ordinance and each section, subsection, sentence, clause, phrase or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or portions thereof may be declared invalid or unconstitutional.

Section X. Penalties.

1. Any person who shall violate Section 30.67(1) of the Wisconsin Statutes which are adopted as local ordinances in Section II of this ordinance shall, upon conviction thereof, shall forfeit and be subject to the penalties as set forth in Section 30.80 Wisconsin Statutes as amended from time to time and as set forth in the bond schedule as it is amended from time to time, on file with the court having jurisdiction for the enforcement of this Joint Uniform Lake Law Ordinance for Geneva Lake.
2. Any person violating Section 30.67(2) shall forfeit the amounts set forth in Section 30.80, Wisconsin Statutes as amended from time to time and as set forth in the bond schedule as it is amended from time to time, on file with the court having jurisdiction for the enforcement of the Joint Uniform Lake Law Ordinance for Geneva Lake.
3. Any person who shall violate sections 30.681(1)(a) or (b) or 30.684(5) of the Wisconsin Statutes which are adopted as local ordinances in Section II of this ordinance shall, upon conviction thereof, forfeit and be subject to the applicable penalties as set forth in Sections 30.80(6)(a) – (e) of the Wisconsin Statutes as amended from time to time and as set forth in the bond schedule as it is amended from time to time, on file with the court having jurisdiction for the enforcement of the Joint Uniform Lake Law Ordinance for Geneva Lake.
4. Any person who shall violate those provisions set forth in Section II of this ordinance and for which penalties are not specifically provided for herein shall, upon conviction thereof, forfeit an amount as set forth in the bond schedule as it is amended from time to time, on file with the court having jurisdiction for the enforcement of the Joint Uniform Lake Law Ordinance for Geneva Lake.
5. Any person violating any provision of the Joint Uniform Lake Law Ordinance for which a penalty is not provided for herein or which is not provided for in the bond schedule as it is amended from time to time, on file with the court having jurisdiction for the enforcement of the Joint Uniform Lake Law Ordinance of Geneva Lake, shall forfeit not more than \$500 for the first offense and shall forfeit not more than \$1,000 upon conviction of the same offense a 2nd or subsequent time within one year.

2. Effective Date.

This ordinance shall be in full force and effect upon and from its passage, approval and publication as required by law.

PASSED AND ADOPTED by the Common Council of the City of Lake Geneva, the Village Boards of the Village of Williams Bay and the Village of Fontana-on-Geneva Lake, and the Town Boards of the Town of Linn and the Town of Walworth, Walworth County, Wisconsin, on the dates set forth below.

Town of Linn	Month xx, 2017
Village of Williams Bay	Month xx, 2017
Village of Fontana	Month xx, 2017
Town of Walworth	Month xx, 2017
City of Lake Geneva	Month xx, 2017

Discussion/Recommendation on adoption of An Ordinance Amending Joint Uniform Lake Law Ordinance of Geneva Lake

Kordus/Halverson motion to approve. Unanimously carried.

Item 11.1. Discussion/Recommendation on the transition of Public Works and Treasurer functions from the Utility Commission to City Hall effective January 1, 2018

Mr. Oborn said the individual has not decided if they will be coming with the position yet. The Public Works functions currently done by the Office Manager will come to City Hall as well.

Kordus/Halverson motion to approve. Unanimously carried.

Item 11.m. Discussion/Recommendation on consideration of Accounting Software upgrade and Financial System uniformity with the Utility Commission by 2018

Mr. Kordus asked if there is enough time to get a general ledger system and have them combined by 2018.

Comptroller Slater stated the lead time on most of the systems is within the correct time frame. Two have already been demonstrated. She added the Utility's software is just as antiquated as the City's. They would like to purchase one system for both the City and Utility Commission.

Kordus/Hedlund motion to continue until the decision on software is complete. Unanimously carried.

Presentation of Accounts

Purchase Orders (none)

Howell/Skates motion to approve the Prepaid Bills in the amount of \$17,172.18. Unanimously carried.

