



City of Lake Geneva, 626 Geneva St, Lake Geneva, WI 53147- 262.248.3673- www.cityoflakegeneva.gov

**FINANCE, LICENSING, AND REGULATION COMMITTEE AGENDA
TUESDAY, JULY 1, 2025 - 4:30 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)**

Members:

Chairperson - Sherri Ames. Members - JaNelle Powers, Mary Jo Fesenmaier, Linda Frame and Brian Smith.

Watch this meeting on the City of Lake Geneva's live stream:

<https://cityoflakegeneva.gov/319/City-Meetings-Video-Stream>

1. Call to Order
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the minutes from June 17, 2025
5. Discussion/Recommendation regarding Licenses
 - a. Alcohol License Premises Extension filed by Lake City Social for the Cars & Company Pediatric Cancer Fundraiser on September 14, 2025
 - b. Alcohol License Premises Extension filed by Lake City Social for the 3rd Annual Lake Geneva Jaycees Trunk or Treat on October 26, 2025
 - c. Original "Class A" Liquor License application filed by Pine Hill Farm Wellness dba Pine Hill Farm Wellness Boutique
6. Discussion/Recommendation regarding Public Event Permit Applications
 - a. Throwing Star Collective Inc for Red Bull Rush Delivery at Riviera Beach and Library Park from September 18 to 20, 2025
 - b. Lake Geneva Business Improvement District for the Lemonade Crawl & Picnic in the Park at various downtown businesses and Flat Iron Park on August 20, 2025
 - c. Lake Geneva Business Improvement District for Maxwell Street Days at various downtown businesses from August 22 to 24, 2025
 - d. Lake Geneva Business Improvement District for Art in Motion at various downtown businesses on September 14, 2025
7. Presentation of Accounts
 - a. Pre-Paid Checks: \$62,163.65
 - b. Regular Checks: \$147,352.93

8. Discussion/Recommendation regarding approval of the Hwy 50 appraisal services contract in the amount of \$102,800.00
9. Discussion/Recommendation regarding approval of Change Order #1 to Wolf Paving for the 2025 Street Program cost increase of \$22,130.00
10. Discussion/Recommendation regarding approval of Task Order #40 Phase 1 Cemetery Paving Program in the amount of \$51,852.00
11. Discussion/Recommendation regarding YMCA Concession Agreement (approval recommended by Board of Park Commissioners)
12. Adjournment

*A quorum of the Council may be present; however, no official Council action will be taken.
Requests from persons with disabilities who need assistance to participate in this meeting should be made to the City Clerk's office in advance so that the appropriate accommodations can be made.*

**CITY OF LAKE GENEVA FINANCE, LICENSING, AND REGULATION
COMMITTEE MINUTES
TUESDAY, JUNE 17, 2025 - 4:30 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)**

Members: Chairperson - Sherri Ames. Members - JaNelle Powers, Mary Jo Fesenmaier, Linda Frame and Brian Smith.

Call to Order

by Chairperson Ames at 4:30 pm.

Roll Call

Present: Sherri Ames, JaNelle Powers, Mary Jo Fesenmaier, Linda Frame and Brian Smith. Others present: Alderperson Cynthia Yager, City Administrator Dave De Angelis, City Clerk Lacey L. Reynolds, Finance Director Laura Pisarcik, Deputy City Clerk Vanessa Jahns, Library Director Emily Kornak and other interested persons.

Comments from the public limited to 5 minutes, limited to items on this agenda

None.

Approval of the minutes from June 3, 2025

Motion by Powers to approve, second by Frame. Voice vote, approved, motion carried.

Discussion/Recommendation regarding Licenses & Permits

Motion by Frame to approve items 5a-h, second by Smith. Discussion took place and Deputy Clerk Jahns informed the committee the Fire Department has not yet signed off on item h. Motion by Frame to amend and approve 5a-g and item 5h with favorable approval by the Fire Department, second by Smith. Voice vote, approved, motion carried.

Class "A" Beer / "Class A" Liquor License renewal application filed by Revir Hospitality Lake Geneva, LLC dba Fairfield Inn & Suites

Class "A" Beer / "Class A" Liquor License renewal application filed by Simple Spirits Inc dba Geneva Liquors

Class "B" Beer / "Class B" Liquor License renewal application filed by Stone Soup LLC dba The Baker House

Class "B" Beer/ Reserve "Class B" Liquor License renewal application filed by Zaab Corner Bistro Corp dba Zaab Corner Bistro

Class "B" Beer / "Class C" Wine License renewal application filed by Mama Ciminis LLC dba Mama Ciminis

Class "B" Beer / "Class C" Wine License renewal application filed by Sabai Sabai Thai Cuisine Inc dba Sabai Sabai Thai & Sushi

Massage Establishment Renewals for Lakeview Spa and Element Massage Studio

Public Event Permit Application with Street Use filed by the American Legion Auxiliary for the annual 4th of July Children's Parade

Presentation of Accounts

Pre-Paid Checks: \$ 302,132.55

Motion by Frame to approve, second by Powers. Voice vote, approved, motion carried.

Regular Checks: \$ 433,755.93

Motion by Frame to approve, second by Powers. Voice vote, approved, motion carried.

Discussion/Recommendation regarding items from Piers, Harbors and Lakefront Committee June 10, 2025

Approval of Change Order 1 for the Seawall Replacement Project in the amount of \$12,595.28 to CK Contractors

Motion by Frame to approve, second by Powers. Voice vote, approved, motion carried.

Approval of Pay Application 1 for the Seawall Replacement Project in the amount of \$131,019.63 to CK Contractors

Motion by Frame to approve, second by Powers. Voice vote, approved, motion carried.

Approval of ordinance change to allow rental of the unused dingy ramps at West End to persons on the Kayak rack wait lists

Motion by Frame to approve, second by Smith. Voice vote, approved, motion carried.

Discussion/Recommendation regarding the YMCA Programming Agreement (approval recommended by Board of Park Commissioners)

Motion by Powers to approve, second by Frame. Alder Fesenmaier asked about the highlighted sections on page 2 of the document and discussion took place. Motion by Frame to suspend the rules so Alder Yager can speak, second by Fesenmaier. Voice vote, approved, motion carried. Alder Yager explained the Board of Park Commissioners added the highlighted sections in the agreement. Main motion vote - Voice vote, approved, motion carried.

Discussion/Recommendation regarding utilizing impact fee funds for Library Renovation

Motion by Powers to approve, second by Frame. Motion by Frame to suspend the rules so Library Director Emily Kornak can speak, second by Smith. Voice vote, approved, motion carried. Discussion took place regarding the amount of impact fees, concerns and issues with closing the bathrooms, ADA standards, library board approval, design and plans. Main motion vote - Voice vote, approved, motion carried.

Adjournment

Motion by Powers to adjourn, second by Frame. Voice vote, approved, motion carried. Adjourned at 4:56 pm.

Lacey L. Reynolds
City Clerk



CITY OF LAKE GENEVA
CITY CLERK'S OFFICE

626 Geneva Street
Lake Geneva, WI 53147
262.248.3673

Date: June 27, 2025

To: Finance, Licensing, & Regulation Committee

Re: License & Permit Applications for consideration on July 2, 2025

The two premises extensions filed by Lake City Social are consistent with prior events successfully hosted by the establishment with no issues. Temporary use permits have been obtained through Building & Zoning, and both Building & Zoning and the Police department have reviewed and signed off on approval. If the Committee has no questions, these applications can be recommended to the Council for approval.

Pine Hill Farm Wellness has an Original "Class A" Liquor license before you for consideration. The required notice is being published in the Lake Geneva Regional News, the necessary background checks are being conducted, and they meet all other qualifications to hold an alcohol license. If the Committee has no questions, this application can be recommended to the Council for approval.

Throwing Star Collective Inc held a site visit with various City departments earlier this month to review questions arising from a preliminary application and event plan. The application before you for consideration today was submitted after the site visit and reviewed by necessary departments with the exception of Parking. The application will be forwarded to the Parking Manager for review prior to the Council meeting on July 14th. Discussion from the departmental review of the application centered around security on the lake, with the request that the applicants work with the Geneva Lake Law Enforcement Agency. The application can be recommended for approval to the Council contingent upon the final safety plan being acceptable to the necessary entities, and upon a favorable review by the Parking Manager.

The events hosted by the Lake Geneva Business Improvement District (BID) are recurring and/or consistent with events successfully hosted by the BID in previous years. Departmental review did not result in questions or concerns about Maxwell Street Days and Art in Motion. These applications can be recommended for approval to the Council if the Committee has no questions. The application for the Lemonade Crawl can be recommended for approval contingent upon favorable review by the Parking Manager.

Questions regarding licensing in general or specific applications can be directed to the Clerk's office. I would request that questions be directed prior to the meeting so that answers can be researched and provided during the meeting.

Respectfully submitted,

Vanessa Jahns
Deputy City Clerk



CITY OF LAKE GENEVA

ALCOHOL LICENSE PREMISES EXTENSION APPLICATION

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

Please Check:

- | | |
|---|--|
| ☐ Request for premises extension to sidewalk café | ☒ Request for temporary (special event) premises extension |
| ☐ Request for premises extension to permanent outdoor area | ☐ Other request for premises extension |

Application Checklist:

- ☒ **Applicant must currently hold a valid alcohol license**
- ☒ **Applicant obtained a Temporary Use Permit or Conditional Use Permit from the Building and Zoning Department (for special events and permanent outdoor areas)**
- ☒ **Scaled diagram** which accurately depicts the location of the premises extension. Such drawing shall include the access points, fencing (if applicable) and the location of where alcohol will be stored and/or served.
- ☒ **Application Fee** of \$25.00 to amend an already approved licensed premises. This fee is charged to defray the cost of review and re-issuance of the license. This fee does NOT apply to premises extensions requested at the time of annual renewal of the license.

APPLICANT INFORMATION

Applicant Name: Stephen Schroeder
Establishment Name: Lake City Social
Address: 111 Center Street Lake Geneva WI 53147
Alcohol License No.: BCombo 9 Phone: (262) 325-6474
Describe area of premises extension:

Alcohol service extended to fenced in lower parking lot of Lake City Social along river/cove hotel pool and half the front entrance around the 1st drive under awning

SPECIAL EVENT INFORMATION (For Temporary Premises Extension Only)

Event Title: Cars & Company (Pediatric Cancer Fundraiser)

Date and Time of Event: Sunday September 14, 2025

Have you obtained a Temporary Use Permit (or Conditional Use Permit) from the Building and Zoning Department? ■ Yes No

Event Description:

Car show & pediatric cancer fundraiser. Live music, silent auction & car show. Looking to extend alcohol premises for full inside, patio, lower parking lot & fenced area around front of building/1st drive under awning.



SIGNATURE OF APPLICANT

4/14/25

DATE

For Office Use Only

Date Filed with Clerk: _____

Total Amount: \$ _____ Receipt No.: _____

Date Forwarded to Police Chief: _____

Police Chief Signature: Chief Edward Gritzner

Chief Edward Gritzner (Apr 28, 2025 11:28 CDT)



Approved



Denied

Date Forwarded to Zoning Administrator: _____

(for non-sidewalk café applications)

Zoning Administrator Signature: Renee Hanlon

Renee Hanlon (Jun 15, 2025 11:29 CDT)

Approved



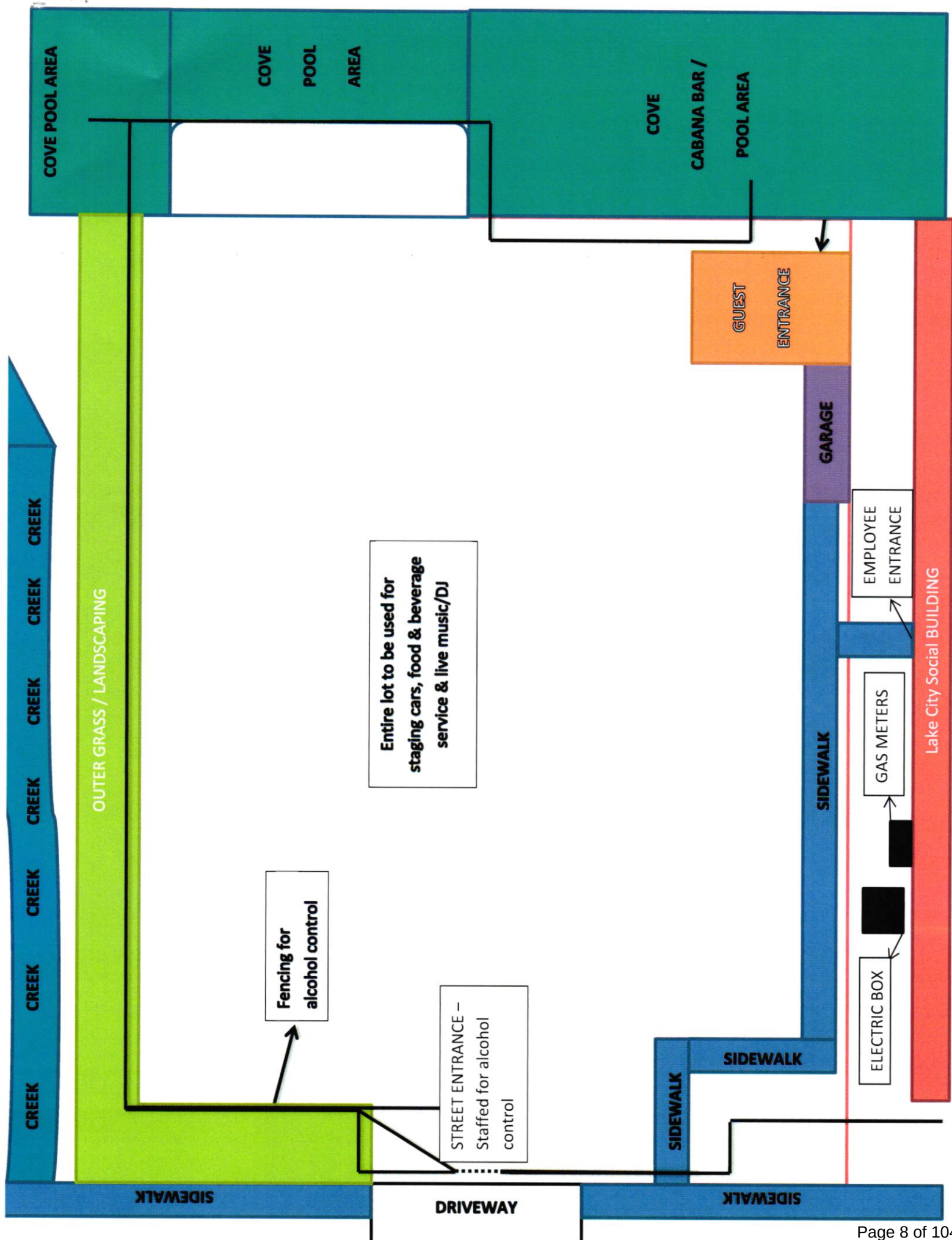
Denied



Date of FLR/Council Approval: _____

Copies Provided to:

Police Chief



Signature: J Froggatt
J Froggatt (Apr 24, 2025 07:46 CDT)

Email: comsuper@cityoflakegeneva.gov

Signature: Tonia Wojtas
Tonia Wojtas (Apr 23, 2025 20:11 CDT)

Email: twojtas@cityoflakegeneva.gov



CITY OF LAKE GENEVA

ALCOHOL LICENSE PREMISES EXTENSION APPLICATION

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

Please Check:

- | | |
|---|---|
| ☐ Request for premises extension to sidewalk café | ☐ Request for temporary (special event) premises extension |
| ☐ Request for premises extension to permanent outdoor area | ☐ Other request for premises extension |

Application Checklist:

- ☒ Applicant must currently hold a valid alcohol license
- ☒ Applicant obtained a Temporary Use Permit or Conditional Use Permit from the Building and Zoning Department (for special events and permanent outdoor areas)
- ☒ Scaled diagram which accurately depicts the location of the premises extension. Such drawing shall include the access points, fencing (if applicable) and the location of where alcohol will be stored and/or served.
- ☒ Application Fee of \$25.00 to amend an already approved licensed premises. This fee is charged to defray the cost of review and re-issuance of the license. This fee does NOT apply to premises extensions requested at the time of annual renewal of the license.

APPLICANT INFORMATION

Applicant Name: Stephen Schroeder
Establishment Name: Lake City Social / Lake Geneva Jaycees
Address: 111 Center Street Lake Geneva WI 53147
Alcohol License No.: B Combo 9 Phone: (262) 325-6474

Describe area of premises extension:

Alcohol service extended to fenced in lower parking lot of Lake City Social along river/cove hotel pool.

SPECIAL EVENT INFORMATION (For Temporary Premises Extension Only)

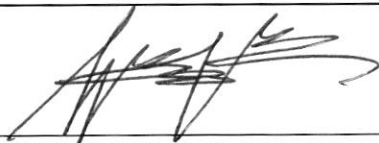
Event Title: 3rd Annual Lake Geneva Jaycees Trunk or Treat

Date and Time of Event: Sunday October 26, 2025 (11am-5pm)

Have you obtained a Temporary Use Permit (or Conditional Use Permit) from the Building and Zoning Department? ☒ Yes ☐ No

Event Description:

Trunk or Treat event open to general public. Will have 15-20 local businesses/organizations decorating trunks and handing out goods to all who want to join us. Alcohol service will be available for adults while listening to music & allowing their kids to roam a safe area off the streets in downtown Lake Geneva. Will have pumpkin painting, face painting, 360 camera and more.



SIGNATURE OF APPLICANT

4/14/25

DATE

For Office Use Only

Date Filed with Clerk: _____

Total Amount: \$ _____ Receipt No.: _____

Date Forwarded to Police Chief: _____

Police Chief Signature: Chief Edward Gritzner

Chief Edward Gritzner (Apr 28, 2025 11:30 CDT)

☒ Approved

☐ Denied

Date Forwarded to Zoning Administrator: _____

(for non-sidewalk café applications)

Zoning Administrator Signature: Renee Hanlon

Renee Hanlon (Jun 15, 2025 11:28 CDT)

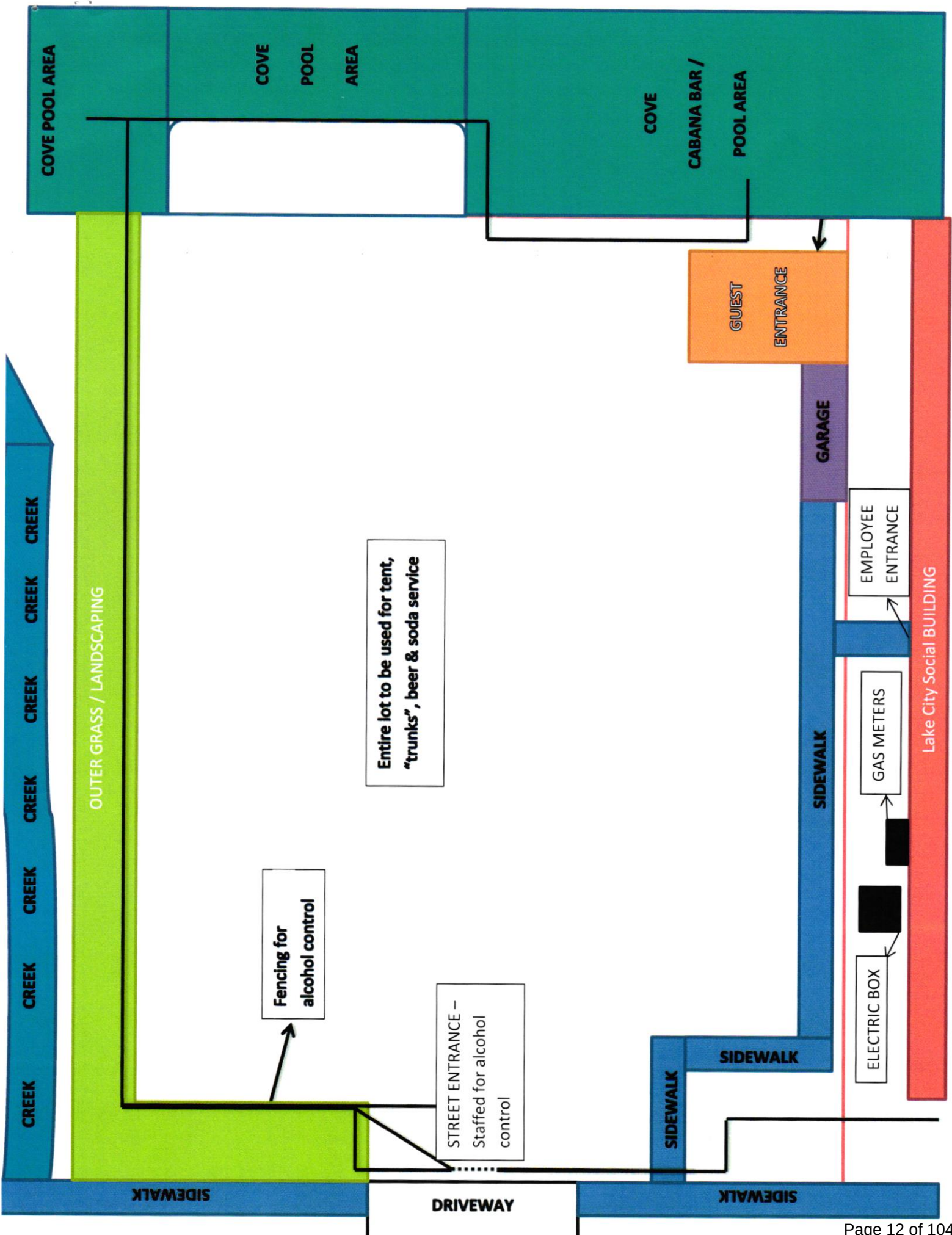
☐ Approved

☐ Denied

Date of FLR/Council Approval: _____

Copies Provided to:

Police Chief



Signature: J Froggatt
J Froggatt (Apr 24, 2025 07:47 CDT)

Email: comsuper@cityoflakegeneva.gov

Signature: Tonia Wojtas
Tonia Wojtas (Apr 23, 2025 20:15 CDT)

Email: twojtas@cityoflakegeneva.gov

Alcohol Beverage License
Application

For Municipal Use Only	
Municipality	Lake Geneva
License Period	7/15/25-6/30/26

License(s) Requested: (up to two boxes may be checked)

- ☒ Class "A" Beer \$ 500 ☐ Class "B" Beer \$ _____
- ☒ "Class A" Liquor \$ 500 ☐ "Class B" Liquor \$ _____
- ☐ "Class A" Liquor (cider only) \$ _____ ☐ Reserve "Class B" Liquor \$ _____
- ☐ "Class C" Liquor (wine only) \$ _____

Fees	
License Fees	\$ <u>500</u>
Background Check Fee	\$
Publication Fee	\$ <u>25</u>
Total Fees	\$ <u>525</u>

p.d. 1/100

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship)

Pine Hill Farm Wellness

2. Business Trade Name or DBA

Pine Hill Farm Wellness Boutique

4. Wisconsin Seller's Permit Number

456-1030949947-02

5. Entity Type (check one)

☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

6. State of Organization

WI

7. Date of Organization

03/16/2022

8. Wisconsin DFI Registration Number

P084257

9. Premises Address

704 W Main St

10. City

Lake Geneva

11. State

WI

12. Zip Code

53147

13. County

Walworth

14. Governing Municipality: ☒ City ☐ Town ☐ Villageof: Lake Geneva

15. Aldermanic District

1

16. Premises Phone

17. Premises Email

leanne@pinehillfarm.co

18. Website

www.pinehillfarm.co

19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

Wine will be stored on shelf near the checkout counter. Records will be kept in locked file cabinet in office.

20. Mailing Address (if different from premises address)

21. City

22. State

23. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No
- If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed?	☐ Yes ☐ No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed?	☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . . ☐ Yes ☒ No beverages.

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . . ☐ Yes ☒ No

If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? . . . ☐ Yes ☒ No

If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity

4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	
Phillips	Jackie	Co-Owner	
Anthon	Leanne	Co-Owner	
Gray	Lynley	Co-Owner	

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one member of an LLC

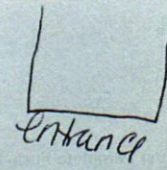
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name	First Name	M.I.
Anthon	Leanne	N
Title		
Co-Owner		
Signature	Date 6/19/2025	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
June 20, 2025			
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Windows towards street



Shelving

* This
will be
used as
this shelving
unit.

Shelving

Wall

Check out
Counter

Shelving

Shelving

Shelving

Alcohol Beverage
Appointment of Agent

Date

Agent Type (check one)

- ☒ Original (no fee) ☐ Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)
Pine Hill Farm Wellness
2. Business Trade Name or DBA
Pine Hill Farm
3. Entity Type (check one)
☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization
4. Alcohol Beverage Business Authorization (check one)
☒ Municipal Retail License ☐ State Permit
5. If successor agent, provide State Permit or Municipal Retail License Number
6. Describe the reason for appointing a successor agent, if successor is checked above.

Part B: Agent Information

1. Last Name *Anthony* 2. First Name *Leanne* 3. M.I. *N*

8. State
WI

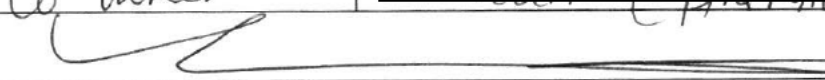
Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? ☒ Yes ☐ No
Submit proof of completion.
2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire* (licensee) or
Form AB-300, *Alcohol Beverage Personal Questionnaire* (permittee)? ☒ Yes ☐ No
3. Have you been a Wisconsin resident for at least 90 continuous days? ☒ Yes ☐ No
See instructions for exceptions.

Continued →

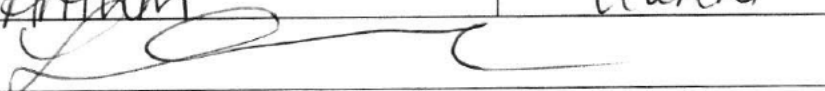
Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name	<i>Arthur</i>	First Name	<i>Leanne</i>	M.I.	<i>N</i>
Title	<i>Co-owner</i>				
Signature				Date	

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name	<i>Arthur</i>	First Name	<i>Leanne</i>	M.I.	<i>N</i>
Signature				Date	

6/19/2025



CITY OF LAKE GENEVA EVENT PERMIT APPLICATION

Please fill in all blanks completely, as incomplete applications will be rejected. Applications for Public Events must be submitted AT LEAST 45 DAYS prior to the proposed event date for consideration.

Section I- APPLICANT INFORMATION

Name of Applicant: Josh Greene - Red Bull Rush Delivery

Name of Event Organizer/Producer: Josh Greene

Production Company/Organization: Throwing Star Collective Inc FEIN #: _____

Street Address: 1283 Lavall Drive

City: Davidsonville State: Maryland Zip code: 21035

E-mail Address: _____

Daytime Phone: 585-329-1320 Cell Phone: 585-329-1320

Are you a ☒ Business/Individual OR ☐ Non-Profit Organization 501(c) _____

Section II- EVENT INFORMATION- Select all that apply

☐ **Private Event/Shelter Reservation-** Use of City of Lake Geneva Park and or Park Shelter for private use or event not that is not open to the public. Examples: family reunion, birthday party, club meeting, team practice. *Local non-profits exempt from fees

- | | |
|--|-----------|
| ☐ Flat Iron Park Brunk Pavilion | \$250/day |
| ☐ Gazebo-Flat Iron Park | \$125/day |
| ☐ Seminary Park Shelter | \$75/day |
| ☐ Cobb Park Shelter | \$75/day |
| ☐ Park Use (no shelter) | \$75/day |

Location: _____

☐ **Street Use/Closure** \$75/day
Describe in Section III on page 3 of application

☒ **Public Event-**Event open to the public, including ticketed or open admission. Examples: festival, art/ware sale/market, concert, community activity, parade. *Non-profits exempt from fees

Application fee: ☒ \$100- submitted at least 60 days prior
☐ \$300- submitted at least 45 days but fewer than 60 days prior

Select parks/facilities used during event, fees applied from list above:

- Parks
- ☐ Flat Iron Park
 - ☐ Seminary Park
 - ☐ Cobb Park
 - ☒ Library Park
 - ☐ Other:

- Shelters
- ☐ Brunk Pavilion
 - ☒ Gazebo
 - ☐ Seminary Park Shelter
 - ☐ Cobb Park Shelter

Red Bull Rush Delivery

1. Title of Event: _____
2. Date(s) of Event: September 20, 2025 Event Day with Set up Days September 18-19
3. Location(s) of Event: Lake Geneva Public Beach and Temporary Docks/ Riviera Beach
4. Hours: Saturday - 7am-11am Final Set up, 11am-4pm Event Window, 4pm-8pm Str
Note: Start Time & End Time
5. Event Chair/Contact Person: Josh Greene Phone: 585-329-1320
6. Day of Event Contact Name: Josh Greene Phone: 585-329-1320
7. Is the event open to the public? ☒ Yes ☐ No
8. Will you charge an admission fee? ☐ Yes ☒ No
9. Estimated Attendance Number: 2,500- 3,000
10. Basis for estimate: Audience target, Marketing lead by Red Bull, event his
11. Will you be setting up a tent? ☒ Yes ☐ No

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

2 x Red Bull Wigwam 30 foot tents on the beach, 1 x 10x20 pop up with walls for FOH audio + video, See site plan for reference locations on V1 layout

12. Will there be any animals? ☐ Yes ☒ No

If yes, what type and how many: _____

13. **Attach a detailed description of proposed event with map of the exact location of the event and/or route.**

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

Will hire local trash and recycling company and provide both trash and recycling containers on site

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

Will hire security for duration of event with the build /set up days for asset security, and create day of s

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.

19. Do you intend to use the available picnic tables and benches in the location? ☒ Yes ☐ No

Continue to next page...

Section III- STREET USE

☐ Check if this section does not apply

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.

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

Road closures must include rental of barricades; must be coordinated with the City of Lake Geneva Department of Public Works

Currently not planning to have street closure unless required by the city

Looking to reserve the Riviera Lot for event operations and local Fire + PD operations, generator plac

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

■ Yes ☐ No

Parking Stall daily fees or bagging of Parking Stall fees are not included with the event permit fee; arrangements must be made with the City of Lake Geneva Parking Manager

Dates of Use: September 18-20, 2025

Total Number of Parking Stalls being Requested: 8 Parking spaces for crew needs on street above the Riviera

Parking Stall Number(s) and Location: See attached map

3. Description of Signage to be used during event: Red Bull branded signage and infrastructure used through

**The use of City Street Banner poles will require a separate, complete Street Banner Display Application*

4. 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: TBD for audio and video - can bring in whisper watt generator to cover needs

■ **Water;** Explain: Main event is out on the water on the temporary docks, barge and mail boat

☐ **Traffic Control;** Explain:

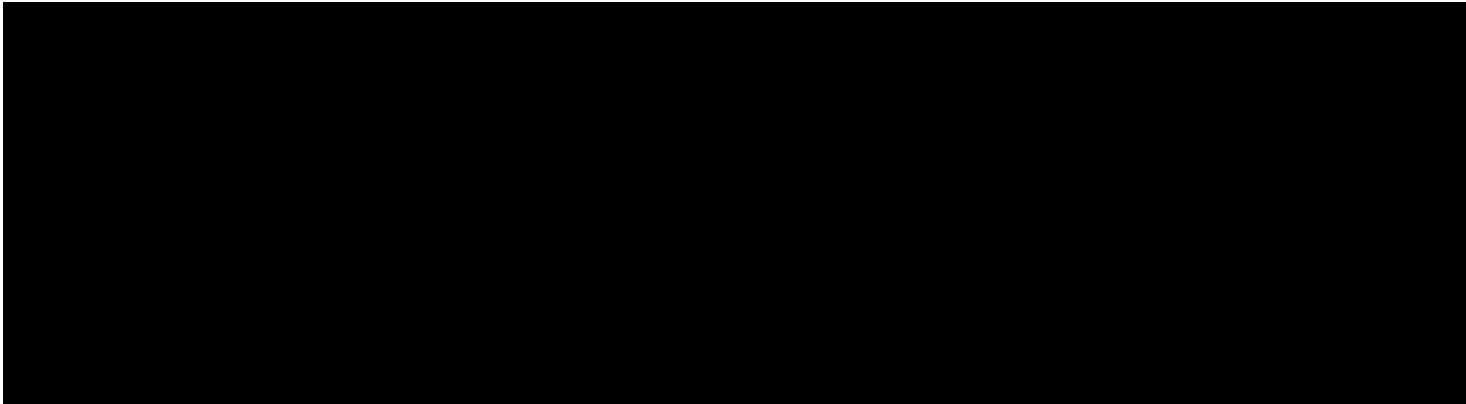
■ **Police Services;** Explain: if required for permitting and crowd control security

■ **Fire/EMS Services;** Explain: yes - participant medical safety and public EMS

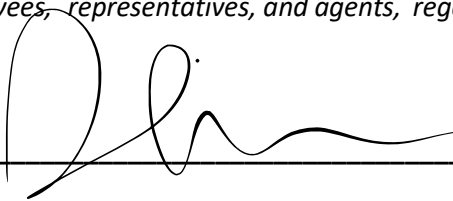
■ **Other;** Explain: Water safety team working with Gage Marine and Boat operations, and Local PD

***Please note:** The City of Lake Geneva, the Police Department and/or Fire Department have the right to cancel an event due to inclement weather or any safety risk.

***All Parks and Public Spaces must be left the way they were originally found. A credit card is required to be placed on file with the City Clerk's office should the park or public space incur any damage or has not been cleaned up. Any charges will be communicated to the card holder prior to credit card processing.**



The applicant for her/himself and for other persons, organizations, firms and corporations, if any listed in this application, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, fully save and hold harmless and defend, the CITY OF LAKE GENEVA, a Wisconsin Municipal Corporation located in the Walworth County, and each and every of its elected and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or expenses of whatsoever kind and nature including counsel or attorneys' fees, which I have or may, at any time, incur or sustain arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, omissions, incidents, activities and transactions, of whatever kind and nature, direct or indirect, of mine own and those of or by the CITY OF LAKE GENEVA, and each and every of its elected and appointed officials, employees, representatives, and agents, regardless of when or where, occurring or arising from this event.

Applicant Signature:  **Date:** June 17, 2025

For Office Use Only

Date Filed with Clerk: 6/17/2025

Payment Amount: \$_____

Receipt #:

City Clerk/Administrator Signature: _____

Date: 06/24/2023

☒ Approve ☐ Denied Notes:

Police Chief Signature: _____

Date: _____

☐ Approve ☐ Denied Notes:

Fire Chief Signature: _____

Date: 6/24/25

☒ Approve ☐ Denied Notes:

DPW Signature: _____

Date: 6-27-20

☒ Approve ☐ Denied Notes:

Parking Signature:

Date: _____

☐ Approve ☐ Denied Notes:

Harbormaster Signature: _____

Date: 6-24-2025

☒ Approve ☐ Denied Notes:

Parks & Rec Signature:

Date: _____

☐ Approve ☐ Denied Notes:

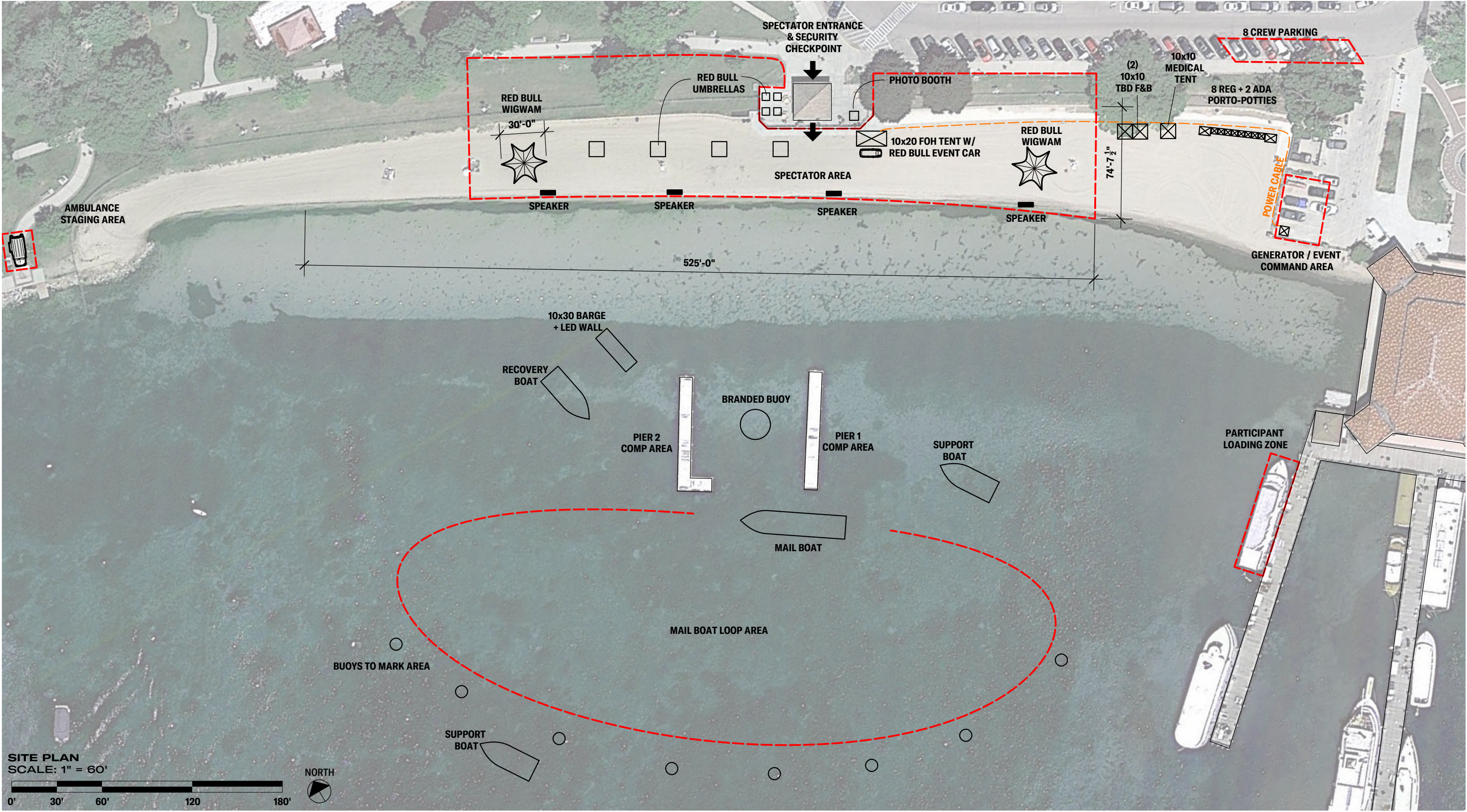
Public Events:

FLR Meeting Date: 7/1/2025

Council Meeting Date: 7/4/2025

RED BULL RUSH DELIVERY 2025

PRELIMINARY EVENT PLAN
LAKE GENEVA WISCONSIN
V2: 6/12/2025





CITY OF LAKE GENEVA EVENT PERMIT APPLICATION

Please fill in all blanks completely, as incomplete applications will be rejected. Applications for Public Events must be submitted AT LEAST 45 DAYS prior to the proposed event date for consideration.

Section I- APPLICANT INFORMATION

Name of Applicant: Josh Greene - Red Bull Rush Delivery

Name of Event Organizer/Producer: Josh Greene

Production Company/Organization: Throwing Star Collective Inc FEIN #: _____

Street Address: 1283 Lavall Drive

City: Davidsonville State: Maryland Zip code: 21035

E-mail Address: _____

Daytime Phone: 585-329-1320 Cell Phone: 585-329-1320

Are you a ☒ Business/Individual OR ☐ Non-Profit Organization 501(c) _____

Section II- EVENT INFORMATION- Select all that apply

☐ **Private Event/Shelter Reservation-** Use of City of Lake Geneva Park and or Park Shelter for private use or event not that is not open to the public. Examples: family reunion, birthday party, club meeting, team practice. *Local non-profits exempt from fees

- | | |
|--|-----------|
| ☐ Flat Iron Park Brunk Pavilion | \$250/day |
| ☐ Gazebo-Flat Iron Park | \$125/day |
| ☐ Seminary Park Shelter | \$75/day |
| ☐ Cobb Park Shelter | \$75/day |
| ☐ Park Use (no shelter) | \$75/day |

Location: _____

☐ **Street Use/Closure** \$75/day
Describe in Section III on page 3 of application

☒ **Public Event-**Event open to the public, including ticketed or open admission. Examples: festival, art/ware sale/market, concert, community activity, parade. *Non-profits exempt from fees

Application fee: ☒ \$100- submitted at least 60 days prior
☐ \$300- submitted at least 45 days but fewer than 60 days prior

Select parks/facilities used during event, fees applied from list above:

- Parks
- ☐ Flat Iron Park
 - ☐ Seminary Park
 - ☐ Cobb Park
 - ☒ Library Park
 - ☐ Other:

- Shelters
- ☐ Brunk Pavilion
 - ☒ Gazebo
 - ☐ Seminary Park Shelter
 - ☐ Cobb Park Shelter

Red Bull Rush Delivery

1. Title of Event: _____
2. Date(s) of Event: September 20, 2025 Event Day with Set up Days September 18-19
3. Location(s) of Event: Lake Geneva Public Beach and Temporary Docks/ Riviera Beach
4. Hours: Saturday - 7am-11am Final Set up, 11am-4pm Event Window, 4pm-8pm Str
Note: Start Time & End Time
5. Event Chair/Contact Person: Josh Greene Phone: 585-329-1320
6. Day of Event Contact Name: Josh Greene Phone: 585-329-1320
7. Is the event open to the public? ☒ Yes ☐ No
8. Will you charge an admission fee? ☐ Yes ☒ No
9. Estimated Attendance Number: 2,500- 3,000
10. Basis for estimate: Audience target, Marketing lead by Red Bull, event his
11. Will you be setting up a tent? ☒ Yes ☐ No

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

2 x Red Bull Wigwam 30 foot tents on the beach, 1 x 10x20 pop up with walls for FOH audio + video, See site plan for reference locations on V1 layout

12. Will there be any animals? ☐ Yes ☒ No

If yes, what type and how many: _____

13. **Attach a detailed description of proposed event with map of the exact location of the event and/or route.**

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

Will hire local trash and recycling company and provide both trash and recycling containers on site

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

Will hire security for duration of event with the build /set up days for asset security, and create day of s

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.

19. Do you intend to use the available picnic tables and benches in the location? ☒ Yes ☐ No

Continue to next page...

Section III- STREET USE

☐ Check if this section does not apply

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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)

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☐ **Traffic Control;** Explain:

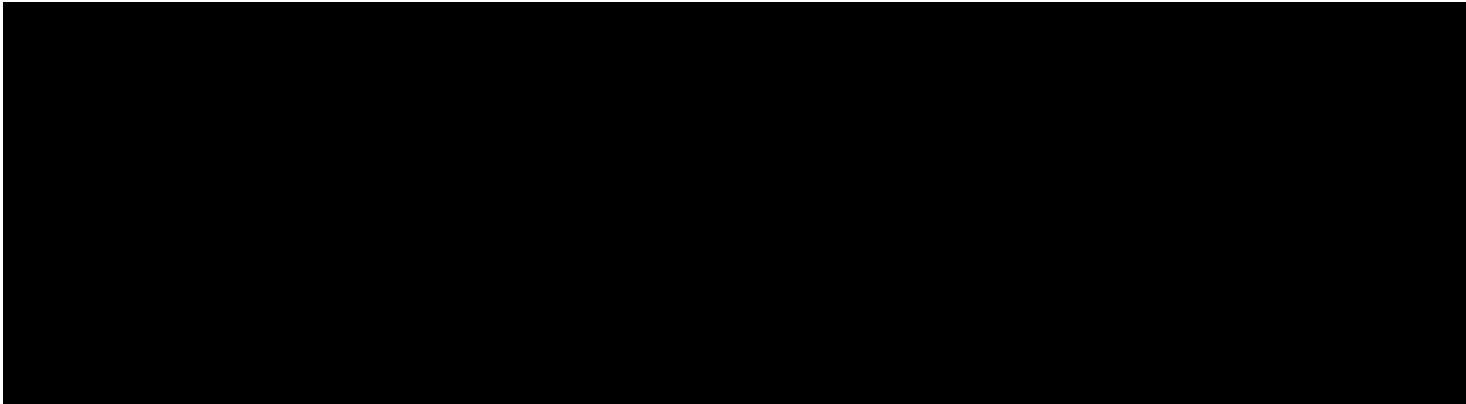
■ **Police Services;** Explain: if required for permitting and crowd control security

■ **Fire/EMS Services;** Explain: yes - participant medical safety and public EMS

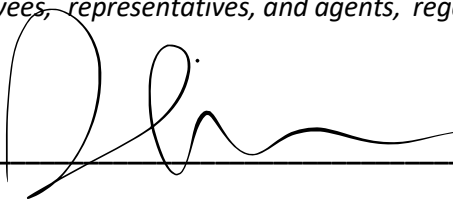
■ **Other;** Explain: Water safety team working with Gage Marine and Boat operations, and Local PD

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The applicant for her/himself and for other persons, organizations, firms and corporations, if any listed in this application, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, fully save and hold harmless and defend, the CITY OF LAKE GENEVA, a Wisconsin Municipal Corporation located in the Walworth County, and each and every of its elected and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or expenses of whatsoever kind and nature including counsel or attorneys' fees, which I have or may, at any time, incur or sustain arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, omissions, incidents, activities and transactions, of whatever kind and nature, direct or indirect, of mine own and those of or by the CITY OF LAKE GENEVA, and each and every of its elected and appointed officials, employees, representatives, and agents, regardless of when or where, occurring or arising from this event.

Applicant Signature:  **Date:** June 17, 2025

For Office Use Only

Date Filed with Clerk: 6/17/2025 Payment Amount: \$

Receipt #:

City Clerk/Administrator Signature: [Signature] Date: 06/27/2025

☒ Approve ☐ Denied Notes: _____

Police Chief Signature: _____ Date: _____

☐ Approve ☐ Denied Notes: _____

Fire Chief Signature: _____ Date: 6/24/25

☒ Approve ☐ Denied Notes: _____

DPW Signature: Kent Wadsworth Date: 6-27-2018

☒ Approve ☐ Denied Notes: _____

Parking Signature: _____ Date: _____

☐ Approve ☐ Denied Notes: _____

Harbormaster Signature: Eric N. [Signature] Date: 6-24-2025

☒ Approve ☐ Denied Notes: _____

Parks & Rec Signature: N/A Date: _____

☐ Approve ☐ Denied Notes: _____

Public Events:

FLR Meeting Date: 7/1/2025

Council Meeting Date: 7/14/2025

ARRIVAL DAY - THURSDAY SEPTEMBER 18TH - PRE-PRODUCTION + SITE WALKS					
START TIME	END TIME	ACTION	WHO	SUPPORTING	DETAILS / NOTES
Various		Crew Travel Day with Various Arrival Times	Crew	Crew	Travel Day
TBD		Dock Pre-work	Gage	TSC	
3:00 PM	4:00 PM	Crew Site Walk and Review	TSC	Various	
4:00 PM	5:00 PM	Water Operations Review	TSC/Gage	PD	
SET UP DAY - FRIDAY SEPTEMBER 19TH - SET UP+ TESTING					
START TIME	END TIME	ACTION	WHO	SUPPORTING	DETAILS / NOTES
9:00 AM	9:30 AM	Crew Meeting	ALL		
9:30 AM	12:00 PM	Beach Area Load-in and set up	AV/ RB	TSC	load in RB infrastructure, AV, generator
9:30 AM	12:00 PM	Water operations set up - docks, buoys, branding, etc	Gage	TSC	Boat and dock set up
12:00 PM	1:00 PM	Crew Lunch Break	All	All	
1:00 PM	4:00 PM	Audio and Camera Testing	AV/ RB	TSC	Screen and camera testing
1:00 PM	4:00 PM	boat and water opertions review - Barge placement	Gage	TSC/ AV	
4:00 PM	5:00 PM	Rehearsals - Run of Show, host mic testing	All		
5:00 PM	6:00 PM	Final Reviw and Walk-throughs	All		
5:00 PM	12:00 AM	Security on site for asset protection on beach area	Security	TSC	
EVENT DAY- SATURDAY SEPTEMBER 20TH - EVENT DAY OPERATIONS					
START TIME	END TIME	ACTION	WHO	SUPPORTING	DETAILS / NOTES
12:00 AM	7:00 M	Overnight security on site for asset protection	Security	TSC	Security
7:00 AM	7:30 AM	Crew arrival and meeting brief	All	All	Arrivals and Set for the day
7:30 AM	9:30 AM	Final Set up and testing	Crew	Crew	Prep and final deliveries
9:30 AM	10:00 AM	City Ageny walk through and safety briefing for water and land operations	TSC/ City	RB	Walk Through
10:00 AM	10:30 AM	Final Rehearsals	Live Show	TSC	Rehearsals
10:30 AM	11:00 AM	Doors open ready with security, and crew placements	All	All	Public
11:00 AM	11:00 AM	Doors Open to Public	All	All	Public
11:00 AM	11:45 AM	Participant Check-in	Participants	TSC	Check-in for waivers and kits
11:00 AM	11:45 AM	Pre-show- Music and host live	Live Show	TSC/RB	Pre-show with hosts and music
11:45 AM	12:00 PM	Show Opening Ceremonies and intros to format	Live Show	TSC/RB	Pre-show with hosts and music
12:00 PM	12:05 PM	Heat 1 x 2 Participants	Participants	Comp/ TSC	50-55 foot mailbox placement - Time Trial for top 10 for Finals
12:05 PM	12:10 PM	Heat 2 x 2 Participants	Participants	Comp/ TSC	50-55 foot mailbox placement - Time Trial for top 10 for Finals
12:10 PM	12:15 PM	Heat 3 x 2 Participants	Participants	Comp/ TSC	50-55 foot mailbox placement - Time Trial for top 10 for Finals
12:15 PM	12:20 PM	Heat 4 x 2 Participants	Participants	Comp/ TSC	50-55 foot mailbox placement - Time Trial for top 10 for Finals
12:20 PM	12:25 PM	Heat 5 x 2 Participants	Participants	Comp/ TSC	50-55 foot mailbox placement - Time Trial for top 10 for Finals
12:25 PM	12:30 PM	Heat 6 x 2 Participants	Participants	Comp/ TSC	50-55 foot mailbox placement - Time Trial for top 10 for Finals
12:30 PM	12:35 PM	Heat 7 x 2 Participants	Participants	Comp/ TSC	50-55 foot mailbox placement - Time Trial for top 10 for Finals
12:35 PM	12:40 PM	Heat 8 x 2 Participants	Participants	Comp/ TSC	50-55 foot mailbox placement - Time Trial for top 10 for Finals
12:40 PM	12:45 PM	Heat 9 x 2 Participants	Participants	Comp/ TSC	50-55 foot mailbox placement - Time Trial for top 10 for Finals