Hedlund/Halverson motion to approve the Regular Bills in the amount of \$352,268.40. Unanimously carried.

Adjournment

Skates/Hedlund motion to adjourn at 7:42pm. Motion carried unanimously.

/s/ Stephanie Gunderson, Assistant City Clerk

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

PUBLIC PARTICIPATION STRATEGY AND PROCEDURES FOR BOTH THE REGULAR AND UNIQUE CONSIDERATION OF 2017 AMENDMENTS TO CITY OF LAKE GENEVA COMPREHENSIVE PLAN

Introduction

A key required component of Section 66.1001 of Wisconsin Statutes—the State’s comprehensive planning legislation—is actively involving community stakeholders as each local comprehensive plan is being developed, updated, or amended. Public participation helps to ensure that the resulting comprehensive plan accurately reflects the vision, goals, and values of citizens of the community.

Section 66.1001(4)(a) of Wisconsin Statutes requires the City of Lake Geneva to adopt, by resolution, written procedures designed to foster public participation at every stage in the preparation or subsequent amendment of its comprehensive plan. The written procedures must provide for wide distribution of the comprehensive plan, an opportunity for the public to submit written comments on the plan, and provisions for local response to such comments.

This document meets this statutory requirement. It serves as the procedures that will be used to consider and potentially adopt amendments to the City’s August 30, 2011 Comprehensive Plan under both a regular Plan review process, as well as in the instance of responding to a unique Plan amendment circumstance.

Major Goals of Public Participation Strategy

- Provide opportunities for people to participate in processes to consider and adopt amendments to the City’s Comprehensive Plan.
- Adopt plan amendments that reflect the ideas, desires, and objectives of most residents and property owners.
- Meet both the letter and spirit of Wisconsin’s Comprehensive Plan legislation.
- Use the City’s Plan Commission as a foundation for guiding the plan amendment process.
- Recognize that the goals expressed above must be balanced with the need to complete the comprehensive plan amendments within a reasonable timeframe.

Selected Public Participation Techniques

The City will, at a minimum, use the following techniques to obtain public input during the plan amendment process:

- Assure that all Plan Commission and City Council meetings to consider and adopt amendments are open to the public, and are noticed as required by state open meeting regulations.
- Provide an opportunity at each public meeting held on the Plan Amendment for public comment. Some meetings will be particularly meant to encourage wide participation from the public. Other meetings are intended to be work sessions for the Plan Commission, City Council, or some combination. The public comment period will be provided at either the beginning or end of each public meeting, or at one or more other parts of the meeting at the discretion of the Plan Commission or City Council. This will allow the Commission or Council to concentrate on completing tasks without interruption, while still allowing the public an appropriate chance to observe and comment.

- Hold at least one formal public hearing on the proposed comprehensive plan amendments and the adopting ordinance prior to adoption. All members of the public will have an opportunity to present testimony and offer comments at the public hearing. The public hearing will be noticed and held per the requirements of Wisconsin Statutes, Section 66.1001.

Opportunities for Comments/Responses on Draft Comprehensive Plan Amendments

The City will have available copies of draft plan amendment materials at City Hall and the Library during normal business hours. The City will also provide copies of the draft and final plan amendments to adjacent and overlapping governments and non-metallic mineral interests as required by statute, and to members of the participating public as requested. The City may charge for public copies an amount equal to the costs of time and materials to produce such copies.

Public comments will be solicited and responded to at every stage of the plan amendment process. Written comments on the comprehensive plan amendments may also be delivered, mailed, faxed, or e-mailed to the City Clerk. The City will respond to written comments via mail, e-mail, fax, telephone, meeting, and/or through consideration of appropriate changes to the comprehensive plan, or to the proposed amendments to the comprehensive plan.