12:45 PM	12:50 PM	Heat 10 x 2 Parcipants	Participants	Comp/ TSC	50-55 foot mailbox placement - Time Trial for top 10 for Finals
12:50 PM	1:00 PM	Break - Interviews and Reset for 2nd half of Qualifiers	ALL	ALL	Crew Reset and buffer time window
1:00 PM	1:05 PM	Heat 11 x 2 Participants	Participants	Comp/ TSC	50-55 foot mailbox placement - Time Trial for top 10 for Finals
1:05 PM	1:10 PM	Heat 12 x 2 Participants	Participants	Comp/ TSC	50-55 foot mailbox placement - Time Trial for top 10 for Finals
1:10 PM	1:15 PM	Heat 13 x 2 Participants	Participants	Comp/ TSC	50-55 foot mailbox placement - Time Trial for top 10 for Finals
1:15 PM	1:20 PM	Heat 14 x 2 Participants	Participants	Comp/ TSC	50-55 foot mailbox placement - Time Trial for top 10 for Finals
1:20 PM	1:25 PM	Heat 15 x 2 Participants	Participants	Comp/ TSC	50-55 foot mailbox placement - Time Trial for top 10 for Finals
1:25 PM	1:30 PM	Heat 16 x 2 Participants	Participants	Comp/ TSC	50-55 foot mailbox placement - Time Trial for top 10 for Finals
1:30 PM	1:35 PM	Heat 17 x 2 Participants	Participants	Comp/ TSC	50-55 foot mailbox placement - Time Trial for top 10 for Finals
1:35 PM	1:40 PM	Heat 18 x 2 Participants	Participants	Comp/ TSC	50-55 foot mailbox placement - Time Trial for top 10 for Finals
1:40 PM	1:45 PM	Heat 19 x 2 Participants	Participants	Comp/ TSC	50-55 foot mailbox placement - Time Trial for top 10 for Finals
1:45 PM	1:50 PM	Heat 20 x 2 Participants	Participants	Comp/ TSC	50-55 foot mailbox placement - Time Trial for top 10 for Finals
1:50 PM	2:10 PM	Break and Identifying Qualifers for the Finals	ALL	ALL	Break for Top 10 in the finals confirmed
2:10 PM	2:15 PM	Finals Heat 1 x 2 Participants	Participants	Comp/ TSC	Particiapnts complete challenge on Dock 1 or 2 then swap next heat
2:15 PM	2:20 PM	Finals Heat 2 x 2 Participants	Participants	Comp/ TSC	Particiapnts complete challenge on Dock 1 or 2 then swap next heat
2:20 PM	2:25 PM	Finals Heat 3 x 2 Participants	Participants	Comp/ TSC	Particiapnts complete challenge on Dock 1 or 2 then swap next heat
2:25 PM	2:30 PM	Finals Heat 4 x 2 Participants	Participants	Comp/ TSC	Particiapnts complete challenge on Dock 1 or 2 then swap next heat
2:30 PM	2:35 PM	Finals Heat 5 x 2 Participants	Participants	Comp/ TSC	Particiapnts complete challenge on Dock 1 or 2 then swap next heat
2:35 PM	2:45 PM	Reset to swap order for participant docks	ALL	ALL	Break to reset
2:45 PM	2:50 PM	Finals Heat 6 x 2 Participants	Participants	Comp/ TSC	Particiapnts complete challenge on Dock 1 or 2 then swap next heat
2:50 PM	2:55 PM	Finals Heat 7 x 2 Participants	Participants	Comp/ TSC	Particiapnts complete challenge on Dock 1 or 2 then swap next heat
2:55 PM	3:00 PM	Finals Heat 8 x 2 Participants	Participants	Comp/ TSC	Particiapnts complete challenge on Dock 1 or 2 then swap next heat
3:00 PM	3:05 PM	Finals Heat 9 x 2 Participants	Participants	Comp/ TSC	Particiapnts complete challenge on Dock 1 or 2 then swap next heat
3:05 PM	3:10 PM	Finals Heat 10 x 2 Participants	Participants	Comp/ TSC	Particiapnts complete challenge on Dock 1 or 2 then swap next heat
3:10 PM	3:30 PM	Participants back to Dock for awards on the beach	Participants	Comp/ TSC	Dropped Off
3:30 PM	4:00 PM	Awards and Event Closing	ALL	ALL	
4:00 PM	4:30 PM	Clear Beach + Start strike in water	Crew/ Security		Strike
4:30 PM	9:00 PM	Event Strike if infrastructure from Beach and Water			

STRIKE + DEPART DAY- SUNDAY SEPTEMBER 21ST-

[illegible]



CITY OF LAKE GENEVA EVENT PERMIT APPLICATION

Please fill in all blanks completely, as incomplete applications will be rejected. Applications for Public Events must be submitted AT LEAST 45 DAYS prior to the proposed event date for consideration.

Section I- APPLICANT INFORMATION

Name of Applicant: Lake Geneva Business Improvement District

Name of Event Organizer/Producer: Alexandria Binanti

Production Company/Organization: Lake Geneva BID FEIN #: 39-6005495

Street Address: 626 Geneva Street

City: Lake Geneva State: WI Zip code: 53147

E-mail Address: director@downtownlakegeneva.org

Daytime Phone: 262-716-9529 Cell Phone: _____

Are you a ☐ Business/Individual OR ☒ Non-Profit Organization 501(c) _____

Section II- EVENT INFORMATION- Select all that apply

☐ **Private Event/Shelter Reservation-** Use of City of Lake Geneva Park and or Park Shelter for private use or event not that is not open to the public. Examples: family reunion, birthday party, club meeting, team practice. *Local non-profits exempt from fees

- | | |
|--|-----------|
| ☐ Flat Iron Park Brunk Pavilion | \$250/day |
| ☐ Gazebo-Flat Iron Park | \$125/day |
| ☐ Seminary Park Shelter | \$75/day |
| ☐ Cobb Park Shelter | \$75/day |
| ☐ Park Use (no shelter) | \$75/day |

Location: _____

☐ **Street Use/Closure** \$75/day
Describe in Section III on page 3 of application

☒ **Public Event-**Event open to the public, including ticketed or open admission. Examples: festival, art/ware sale/market, concert, community activity, parade. *Non-profits exempt from fees

Application fee: ☐ \$100- submitted at least 60 days prior
☒ \$300- submitted at least 45 days but fewer than 60 days prior

Select parks/facilities used during event, fees applied from list above:

- Parks
- ☒ Flat Iron Park
 - ☐ Seminary Park
 - ☐ Cobb Park
 - ☐ Library Park
 - ☐ Other:

- Shelters
- | | |
|--|---------------------------------|
| ☒ Brunk Pavilion | ☐ Gazebo |
| ☐ Seminary Park Shelter | |
| ☐ Cobb Park Shelter | |

Downtown Lake Geneva Lemonade Crawl & Picnic in the Park

1. Title of Event: _____
2. Date(s) of Event: Wednesday August 20, 2025
3. Location(s) of Event: Downtown Businesses and Flat Iron Park
4. Hours: 3-8pm event time (set up 1pm/tear down by 9pm)
- Note: Start Time & End Time
5. Event Chair/Contact Person: Alexandria Binanti Phone: 262-716-9529
6. Day of Event Contact Name: Alexandria Binanti Phone: 262-716-9529
7. Is the event open to the public? ☒ Yes ☐ No
8. Will you charge an admission fee? ☐ Yes ☒ No
9. Estimated Attendance Number: 500
10. Basis for estimate: 250 ticketed event for lemonade crawl, estimate of concerts in the park for picnic in the park
11. Will you be setting up a tent? ☒ Yes ☐ No

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

A few 10x10 pop up tents located on attached map. Weighed down/not staked. Self provided by vendor

12. Will there be any animals? ☐ Yes ☒ No

If yes, what type and how many: _____

13. **Attach a detailed description of proposed event with map of the exact location of the event and/or route.**

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

Food vendors are responsible for disposing of their own materials and cleaning space used. Requesting an additional 3-4 trash cans in the park.

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

N/A

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.

19. Do you intend to use the available picnic tables and benches in the location? ☒ Yes ☐ No

Continue to next page...

Section III- STREET USE

☒ Check if this section does not apply

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.

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

Road closures must include rental of barricades; must be coordinated with the City of Lake Geneva Department of Public Works

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

☒ Yes ☐ No

Parking Stall daily fees or bagging of Parking Stall fees are not included with the event permit fee; arrangements must be made with the City of Lake Geneva Parking Manager

Dates of Use: Wednesday, August 20th

Total Number of Parking Stalls being Requested: 2

Parking Stall Number(s) and Location: In the parking lot behind Brunk Pavilion

3. Description of Signage to be used during event: None

**The use of City Street Banner poles will require a separate, complete Street Banner Display Application*

4. 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: power box near Brunk Pavilion for music and food vendor

☐ **Water;** Explain: _____

☐ **Traffic Control;** Explain: _____

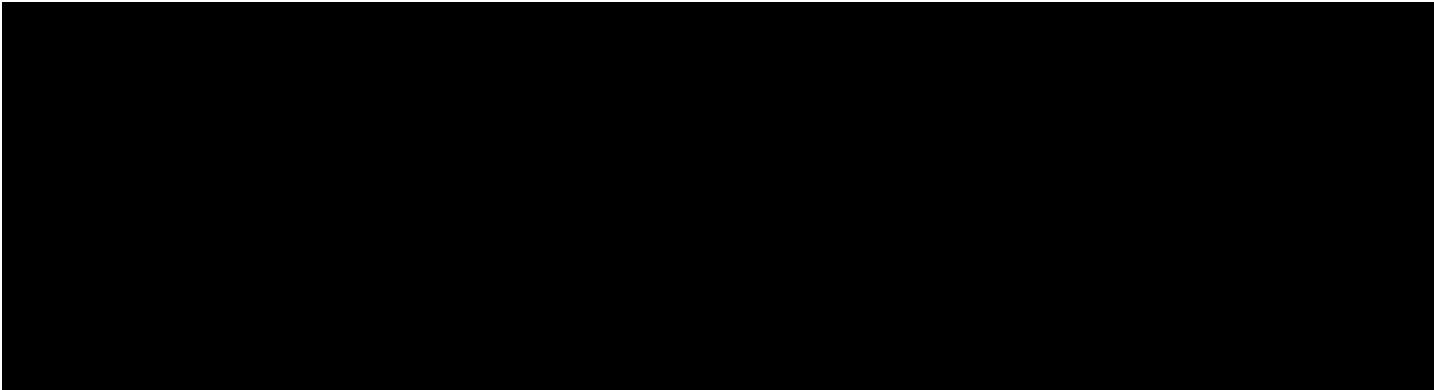
☐ **Police Services;** Explain: _____

☐ **Fire/EMS Services;** Explain: _____

☐ **Other;** Explain: _____

***Please note:** The City of Lake Geneva, the Police Department and/or Fire Department have the right to cancel an event due to inclement weather or any safety risk.

***All Parks and Public Spaces must be left the way they were originally found. A credit card is required to be placed on file with the City Clerk's office should the park or public space incur any damage or has not been cleaned up. Any charges will be communicated to the card holder prior to credit card processing.**



The applicant for her/himself and for other persons, organizations, firms and corporations, if any listed in this application, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, fully save and hold harmless and defend, the CITY OF LAKE GENEVA, a Wisconsin Municipal Corporation located in the Walworth County, and each and every of its elected and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or expenses of whatsoever kind and nature including counsel or attorneys' fees, which I have or may, at any time, incur or sustain arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, omissions, incidents, activities and transactions, of whatever kind and nature, direct or indirect, of mine own and those of or by the CITY OF LAKE GENEVA, and each and every of its elected and appointed officials, employees, representatives, and agents, regardless of when or where, occurring or arising from this event.

Applicant Signature: Alyson Binatti Date: 6/23/2025



626 Geneva Street Lake Geneva WI 53147 | 262.716.9529 | www.downtownlakegeneva.org

Downtown Lake Geneva Lemonade Crawl & Picnic in the Park Event Plan

Date: Wednesday August 20, 2025

Time: 3-8pm

Where: Downtown Lake Geneva Businesses

Intended Guests: Approximately 250 at crawl; 500 at picnic in the park

Event Overview:

Bringing back the Rhode Family's event concept, the BID is looking to make this year's Lemonade Crawl bigger and better for its second year by adding a Picnic in the Park component to celebrate the last days of summer for family friendly activities.

The idea is simple: guests stroll through downtown and stop at participating locations (either set up inside or outside) to enjoy a lemon-based treat. Businesses offer small cups of lemonade, slushies, candy, cupcakes, lemon bars, etc...and then promote any shopping features, sales, exclusive offers the businesses have.

This is a ticketed family friendly event and guests will have yellow wristbands. Limiting participation to 250 people. Limited participating businesses for crawl to 20. Will provide City with list of businesses prior to the event. It is free to sign up as a business with costs only going to supply the food or beverage items for up to 250 people (we will give final head count the week of). We also will have promotions to list to encourage shopping day of or for future visits post-event. This is a great way to promote local traffic and spending, as well as fill a Wednesday afternoon with a fun activity without much disruption to tourist season.

The newly added Picnic in the Park at Flat Iron Park will house live music at Brunk Pavillion, a maximum of 6 food vendors including Magpies, The Rare Zebra, Charlies Chocolates LLC, The Yellow Duck Truck, Taqueria Don Regino LLC, and Hello Ice Cream trucks which all have applicable license and insurance plus generators for their operations. 3 additional 10x10s tents have been mapped out on the south end of the park that will be weighted down for activity stations hosted by Calvary Church, Readings by Joann, and Lakeside Books. Yard games will take place in that area monitored by Calvary Church and/or the Lake Geneva Library. We anticipate attendance and crowds to be similar to VISIT Lake Geneva's Concerts in the Park and is free to the public to enjoy. We are requesting two parking spaces for vendor pull in/pull out during the event near Brunk Pavillion.



★ Food trucks

■ 10x10 Vendor tent weighted/activity stations

■ Reserved parking spots

For Office Use Only

Date Filed with Clerk: 6/23/25 Payment Amount: \$ N/A

Receipt #: N/A

City Clerk/Administrator Signature: Lacey L. Reynolds Date: 26-Jun-2025
Lacey L. Reynolds (Jun 26, 2025 10:23 CDT)

☒ Approve ☐ Denied Notes: _____

Police Chief Signature: Kaitlin Tietz Date: _____
Kaitlin Tietz (Jun 27, 2025 13:05 CDT)

☒ Approve ☐ Denied Notes: 27-Jun-2025

Fire Chief Signature: [Signature] Date: 6/24/25

☒ Approve ☐ Denied Notes: _____

DPW Signature: [Signature] Date: 6-24-2025

☒ Approve ☐ Denied Notes: Will Need to have a Dumpster

Parking Signature: _____ Date: _____

☐ Approve ☐ Denied Notes: _____

Harbormaster Signature: [Signature] Date: 06/24/2025

☒ Approve ☐ Denied Notes: _____

Tier I & Tier II Events Only:

FLR Meeting Date: _____

Council Meeting Date: _____



CITY OF LAKE GENEVA EVENT PERMIT APPLICATION

Please fill in all blanks completely, as incomplete applications will be rejected. Applications for Public Events must be submitted AT LEAST 45 DAYS prior to the proposed event date for consideration.

Section I- APPLICANT INFORMATION

Name of Applicant: Lake Geneva Business Improvement District

Name of Event Organizer/Producer: Alexandria Binanti

Production Company/Organization: Lake Geneva BID FEIN #: 39-6005495

Street Address: 626 Geneva Street

City: Lake Geneva State: WI Zip code: 53147

E-mail Address: director@downtownlakegeneva.org

Daytime Phone: 262-716-9529 Cell Phone: _____

Are you a ☐ Business/Individual OR ☒ Non-Profit Organization 501(c) _____

Section II- EVENT INFORMATION- Select all that apply

☐ **Private Event/Shelter Reservation-** Use of City of Lake Geneva Park and or Park Shelter for private use or event not that is not open to the public. Examples: family reunion, birthday party, club meeting, team practice. *Local non-profits exempt from fees

- | | |
|--|-----------|
| ☐ Flat Iron Park Brunk Pavilion | \$250/day |
| ☐ Gazebo-Flat Iron Park | \$125/day |
| ☐ Seminary Park Shelter | \$75/day |
| ☐ Cobb Park Shelter | \$75/day |
| ☐ Park Use (no shelter) | \$75/day |

Location: _____

☐ **Street Use/Closure** \$75/day
Describe in Section III on page 3 of application

☒ **Public Event-**Event open to the public, including ticketed or open admission. Examples: festival, art/ware sale/market, concert, community activity, parade. *Non-profits exempt from fees

Application fee: ☐ \$100- submitted at least 60 days prior
☐ \$300- submitted at least 45 days but fewer than 60 days prior

Select parks/facilities used during event, fees applied from list above:

- Parks
- ☐ Flat Iron Park
 - ☐ Seminary Park
 - ☐ Cobb Park
 - ☐ Library Park
 - ☐ Other:

- Shelters
- | | |
|--|---------------------------------|
| ☐ Brunk Pavilion | ☐ Gazebo |
| ☐ Seminary Park Shelter | |
| ☐ Cobb Park Shelter | |

Lake Geneva Maxwell Street Days

1. Title of Event: _____
2. Date(s) of Event: Fri-Sun, August 22-24, 2025
3. Location(s) of Event: Downtown Lake Geneva Businesses
4. Hours: 9am-9pm daily
Note: Start Time & End Time
5. Event Chair/Contact Person: Alexandria Binanti Phone: 262-716-9529
6. Day of Event Contact Name: Alexandria Binanti Phone: 262-716-9529
7. Is the event open to the public? ☒ Yes ☐ No
8. Will you charge an admission fee? ☐ Yes ☒ No
9. Estimated Attendance Number: 2500
10. Basis for estimate: Previous year shopper counts
11. Will you be setting up a tent? ☐ Yes ☒ No

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

12. Will there be any animals? ☐ Yes ☒ No

If yes, what type and how many: _____

13. **Attach a detailed description of proposed event with map of the exact location of the event and/or route.**

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

N/A

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

N/A

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.

19. Do you intend to use the available picnic tables and benches in the location? ☐ Yes ☒ No

Continue to next page...

Section III- STREET USE

☒ Check if this section does not apply

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.

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

Road closures must include rental of barricades; must be coordinated with the City of Lake Geneva Department of Public Works

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

☐ Yes ☒ No

Parking Stall daily fees or bagging of Parking Stall fees are not included with the event permit fee; arrangements must be made with the City of Lake Geneva Parking Manager

Dates of Use: _____

Total Number of Parking Stalls being Requested: _____

Parking Stall Number(s) and Location: _____

3. Description of Signage to be used during event: None

**The use of City Street Banner poles will require a separate, complete Street Banner Display Application*

4. 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: Light poles unlocked at Broad and Main for busker use

☐ **Water;** Explain: _____

☐ **Traffic Control;** Explain: _____

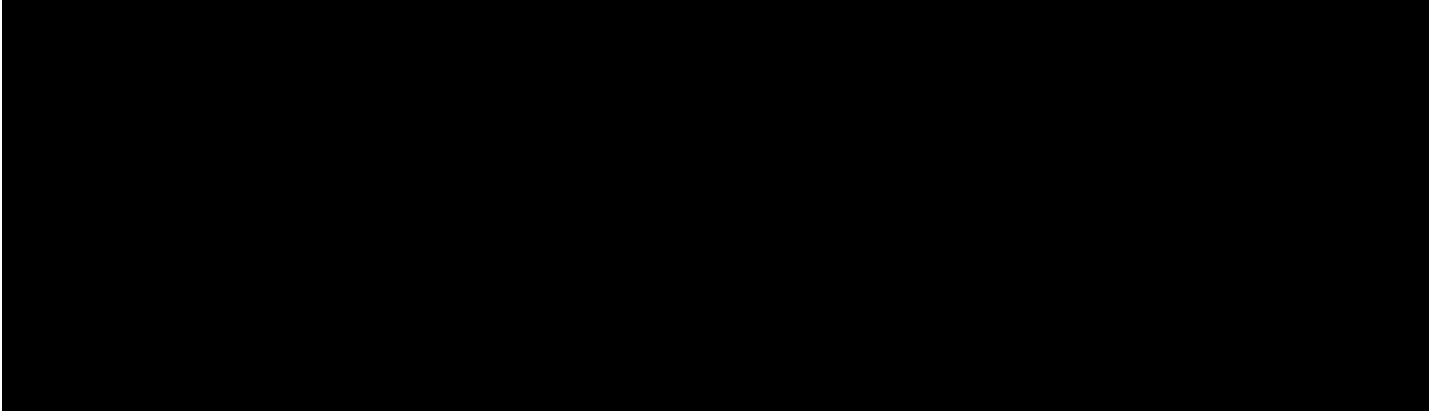
☐ **Police Services;** Explain: _____

☐ **Fire/EMS Services;** Explain: _____

☐ **Other;** Explain: _____

***Please note:** The City of Lake Geneva, the Police Department and/or Fire Department have the right to cancel an event due to inclement weather or any safety risk.

***All Parks and Public Spaces must be left the way they were originally found. A credit card is required to be placed on file with the City Clerk's office should the park or public space incur any damage or has not been cleaned up. Any charges will be communicated to the card holder prior to credit card processing.**



The applicant for her/himself and for other persons, organizations, firms and corporations, if any listed in this application, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, fully save and hold harmless and defend, the CITY OF LAKE GENEVA, a Wisconsin Municipal Corporation located in the Walworth County, and each and every of its elected and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or expenses of whatsoever kind and nature including counsel or attorneys' fees, which I have or may, at any time, incur or sustain arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, omissions, incidents, activities and transactions, of whatever kind and nature, direct or indirect, of mine own and those of or by the CITY OF LAKE GENEVA, and each and every of its elected and appointed officials, employees, representatives, and agents, regardless of when or where, occurring or arising from this event.

Applicant Signature: Alyson Binnanti Date: 6/23/25



626 Geneva Street, Lake Geneva WI 53147 | 262.220.8916 | www.downtownlakegeneva.org

Annual Downtown Lake Geneva Maxwell Street Day Event Plan

Date: Friday - Sunday August 22-24, 2025

Time: Starts at 9am daily during operating hours

Where: Downtown Lake Geneva Businesses

Intended Guests: Approximately 2500

Event Overview:

This annual event is designed to bring in visitors to the downtown business improvement district to enjoy local shopping deals, tastings of culinary delights, and music along the streets to celebrate the retailers downtown. The goal is focused on community marketing and promotions at this end of summer event. A passport will be distributed and as guests visit the shops, they can also earn points for gift card giveaways for future visits. This event is free to attend, free to participate as a business, and requires no street closure or park rental. Participating locations will be announced at a future date.

The BID does request access to a few strategic light poles with electricity to allow for the feasibility to have speakers to amplify sound from street corner musicians hired for the event. Musicians are mostly solo/duo operators and are mostly acoustic playing.

For Office Use Only

Date Filed with Clerk: _____ Payment Amount: \$ _____

Receipt #: _____

City Clerk/Administrator Signature: Lacey L. Reynolds Date: 26-Jun-2025

☒ Approve ☐ Denied Notes: _____

Police Chief Signature: Kaitlin Tietz Date: 27-Jun-2025

☒ Approve ☐ Denied Notes: _____

Fire Chief Signature: [Signature] Date: 6/25/24

☒ Approve ☐ Denied Notes: _____

DPW Signature: [Signature] Date: 24 June 2025

☒ Approve ☐ Denied Notes: _____

Parking Signature: _____ Date: _____

☐ Approve ☐ Denied Notes: _____

Harbormaster Signature: [Signature] Date: 06/24/2025

☒ Approve ☐ Denied Notes: _____

Tier I & Tier II Events Only:

FLR Meeting Date: _____

Council Meeting Date: _____



CITY OF LAKE GENEVA EVENT PERMIT APPLICATION

Please fill in all blanks completely, as incomplete applications will be rejected. Applications for Public Events must be submitted AT LEAST 45 DAYS prior to the proposed event date for consideration.

Section I- APPLICANT INFORMATION

Name of Applicant: Lake Geneva Business Improvement District

Name of Event Organizer/Producer: Alexandria Binanti

Production Company/Organization: Lake Geneva BID FEIN #: 39-6005495

Street Address: 626 Geneva Street

City: Lake Geneva State: WI Zip code: 53147

E-mail Address: director@downtownlakegeneva.org

Daytime Phone: 262-716-9529 Cell Phone: _____

Organization 501(c) _____

Section II- EVENT INFORMATION- Select all that apply

☐ **Private Event/Shelter Reservation-** Use of City of Lake Geneva Park and or Park Shelter for private use or event not that is not open to the public. Examples: family reunion, birthday party, club meeting, team practice. *Local non-profits exempt from fees

- | | |
|--|-----------|
| ☐ Flat Iron Park Brunk Pavilion | \$250/day |
| ☐ Gazebo-Flat Iron Park | \$125/day |
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| ☐ Park Use (no shelter) | \$75/day |

Location: _____

☐ **Street Use/Closure** \$75/day
Describe in Section III on page 3 of application

☒ **Public Event-**Event open to the public, including ticketed or open admission. Examples: festival, art/ware sale/market, concert, community activity, parade. *Non-profits exempt from fees

Application fee: ☒ \$100- submitted at least 60 days prior
☐ \$300- submitted at least 45 days but fewer than 60 days prior

Select parks/facilities used during event, fees applied from list above:

- Parks
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 - ☐ Cobb Park
 - ☐ Library Park
 - ☐ Other:

- Shelters
- ☐ Brunk Pavilion
 - ☐ Seminary Park Shelter
 - ☐ Cobb Park Shelter
 - ☐ Gazebo

Art in Motion by Downtown Lake Geneva

1. Title of Event: _____
2. Date(s) of Event: Sun, September 14, 2025
3. Location(s) of Event: Downtown Lake Geneva Businesses
4. Hours: 11am-4pm (set up from 8am/tear down by 6pm)
Note: Start Time & End Time
5. Event Chair/Contact Person: Alexandria Binanti Phone: 262-716-9529
6. Day of Event Contact Name: Alexandria Binanti Phone: 262-716-9529
7. Is the event open to the public? ☒ Yes ☐ No
8. Will you charge an admission fee? ☐ Yes ☒ No
9. Estimated Attendance Number: 2500
10. Basis for estimate: Previous year Murals in Motion Paint In Attendance
11. Will you be setting up a tent? ☐ Yes ☒ No

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

12. Will there be any animals? ☐ Yes ☒ No

If yes, what type and how many: _____

13. **Attach a detailed description of proposed event with map of the exact location of the event and/or route.**

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

N/A

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

N/A

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.

19. Do you intend to use the available picnic tables and benches in the location? ☐ Yes ☒ No

Continue to next page...

Section III- STREET USE

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- ☐ 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.

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

Road closures must include rental of barricades; must be coordinated with the City of Lake Geneva Department of Public Works

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

☐ Yes ☒ No

Parking Stall daily fees or bagging of Parking Stall fees are not included with the event permit fee; arrangements must be made with the City of Lake Geneva Parking Manager

Dates of Use: _____

Total Number of Parking Stalls being Requested: _____

Parking Stall Number(s) and Location: _____

3. Description of Signage to be used during event: None

**The use of City Street Banner poles will require a separate, complete Street Banner Display Application*

4. 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: Some light poles unlocked at Broad, Center, and Main for busker use

☐ **Water;** Explain: _____

☐ **Traffic Control;** Explain: _____

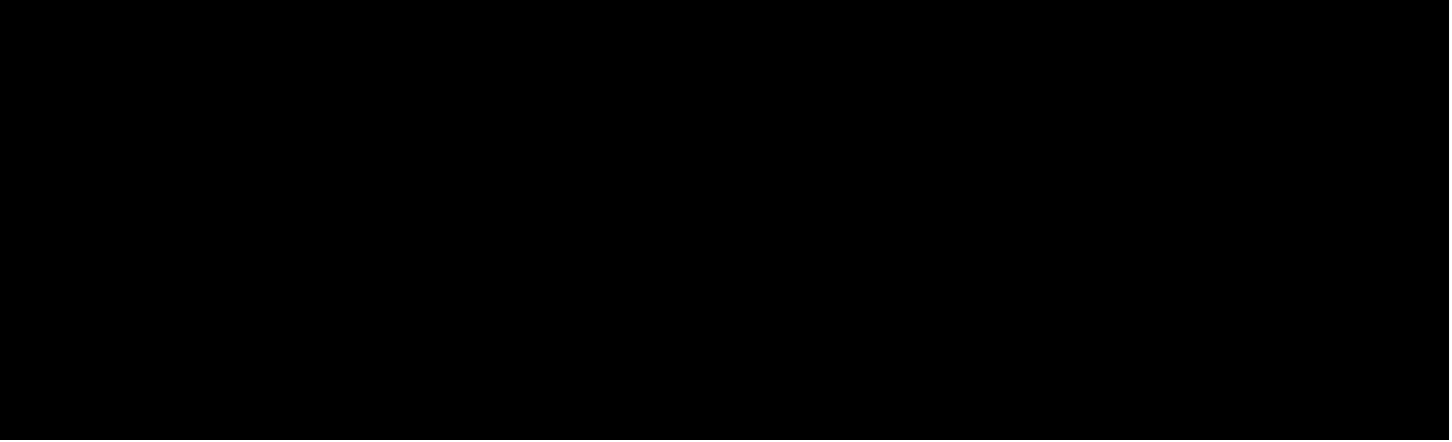
☐ **Police Services;** Explain: _____

☐ **Fire/EMS Services;** Explain: _____

☐ **Other;** Explain: _____

***Please note:** The City of Lake Geneva, the Police Department and/or Fire Department have the right to cancel an event due to inclement weather or any safety risk.

***All Parks and Public Spaces must be left the way they were originally found. A credit card is required to be placed on file with the City Clerk's office should the park or public space incur any damage or has not been cleaned up. Any charges will be communicated to the card holder prior to credit card processing.**



The applicant for her/himself and for other persons, organizations, firms and corporations, if any listed in this application, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, fully save and hold harmless and defend, the CITY OF LAKE GENEVA, a Wisconsin Municipal Corporation located in the Walworth County, and each and every of its elected and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or expenses of whatsoever kind and nature including counsel or attorneys' fees, which I have or may, at any time, incur or sustain arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, omissions, incidents, activities and transactions, of whatever kind and nature, direct or indirect, of mine own and those of or by the CITY OF LAKE GENEVA, and each and every of its elected and appointed officials, employees, representatives, and agents, regardless of when or where, occurring or arising from this event.

Applicant Signature:  Date: 6/23/2025



626 Geneva Street, Lake Geneva WI 53147 | 262.220.8916 | www.downtownlakegeneva.org

Art in Motion by Downtown Lake Geneva Event Plan

Date: Sunday September 14, 2025

Time: Starts at 9am daily during operating hours

Where: Downtown Lake Geneva Businesses Side Walks

Intended Guests: Approximately 1000

Event Overview:

This event is designed to bring in visitors to the downtown business improvement district to enjoy local artists creating art in real time in this plein air while offering art centered open houses, shopping deals, and music along the streets to celebrate the retailers downtown. Artists will be provided an umbrella, small table and chair, and banner. They can also add an easel, or additional table based on a designated 4x8 space for sellable items to still allow ample space for pedestrian foot traffic. This event will be held rain or shine, and in the event of rain the artists will be relocated inside designated businesses that sign up to participate. Artists are allowed to sell their wares and will be assigned to interested businesses based on before the sign up mentioned. We are anticipating about 30 participating artists/businesses. Volunteers will be setting up the table/umbrellas the morning of and then collecting supplies post event to clear the sidewalks. Artists are responsible for tarping off their area if painting and cleaning their demonstration space before event check out.

For marketing, a digital map will be created and then printed maps will be located at the Visitor Center with included special offers to shops. Local businesses that feature artists on display such as Gallery 223, O2 Lounge, The Bottle Shop, etc will be listed as must stops on the map as well. This event is free to attend, free to participate as a business, and requires no street closure or park rental. All digital and print marketing will be promoted through the BID.

Participating locations will be announced at a future date.

The BID does request access to a few strategic light poles with electricity to allow for the feasibility to have speakers to amplify sound from street corner musicians hired for the event. Musicians are mostly solo/duo operators and ½ booked so far are acoustic playing.

For Office Use Only

Date Filed with Clerk: _____ Payment Amount: \$ _____

Receipt #: _____

City Clerk/Administrator Signature: Lacey L. Reynolds Date: 26-Jun-2025

☒ Approve ☐ Denied Notes: _____

Police Chief Signature: Kaitlin Tietz Date: 27-Jun-2025

☒ Approve ☐ Denied Notes: _____

Fire Chief Signature: [Signature] Date: 6/26/25

☒ Approve ☐ Denied Notes: _____

DPW Signature: [Signature] Date: 6-24-2025

☒ Approve ☐ Denied Notes: _____

Parking Signature: _____ Date: _____

☐ Approve ☐ Denied Notes: _____

Harbormaster Signature: [Signature] Date: 06/24/2025

☒ Approve ☐ Denied Notes: _____

Tier I & Tier II Events Only:

FLR Meeting Date: _____

Council Meeting Date: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Invoice.Batch = "06202025","06192025","06252025","06252025A","06272025"

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
AMAZON CAPITAL SERVICES				
MAY2025	06/01/2025	INK FOR FAX MACHINE	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	15.00
MAY2025	06/01/2025	INK FOR FAX MACHINE	61-00-00-53100 OFFICE SUPPLIES EXPENSE	14.99
MAY2025	06/01/2025	CREDIT MEMO	99-00-00-54100 LIBRARY ADULT MATERIALS	8.80-
MAY2025	06/01/2025	CREDIT MEMO	99-00-00-54150 LIBRARY PROGRAMS	34.64-
MAY2025	06/01/2025	CREDIT MEMO	99-00-00-54110 LIBRARY YOUTH MATERIALS	53.19-
MAY2025	06/01/2025	CREDIT MEMO-RETURNB LAPT	99-00-00-52110 GENERAL ADMIN EXPENSES	642.51-
MAY2025	06/01/2025	ADULT MATERIALS	99-00-00-54100 LIBRARY ADULT MATERIALS	27.96
MAY2025	06/01/2025	BRASS PLATE PICTURE FRAME	99-00-00-52110 GENERAL ADMIN EXPENSES	13.38
MAY2025	06/01/2025	CLEANING SUPPLIES REFUND	11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES	68.23-
MAY2025	06/01/2025	ADULT MATERIALS	99-00-00-54100 LIBRARY ADULT MATERIALS	65.93
MAY2025	06/01/2025	PROCESSING SUPPLIES	99-00-00-55120 LIBRARY PROCESSING SUPPLIES	25.28
MAY2025	06/01/2025	PROGRAM SUPPLIES	99-00-00-54150 LIBRARY PROGRAMS	41.17
MAY2025	06/01/2025	MISC SUPPLIES	99-00-00-53500 LIBRARY MAINT SUPPLIES	128.70
MAY2025	06/01/2025	MISC SUPPLIES	99-00-00-53100 LIBRARY OFFICE SUPPLIES	244.61
MAY2025	06/01/2025	MISC SUPPLIES	99-00-00-55170 LIBRARY OUTREACH	1,412.50
MAY2025	06/01/2025	MISC SUPPLIES-DISCOUNT	99-00-00-55170 LIBRARY OUTREACH	16.80-
MAY2025	06/01/2025	MISC SUPPLIES	99-00-00-55170 LIBRARY OUTREACH	147.79
MAY2025	06/01/2025	ADULT MATERIALS	99-00-00-54100 LIBRARY ADULT MATERIALS	733.48
MAY2025	06/01/2025	MISC SUPPLIES	99-00-00-53500 LIBRARY MAINT SUPPLIES	310.52
MAY2025	06/01/2025	YOUTH MATERIALS	99-00-00-54110 LIBRARY YOUTH MATERIALS	920.93
MAY2025	06/01/2025	PROG	99-00-00-54150 LIBRARY PROGRAMS	281.60
MAY2025	06/01/2025	OFFICE SUPPLIES	99-00-00-53100 LIBRARY OFFICE SUPPLIES	133.86
MAY2025	06/01/2025	ADULT MATERIALS	99-00-00-54100 LIBRARY ADULT MATERIALS	510.32
MAY2025	06/01/2025	EMERGENCY CARE WORKBOO	11-22-00-55100 EMS TRAINING PAY	220.53
MAY2025	06/01/2025	GARDEN HOSE, SPRAY NOZZL	11-22-00-53500 BLDG MAINT SUPPLIES-FIREHOUSE	29.99
MAY2025	06/01/2025	MISC SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	70.50
MAY2025	06/01/2025	MISC SUPPLIES	11-22-00-53500 BLDG MAINT SUPPLIES-FIREHOUSE	259.63
MAY2025	06/01/2025	MISC SUPPLIES	11-22-00-53400 OPERATING SUPPLIES	16.08
MAY2025	06/01/2025	MISC SUPPLIES	11-22-00-51155 FIRE SAFETY/PUBLIC ED EXP	100.92
MAY2025	06/01/2025	MISC SUPPLIES-DISCOUNT	11-22-00-53990 FIRE MISCELLANEOUS EXP	3.88-
MAY2025	06/01/2025	MISC SUPPLIES-SHIPING	11-22-00-53120 POSTAGE EXPENSE	2.99
MAY2025	06/01/2025	DYMO LABEL WRITER	11-12-00-53100 MUNICIPAL CT OFFICE SUPPLIES	115.45
MAY2025	06/01/2025	DYMO LABELS	11-12-00-53100 MUNICIPAL CT OFFICE SUPPLIES	18.71
MAY2025	06/01/2025	SAND BAGS FOR CANOPY LEG	40-54-10-53100 BEACH OFFICE SUPPLIES	23.98
MAY2025	06/01/2025	WALL PLATES	50-00-00-58000 MISC/COMP EQUIP PURCHASES	14.24
MAY2025	06/01/2025	MISC SUPPLIES FOR COUNCIL	50-00-00-58000 MISC/COMP EQUIP PURCHASES	299.00
MAY2025	06/01/2025	POST ITS	11-16-10-53100 CITY HALL OFFICE SUPPLIES	15.54
MAY2025	06/01/2025	DESK RECEIPT HOLDER	40-54-10-53100 BEACH OFFICE SUPPLIES	6.99
MAY2025	06/01/2025	ENTRANCE SIGNS, NOT AN EXI	40-54-10-53100 BEACH OFFICE SUPPLIES	35.84
MAY2025	06/01/2025	SECURITY CAMERA SIGN	40-52-10-53990 BUOY/STALL MISC. EXPENSES	8.54
MAY2025	06/01/2025	CLEANING SUPPLIES	11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES	68.23
MAY2025	06/01/2025	5 NAME PLATES	11-16-10-53100 CITY HALL OFFICE SUPPLIES	75.25
MAY2025	06/01/2025	WIRELESS KEYBOARD AND MO	11-14-30-53100 CITY CLERK OFFICE SUPPLIES	47.19
MAY2025	06/01/2025	SHIPPING TAPE, BATTERIES	11-16-10-53100 CITY HALL OFFICE SUPPLIES	28.48
MAY2025	06/01/2025	PRESENTATION CLICKER	11-11-00-53990 COUNCIL MISCELLANEOUS EXPENSE	15.33
MAY2025	06/01/2025	PENTAL GEL PENS	11-14-30-53100 CITY CLERK OFFICE SUPPLIES	12.62
MAY2025	06/01/2025	MAGNETS	42-34-50-53400 OPERATING SUPPLIES-ENFORCEMEN	29.06
MAY2025	06/01/2025	MISC SUPPLIES	11-12-00-53100 MUNICIPAL CT OFFICE SUPPLIES	20.76
MAY2025	06/01/2025	BINDER CLIPS	11-16-10-53100 CITY HALL OFFICE SUPPLIES	1.77
MAY2025	06/01/2025	3 RING BINDER, LEGAL PADS	11-14-30-53100 CITY CLERK OFFICE SUPPLIES	66.08

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
MAY2025	06/01/2025	NAME PLATES	11-16-10-53100 CITY HALL OFFICE SUPPLIES	296.19
MAY2025	06/01/2025	OFFICE SUPPLIES	11-12-00-53100 MUNICIPAL CT OFFICE SUPPLIES	35.38
MAY2025	06/01/2025	STAINLESS STEEL SCREW SHA	40-54-10-53520 BEACH MAINTENANCE SUPPLIES	55.17
MAY2025	06/01/2025	FILE FOLDERS	11-14-30-53100 CITY CLERK OFFICE SUPPLIES	13.41
MAY2025	06/01/2025	NAME PLATES	11-16-10-53100 CITY HALL OFFICE SUPPLIES	150.50
MAY2025	06/01/2025	4-85" TV'S COUNCIL CHAMBER	50-00-00-58000 MISC/COMP EQUIP PURCHASES	2,398.51
MAY2025	06/01/2025	4-TV MOUNTS	50-00-00-58000 MISC/COMP EQUIP PURCHASES	227.96
MAY2025	06/01/2025	KLEENEX, FLASH DRIVES	11-16-10-53100 CITY HALL OFFICE SUPPLIES	65.04
MAY2025	06/01/2025	WIRELESS KEYBOARD AND MO	11-14-20-53100 CITY ADMIN OFFICE SUPPLIES	29.99

Total AMAZON CAPITAL SERVICES:

9,075.82

AT&T

25121-MAY	05/01/2025	MAY ETHERNET	11-21-00-52210 PD TELEPHONE EXPENSE	338.90
262248210206	06/13/2025	RIVIERA ELEVATOR	40-55-20-52210 RIVIERA ELEVATOR PHONE EXPENSE	205.12
262248226406	06/13/2025	FIRE DEPT	11-22-00-52210 FIRE TELEPHONE EXPENSE	421.94
262248456706	06/13/2025	POLICE-911 MODEM	11-21-00-52620 PD COMMUNICATION SYS MAINT FEE	427.44
262248471506	06/13/2025	CITY HALL-PORTS	11-16-10-52210 CITY HALL TELEPHONE	421.94
262248491306	06/13/2025	STREET FAX	11-32-10-52210 ST DEPT TELEPHONE EXPENSE	210.97
262248567106	06/13/2025	RIVIERA ELEVATOR	40-55-20-52210 RIVIERA ELEVATOR PHONE EXPENSE	210.97

Total AT&T:

2,237.28

AT&T LONG DISTANCE

816988240-05	06/04/2025	262-248-8617	61-00-00-53110 TELEPHONE EXPENSE	.28
816988240-05	06/04/2025	262-248-2789	48-00-00-52210 CEM TELEPHONE EXP	32.28
816988240-05	06/04/2025	262-248-6644	11-32-10-52210 ST DEPT TELEPHONE EXPENSE	83.25
816988240-05	06/04/2025	262-248-6075	11-22-00-52210 FIRE TELEPHONE EXPENSE	104.55
816988240-05	06/04/2025	262-248-7228	11-22-00-52210 FIRE TELEPHONE EXPENSE	12.03
816988240-05	06/04/2025	262-249-5282	99-00-00-52210 LIBRARY TELEPHONE EXP	59.27
816988240-05	06/04/2025	262-248-4809	11-21-00-52210 PD TELEPHONE EXPENSE	13.66
816988240-05	06/04/2025	262-248-4715	11-16-10-52210 CITY HALL TELEPHONE	2.67

Total AT&T LONG DISTANCE:

307.99

AT&T WISCONSIN

2616723018	06/11/2025	CITY HALL-PORTS- .45	11-16-10-52210 CITY HALL TELEPHONE	320.43
2616723018	06/11/2025	POLICE MAIN-PORTS- .45	11-21-00-52210 PD TELEPHONE EXPENSE	320.43
2616723018	06/11/2025	COURT MAIN-PORTS .05	11-12-00-52210 MUNICIPAL CT TELEPHONE	35.60
2616723018	06/11/2025	METER-PORTS- .05	42-34-50-52210 TELEPHONE EXPENSE	35.60
4781933019	06/11/2025	CITY HALL-LINES- .45	11-16-10-52210 CITY HALL TELEPHONE	214.27
4781933019	06/11/2025	POLICE MAIN-LINES- .45	11-21-00-52210 PD TELEPHONE EXPENSE	214.27
4781933019	06/11/2025	COURT MAIN-LINES- .05	11-12-00-52210 MUNICIPAL CT TELEPHONE	23.81
4781933019	06/11/2025	METER-LINES- .05	42-34-50-52210 TELEPHONE EXPENSE	23.81

Total AT&T WISCONSIN:

1,188.22

CHARTER COMMUNICATIONS

152474201061	06/14/2025	INTERNET SERV-JUNE 25	47-70-00-57155 TOURISM MUNICIPAL DEVELOPMENT	119.99
152474301061	06/14/2025	INTERNET SERV-JUN 2025	11-21-00-52210 PD TELEPHONE EXPENSE	359.99
152474401061	06/14/2025	INTERNET SERV- JUN 2025	11-16-10-52210 CITY HALL TELEPHONE	219.99

Total CHARTER COMMUNICATIONS:

699.97

CINDY PAPERFUS

6252025	06/25/2025	PARKING REIMB-LEAP CONF	11-21-00-53300 PD MILEAGE/TRAVEL	12.00
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Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total CINDY PAPENFUS:				12.00
CITY OF LAKE GENEVA BID				
WAL CTY MAY	06/01/2025	WAL CTY S/A-MAY 2025	89-00-00-24700 DUE TO BID DISTRICT	234.48
Total CITY OF LAKE GENEVA BID:				234.48
CITY OF LAKE GENEVA POLICE DEPT				
6-25-25	06/25/2025	PETTY CASH-POSTAGE	11-21-00-53120 PD POSTAGE	55.40
Total CITY OF LAKE GENEVA POLICE DEPT:				55.40
DCR RESTAURANT GROUP				
06/18/25	06/18/2025	REFUND ON AMUSEMENT DEVI	11-00-00-44120 BUS LIC-CIG,TAXI,AMUSE,BILLARD	80.00
Total DCR RESTAURANT GROUP:				80.00
DE LAGE LANDEN FINANCIAL SERVICES INC				
590479524	06/06/2025	COPIER- JUL 2025	11-22-00-53400 OPERATING SUPPLIES	291.81
Total DE LAGE LANDEN FINANCIAL SERVICES INC:				291.81
DEUTCH, JEN				
09/06/26	06/17/2025	RIVIERA DEPOSIT REFUND 09/0	40-55-10-46740 UPPER RIVIERA REVENUE	1,000.00
09/06/26	06/17/2025	RIVIERA RENTAL PARTIAL REF	40-55-10-46740 UPPER RIVIERA REVENUE	750.00
Total DEUTCH, JEN:				1,750.00
DUSKI, MARK				
2025PIERREN	06/20/2025	PIER UNDER REPAIR FOR 35 D	40-52-10-46770 BUOY & SLIP LEASES-CITY	1,496.60
Total DUSKI, MARK:				1,496.60
GEHRIS-PADRO, BETH				
BETH-6192025	06/20/2025	HEAT MITIGATION	42-34-50-53400 OPERATING SUPPLIES-ENFORCEMEN	57.92
Total GEHRIS-PADRO, BETH:				57.92
HAMILTON, BRIANNA				
05/31/25	06/17/2025	RIVIERA DEPOSIT REFUND 05/3	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
05/31/25	06/17/2025	RIVIERA SETUP FEE 05/31/25	40-55-10-46740 UPPER RIVIERA REVENUE	100.00-
Total HAMILTON, BRIANNA:				900.00
HINZPETER, COURTNEY				
062325	06/23/2025	PARKING REMIB-LEAP CONF	11-21-00-53300 PD MILEAGE/TRAVEL	15.00
Total HINZPETER, COURTNEY:				15.00
HOLFORD, KATHLEEN				
06/07/25	06/17/2025	RIVIERA DEPOSIT REFUND 06/0	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
06/07/25	06/17/2025	LESS LATE CHAIR PICKUP 06/0	40-55-10-46740 UPPER RIVIERA REVENUE	300.00-
Total HOLFORD, KATHLEEN:				700.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
JONES, HEATHER				
JULY 2025	07/01/2025	RIVIERA EVENTS COORDINATO	47-00-00-57212 RIVIERA MARKETING COORDINATOR	5,833.34
Total JONES, HEATHER:				5,833.34
KRAJOVIC, MICHAEL W.				
06/30/25	06/30/2025	HILMOOR CONSULTANT-06/30/2	11-62-01-59900 OTHER PROFESSIONAL SERVICES	1,500.00
Total KRAJOVIC, MICHAEL W.:				1,500.00
KYNELL, HOLLY				
KYNELL06252	06/25/2025	EMP CHK DEPOSITED TO CLSD	11-00-00-21590 OTHER PAYROLL DEDUCTIONS	606.22
Total KYNELL, HOLLY:				606.22
L&B MAINSTREET				
06/16/25	06/16/2025	REFUND ON ARCADE LICENSE	11-00-00-44120 BUS LIC-CIG,TAXI,AMUSE,BILLARD	80.00
Total L&B MAINSTREET:				80.00
L.G. AXE THROWING LLC				
06/20/25	06/20/2025	REFUND ON AMUSEMENT DEVI	11-00-00-44120 BUS LIC-CIG,TAXI,AMUSE,BILLARD	25.00
Total L.G. AXE THROWING LLC:				25.00
LEARMAN, CHRISTINE				
05/24/25	06/17/2025	RIVIERA DEPOSIT REFUND 05/2	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
05/24/25	06/17/2025	RIVIERA SETUP FEE 05/24/25	40-55-10-46740 UPPER RIVIERA REVENUE	150.00-
Total LEARMAN, CHRISTINE:				850.00
LEE, CORRINE				
06/15/25	06/17/2025	RIVIERA DEPOSIT REFUND 06/1	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
Total LEE, CORRINE:				1,000.00
MARTINS OLYMPIC RESTAURANT LLC				
06/16/25	06/17/2025	REFUND ON ARCADE LICENSE	11-00-00-44120 BUS LIC-CIG,TAXI,AMUSE,BILLARD	100.00
Total MARTINS OLYMPIC RESTAURANT LLC:				100.00
MC PROPERTY MANAGEMENT				
MCPROPERT	06/23/2025	REFUND ON ARCADE LICENSE	11-00-00-44120 BUS LIC-CIG,TAXI,AMUSE,BILLARD	100.00
Total MC PROPERTY MANAGEMENT:				100.00
NORTHWEST MOTORS				
06/25/2025	06/25/2025	2020 FORD TRANSIT CONNECT	43-32-10-17020 DPW CAPITAL PROJECTS	13,862.70
Total NORTHWEST MOTORS:				13,862.70
OFFICE PRO INC				
735335-0	06/18/2025	TOILET TISSUE	11-22-00-53500 BLDG MAINT SUPPLIES-FIREHOUSE	546.00
735335-0	06/18/2025	TOILET TISSUE	11-52-00-53500 BLDG MAINT SUPPLIES-PARKS	799.75
Total OFFICE PRO INC:				1,345.75