RESOLUTION 17-R23

ESTABLISHING PUBLIC PARTICIPATION PROCEDURES
FOR BOTH THE REGULAR AND UNIQUE CONSIDERATION OF
2017 AMENDMENTS TO THE CITY OF LAKE GENEVA COMPREHENSIVE PLAN

WHEREAS, the City of Lake Geneva on August 30, 2011 adopted the City of Lake Geneva Comprehensive Plan, under the authority of and procedures established by §66.1001(4), Wisconsin Statutes; and

WHEREAS, that 2011 Comprehensive Plan document advises both the regular Plan Commission review of the Comprehensive Plan, as well as the ability to respond to unique circumstances which arise in relation to the Comprehensive Plan which are distinct from the regular plan review process, and to enable the City's consideration of potential amendments where the Plan becomes irrelevant or contradictory to emerging policy or trends; and

WHEREAS, §66.1001(4)(a), Wisconsin Statutes, requires that the governing body of the local governmental unit adopt written procedures designed to foster public participation at every stage of the comprehensive plan preparation or amendment process, and that such written procedures shall provide for wide distribution of draft plan materials, an opportunity for the public to submit written comments on the plan materials, and a process for the governing body to respond to such comments; and

WHEREAS, the City of Lake Geneva believes that meaningful public involvement in processes designed to periodically consider and adopt amendments to its Comprehensive Plan is important to assure that the resulting Plan and adopted amendments meet the wishes and expectations of the public; and

WHEREAS, the attached "Public Participation Strategy and Procedures for Amendments to City of Lake Geneva Comprehensive Plan" includes procedures to foster public participation, ensure distribution of draft plan materials, provide opportunities for written comments on such materials, and provide mechanisms to respond to such comments.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lake Geneva hereby adopts the procedures included in the "Public Participation Strategy and Procedures for Amendments to City of Lake Geneva Comprehensive Plan" as its public participation procedures for periodic amendments to the City's Comprehensive Plan, meeting the requirements of §66.1001(4)(a), Wisconsin Statutes.

Approved this 26th day of June, 2017

Al Kupsik, Mayor

ATTEST:

Daniel Draper, City Attorney for City Clerk

**City of Lake Geneva
Amendment to the Comprehensive Plan
APPLICATION FORM**

PETITION: I, _____ hereby petition the City of Lake Geneva consider the following request for amendment to the Lake Geneva Comprehensive Plan:

Please check those that apply:

- _____ Future Land Use Map (Map 5)
- _____ Other Maps (Transportation Facilities Map, etc.)
- _____ Text Amendment (policies, programs, etc.)
- _____ Other

Name of Applicant: Person(s) or Firm	
Address:	
Daytime Telephone:	
Email or Fax:	
Property Owner Name and Address: If different from applicant	
Description of Property, Parcel Number, or Street Address: If request is related to a particular property	
Summary of the Proposed Amendment Request: Please describe here (or on a separate sheet) your specific request for a Comprehensive Plan amendment. Provide any necessary maps or supporting data as needed, including conceptual development plans, if applicable.	
Present Zoning: If applicable	
Future Proposed Use: Attach additional pages and/or concept plan as appropriate.	

The Lake Geneva Plan Commission will consider the following criteria when making recommendations regarding amendments to the Comprehensive Plan. Please respond to the following questions:

If additional space is needed for your response, please attach additional sheets to this form.

1. How will the proposed amendment to the Comprehensive Plan benefit the public, City, and/or surrounding neighbors or neighborhoods?	
2. How does the request advance the goals, objectives and policies of the Comprehensive Plan?	
3. As it affects the amendment request, what circumstances have changed or what new information is now available since the 2011 adoption of the City's Comprehensive Plan, or in the case of a previously requested amendment, what circumstances have changed since the last amendment request?	
4. Is there any additional information that the City of Lake Geneva should consider in its evaluation of this request?	

The deadline for requests to amend the Comprehensive Plan is **Friday, June 30, 2017 at 4:00 p.m.**
 Requests shall be submitted to City Hall or via email to bzclerk@cityoflakegeneva.com.

 Signature of Applicant

_____, 2017
 Date