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
PAULY, KATHERINE				
06/06/25	06/17/2025	RIVIERA DEPOSIT REFUND 06/0	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
06/06/25	06/17/2025	RIVIERA SETUP FEE 06/06/25	40-55-10-46740 UPPER RIVIERA REVENUE	150.00-
06/06/25	06/17/2025	PIANO TUNING 06/06/25	40-55-10-46740 UPPER RIVIERA REVENUE	180.00-
Total PAULY, KATHERINE:				670.00
RENAISSANCE ROOFING INC				
25040094	04/18/2025	RIV BUILDING ROOF-PREPAY	40-55-20-53600 RIV MAINTENANCE SERVICE COSTS	7,950.00
Total RENAISSANCE ROOFING INC:				7,950.00
ROSS, ROBERT				
06/28/25	06/17/2025	RIVIERA DEPOSIT REFUND 06/2	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
Total ROSS, ROBERT:				1,000.00
SCHLITZ AUDUBON NATURE CENTER				
SCHLITZ-0623	06/18/2025	SCHLITZ AUDUBON EAGLES A	99-00-00-54150 LIBRARY PROGRAMS	490.00
Total SCHLITZ AUDUBON NATURE CENTER:				490.00
SECURIAN FINANCIAL GROUP INC				
LIFE JUL 2025	06/01/2025	LIFE-JUL-2025	11-10-00-51330 LIFE INSURANCE POLICY FEES	248.43
LIFE JUL 2025	06/01/2025	LIFE-JUL-2025	11-00-00-21340 LIFE INSURANCE DEDUCTION	3,105.54
LIFEJUL2025	06/01/2025	LIFE-JUL-2025	61-00-00-92630 LIFE INSURANCE EXPENSE	12.87
LIFEJUL2025	06/01/2025	LIFE-JUL-2025	62-00-00-92630 LIFE INSURANCE EXPENSE	17.24
LIFEJUL2025	06/01/2025	LIFE-JUL-2025	11-00-00-21340 LIFE INSURANCE DEDUCTION	284.20
Total SECURIAN FINANCIAL GROUP INC:				3,668.28
SHIRODA, CORTNEY				
062525	06/25/2025	FOOD EXP REIMB-FBI LEEDA	11-21-00-53990 PD MISCELLANEOUS EXP	142.02
Total SHIRODA, CORTNEY:				142.02
SLAYTON, JASMINE				
05/25/25	06/17/2025	RIVIERA DEPOSIT REFUND 05/2	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
05/25/25	06/17/2025	OUTSIDE CATERING DEPOSIT	40-55-10-46740 UPPER RIVIERA REVENUE	1,000.00
Total SLAYTON, JASMINE:				2,000.00
STANFIELD-DUNHAM, AMY				
06262025	05/27/2025	STORYBOOK YOGA	99-00-00-54150 LIBRARY PROGRAMS	300.00
Total STANFIELD-DUNHAM, AMY:				300.00
STOLFE, JOHN				
STOLFE-06232	06/18/2025	DRUMMING PROGRAM 06/23/20	99-00-00-54150 LIBRARY PROGRAMS	250.00
Total STOLFE, JOHN:				250.00
TRANS UNION LLC				
05511615	05/25/2025	TRUVA-EMPLOYMENT BACKGR	11-14-20-53990 CITY ADMIN MISC EXPENSE	31.62
05511615	05/25/2025	TRUVA-EMPLOYMENT BACKGR	11-21-00-54110 PD APPLICATION PROCESS	94.88

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total TRANS UNION LLC:				126.50
TREIBER, ASHLEY				
06/14/25	06/17/2025	RIVIERA DEPOSIT REFUND 06/1	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
Total TREIBER, ASHLEY:				1,000.00
WE ENERGIES				
5507439612	06/10/2025	UNIT A LIBRARY - 918 W MAIN S	99-00-00-52220 LIBRARY UTILITIES	32.15
5507570504	06/10/2025	UNIT B LIBRARY - 918 W MAIN	99-00-00-52220 LIBRARY UTILITIES	110.72
5509519279	06/11/2025	STORAGE BLDG-1067 CAREY S	11-22-00-52240 FIREHOUSE GAS HEAT	4.62
5509519279	06/11/2025	STORAGE BLDG-1067 CAREY S	11-21-00-52220 POLICE IMPOUND BLDG ELECTRIC	4.62
5509734809	06/11/2025	UNIT A RESTROOMS-918 W MAI	11-52-00-52240 PARKS GAS HEAT	9.24
Total WE ENERGIES:				161.35
Grand Totals:				62,163.65

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Invoice.Batch = "06202025","06192025","06252025","06252025A","06272025"

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Invoice.Batch = "07022025","07022025A"

Invoice Detail.GL account (2 Characters) = {<>} "61"

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
A.J. ANICH LUMBER COMPANY				
120484S	06/18/2025	LOADER ROD	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	33.84
Total A.J. ANICH LUMBER COMPANY:				33.84
ADAMS PLUMBING LLC				
200953	04/22/2025	VETERANS PARK WOMENS RE	11-52-01-53500 BLDG MAINT & REPAIR	330.46
202046	05/21/2025	SEMINARY PARK	11-52-00-53990 PARKS MISCELLANEOUS EXPENSES	2,500.00
202046	05/21/2025	SEMINARY PARK	11-52-00-53500 BLDG MAINT SUPPLIES-PARKS	2,129.90
203891	05/30/2025	HOT WATER HEATER	40-55-20-53600 RIV MAINTENANCE SERVICE COSTS	12,011.99
Total ADAMS PLUMBING LLC:				16,972.35
ALL PRO CLEANING SYSTEMS				
4697	06/12/2025	6X WEEK CLEANING-MAY-JUNE	99-00-00-53600 LIBRARY BLDG MAINT SERVICES	2,293.00
Total ALL PRO CLEANING SYSTEMS:				2,293.00
APG SOUTHERN WISCONSIN				
REIMB.-CHEE	06/20/2025	PROMO GRANT REIMBURSEME	47-70-00-57150 PROMOTIONAL GRANT	10,000.00
Total APG SOUTHERN WISCONSIN:				10,000.00
ASSOCIATED APPRAISAL CONSULTANTS INC				
181098	07/01/2025	JULY 2025 ASSMT SRVCS	11-15-40-52100 ASSESSOR CONTRACTED SERVICES	3,645.83
Total ASSOCIATED APPRAISAL CONSULTANTS INC:				3,645.83
AURORA QUICK CARE LLC				
238-CI0000829	06/13/2025	EMP CLINIC MAY 2025	11-10-20-51320 HEALTH AND DENTAL ADMIN CHGS	3,000.00
Total AURORA QUICK CARE LLC:				3,000.00
BANDA-CERVANTES, JORGE TULIO				
BM500467-2	06/19/2025	REFUND_BM500467-2	11-12-00-45100 COURT PENALTIES & FINES	134.50
Total BANDA-CERVANTES, JORGE TULIO:				134.50
BATZNER PEST CONTROL				
78800457	06/23/2025	PEST CONTROL-JUNE 2025	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	65.00
Total BATZNER PEST CONTROL:				65.00
BUMPER TO BUMPER				
662-500252	05/28/2025	LIFT PUMP	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	74.79
Total BUMPER TO BUMPER:				74.79
CITY ELECTRIC SUPPLY-MA				
LKG/106529	06/23/2025	KLEIN KURVE STRIPPER/ CUTT	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	20.97

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
LKG/106529	06/23/2025	STREET LIGHT REPAIRS	11-34-10-52610 STREET LIGHTS REPAIRS	73.24
Total CITY ELECTRIC SUPPLY-MA:				94.21
COLUMN SOFTWARE PBC				
3343CED0-000	06/03/2025	BID NOTICE	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	142.27
C233007-0058	05/28/2025	CC MIN 05.12.25	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	253.87
C2330076-005	05/30/2025	ALC LIC RNWLS-2	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	86.98
C2330076-006	06/06/2025	ALC LIC RNWL-3	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	38.09
C2330076-006	06/10/2025	RES 25-R37 FNL SDWLK	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	101.31
C2330076-006	06/10/2025	CC MIN 05.27.25	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	120.69
C2330076-006	06/24/2025	CC MIN 06.09.25	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	131.65
C2330076-006	06/24/2025	ORD 25-09	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	17.02
Total COLUMN SOFTWARE PBC:				891.88
CROWLEY CONSTRUCTION CORPORATION				
13794	06/13/2025	SEMINARY PARKING LOT- 2024	43-32-10-17010 STREET IMP PROGRAM	3,160.00
Total CROWLEY CONSTRUCTION CORPORATION:				3,160.00
DEMCO INC.				
7661547	06/20/2025	BOOK MOBILE-SLOPING SHELF	43-99-00-17010 LIBRARY CAPITAL PROJECTS	3,577.94
Total DEMCO INC.:				3,577.94
DUNN LUMBER				
2049988	06/18/2025	RAIN GUAGE	11-32-10-53500 BLDG MAINT SUPPLIES-STR DEPT	22.99
2051026	06/19/2025	KNIFE	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	11.99
2051117	06/19/2025	GATE OPENER BATTERIES, RA	11-32-10-53500 BLDG MAINT SUPPLIES-STR DEPT	43.97
2052217	06/20/2025	KEY CUT, RUST STAIN REMOVE	11-52-00-53400 PARKS OPERATING SUPPLIES	32.77
2054347	06/23/2025	GRASS CUTING BLADE	11-52-00-53400 PARKS OPERATING SUPPLIES	41.98
Total DUNN LUMBER:				153.70
ELKHORN NAPA AUTO PARTS				
369452	06/18/2025	TRUCK 18 CORE DEPOSIT	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	148.93
369455	06/18/2025	BATTERY CABLE BRUSH	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	10.74
Total ELKHORN NAPA AUTO PARTS:				159.67
FAIRWYN SB INC				
1525 N STONE	06/17/2025	DEVELOPER PYMT-1525 N STO	11-00-00-23540 DEVELOPER DEPOSITS	3,500.00
Total FAIRWYN SB INC:				3,500.00
GENEVA LAKE WOMENS ASSOCIATION				
REIMB.-06252	06/25/2025	GRANT REIMB. WOMANS ASSO	47-70-00-57150 PROMOTIONAL GRANT	19,033.48
Total GENEVA LAKE WOMENS ASSOCIATION:				19,033.48
GFC LEASING-WI				
101029398	06/16/2025	INK FOR PRINTER FEE JULY 20	99-00-00-55320 LIBRARY EQUIP LEASES & MAINT	247.81
Total GFC LEASING-WI:				247.81

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
GFL ENVIRONMENTAL				
V20000016573	06/15/2025	ST SWEEPINGS DISPOSAL	11-36-00-52960 SOLID WASTE-STREET DEPT	1,824.66
Total GFL ENVIRONMENTAL:				1,824.66
GLEN FERN CONSTRUCTION LLC				
25-137	06/20/2025	RENOVATE DUMPSTER ENCLO	99-00-00-53500 LIBRARY MAINT SUPPLIES	2,740.00
Total GLEN FERN CONSTRUCTION LLC:				2,740.00
IMPRESSIONS COUNT PRINTING INC				
235134	05/12/2025	AVIAN GRANT	47-70-00-57150 PROMOTIONAL GRANT	298.61
Total IMPRESSIONS COUNT PRINTING INC:				298.61
INGRAM BOOK COMPANY				
88750841	06/18/2025	MATERIALS	99-00-00-55120 LIBRARY PROCESSING SUPPLIES	3.89
88750841	06/18/2025	YOUTH BOOKS	99-00-00-54110 LIBRARY YOUTH MATERIALS	35.54
88750842	06/18/2025	MATERIALS	99-00-00-55120 LIBRARY PROCESSING SUPPLIES	2.23
88750842	06/18/2025	YOUTH BOOKS	99-00-00-54110 LIBRARY YOUTH MATERIALS	52.45
88750843	06/18/2025	MATERIALS	99-00-00-55120 LIBRARY PROCESSING SUPPLIES	2.10
88750843	06/18/2025	ADULT BOOKS	99-00-00-54100 LIBRARY ADULT MATERIALS	25.19
88830051	06/24/2025	MATERIALS	99-00-00-55120 LIBRARY PROCESSING SUPPLIES	50.60
88830051	06/24/2025	YOUTH BOOKS	99-00-00-54110 LIBRARY YOUTH MATERIALS	457.70
88830052	06/24/2025	MATERIALS	99-00-00-55120 LIBRARY PROCESSING SUPPLIES	7.92
88830052	06/24/2025	ADULT BOOKS	99-00-00-54100 LIBRARY ADULT MATERIALS	109.09
88830053	06/24/2025	MATERIALS	99-00-00-55120 LIBRARY PROCESSING SUPPLIES	1.32
88830053	06/24/2025	ADULT BOOKS	99-00-00-54100 LIBRARY ADULT MATERIALS	17.66
88830054	06/24/2025	ADULT BOOKS	99-00-00-54100 LIBRARY ADULT MATERIALS	275.21
88830054	06/24/2025	MATERIALS	99-00-00-55120 LIBRARY PROCESSING SUPPLIES	11.22
88830055	06/24/2025	MATERIALS	99-00-00-55120 LIBRARY PROCESSING SUPPLIES	.09
88830055	06/24/2025	ADULT BOOKS	99-00-00-54100 LIBRARY ADULT MATERIALS	27.89
88830056	06/24/2025	MATERIALS	99-00-00-55120 LIBRARY PROCESSING SUPPLIES	.09
88830056	06/24/2025	ADULT BOOKS	99-00-00-54100 LIBRARY ADULT MATERIALS	25.16
88838039	06/24/2025	MATERIALS	99-00-00-55120 LIBRARY PROCESSING SUPPLIES	3.47
88838039	06/24/2025	ADULT BOOKS	99-00-00-54100 LIBRARY ADULT MATERIALS	61.52
88838040	06/24/2025	MATERIALS	99-00-00-55120 LIBRARY PROCESSING SUPPLIES	.33
88838040	06/24/2025	ADULT BOOKS	99-00-00-54100 LIBRARY ADULT MATERIALS	30.06
Total INGRAM BOOK COMPANY:				1,200.73
JERRY WILLKOMM INC				
319874	06/11/2025	1860.0 GALLONS	11-32-10-53410 VEHICLE-FUEL & OIL	5,615.34
Total JERRY WILLKOMM INC:				5,615.34
JUNIOR LIBRARY GUILD				
721463	06/16/2025	YOUTH BOOKS-SPANISH	99-00-00-54110 LIBRARY YOUTH MATERIALS	249.78
Total JUNIOR LIBRARY GUILD:				249.78
LAKE GENEVA UTILITY				
1525 N STONE	05/23/2025	1525 N STONE RIDGE DR	45-00-00-24520 WATER IMPACT FEES	2,530.00
1525 N STONE	05/23/2025	1525 N STONE RIDGE DR	45-00-00-24530 SEWER IMPACT FEES	4,103.00
187178	06/24/2025	SEASONAL METERS SERVICE	11-52-00-52270 FOUNTAINS/STATUES-WATER/SEWER	175.00
80 GENEVA S	06/02/2025	80 GENEVA SQ	45-00-00-24520 WATER IMPACT FEES	4,048.00
80 GENEVA S	06/02/2025	80 GENEVA SQ	45-00-00-24530 SEWER IMPACT FEES	6,564.80

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total LAKE GENEVA UTILITY:				17,420.80
MARLIN PRINTING				
680544	06/16/2025	#10 WINDOW ENVELOPES	11-12-00-53100 MUNICIPAL CT OFFICE SUPPLIES	138.00
680545	06/16/2025	#10 WINDOW ENVELOPES	42-34-50-53100 OFFICE SUPPLIES	135.30
680545	06/16/2025	#10 WINDOW ENVELOPES	11-15-10-53100 ACCTG OFFICE SUPPLIES	135.30
680545	06/16/2025	#10 WINDOW ENVELOPES	11-24-00-53100 BLDG INSPECTOR OFFICE SUPPLIES	69.70
680545	06/16/2025	#10 WINDOW ENVELOPES	42-34-50-53100 OFFICE SUPPLIES	69.70
Total MARLIN PRINTING:				548.00
MIDWEST TAPE LLC				
507312472	06/12/2025	AUDIO ADULT BOOKS	99-00-00-54100 LIBRARY ADULT MATERIALS	47.98
507344498	06/19/2025	ADULT AUDIO BOOKS	99-00-00-54100 LIBRARY ADULT MATERIALS	148.97
507344498	06/19/2025	AUDIO BOOKS/ PROCESSING C	99-00-00-55120 LIBRARY PROCESSING SUPPLIES	5.97
Total MIDWEST TAPE LLC:				202.92
NORTHWIND PERENNIAL FARM				
11448	06/25/2025	GARDEN CARE JUNE 2025	99-00-00-53600 LIBRARY BLDG MAINT SERVICES	880.00
Total NORTHWIND PERENNIAL FARM:				880.00
OFFICE PRO INC				
735550-0	06/19/2025	TOILET PAPER, PAPER TOWEL,	11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES	95.10
735550-1	06/24/2025	HAND SOAP PINK LOTION	11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES	41.97
Total OFFICE PRO INC:				137.07
QUALITY STATE OIL				
251640612	06/13/2025	212.5 GAL OFF RD	11-32-10-53410 VEHICLE-FUEL & OIL	558.88
251640613	06/13/2025	328.7 GAL ON RD	11-32-10-53410 VEHICLE-FUEL & OIL	958.48
251700419	06/19/2025	212.5 GAL ON RD	11-32-10-53410 VEHICLE-FUEL & OIL	657.90
Total QUALITY STATE OIL:				2,175.26
QUILL LLC				
44453486	06/09/2025	COPY PAPER, TOWELS, PAPEE	99-00-00-53100 LIBRARY OFFICE SUPPLIES	216.24
Total QUILL LLC:				216.24
RHYME BUSINESS PRODUCTS				
39412643	06/09/2025	KYOCERA TASKALFA508CI JUN	11-12-00-53610 EQUIPMENT MAINT SERVICE COSTS	168.34
Total RHYME BUSINESS PRODUCTS:				168.34
SCHERRER CONSTRUCTION CO INC				
7201	06/16/2025	NORTH WALL TUCK POINTING	43-32-10-17020 DPW CAPITAL PROJECTS	30,528.00
Total SCHERRER CONSTRUCTION CO INC:				30,528.00
SHERWIN WILLIAMS				
5038-9	06/18/2025	PAINT SKATEPARK	11-52-00-53520 GROUNDS MAINT SUPPLIES	205.28
5329-1	06/19/2025	PAINT- SKATEPARK	11-52-00-53520 GROUNDS MAINT SUPPLIES	7.81
5347-3	06/19/2025	PAINT FOR SKATE PARK	11-52-00-53520 GROUNDS MAINT SUPPLIES	199.75

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total SHERWIN WILLIAMS:				412.84
SIGNATURE SIGNS LLC				
6223	05/30/2025	PARKING SIGNS, NO BOAT TRA	42-34-50-53400 OPERATING SUPPLIES-ENFORCEMEN	450.00
Total SIGNATURE SIGNS LLC:				450.00
SYSTEMS DESIGN				
27489	06/12/2025	IRRIGATION SPRING START UP	62-00-00-93000 MISCELLANEOUS GENERAL EXP	290.24
27490	06/12/2025	IRRIGATION SPRING START UP	40-55-20-53600 RIV MAINTENANCE SERVICE COSTS	465.05
27493	06/12/2025	LIBRARY PARK MAINTENANCE	11-52-00-53520 GROUNDS MAINT SUPPLIES	746.97
Total SYSTEMS DESIGN:				1,502.26
THE KNOT WORLDWIDE INC.				
NV7875912552	06/13/2025	VENUE ADVERTISEMENT	40-55-10-53160 PUBLICATIONS & PROMOTIONS	854.70
Total THE KNOT WORLDWIDE INC.:				854.70
ULINE INC				
193036508	05/19/2025	PANEL RACK BINS	40-54-10-53520 BEACH MAINTENANCE SUPPLIES	154.95
Total ULINE INC:				154.95
WALWORTH COUNTY CLERK				
APRIL ELECTI	06/10/2025	2025 SPR ELECT COSTS	11-14-30-53110 BALLOTS/OTHER ELECTION EXPENSE	884.05
Total WALWORTH COUNTY CLERK:				884.05
WALWORTH COUNTY SHERIFF				
134417	06/09/2025	PRISONER CONFINEMENT-MAY	11-12-00-52900 CARE OF PRISONERS	165.00
Total WALWORTH COUNTY SHERIFF:				165.00
WI DEPT OF ADMINISTRATION				
505-00001024	06/13/2025	TEACH SERVICES-INTERNET A	99-00-00-52110 GENERAL ADMIN EXPENSES	600.00
Total WI DEPT OF ADMINISTRATION:				600.00
WT COX INFORMATION SERVICES				
3149428	06/16/2025	ANNUAL MAGAZINE & NEWSPA	99-00-00-54100 LIBRARY ADULT MATERIALS	476.38
Total WT COX INFORMATION SERVICES:				476.38
YMCA				
07012025	06/16/2025	BIMONTHLY PMT JULY/AUGUST	11-70-00-57600 YMCA-YOUTH ATHLETIC PROGRAM	10,609.00
Total YMCA:				10,609.00
Grand Totals:				147,352.93

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
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Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Invoice.Batch = "07022025","07022025A"

Invoice Detail.GL account (2 Characters) = {<>} "61"



Memo

To: Finance, License and Regulation Committee

From: David De Angelis, Administrator

Date: June 25, 2025

RE: Hwy 50 Appraisal services

Please find for your review the services agreement for appraisal and acquisition services for the highway 50 project. The City was required by DOT process to send out at least 3 requests for proposals from a preapproved list for this work and we sent out 9 requests recognizing that the time frame was short and may be difficult to find someone who could accommodate the work load of getting this completed by the end of 2025. To that end we only received the one proposal back from Southern Wisconsin Appraisal for \$102,800. This proposal has been sent to the DOT and they have accepted it as appropriate.

It is my recommendation this be forwarded to the Common Council for approval.

Please let me know if you have any questions.

Southern Wisconsin Appraisal

A DIVISION OF G A BOCK AND ASSOCIATES



Mr. Tom Earle
City of Lake Geneva
Department of Public Works
1065 Carey Street
Lake Geneva, WI 53147

May 30, 2025

Delivered electronically to tearle@cityoflakegeneva.com.

Re: Project 3170-09-20 (STH 50, W Main Street Project)
Proposal for Right-of-Way Appraisal and Acquisition Services

Dear Mr. Earle,

Southern Wisconsin Appraisal is able to provide the City of Lake Geneva with Real Estate Appraisal, Negotiation, and Acquisition services for the STH 50, W Main Street Project (Project ID 3170-09-20).

Our office is a full-time real estate appraisal and acquisition firm specializing in condemnation appraisal and acquisition. We have spent the last 30-years working primarily within the eminent domain discipline, with our key staff having over 150-years of combined experience in eminent domain appraisal and acquisition services for Federal, State, and Local Governmental agencies. We have completed projects for WisDOT, as well as numerous municipalities across Wisconsin, including Local Public Agency (LPA) Projects and Connecting Highway Projects.

We are knowledgeable in WisDOT real estate procedures, expectations, and requirements. All work completed for this project is to be in compliance with the Scope of Work specified within the enclosed RFP document, Wis. Stat. section 32.09, the WisDOT Real Estate Program Manual, LPA guidelines and standards, USPAP, the Uniform Act of 1970 and applicable eminent domain laws.

Our firm provides high quality services that go above and beyond the basic requirements. Our attention to detail and timely completion help in our appraisal practice, and in negotiating with the general public. Our dedication to our work is seen by both our clients and by property owners. We have a fully trained and experienced staff immediately available to complete the work needed and will commit the time and efforts required to complete this project on schedule.

Our office maintains a Project Status Report for each project and shares this report with the acquiring agency to provide updates from the appraiser's first inspection to the completion of acquisition on a parcel-by-parcel basis. Communication between our office and the acquiring agency is prioritized to assure timely completion of the project, and we encourage reoccurring meetings. All appraisals are internally reviewed for accuracy, math, and grammatical errors prior to submittal. Our office prioritizes complex parcels during the beginning stages of the process to ensure ample time is available to address any complications which may arise. Our office maintains READS documentation to allow an effective and swift way to provide constant project updates and documents throughout the life of the project.

We are immediately available to start work on this project. Based on the current scope of the work for the project, we anticipate that appraisals will be submitted shortly after project staking, and that all acquisitions will be completed by December 1, 2025.

The services and fees do not include post-appraisal services for litigation, including pretrial conferences with legal counsel, depositions, any court testimony, preparation time therefore, and travel expenses. Such services are available upon mutual agreement should they be required.

As specified and allocated within the enclosed RFP document, and based on the information that twenty-eight (28) parcels are expected to be acquired, the total cost for the services required to complete this project is \$102,800.

Resumes for our key staff are also enclosed within this proposal. Additional information is available upon request. Thank you for your interest in our company. We look forward to your response.

Sincerely,



Gene A. Bock, SRA, CRA
Wisconsin Certified General Appraiser #311-010
Senior Appraiser, Southern Wisconsin Appraisal

Enc: RFP with bid tab & key staff resumes.

Accepted on behalf of City of Lake Geneva:

Print Name:_____

Title:_____

Date:_____



Request for Proposals
Appraisal, Acquisition and Negotiation Services for Right of Way Required for
W Main Street (City of Lake Geneva)
WisDOT R/W Project Number 3170-09-20
May 13th, 2025

Electronic Request for Proposals (RFP) are being accepted for real estate appraisal, acquisition and negotiation services for the above project and will be received through the City of Lake Geneva, 626 Geneva Street until **Friday May 30th, 2025 at 5:00 P.M.**

The City of Lake Geneva seeks experienced firms interested in performing real estate appraisals, acquisition and negotiation services for public right-of-way uses. Selected firms should expect to start immediately upon a signed contract. The current schedule for start of construction is 2027 and real estate needs would be completed December 2025. The evaluation of proposals will be based on proposed timeline and lowest cost that best meet the needs of the project. The contract start date is expected to be July 1, 2025.

The City seeks a firm with a proven track record of working with WisDOT real estate procedures, and which is familiar with the WisDOT process and requirements.

The City of Lake Geneva reserves the right to waive any informalities or technicalities and to reject any and all RFPs, or parts thereof, deemed to be unsatisfactory or not in the City's best interest.

General RFP Information

1. The City of Lake Geneva requires a high level of service from any firm who is looking to do business with the City. Quality, service, and price are all critical factors that The City of Lake Geneva considers when doing business and in continuing business with firms. This is especially important when it comes to the requirements of this request. Dissatisfaction of any sort may result in the City of Lake Geneva discontinuing service with a firm.
2. The City of Lake Geneva is a tax-exempt municipality under Wis. Stat. 77.54(9a)(b).
3. Successful firm shall provide a certificate of insurance upon award as per the requirements of EXHIBIT B attached. Proof of Insurance is required when award is made.
4. All proposals shall be binding for one hundred twenty (120) calendar days following the proposal opening date unless the firm(s), upon the request of the City, agrees to an extension.
5. Payment for services will be made to successful firm contingent upon owners' acceptance and approval of all work done and/or products provided or services rendered. Acceptance as herein means acceptance

by the City of all work performed or products provided and services rendered, after the departments authorized agent has found it to be in compliance with the specification requirement. Mileage, fuel surcharges or surcharges of any kind will not be allowed.

6. Firms may withdraw their proposal at any time before the RFP due date and time.
7. Standard Terms and Conditions are included with this request and are hereby made a part of it.
8. Firms (including any subcontractors they may use) responding to this request must be able to provide all services specified. Partial responses to this request are not allowed.
9. No reimbursement will be made by the City for any cost incurred in preparing responses to this solicitation, or for cost incurred before a formal notice to proceed is issued if a contract is awarded.
10. Questions regarding this RFP should be addressed to Tom Earle in writing via email at: tearle@cityoflakegeneva.com. Deadline for questions regarding the RFP are due **Friday May 23rd, 2025 at 3:00 P.M.** Answers to questions asked will be shared with all consultants. Answer to questions and any additional information and/or clarification(s) regarding this RFP will be emailed to all consultants by **Tuesday, May 27th, 2025**.
11. All materials submitted in conjunction with this request may be subject to public inspection pursuant to Wisconsin Public Records Law Wis. Stat 19.31-19.39. Information contained within the submitted materials that are alleged to be confidential or proprietary in nature, or that are alleged to be trade secrets as defined in Wis. Stat. 134.90(1)(c), shall be clearly marked as such. Submissions shall not contain a blanket confidentiality clause. Marking materials as confidential, proprietary, or as trade secrets does not guaranty that these materials will not be released pursuant to a lawful open records request. The City of Lake Geneva generally will not release information contained in a submission until a contract has been fully executed.
12. Firms responding to this request are to provide with their proposal, a proposed contract covering all the terms, conditions and specifications for the performance of all services for this request.
13. The work in this contract shall not be assigned without written permission of the City of Lake Geneva. The City of Lake Geneva must approve any subcontracted providers that are hired by the selected provider.
14. The selected provider shall indemnify, hold harmless and defend the City of Lake Geneva, its officers, agents, and employee from and against all claims, damages, losses, and expense, including attorneys' fees arising out of or resulting from the performance of the work under the contract.
15. It is mutually understood and agreed and it is the intent of the parties that an independent contractor relationship will be established under the terms and conditions of the agreement; that employees of the selected service provider are not nor shall be deemed employees of the City of Lake Geneva and that employees of the City of Lake Geneva are not nor shall be deemed to be employees of the selected service provider.
16. Each firm, by submitting a response, certifies that it is not a party to any collusive action with the City of Lake Geneva personnel or with any other party submitting a proposal in response to this solicitation.
17. This request and possible resulting contract shall be interpreted under the laws of the State of Wisconsin. Any disputes or claims that arise under this contract shall be litigated in Circuit Court.

Scope of Work

Real Estate Appraisal Services

The City of Lake Geneva is seeking experienced firm to complete property appraisals based on the real estate needs for the construction proposed on W. Main Street (STH 50) from Forest Street to Grand Geneva Way in the City of Lake Geneva. Exhibit A includes the plat of survey and schedule of lands and interests required for the project.

Appraisals shall meet WisDOT standards as noted below:

(1) Appraisal activities:

CONSULTANT will complete assigned appraisal(s) and submit a draft for review to the Wisconsin Department of Transportation (DEPARTMENT) on or before dates set forth in this scope of services. Any extension to time or deadlines must be expressly granted in writing by DEPARTMENT through formal amendment.

DEPARTMENT shall furnish the CONSULTANT with the appraisal scoping checklist, right-of-way plats, legal descriptions, title work and construction plan data (when available) sufficient to identify the property and define the appraisal assignment. CONSULTANT shall assume responsibility for the completeness, accuracy and applicability of appraisal-type information, sales or other data obtained by the CONSULTANT from any source and used in the appraisal report.

NOTE: Any and all costs of obtaining information (such as estimates for cost to cure, etc.) desired or required for completing a professional appraisal must be included in the appraisal bid exhibit.

CONSULTANT is required to use DEPARTMENT's Real Estate Automated Data System (READS) to manage and complete work as part of this scope of services and Work Order Agreement. CONSULTANT will use READS to submit reports. Approval for READS access is required prior to submitting appraisal reports to DEPARTMENT. Once approved for READS access, CONSULTANT will log into READS and follow procedures for submitting reports via READS. CONSULTANT shall label each report whether it is a Draft, Revision or Final. All versions of each report must be submitted through READS; reports will remain indefinitely.

CONSULTANT agrees to provide the appraisal report in accordance with the requirements of state and federal law and policy as described by the DEPARTMENT in [Chapter 2 of the Real Estate Program Manual \(REPM\)](#).

CONSULTANT agrees to address/respond to all written requests for revisions or clarifications made by a DEPARTMENT review appraiser within ten (10) business days. Upon notice of acceptance of the report from a DEPARTMENT review appraiser, CONSULTANT will forward one (1) hard copy of the accepted final report to the regional office within five (5) business days. CONSULTANT must also ensure final accepted version is uploaded into READS and is clearly marked as "Final."

CONSULTANT agrees to prepare appraisal reports using font sizes no smaller than 10 point with maps scaled for optimal readability.

CONSULTANT agrees to perform quality control checks prior to submitting first appraisal reports to DEPARTMENT, including checking for and correcting spelling, grammar, mathematical and errors. CONSULTANT shall reduce color depth and/or resolution on all photos prior to inserting into appraisal and prior to creating PDF for submittal to DEPARTMENT (256 colors and 200 dots per inch [dpi] is generally acceptable). No appraisal or Sales Study should exceed 0.40 MB per page.

The CONSULTANT appraiser who signs the appraisal must inspect the property being appraised and make every reasonable effort to meet with the owner(s), including multiple attempts to reach them if the first attempt is not successful. Specific tasks performed by each appraiser must be described in the report. An appraisal report can be co-signed by an appraiser trainee if they helped prepare the report. If a relocation is anticipated on the property resulting in a displaced person designation, CONSULTANT must contact the assigned relocation specialist to coordinate a walk-through meeting. The CONSULTANT must invite the relocation specialist to their appraisal inspection for all relocations.

By executing and agreeing to this Work Order, CONSULTANT acknowledges and agrees that DEPARTMENT approval of an appraisal under this Work Order and having an appraisal master contract with the DEPARTMENT does not constitute the DEPARTMENT's endorsement of any appraisal opinion or methodology produced in any context or in any other appraisal report or in any subsequent context or appraisal report. All appraisal reports or methodologies under contract with the DEPARTMENT are reviewed independently through an appraisal review process.

The parties also agree to all materials as referenced and attached as part of the 'Bid Tabulation' documents to be annexed and made a part of this Work Order as appropriate.

(2) Appraisal formats:

Explanation of DEPARTMENT appraisal formats is provided in the REPM [Chapter 2](#) and/or [Chapter 6](#). Examples of all current approved and acceptable forms and appraisal format types are viewable from [REPM/Forms](#) website found on the DEPARTMENT's website. Determination of appraisal format should be made using the information provided by the DEPARTMENT in the appraisal scope of work checklist, which is attached and made a part of this Work Order. It is expected that the most appropriate format would be an **Abbreviated Standard** appraisal report.

(3) Sales Study:

An acceptable Sales Study will adhere to the requirements described in [REPM Chapter 2](#) and use the template provided by the DEPARTMENT on the REPM/[Forms](#) website. All Sales Study reports must be submitted through READS.

(4) Review appraisal:

A review appraiser will conduct a review of the appraisal using the Appraisal Review (RE2128 - READS template) via READS as a guide to determine if the appraisal is acceptable. The Appraisal Review - Surplus Parcel (RE1009 - READS template) will be used where applicable.

(5) Standards, conduct and rule:

Any CONSULTANT serving as a fee appraiser must recognize and uphold standards, conduct and rules specific to a professional licensed/certified appraiser and the appraisal profession. Per USPAP, Standards Rule 1-1 (c): *"In developing a real property appraisal, an appraiser must... not render appraisal services in a careless or negligent manner, such as by making a series of errors that, although individually might not significantly affect the results of an appraisal, in the aggregate affects the credibility of those results."* Standards, conduct and rules shall be, first, in accordance with USPAP. Second, all CONSULTANTS are required to understand and uphold state and federal rules and laws of standards of practice and conduct governing the appraisal profession and the policies of WisDOT. CONSULTANTS are required to have knowledge of DEPARTMENT policy and procedural documents, manuals and guides, such as the Facilities Development Manual (FDM) and the REPM.

(6) Non-payment for difference of professional opinion:

DEPARTMENT may not exercise a right to retain any portion of a CONSULTANT fee for matters involving only differences of professional opinion.

(7) Coordination activities and business fixture appraisals, as needed:

CONSULTANT must coordinate with DEPARTMENT staff regarding inclusion of fixtures as real property in the appraisal to avoid duplication and confusion. A separate fixture appraisal report may be required for a business relocation for certain properties. CONSULTANTS must attend the on-site inspection meeting with a fixture appraiser, the acquisition agent and relocation agent.

(8) Miscellaneous, general project management, and Division of Transportation System Development, Bureau of Technical Services-Real Estate (DTSD/BTS-RE) required activities:

Processes, policy and procedures: All provisions and language included in the Standard Provisions is hereby referenced and made a part of this Work Order Agreement. DEPARTMENT agrees to keep CONSULTANT informed of changing department processes, procedures and policies. The REPM is located on the [WisDOT](#) website, under [Doing business/Structure and roadway resources](#), [Real Estate](#). CONSULTANT must stay alert to industry trends, professional standards, state and federal rules and laws, and must adopt changes and adhere as appropriate.

READS: CONSULTANT must be able to access and use READS to create, maintain and complete all required project information, processes and processing activities associated with each scope of services under this Work Order. CONSULTANT shall enter and maintain READS information in a timely, complete and accurate manner.

Real Estate forms: For any required forms not available in READS, the [REPM/Forms](#) website will have a fill-ready 'paper only' version available for immediate use. Any exception to using approved current standard DEPARTMENT forms requires prior and special permission by the assigned BTS-RE review appraiser on an individual, as needed basis.

Consultant staff: All staff and/or sub-consultants who will be assigned to perform any part of the work on this project must be clearly identified and named as a part of this Work Order Agreement. Only staff and/or sub-consultants named and approved for their credentials as described in your original Notice of Interest (NOI) solicitation materials should be included on any Work Order Agreement.

Staff changes: BTS-RE must review and approve any new staff who CONSULTANT intends to include as a part of any new Work Order Agreement. If an individual(s) was not originally named or included as part of the NOI solicitation materials, the individual must complete the appropriate and related Capability Statement form(s) from the following areas: Acquisition/ Negotiation [[RE1040](#)]; Appraisal [[RE1041](#)]; and, Relocation [[RE1042](#)]. Each individual(s) seeking first time approval must complete the appropriate Capability Statement form(s) and receive a separate written approval from BTS-RE prior to beginning any work on a WisDOT/Real Estate project.

Real Estate Acquisition/Negotiation Services

(1) Acquisition/negotiation activities:

CONSULTANT shall supply individual parcel folders to DEPARTMENT at the time of parcel closing (but no later than 60 days after closing), with all appropriate and applicable files/docs included and in the order described here:

- | | |
|--|---|
| 1) Negotiation Diary | 13) Nominal Parcel Payment Report |
| 2) Owner Information Sheet | 15) Property inventory reports |
| 3) Copies of all recorded conveyances | 16) Most recent correspondence on top) |
| 4) Original recorded Partial Release of Mortgage or waiver | 17) Approved Offering Price Report |
| 5) Statement to Construction Engineer | 18) Appraisal Report |
| 6) Recorded Jurisdictional Offer | 19) Legal description |
| 7) Payment Request | 20) Introduction letter |
| 8) Purchase Agreement | 21) Title work |
| 9) Administrative Revision | 22) All other miscellaneous documents |
| 10) Closing Statement | |
| 11) Disposition of RE tax, pro-rated | Note: IRS forms and related personal information is confidential and should be handled appropriately. |
| 12) Nominal Payment – Waiver of Appraisal | |

CONSULTANT shall send an introduction letter and the brochure to each parcel owner entitled, “Rights of Landowners Under Wisconsin Eminent Domain Law” (available to download from web in [English](#) only).

DEPARTMENT may meet with CONSULTANT prior to initiation of negotiations to review any material or process pertinent to acquisition process. DEPARTMENT will make available the following as necessary:

- | | |
|---|--|
| Administrative Revision forms | Revised Offering Price forms |
| Construction plans, profiles and cross sections | Required tax forms (see www.irs.gov) |
| Design Study Report | " Rights of Landowners " brochure (web link) |
| Purchase Agreement forms | Right of way plats |

If nominal payment parcels are to be negotiated as part of this contract, DEPARTMENT shall determine which parcels qualify as nominal parcels and identify such parcels. CONSULTANT will determine the potential offering prices for all nominal parcels and provide DEPARTMENT a completed report listing those nominal values for review and approval. CONSULTANT shall submit a copy of the property owner’s appraisal report along with a recommendation for payment or non-payment, to DEPARTMENT for review.

When revised offers or administrative revisions are warranted due to errors, design changes, owner's counter offers, litigation protection or other reasons, CONSULTANT shall attempt to secure a purchase agreement from owner subject to approval by DEPARTMENT in the case of a minor adjustment. When a significant increase is involved, CONSULTANT shall set up a conference with DEPARTMENT to discuss proposed settlement prior to making any commitments to property owner. CONSULTANT should be prepared to present a recommendation and justification by means of current available factual data. In either event, CONSULTANT will formally submit an administrative revision or a revised offer to DEPARTMENT for approval. CONSULTANT shall submit to DEPARTMENT a progress report or progress reports as appropriate.

If nominal payment parcels are to be negotiated as a part of this contract, CONSULTANT shall be responsible for negotiation and appraisal of those parcels identified as nominal payment parcels. Additional negotiations are to be handled at no additional cost if parcel needs to be appraised for condemnation.

(2) Miscellaneous, general project management, and WisDOT Real Estate specific required activities:

All provisions and language originally included as part of the larger master contract boilerplate document is hereby referenced and made a part of this Work Order agreement.

CONSULTANT must adhere to the processes, procedures and all appropriate policy provisions as per the WisDOT Real Estate Program Manual (REPM) or as otherwise directed and prescribed. Access to REPM is from [WisDOT / Doing business/Structure and roadway resources](#) webpage, then to [Real Estate](#) pages (no log on required). CONSULTANTS must stay alert to developing and changing DEPARTMENT policy as well as industry trends, professional standards, changes to state and federal rules and laws, and must adapt and adhere to all as appropriate.

CONSULTANT must be able to access and use READS to effectively create, maintain and complete all required project management information, steps, processes and processing activities as currently available in READS and associated with each contracted project activity scope of services. CONSULTANT shall enter and maintain READS information in a timely, complete and appropriate manner. Access to READS is also from [WisDOT / Doing business/Structure and roadway resources](#) webpage. Note: READS is only available consultants currently under contract for WisDOT Real Estate projects. First time users must have a valid WAMS ID and before using READS, must [request access](#).

CONSULTANT must stay alert to evolving technology and must be capable of effectively understanding, making use of and applying current as well as developing electronic applications and tools as would normally be expected and required or otherwise considered a regular part of any DEPARTMENT project or processing activity.

Special note about availability and use of Real Estate forms: Each applicable and required DEPARTMENT Real Estate specific form is either available via the [Real Estate Program Manual \(REPM\)/Forms](#) page in a fill-ready paper format; or, must otherwise be generated directly from READS as part of each current project activity. It is important to understand and note that only those forms listed as being available in a 'paper only' format from the REPM/Forms page are actually fillable documents and therefore may be downloaded for direct use. In contrast, any document viewable as a PDF and listed as being a 'READS template' format must be generated directly from READS as part of each appropriate project activity, per scope of services, and the attached Work Order agreement. Forms or any version of a form (e.g., READS template) not otherwise currently posted to REPM/Forms page are not authorized for use and should not be used except by prior and special permission and then only on an individual, as specially approved/as needed basis.

All staff and/or sub-consultants who will be assigned to perform any part of the work on this project must be clearly identified and named as a part of this Work Order agreement. Only staff and/or sub-consultants named and approved for their credentials as described in your original Notice of Interest (NOI) solicitation materials should be included on any Work Order agreement.

Special note about staff changes within your firm: WisDOT/Real Estate needs to review and approve any individuals new to your staff who you intend to include as a part of any new Work Order agreement. For most contracting services, you may include new staff and/or sub-consultant names and their credentials for review and approval along with the scope of work details as a part of the Work Order agreement package. For certain types of work, however, we've developed an additional standardized review/approval process. If an individual(s) was not originally named or included as part of your Notice of Interest (NOI) solicitation materials, depending on the type(s) of work that individual(s) is now expected to perform for us, they may also need to complete the appropriate and related Capability Statement form(s). Currently, we have a separate review/approval process needed for any new staff seeking first time approval to perform work in these areas: Acquisition/Negotiation [[RE1040](#)]; Appraisal [[RE1041](#)]; and, Relocation [[RE1042](#)]. Note: This separate review/approval process is only needed for individuals seeking first time approval to perform certain types of eminent domain work for WisDOT/Real Estate as part of a fee consultant group when that group already holds an existing active

contract and if that individual(s) was not originally named and therefore already approved as part of the original solicitation and NOI. Each individual(s) seeking first time approval must therefore complete the appropriate Capability Statement form(s) and receive a separate written approval from Bureau of Technical Services-Real Estate (BTS-RE) prior to beginning any work on a WisDOT/Real Estate project.

Invoicing

CONSULTANT must submit all invoices with appropriate supporting documentation. City and WisDOT will provide selected firm with invoicing procedures.

Firms interested in this project shall submit a proposal for providing all scope of services needed for this project.

Request for Proposals Submittal

Completed Cost Estimates must be delivered as follows:

- One PDF of the RFP shall be submitted via email to tearle@cityoflakegeneva.com with the email subject line, “**Appraisal, Acquisition and Negotiation Services.**” Dropbox links or other file-sharing websites may be included in the email.

EXHIBIT A: Plat of Right of Way Required and Legal Descriptions

EXHIBIT B: City Insurance Requirement

EXHIBIT C: Right of Way Detailed Statement of Expenditures

Each submittal must be accompanied by a completed itemized cost table, see below.

ITEMIZED COSTS					
ITEM 1: PER PARCEL FEES					
Parcel (corresponds to Schedule of Lands on Plat)	Owner	Appraisal Fee	Negotiation Fee	Partial Release of Mortgage Fees	Total Fee
1	Bruce / Joy Irucci Trust	\$1,800	\$1,200	\$0	\$3,000
2	Charles/Jill Lorenzi	\$1,800	\$1,200	\$0	\$3,000
3	Helen/John Hackett	\$1,800	\$1,200	\$0	\$3,000
4	William Z. Petropoloulis	\$2,100	\$1,200	\$0	\$3,300
5	David/Debra Money Trust	\$1,800	\$1,200	\$0	\$3,000
6	1031 W. Main Street LLC	\$2,100	\$1,200	\$0	\$3,300
7	Janelle M. Powers	\$1,800	\$1,200	\$0	\$3,000
8	James Mercurio	\$2,100	\$1,200	\$200	\$3,500
9	Jeffery M and Beverly Leonard Trust	\$2,300	\$1,200	\$200	\$3,700
10	Venture Investment Partners	\$2,300	\$1,200	\$0	\$3,500
11	Geneva Center LLC	\$2,300	\$1,200	\$200	\$3,700
12	United States of America	\$2,300	\$1,500	\$0	\$3,800
13	Kocourek Property Holdings LLC	\$2,700	\$1,200	\$0	\$3,900
16	JP's Nevada LLC	\$2,300	\$1,200	\$0	\$3,500
18	Shane S. Piasecki	\$2,100	\$1,200	\$0	\$3,300
19	Walworth Apartments LLC	\$2,100	\$1,200	\$0	\$3,300
20	Youngquist-Nading LLC	\$2,700	\$1,200	\$0	\$3,900
21	June Johnson Trust	\$1,800	\$1,200	\$0	\$3,000
22	John Tyshenko Jr.	\$2,700	\$1,200	\$0	\$3,900
24	W.H.J. Properties LLC	\$2,300	\$1,200	\$0	\$3,500
25	Catholic Church	\$1,800	\$1,200	\$0	\$3,000
26	Franklin D. Guske Sr. Trust	\$2,700	\$1,200	\$0	\$3,900
27	Decorum Lake Geneva LLC	\$2,300	\$1,200	\$0	\$3,500
28	Evergreen BP LLC	\$2,900	\$1,500	\$200	\$4,600
29	Christopher A. Crum	\$1,800	\$1,200	\$0	\$3,000
30	GNI of Lake Geneva LLC	\$2,300	\$1,500	\$200	\$4,000
31	GNI of Eleventh LLC	\$2,300	\$1,200	\$200	\$3,700
32	Sundance INC	\$2,300	\$1,200	\$200	\$3,700
ITEM 1: PER PARCEL FEES SUBTOTAL					\$97,500

ITEM 2: ADDITIONAL FEES				
Item	Unit	Estimated Quantity	Unit Price	Total
Recording Fees	\$/Document	35	\$40	\$1,400
Preparation of ROW Certificate Forms	Lump Sum	1		\$700
Project Management	Lump Sum	1		\$2,500
Preparation of Detailed Statement of Expenditures, Exhibit C	Lump Sum	1		\$700
ITEM 2: ADDITONAL FEES SUB TOTAL				\$5,300
TOTAL				\$102,800

Standard Terms & Conditions for Request for Proposal

Binding Contract

A proposal received in response to a request for qualifications (RFP) is an offer that can be accepted by the City of Lake Geneva to create a binding contract.

Award

Awards shall be made to the responsive, responsible firm whose proposal overall is the most advantageous to the City. Any award made shall be contingent upon appropriation of funding. If at the time of the award, a contract agreement cannot be reached between the awarded firm and the City, the City reserves the right to award to the next firm in line and so on, until a contract agreement can be reached.

Rejection of Proposals

The City of Lake Geneva reserves the right to reject all proposals or parts thereof which are determined not to be in the best interest for the City. Such rejection is not subject to appeal.

Funding

If funds are not appropriated for payment of this contract, City of Lake Geneva may terminate the contract within 30-day written notice without any early termination penalties, charges, fees or cost of any kind to the City of Lake Geneva.

Delivery Terms

Proposals shall include delivery costs to the specified delivery point, all transportation charges prepaid and borne by the contractor.

Delays in Delivery

Delays in delivery caused by bonafide strikes, government priority or requisition, riots, fires, sabotage, acts of God or any other delay deemed by the City of Lake Geneva to be clearly and unequivocally beyond the consultant's control, shall be recognized by the City. The consultant may be relieved of meeting the delivery time specified, if the consultant requests and extension of time, signed by a responsible official, giving in detail the essential circumstances which, upon verification by City's authorized representative, justifies such extension.

EXHIBIT B
CITY OF LAKE GENEVA INSURANCE REQUIREMENTS
FOR PROFESSIONAL SERVICES

I. Minimum Scope and Limits

- A. Professional Liability coverage, with a minimum limit of \$1,000,000 per claim, \$2,000,000 annual aggregate. This insurance is to be maintained for at least two years after completion of the project. If the firm changes insurance carriers and this policy is provided on a “claims made” basis, the firm will secure the appropriate coverage extension to provide coverage to the project for a period of at least two years following the completion of the project.
- B. Commercial General Liability coverage, with limits of no less than the following:
 - 1. General aggregate limit per project \$2,000,000
(Other than Products-Completed Operations)
 - 2. Products-Completed Operations Aggregate per project \$1,000,000
 - 3. Personal and Advertising Injury Limit \$1,000,000
 - 4. Each Occurrence Limit \$1,000,000
 - 5. Fire Damage limit – any one Fire \$ 50,000
 - 6. Medical Expense limit – any one Person \$ 5,000
- C. Workers’ Compensation and Employers Liability Insurance with sufficient limits to meet underlying Umbrella Liability insurance requirements
- D. Umbrella Liability providing coverage at least as broad as the underlying General Liability, Automobile Liability and Employers Liability coverages, with a minimum
Limit of \$2,000,000 each occurrence and \$2,000,000 annual aggregate, and a maximum self-retention of \$10,000.

II. Other Requirements

- A. Acceptability of Insurers. Insurance is to be placed with insurers who have a *Best’s Insurance Reports* rating of no less than A and a Financial Size Category of no less than Class VI, and who are authorized as an admitted insurance company in the state of Wisconsin.
- B. The City of Lake Geneva, its elected and appointed officials, and its employees shall be named as additional insureds on all liability policies for liability arising out of project work. Please provide a copy of this endorsement with your certificate of insurance.
- C. Certificates of Insurance acceptable to the shall be submitted prior to commencement of the work. These certificates shall contain a provision that coverage afforded under the policies will not be cancelled until at least 30 days’ prior written notice has been given to the City of Lake Geneva.

QUALIFICATIONS OF THE APPRAISER

GENE A. BOCK

1055 Prairie Drive, Ste C
Racine, Wisconsin 53406
(262) 886-2450
gene@gabock.com

PROFESSIONAL AFFILIATIONS

Appraisal Institute (since 1980)

Designation: Senior Residential Appraiser (SRA)

Appraisal Institute, MAI Candidate

Continuing Education: Certified through December 31, 2025

Activities: Past President, Vice President, and Director of Racine Chapter

American Society of Appraisers (1982-2022)

Designation: Senior Member (ASA)

National Association of Review Appraisers and Mortgage Underwriters (since 1980)

Designation: Certified Review Appraiser (CRA)

NARA/MU Approved Appraiser #55089

Employee Relocation Council

Designation: Certified Relocation Professional (CRP) (1995-2007)

State of Wisconsin Certifications

Certified General Appraiser #311-010 (November 1992)

Assessor II Level (1980-2002)

Energy Efficiency Inspector (1984-2005)

State of Illinois Certifications

Certified General Appraiser #553.002116 (2011 - 2021)

Real Estate Organizations

Racine Board of Realtors

Kenosha Board of Realtors

Multiple Listing Service of Metro Milwaukee

Multiple Listing Service of Racine

Multiple Listing Service of Kenosha

Lake Area Multiple Listing Service (Walworth)

National Association of Realtors

Wisconsin Realtors Association

National Association of Realtors Appraiser Section

Was an appointed member of the Racine County Land Commission, a committee formed to conduct hearings regarding eminent domain issues.

Eminent Domain Services: Mr. Bock is approved by the Wisconsin Department of Transportation (WisDOT) as a Real Estate Appraiser, a Review Appraiser, and Negotiator for WisDOT and Local Public Agency (LPA) projects. He is approved to complete appraisals on all property types, including complex appraisal problems, railroads, partial acquisitions, easements, total acquisitions, wetland acquisitions, and also provides court testimony. Mr. Bock has been working with WisDOT, as well as Wisconsin Department of Justice, since 1984. He has completed municipal acquisition appraisal assignments, as well as owner's appraisals, in most counties in Wisconsin. He is also an approved eminent domain appraiser by the Illinois Department of Transportation (IDOT), the Department of Natural Resources (DNR) and the Wisconsin Bureau of Aeronautics (BOA). Mr. Bock specializes in condemnation appraisals and has spent the last 41-years working primarily within the eminent domain discipline.

COLLEGE EDUCATION

Graduated from the University of Wisconsin-River Falls in February 1975, with a Bachelor of Science Degree in Scientific Land Management. Studies emphasized land use, soil science, and economics. Activities included Alpha Gamma Rho Fraternity, concert choir and Alpha Zeta Honorary Fraternity.

POST-COLLEGE

Appraisal Institute: Uniform Standards of Professional Appraisal Practice - Parts A & B
(Major Courses) Understanding Limited Appraisals – Residential Case Studies in Real Estate Valuation
Narrative Report Writing & Valuation Analysis
Courses 101, 102, 201, and R-2 exam
Narrative Report Seminar
Computer Application Seminar
Subdivision Analysis
FNMA Appraisal Issues
New URAR Form & Procedures
Creative Financing Seminar
Cash Equivalency Seminar
(Roughly 25-hours of course work has been completed every two years.)

University of Wisconsin: Residential Design and Construction
Appraiser's Testimony in Court
Real Estate Finance and Appraisals
Comprehensive & Advanced Lotus 1-2-3

TEACHING EXPERTISE (1994-1998)

Taught courses in Real Estate Appraisal for Gateway Technical Institute, Racine and Kenosha Campuses.

MILITARY SERVICE

Served in the Wisconsin Air National Guard, Milwaukee, Wisconsin, (1971 to 1977) as an Administrative Specialist with the rank of Staff Sergeant. Awarded The Milwaukee Journal Achievement Award (1974) for meritorious service.

EMPLOYMENT EXPERIENCE

August 1986 to Present

Senior Appraiser of Southern Wisconsin Appraisal, Racine, Wisconsin. Specializing in Eminent Domain Appraisal Work. Has completed acquisition appraisal assignments across Wisconsin for acquisition agencies as well as owners. Also, has completed numerous assignments for the DNR and municipalities working with the Bureau of Aeronautics. Major clients include lending institutions and municipalities in southern Wisconsin and northern Illinois and national transfer companies. Specialize in condemnation/acquisition appraisals, ERC and partial acquisition valuations. Technologically proficient – over forty-five years' experience with computer-assisted analysis including automated valuation models, regression analysis, in-house and on-line databases, income & capitalization analysis.

January 1984 to August 1986

Chief Appraiser for Pioneer Savings and Loan Association, a local lender with offices in Racine, Kenosha, and Walworth counties. Performed appraisals and appraisal review for mortgage lending. Assignments included single family and multi-family homes, commercial and industrial properties. Duties included management of appraisal department and review of appraisals performed by staff and fee appraisers.

September 1978 to January 1984

Performed real estate appraisals in southeastern Wisconsin as a partner in United Appraisal Service, Racine, Wisconsin. Performed residential, commercial and narrative appraisals for mortgage lending and eminent domain. Testified in court for local municipalities and various clients.

February 1976 to September 1978

Worked as an independent fee appraiser for a private firm located in Racine, Wisconsin. Received training and performed real estate appraisals in Racine area. In March 1979 received Real Estate Broker's License, but hold license inactive.

MeriKatherine Bock

1055 Prairie Drive, Suite C

Racine, WI 53406

(262) 886-2450

merikate@gabock.com

EDUCATION & TRAINING

Carthage College | Kenosha, WI **Graduated May 2017**

B.A. in Communication & B.A. in Vocal Performance

GPA: 3.9/4.0

Academic Distinctions: Dean's List, Music Scholarship, Endowed Honors Scholarship

Appraisal Education Classes Completed (Total 180 Hours)

Certified Residential Appraiser License to be accomplished in Summer 2022

- Basic Appraisal Principles
- Basic Appraisal Procedures
- 15-Hour National USPAP Course
- Residential Market Analysis & Highest & Best Use
- Residential Report Writing & Case Studies
- Residential Sales Comparison & Income Approach
- Residential Site Valuation & Cost Approach
- Statistics, Modeling & Finance
- Advanced Residential Applications & Case Studies
- Sufficient Appraisal Work Experience for Licensing Requirements Met

Completed Federal Highway Administration Right-of-Way Requirements & Uniform Act Guidelines

Classes in Microsoft Office Suite Programs (Word, Excel, PowerPoint, Outlook)

Classes in Adobe Creative Cloud Applications (Photoshop, Lightroom, Illustrator)

LICENSES & PROFESSIONAL MEMBERSHIPS

- Licensed Wisconsin Real Estate Salesperson
- Member of NATIONAL ASSOCIATION OF REALTORS®
- WisDOT-LPA Approved Negotiator
- Notary Public – Wisconsin

PROFESSIONAL EXPERIENCE

Southern Wisconsin Appraisal

Racine, WI

2013-Present

Current Duties & Responsibilities

- Office Project Management
 - Monitoring Status of Projects & Maintaining Project Schedules
 - Delegating Project Responsibilities
 - Scheduling Office Meetings and Appointments
 - Writing Contracts and Engagement Letters
 - Completing and Submitting Notice of Interests and Bids
 - Management of Office Database and Records
- Proficient use of WisDOT-READS, Masterworks, CARS, and WAMS Applications
- Communication with Clients, including LPA, Private Individuals, and State Organizations

Acquisition Specialist

- Timely, Clear, and Informative Communication with Owners
- Proper Execution of Documents for Negotiation Services
- Detailed and Individualized Negotiation Diaries
- Efficient Communication with Lenders to Obtain Partial Release of Mortgages
- Understanding of Condemnation Process and Required Documents
- Mentoring of Negotiation Assistants

Residential Appraiser

- Completed Inspections of Properties for Appraisal (Residential, Commercial, Industrial)
- Verification of Sales, Zoning Information, and Assessor Data
- Completed Sales Data Books and Market Studies
- Analysis of Sales and Market Trends
- Appraisal Report Preparation and Appraisal Report Writing (Narrative & Form Reports)
- Knowledge of Yellow Book and Eminent Domain Appraisal Requirements and Guidelines
- Reviewed Appraisal Reports for Accuracy and Content

Previous Projects

<i>Acquisition Specialist</i>	<i>Residential Appraiser</i>
3781-03-00, CTH C, Waukesha Co. 2020	2709-07-20, CTH Q, Washington Co 2022
2759-03-00, CTH M, Waukesha Co. 2018	1310-10-20, STH 50, Kenosha Co. 2018
3773-01-00, CTH I, Waukesha Co. 2018	2440-09-20, STH 20, Racine Co. 2018
3840-01-00, CTH DD, Walworth Co. 2017	Foxconn Acquisition Project, Racine Co. 2018

Wisconsin Department of Transportation

Waukesha, WI

2022-2025

Southeast Region Local Pubic Agency Real Estate Coordinator

- Project Management
 - Monitoring Status of Projects
 - Maintaining and Providing input on Project Schedules
 - Facilitation and Leading of Project Kick Off Meetings
- Provided Training on READS and WisDOT Real Estate Processes and E
- Communication with Clients, including LPA, Private Individuals, and State Organizations

Southeast Region Real Estate Agent – Advanced Lead Worker

- Regional Appraisal Review
- Active in Real Estate Management Meetings, and WisDOT Policy Updates (REPM)
- Competed Early Scoping and Cost Estimates
- Provided Assistance and Guidance for Agents

References Available upon Request

STACEY SALVO

1055 Prairie Drive, Ste C
Racine, Wisconsin 53406
(262) 886-2450
stacey@gabock.com

Eminent Domain Services: Ms. Salvo is approved by the Wisconsin Department of Transportation (WisDOT) as a Negotiator for WisDOT and Local Public Agency (LPA) projects. Ms. Salvo has been working with WisDOT since 1992 on eminent domain projects. Ms. Salvo specializes in condemnation negotiations under Eminent Domain pursuant to Wis. Stat. Chapter 32 and has spent the last 31-years working primarily within the eminent domain discipline.

PROFESSIONAL AFFILIATIONS

International Right of Way Association (since 2006)

Designation: Negotiation/Acquisition Certified (R/W-NAC)

Expires 12-31-2026

EDUCATION

Federal Highway Administration Right-of-Way & Uniform Act Guidelines
Wisconsin Dept. of Transportation Real Estate Program Manual

LICENSES/CERTIFICATIONS

Wisconsin Real Estate Broker License
Wisconsin Notary Public

2007-Present
Expires 12-13-2024

EMPLOYMENT EXPERIENCE

July 2023 to Present

Acquisition Specialist and Appraiser Trainee, Southern Wisconsin Appraisal, Racine, Wisconsin.
Specializing in Eminent Domain Work.

April 1992 to June 2023

Paralegal with the City of Racine Office of the City Attorney. Primary responsibilities include, but are not limited to, providing acquisition/negotiation service with property owners for road projects and other public improvement projects pursuant to eminent domain in the City of Racine with acquisition budgets of approx. \$1,000,000 or less.

Partial Project List (additional information upon request):

Main Street Bridge, Racine - 60 parcels	STH 32, Racine - 130 parcels
STH 20, Racine - 35 parcels	STH 20, Racine - 130 parcels
STH 11, Racine - 110 parcels	STH 11, Racine - 115 parcels
STH 38, Racine - 130 parcels	Ohio Street, Racine - 80 parcels
West 6 th Street Bridge, Racine - 30 parcels	Kinzie Avenue Water Main, Racine - 100 parcels
State Street Redevelopment Project, Racine - 100 parcels	

PROFESSIONAL REFERENCES

John C. Rooney
Commissioner of Public Works
City of Racine
730 Washington Av
Racine, WI 53403
262-636-9121

Scott R. Letteney
City Attorney
City of Racine
730 Washington Av
Racine, WI 53403
262-636-9115

Mike Gitter
General Manager
Racine Water Utility
800 Center St
Racine, WI 53403
262-636-9181

Personal References available upon request.

QUALIFICATIONS OF THE APPRAISER

Stephen G. Schultz

Southern Wisconsin Appraisal

1055 Prairie Drive, Ste C

Racine, Wisconsin 53406

(262) 886-2450

EDUCATION

University of Wisconsin – Madison

Bachelor of Arts Degree – Psychology [1973]

Graduate Work in Real Estate [1973-1974]

University of Wisconsin – Parkside

Graduate Work – Business Administration [1991-1992]

APPRAISAL ORGANIZATIONS

State of Wisconsin – Certified General Appraiser

Real Property [1991] CGA #165-10

Recertified through December 14, 2025

Continuing Education Completed in 2009-2013

National USPAP Equivalent Course [Appraisal Institute]

The Real implications of the HVCC on Appraisers & Lenders

Introducing Valuation for Financial Reporting

General Market Analysis & Highest and Best use

Advanced Sales Comparison & Cost Approaches

Advanced Income Capitalization

Accredited Review Appraisers Council, Inc.

Accredited in Appraisal Review [AAR – 1993]

Recertified through December 14, 2015

Associate Member, Appraisal Institute

MAI Candidate

ENVIRONMENTAL ORGANIZATIONS

National Society of Environmental Consultants

Environmental Assessment Consultant [EAC – 1994]

Recertified through January 1, 2015 [Certification #2251]

Testified in Milwaukee Federal Court, Racine County Circuit Court, Kenosha County Circuit Court, & Walworth County Circuit Court as an expert witness in the real estate appraisal field.

- Business References upon request

WORK EXPERIENCE

- April 1974 to August 1977: State of Wisconsin Department of Transportation
Staff Appraiser for Waukesha District Office
Appraisal Assignments limited to Eminent Domain
- Sept. 1977 to October 1978: Intrastate Appraisal Company
Private firm in Racine, Wisconsin
Staff Appraiser; Assignments included Residential,
Commercial & Eminent Domain work
- November 1978 to June 1985: United Appraisal Service
Partner & Appraiser in private firm in Racine, WI
Assignments included Residential, Commercial, & Eminent
Domain work
- July 1985 to August 1986: M&I Mortgage Corporation [part of M&I Bank]
Milwaukee & Lake Geneva offices
Staff Appraiser; Assignments included Residential
& Commercial, work
- Sept. 1986 to Dec. 1989: SGS Appraisal Service
Owner & Appraiser in Kenosha, Wisconsin
Assignments included Residential, Commercial, & Eminent
Domain work
- July 2001 to Nov. 2001: City of Kenosha Assessor's Office
Staff Assessor; Aided in 2002 re-valuation of
Residential & Commercial properties within Kenosha
- January 1990 to Present: Middle Earth, LLC
Owner & Appraiser in Kenosha, Wisconsin
Work involves all types of Real Property
Eminent Domain Valuation
Environmental considerations including Stigma Damage
- August 2006 to 2024: U.S. Dept. of Housing & Urban Development
Office in Milwaukee, WI
Chief Multifamily Appraiser & Review Appraiser
For State of Wisconsin
Work involves Appraisal & Appraisal Review of
Market Rate, Subsidized, & Tax Credit Multifamily Housing;
Assisted Living & Nursing Home Facilities;
Review of Phase I Environmental Assessments
Review of & Completion of Market & Feasibility Studies
Review of Rent Comparability Studies
Assists in Loan Underwriting of Multifamily Projects
2012 to 2024:
Chief of Production- Review all aspects of Multifamily projects
- January 2005 to Present: Southern Wisconsin Appraisal
Associate Appraiser-Residential and Commercial Narrative appraisals
assignments as well as Eminent Domain Valuations (Total & Partial
Acquisitions

Anne T. V. Bock

1055 Prairie Drive, Ste C
Racine, Wisconsin 53406
(262) 886-2450
anne@gabock.com

EDUCATION & TRAINING

St. Joseph's College | Rensselaer, IN
B.S., Biology/Chemistry
Graduated Magna Cum Laude 1986

University of Illinois | Champaign-Urbana, IL
M.B.A., Concentration in Finance
Graduated 1988

Wisconsin Relator Association

- 72-Hour Real Estate Salesperson Pre-License Course

Wisconsin Public Notary

Reviewed and Completed the Federal Highway Administration Right-of-Way Requirements and Uniform Act Videos and Guidelines

PROFESSIONAL EXPERIENCE

Southern Wisconsin Appraisal **Racine, WI**
February 1992 – Present

Project Manager

- Organization of Timelines for Time Effective Completion of Projects
- Overseeing all Projects for Quality and Accuracy
- Assisted with Negotiation and Acquisition of WisDOT & LPA projects as well as assisted in Appraisal Services on Multiple Projects and Parcels
- Delegation of Work to Provide a Smooth and Efficient Workflow

Business Manager

- Responsible for all Aspects of Accounting, Payroll, and Bookkeeping within the Business

Medical College of Wisconsin **Milwaukee, WI**
January 1989 – April 1990

Research Assistant – Department of Dermatology

- Responsible for Overseeing a Clinical Dermatology Laboratory
- Organization of Clinical Process

Sinai Samaritan Medical Center **Milwaukee, WI**
April 1990 – January 1992

Research Associate – Department of Pathology

- Participated in Research Projects Pertaining to the Vascular Growth of Cancerous Tumors

VOLUNTEER ACTIVITIES

- Participation and Leadership for School Charity Events
- Organization and Event Planning

QUALIFICATIONS OF

Sharon Krewson

5103 24th Place, Kenosha, Wisconsin 53144
262-656-7005 (Home) ♦ 262-496-7427 (Cell)

JOB HISTORY

- 1976 - 1984** J. E. Shaffron & Associates and Shaffron Realtors, Ltd. Secretary, Office Manager, Accounts Payable and Receivable. Obtained real estate license in 1982. In addition to the above duties, managed multi-family residential properties and listed and sold real estate.
- 1984 - 1987** Century 21 Baltes-Selsberg, Inc. Office Manager, managed multi-family residential properties, and listed and sold real estate. Coordinate closing of transactions, document preparation, accounting, financial statement, payroll, and taxes.
- 1987 - 2011** City of Kenosha. Real Estate Agent, Department of City Development. Real estate acquisition for street right of way, utilities, parks, airport, Redevelopment Authority, Housing Authority, and all City entities. Condemnation under Chapter 32 Eminent Domain, property management, disposition of real estate, demolition, and new construction housing program.
- 2011 - Present** Southern Wisconsin Appraisal. Real Estate Agent and Negotiator acquiring real estate for municipal improvement projects in various counties in southeastern Wisconsin. Most projects are local public agency projects utilizing local and/or State funds.

EDUCATION AND TRAINING

- ♦ Graduated High School 1966, Eau Claire, Wisconsin
- ♦ Century 21 Real Estate Training Program 1984
- ♦ Gateway Technical College real estate courses
- ♦ Since 1987 have taken numerous seminars on real estate, easements, right of way acquisition, financing, appraisal, environmental site assessment, and brownfields.

COMMUNITY AND PROFESSIONAL INVOLVEMENT

- ♦ Past President Ladies Auxiliary of the Kenosha Yacht Club
- ♦ Past member of the Kenosha Board of Realtors
- ♦ Past Chair and current member of the Kenosha/Racine March of Dimes Committee
- ♦ Member of Kiwanis Club of Kenosha, Kiwanian of the Year Award
- ♦ Member of the International Right Of Way Association
- ♦ Member of Kenosha's Sister City Association
- ♦ Member of the Kenosha County Historical Society
- ♦ Member of the Friends of the Kenosha Public Museum

MEMORANDUM TO THE CITY OF LAKE GENEVA

To: Neil Waswo, Tom Earle
From: Bridget Barry, PE
CC: Naomi Rauch, PE
Date: June 18, 2025
Re: Change Order #1 for 2025 Lake Geneva Street Program

Attached to this memo is a change order for the inclusion of additional curb and LED, solar powered, stop signs.

Item No.	Item Description	Unit	Bid Qty.	Bid Unit Price	Bid Total Price
CCO1.1	Concrete Curb & Gutter 18-Inch	LF	85	\$ 58.00	\$ 4,930.00
CCO1.2	R1-1 Stop Sign Traffic Flashing Beacon System, Solar	EA	4	\$ 4,300.00	\$ 17,200.00
SUBTOTAL				\$	22,130.00

The contract price increase is as follows:

Initial Contract Price	\$846,152.20
Change Order	\$22,130.00
Updated Contract Price	\$868,282.20

Please feel free to contact me if you have any questions.

Change Order No. 1

Date of Issuance:		Effective Date:	
Owner:	City of Lake Geneva	Owner's Contract No.:	
Contractor:	Wolf Paving, Inc.	Contractor's Project No.:	
Engineer:	Kapur and Associates Inc	Engineer's Project No.:	25.0249
Project:	2025 Lake Geneva Street Program	Contract Name:	2025 Lake Geneva Street Program

The Contract is modified as follows upon execution of this Change Order:

Description: This change order extends the curb line around the SE corner of the intersection of Wells and South Street. It also adds the installation of LED lit stop signs with corresponding solar panels.

Attachments: CCO1 Kapur Memo, Sheet 8.4, Wolf Paving Inc Cost Estimate

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES [note changes in Milestones if applicable]
Original Contract Price: \$ <u>846,152.20</u>	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] from previously approved Change Orders No. ____ to No. ____: \$ <u>-</u>	[Increase] [Decrease] from previously approved Change Orders No. ____ to No. ____: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ <u>-</u>	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] of this Change Order: \$ <u>22,130.00</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ <u>868,282.20</u>	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ days or dates

RECOMMENDED:		ACCEPTED:		ACCEPTED:	
By: _____	By: _____	By: _____	By: _____	By: _____	By: _____
Engineer (if required)	Owner (Authorized Signature)		Contractor (Authorized Signature)		
Title: _____	Title: _____		Title: _____		
Date: _____	Date: _____		Date: _____		

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____



WOLF PAVING CO., INC
1320 Walnut Ridge Drive, Suite 100
Hartland, WI 53029

WWW.WOLFPAVING.COM

To:	Kapur & Associates, Inc	Contact:	Bridget Barry
Address:	7711 N. Port Washington Rd Milwaukee, WI 53217	Phone:	(262) 758-6008
CO Name:	18" Curb & Stop Signs	Fax:	
Project Location:	Various Locations, Lake Geneva, WI	CO ID:	CO 1.0
Attachments:	LED Solar Stop Sign.png	CO Date:	4/10/2025

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
CO 1.1	Concrete Curb & Gutter 18-Inch	85.00	LF	\$58.00	\$4,930.00
CO 1.2	R1-1 Stop Sign Traffic Flashing Beacon System, Solar	4.00	EACH	\$4,300.00	\$17,200.00

Total Bid Price: \$22,130.00

Notes:

- **Estimator Notes:** *Existing stop sign post to remain in place for new stop sign installation
*Concrete curb includes prep and base under new 18" curb & gutter
- **Parties:** Wolf Paving Co., Inc./Wolf Paving & Excavating of Madison, Inc. ("Wolf" or "Wolf Paving") and the Customer (identified below) hereby mutually agree to be bound by these General Terms and Conditions ("Terms"), which are made part of and incorporated into the foregoing Proposal. These Terms and the Proposal are collectively referenced below as "the "Agreement" or "this Agreement".
- **Customer Obligations:** Customer shall be solely responsible for the following:
 - Providing Wolf with specifications and plans for the work to be performed by Wolf under this Agreement (the "Specifications"), and said Specifications shall be subject to Wolf's approval;
 - Back filling all edges of paved areas;
 - Notifying Wolf of the presence of any underground utilities or other concealed conditions that would not be identified by a Digger's Hotline search and identification and/or unusual conditions or restrictions during excavation;
 - Furnishing Wolf with a suitable subgrade/aggregate base having the ability to support the maximum axle loads transmitted from the heaviest construction and/or vehicle traffic anticipated as to not to cause any deformation to the subgrade/aggregate base;
 - Rough grading the subgrade within +/- 0.1' of the proposed plan subgrade elevations;
 - If the Proposal provides for completion of fine grading by Wolf, furnishing a subgrade to within +/- 0.1' of the proposed plan aggregate base course elevations;
 - Arranging for any changes in landscaping needed to insure proper drainage flow from the project site;
 - Securing all necessary permits and approvals required by any regulatory agencies to perform Wolf's work (collectively the "Permits"); and
 - All requirements imposed by any regulatory agency and/or pertaining to compliance with any such Permits.
- **Work of Others:** Prior to Wolf commencing its work, the work of all others shall be completed to an extent that it will not in any way conflict or interfere with Wolf's operations or timely completion of Wolf's work. In the event Wolf is directed to begin operations prior to completion of any other contractor's work, Customer shall pay Wolf's costs related to any additional mobilizations or reduced productivity attributable to obstructions or delays caused by the failure to complete the work of others prior to commencement of Wolf's work.
- **Site Drainage:** Wolf reserves the right to refuse to perform the paving work unless minimum grades of 2.0% are attainable for surface drainage. If Customer directs construction with less than a minimum of grade of 2.0% or if the Specifications do not provide for 2.0% drainage in all directions, it is understood and agreed that water ponding may occur and that no warranty will attach to the paving work.
- **Fine Grading of Aggregate/Unforeseen Conditions:** If the surface to be paved is to be fine graded by Customer or others, Wolf may require additional work to said surface, at Customer's sole cost, to correct deficiencies in the surface for stability, surface drainage, slope, elevation and other matters. In addition, in the event that a proof roll conducted by Wolf identifies "soft spots" in the aggregate base of the project site, such aggregate base will need to be stabilized at the sole cost of Customer; provided, however, any additional work to provide aggregate base stabilization will not be performed without the Customer's written consent.

- **Limitations of Scope of Work:** Notwithstanding any other provision of the Agreement to the contrary, Wolf shall not be responsible for the following:
 - Damage, restoration and/or changes to landscaping as a result of project preparation, execution or completion or base course repairs of landscaping restoration;
 - Insuring the proper continuation of drainage flow from the project site;
 - Movement or damage to any concrete, retaining walls, pavers or other structures during excavation or compaction on or near the project site;
 - Pavement damage due to normal construction equipment traffic;
 - Damage to any unmarked underground utilities;
 - Redesigning of plan grades in order to establish a minimum grade of 2.0% for surface drainage.
- **Change Orders/Changed Conditions:** Any changes to the scope of Wolf's work or any changes to the project conditions which require adjustment in the price of Wolf's work under this Agreement must be documented in written change order signed by Customer and Wolf prior to commencement of any extra work by Wolf.
- **Acceptance of Materials:** All labor and materials are conclusively accepted as satisfactory unless written objection is submitted to Wolf within seven (7) days of performance.
- **Termination/Cancellation:** Customer has the right to unilaterally cancel performance of this Agreement by notifying Wolf within three (3) business days after executing this Agreement. If Customer terminates this Agreement at any time after said three (3) day period, Wolf shall be entitled to retain all payments made before the date written notice of termination is received by Wolf and to be paid all sums owed for all other portions of Wolf's work that has been performed but not yet paid for or invoiced, along with an administrative fee in the amount of 10% of the total price for Wolf's work.
- **No Liquidated Damages:** Wolf shall not be liable under any circumstances for actual, special, consequential and/or incidental damages of any kind should Wolf's progress be substantially delayed by unanticipated changes, omissions or additions, by fire or other unavoidable casualty, by unusually severe weather conditions, or by strikes, labor trouble or lockouts not caused by the acts of Wolf or any supplier of Wolf, by reason of acts, omissions, neglect or default of Customer, other subcontractors or any other third party, by any cataclysmic event or act of God, or by reason of any other events or caused beyond the direct control of Wolf or any supplier of Wolf. In such event or circumstance, Wolf shall have the right to extend the time to complete the work by the amount of any such delay caused by such events or circumstances.
- **Insurance:** Customer shall maintain any necessary property insurance coverage on the work. Wolf shall maintain Worker's Compensation insurance to the extent required by law. Wolf will meet the required insurance limits of liability by using a combination of primary insurance policies and umbrella/excess policies.
- **Indemnification:** To the fullest extent permitted by law, Customer shall indemnify, defend and hold Wolf and its shareholders, officers, employees, agents, subcontractors, and material suppliers harmless of, from and against any and all actions, causes of action, claims, demands, damages, injuries, losses, liabilities, loss of services, penalties, assessments, attorneys' fees, other professional fees, expenses and other costs and charges of every kind and nature (collectively, "Claims") resulting from or in any way relating to the negligence, misconduct, or violation of law by Customer in the performance of, or its failure to perform, any of Customer's obligations under the Agreement including, but not limited to, Claims attributable to (a) bodily injury, sickness, diseases or death; and/or (b) damage injury to or destruction of property (including, but not limited to, the loss of use of such property resulting therefrom).
- **Limited Warranty:** Wolf warrants to Customer that Wolf's work shall be in conformity with the Specifications and free from defects in workmanship and material for a period of one (1) year from the date of substantial completion of Wolf's work. Wolf shall not be liable for any breach of warranty unless Customer gives written notice to Wolf within fourteen (14) days of discovery of a claimed defect and said written notice is received by Wolf within one (1) year after substantial completion of the work. Customer shall permit Wolf the opportunity to examine or test the alleged defect as reasonably requested by Wolf. If Wolf in its reasonable discretion determines that the alleged defect was due to faulty workmanship or defective material and not due to other causes, Wolf in its sole discretion will repair or replace said defects at no cost to Customer. This Limited Warranty does not include or extend to: (a) remedies for defects or damages caused by work of Customer, other contractors or third parties; (b) errors or inaccuracies in the Specifications or defects in the design or engineering of Wolf's work; (c) normal wear and tear, including, without limitation, defects or damages caused by the natural expansion or contraction of the construction materials; (d) use for a purpose for which the work was not intended; (e) improper or insufficient maintenance; (f) modifications performed by Customer, other contractors or any other third party; (g) sealcoat damage from snow plows; (h) drainage problems on the project site including, but not limited, to standing water; (i) construction traffic; (j) pavement overlays due to the potential of reflective cracking or expansion joints; (k) abuse; or (l) acts of God, casualty, catastrophe or other force majeure. This Limited Warranty shall be in effect only if Wolf receives final payment in full of the total invoiced amount to Customer upon completion of Wolf's work. This Limited Warranty shall extend solely to Customer.
THE EXPRESS WARRANTIES CONTAINED HEREIN ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY, HABITABILITY, OR FITNESS FOR A PARTICULAR USE OR PURPOSE., ALL OF WHICH ARE HEREBY DISCLAIMED BY WOLF. THIS LIMITED WARRANTY ALSO EXCLUDES CONSEQUENTIAL AND INCIDENTAL DAMAGES.
- **Notice of Lien Rights:** AS REQUIRED BY WISCONSIN CONSTRUCTION LIEN LAW, WOLF HEREBY NOTIFIES OWNER (IF CUSTOMER IS OWNER OF THE PROPERTY ON WHICH WOLF'S WORK IS PERFORMED) THAT PERSONS OR COMPANIES PERFORMING, FURNISHING, OR PROCURING LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO WOLF, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. WOLF AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.
- **Severability/Governing Law:** If any provision of this Agreement is determined to be invalid or unenforceable for any reason, such determination shall not affect the validity or enforceability of the remaining provisions of this Agreement. The validity, interpretation and performance of the parties hereunder shall be governed by the laws of the State of Wisconsin, without regard to the conflict of laws principles thereof.
- **Incorporation:** In the event any other agreement is entered into between the parties, these Terms shall be incorporated into any such agreement and shall supersede any conflicting terms contained therein unless otherwise expressly agreed in writing by Wolf and Customer. In the event of a conflict between the Proposal and these Terms, these Terms shall govern unless otherwise expressly agreed in writing by Wolf and Customer.

- **Acceptance:** Customer acknowledges and agrees that the prices and specifications set forth in the Proposal and these Terms are satisfactory and are hereby accepted. Customer authorizes Wolf to do the work as specified in the Proposal, subject to and in compliance with the Terms set forth above. The conditions of this proposal will be honored for **15 days**, after that time Wolf Paving Co., Inc. reserves the right to adjust the terms of this proposal. All agreements entered through this proposal/contract contingent upon strikes, accidents or delays beyond our control – Wolf Paving Co., Inc. reserves the right to adjust the terms of this contract if work is not completed within 14 days of authorization date or if the contract items are not completed within the stated time frame. Also, within the duration of the contract, Wolf Paving Co., Inc. reserves the right to pass along AC oil and other operation costs increases that occur prior to construction phase operations.
- **Pricing:** Prices are only good for work completed during the 2025 Construction Season. Work that is carried over to the 2026 season is subject to change based on oil prices.
- **Cold Weather Additives:** The addition of cold weather additives to the asphalt mix will be extra if required.
- **Mobilizations:** All work to be completed in one mobilization, unless otherwise noted. Additional mobilizations will \$2500.00 each.

Payment Terms:

Payment: Payment is due to Wolf upon substantial completion of the work, unless otherwise specified by the parties in writing. If performance of Wolf's work will extend beyond thirty (30) days, Wolf may issue progress billings on the project and each progress billing will be due and payable upon receipt of the progress billing. Any amounts remaining unpaid when due may be subject to late charges of 1.5% per month, 18% annually or the maximum interest rate permitted by law, whichever is less. Any credit card payments are subject to a 3% surcharge.

ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: Wolf Paving Co., Inc. Authorized Signature: _____ Estimator: Brian Gallick (608) 209-3484 Brian.Gallick@wolfpaving.com
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2025 Lake Geneva Street Program

Justification of Price for Contract Change Order #1

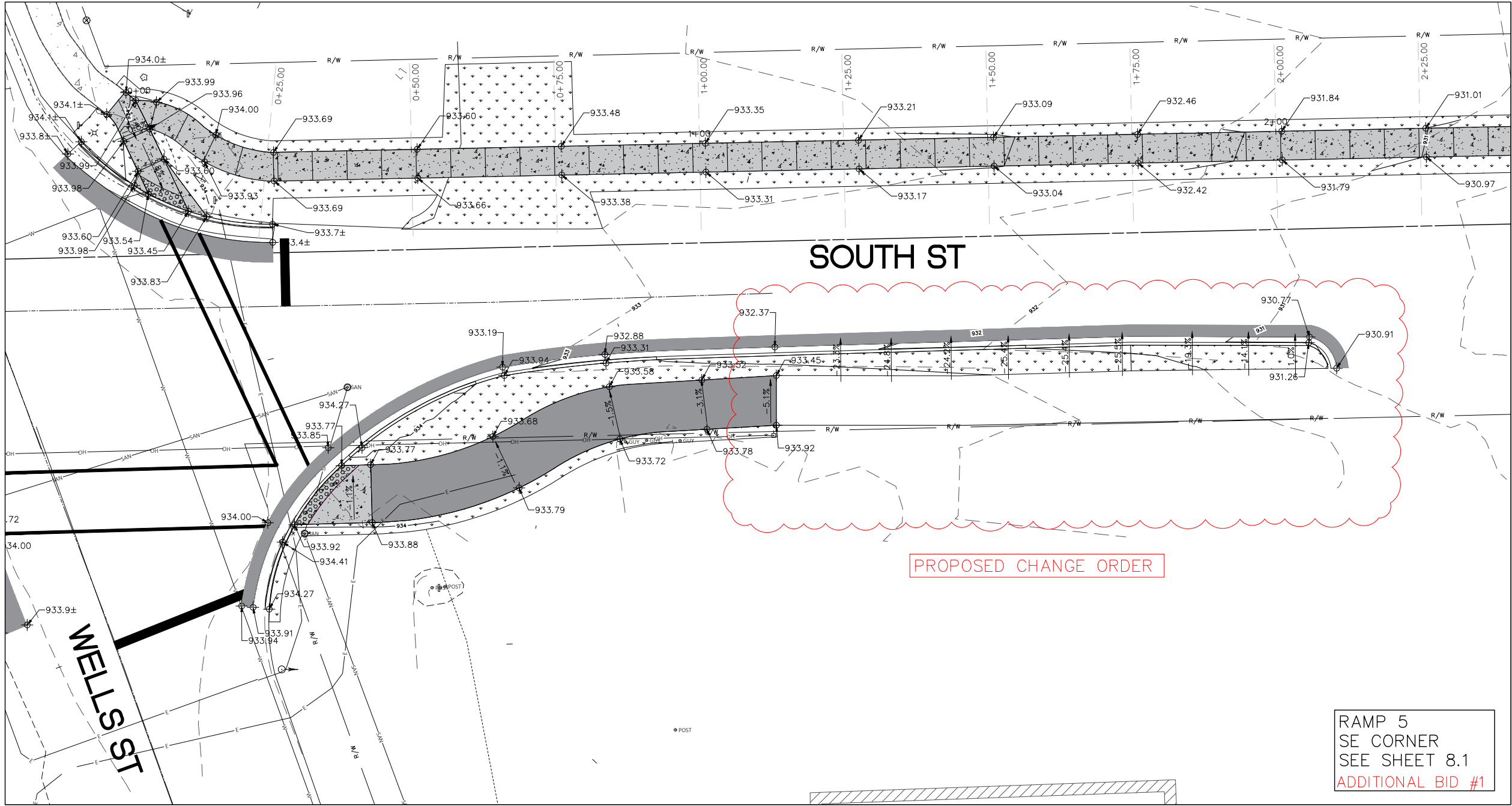
Item CO 1.1

- A. Description: This work shall consist of all labor, equipment, and materials related to 85 LF of Concrete Curb & Gutter 18-Inch with increase curb head.
- B. Measurement: The work shall be measured as LF completed and accepted in accordance with the contract.
- C. Payment: The work under this item, measured as provided above, will be paid for at the unit price \$58.00, which price shall be full compensation for all work herein specified and for all labor, materials, and equipment; and for cleanup & incidentals necessary to complete the work in accordance with the Contract and all specifications that apply.
- D. Justification: Installing curb will allow the grade between the bike bath and road to be reduced.

Item CO 1.2

- A. Description: This work shall consist of all labor, equipment, and materials related to 4 R1-1 Stop Sign Traffic Flashing Beacon System, Solar installed on the existing stop sign posts.
- B. Measurement: The work shall be measured as EA completed and accepted in accordance with the contract.
- C. Payment: The work under this item, measured as provided above, will be paid for at the unit price \$4,300.00, which price shall be full compensation for all work herein specified and for all labor, materials, and equipment; and for cleanup & incidentals necessary to complete the work in accordance with the Contract and all specifications that apply.
- D. Justification: Replacing stop signs with LED signs per recommendation by DPW street superintendent.

FILENAME: D:\Waltham_Co\Lake_Geneva_City\Gov\240166 2024 Lake Geneva General Engineering\PHSE 04 South Street Crosswalks\Design\24.0166.04_DESIGN.dwg



RAMP 5
SE CORNER
SEE SHEET 8.1
ADDITIONAL BID #1

LEGEND

	EXISTING ASPHALT		SEEDING AND RESTORATION
	REPLACE ASPHALT		WHITE PAVEMENT MARKING 24" CROSS WALK LADDER, 18" STOP BAR, 6" CROSS WALK OR LANE DIVIDERS
	ADA DETECTABLE WARNING		PROPOSED FINISH ELEVATIONS
	CONCRETE CURB AND GUTTER		MATCH EXISTING ELEVATIONS
	EXISTING CONCRETE		PROPOSED CONTOUR ELEVATIONS
	REPLACE CONCRETE		EXISTING CONTOUR ELEVATIONS

NOTES:

1. LOCATION AND ACCURACY OF EXISTING UTILITY INFORMATION IS APPROXIMATE. CONTRACTOR SHALL FIELD VERIFY LOCATIONS OF UTILITIES PRIOR TO CONSTRUCTION.
2. MATCH EXISTING PAVEMENT ELEVATION AT ALL SAWCUT & PAVING LIMIT LOCATIONS UNLESS OTHERWISE NOTED.
3. ALL CURB & GUTTER, SIDEWALK, AND DRIVE APPROACH REPLACEMENTS ARE APPROXIMATE (TO BE FIELD DETERMINED). REMOVE TO NEAREST JOINT
4. EXISTING WATER VALVE BOXES TO BE ADJUSTED. INCIDENTAL TO ASPHALT PAVING.
5. TRAFFIC CONTROL TO BE MAINTAINED AT ALL TIMES. MAINTAIN ACCESS FOR LOCAL TRAFFIC AT ALL TIMES. ACCESS TO SOME SIDE ROADS MAY BE TEMPORARILY CLOSED AS APPROVED BY ENGINEER. EMERGENCY ACCESS AVAILABLE AT ALL TIMES.
6. INSTALL INLET PROTECTION WITHIN REASONABLE PROXIMITY TO PAVING LIMITS.



1224 S. Pine Street
Burlington, Wisconsin
53105

kapurinc.com

PROJECT:

2025 LAKE GENEVA
STREET PROJECT

LOCATION:

CITY OF LAKE
GENEVA,
WALWORTH
COUNTY

CLIENT:



RELEASE:

CONSTRUCTION
PLANS

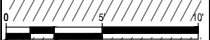
REVISIONS:

#	DATE	DESCRIPTION

NORTH ARROW:



SCALE:



IF NOT ONE INCH ADJUST SCALE ACCORDINGLY

SEAL:



all in 5-16-25

SHEET:

SOUTH & WELLS
CROSSWALK
DETAILS

PROJECT MANAGER: NR
PROJECT NUMBER: 25.0249
DATE: 09/16/2025

SHEET NUMBER:

8.4

TASK ORDER NUMBER #40

CIVIL ENGINEERING SERVICES

This task order is made as of January 22, 2025, 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, specification preparation, bidding, and construction management for the Cemetery Paving Program, Phase 1. The City is proposing 2,150 LF of pulverizing and 550 LF of overlaying roads withing Oak Hill Cemetery. This task order also includes an evaluation of existing drainage concerns, stormwater runoff calculations, and sizing of drainage improvements. An additional task order will be required for additional phases or linear footage of improvements.

Phase I will begin in the Northeast quadrant of the Cemetery. Please see the attached Exhibit for exact locations.

Section A. – Scope of Services

Engineer shall perform the following Services:

Drainage Evaluation/Calculations

1. Review existing drainage concerns within Phase 1 construction limits. Propose drainage improvements to reduce or eliminate erosion of drainage ditches and pavement areas while reducing ponding.
2. Size drainage structures as applicable to meet project goals. Structures will be sized for the 10-year runoff peak flow rate where possible.
3. Provide construction details for installation of proposed drainage improvements.

Construction Plans

4. Provide topographic survey and mapping, field reviews and plan preparation for the pulverize/relay and overlay of the selected roads.
5. Plans will include location and detail of pavement and asphalt removals, new asphaltic paving, and stormwater drainage improvements.
6. Provide construction plans to present the roads to be improved, limits of the resurfacing and type of resurfacing to be completed.
7. Provide utility coordination of all private utilities for all streets including utility location for survey of street improvements requiring grading or utility improvements/repairs.



8. Provide a summary table to present a breakdown of quantities 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).
9. Provide construction cost estimates for all road and storm improvements.
10. Provide utility coordination of all private utilities for all streets including utility location for survey of street improvements requiring grading or utility improvements/repairs.
11. Provide details as needed to complete work.
12. 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.
13. Prepare for and attend the bid opening.
14. Review project bids make recommendation for award, and coordinate notice of award, agreement, and notice to proceed documentation.
15. Attend meetings as required and provide update memos to the Department of Public Works.

Construction Management Activities

16. 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.
17. 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.
18. Process payment requests from the contractor for their work and prepare recommendation for payment for City approval. **(This task is completed monthly and is completed for all work approved for the prior month.)** Complete final close out documentation and acceptance of improvements memorandum.
19. The Engineer will be responsible for notifying, scheduling, conducting, documenting, and distributing minutes of the preconstruction conference.
20. Prepare and provide project update memorandum and provide copies of the daily journal entries to City staff upon request.
21. Attend meetings and coordinate with adjacent property owners and business as needed.
22. Upon project completion, all utility data and as-built information will be transferred to the City GIS system for permanent records. In addition, as-builts, and AutoCAD information will be provided for City record.
23. It is anticipated the construction work under the Cemetery Phasing Program will begin in Summer 2025 and be completed Fall 2025. This schedule has been provided



for estimating purposes only. Engineer and construction services are estimated on the engineering and survey staff being on site as needed and completing project paperwork for a construction period of up to 3 weeks. Any additional time restrictions to the contractor (such as work restricted to before memorial day or after labor day) will result in extended construction period.

Section B. – Compensation

In return for the performance of the foregoing obligations, Owner shall pay to Engineer an amount not-to-exceed fifty-one thousand eight-hundred fifty-two dollars (\$51,852.00) 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.

For: City of Lake Geneva

Engineer: Kapur & Associates, Inc.

By: _____

By: Naomi Rauch

Signature: _____

Signature: 

Title: _____

Title: Project Engineer/Associate

Date: _____

Date: 01-22-2025

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



Task Order #40 Cemetery Roads/Drainage Phase 1														
Classification	Project Engineer II		Staff Engineer II		Staff Engineer I		Project Surveyor		Survey Crew		Administrative Assistant		Total Labor	
Average Hourly Wage (2025)	\$135.00		\$119.00		\$111.00		\$136.00		\$124.00		\$77.00			
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Task Description														
Survey														
Topographic Survey							4	\$544.00	24	\$2,976.00			28	\$3,520.00
Mapping							8	\$1,088.00					8	\$1,088.00
Design/Plan Preparation														
Pavement	4	\$540.00	32	\$3,808.00									36	\$4,348.00
Drainage	16	\$2,160.00	24	\$2,856.00									40	\$5,016.00
Title/Details	2	\$270.00	8	\$952.00									10	\$1,222.00
Traffic Control	2	\$270.00	8	\$952.00									10	\$1,222.00
Restoration	2	\$270.00	24	\$2,856.00									26	\$3,126.00
Permitting														
NOI	2	\$270.00	8	\$952.00									10	\$1,222.00
Historic Society	8	\$1,080.00	24	\$2,856.00									32	\$3,936.00
Bidding														
Bid Documentation Preperation			16	\$1,904.00									16	\$1,904.00
Bid Opening and Review			4	\$476.00									4	\$476.00
Meetings	4	\$540.00	8	\$952.00									12	\$1,492.00
Construction Inspection														
Pre Construction Meeting	2	\$270.00	4	\$476.00	2	\$222.00					4	\$308.00	12	\$1,276.00
Inspection					160	\$17,760.00							160	\$17,760.00
Punch List and Restoration Inspection	4	\$540.00	4	\$476.00	8	\$888.00							16	\$1,904.00
Construction Administration														
Pay Applications			8	\$952.00	8	\$888.00							16	\$1,840.00
TOTALS	46	\$6,210.00	172	\$20,468.00	178	\$19,758.00	12	\$1,632.00	24	\$2,976.00	4	\$308.00	436	\$51,352.00

Summary of Expenses
Estimated Expenses / Mileage (LS)
Totals

Units	Cost	Total
1	\$500.00	\$500.00
		\$500.00

Expenses:	\$500
Project Total:	\$51,852

Oak Hill Cemetery: Engineer's Estimate

City of Lake Geneva, Walworth County, Wisconsin

Date: January 21, 2025

OAK HILL CEMETERY PAVING - ESTIMATE		Engineer's Estimate
Project Phase		Estimated Price
Oak Hill Cemetery Paving - Phase 1		\$ 313,800.60
Oak Hill Cemetery Paving - Phase 2		\$ 262,530.00
Oak Hill Cemetery Paving - Phase 3		\$ 424,023.60
Oak Hill Cemetery Paving - Phase 4		\$ 235,710.71
Oak Hill Cemetery Paving - Phase 5		\$ 221,163.89
OAK HILL CEMETERY PAVING - ESTIMATE		\$ 1,457,228.80
CONSTRUCTION INSPECTION & ENGINEERING (15%)		\$ 218,584.32
OAK HILL CEMETERY PAVING TOTAL		\$ 1,675,813.12

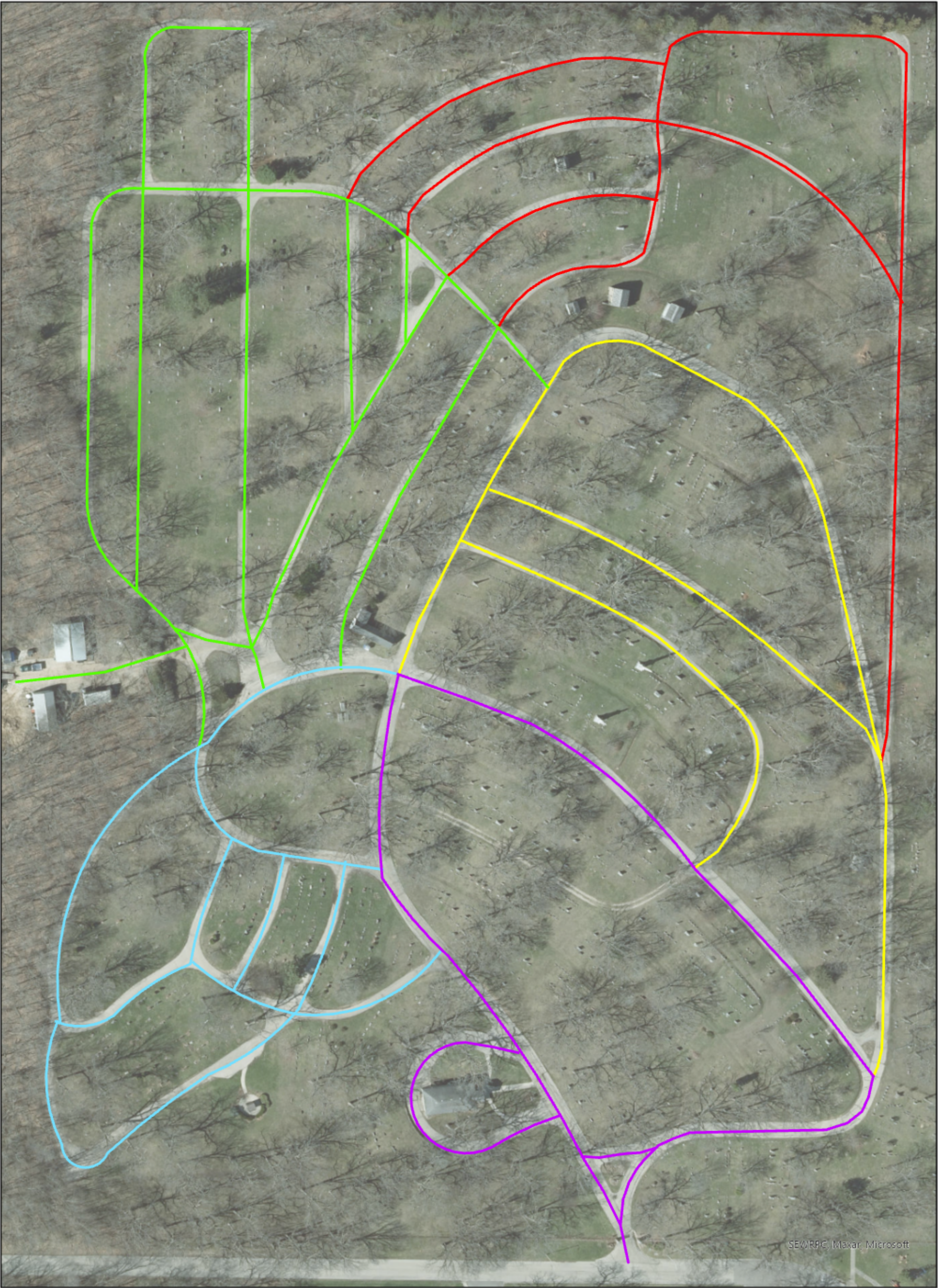
OAK HILL CEMETERY PAVING - PHASE 1				Engineer's Estimate	
Item No.	Item Description	Unit	Estimated Qty.	Bid Unit Price	Price
205.0100	Excavation Common - EBS (Undistributed)	CY	706	\$ 15.00	\$ 10,590.00
305.0120	Base Aggregate Dense 1 1/4-Inch - EBS (Undistributed)	TON	1412	\$ 30.00	\$ 42,360.00
325.0100	Pulverize and Relay (4" Pulverize)	SY	2545	\$ 5.00	\$ 12,725.00
460.5223	HMA Pavement Type 3LT 58-28 S (LIGHT LOAD - 12 TON MAX. PER TRUCK)	TON	346	\$ 120.00	\$ 41,520.00
460.5224	HMA Pavement Type 4LT 58-28 S (LIGHT LOAD - 12 TON MAX. PER TRUCK)	TON	360	\$ 150.00	\$ 54,000.00
628.1504	Silt Sock	LF	2600	\$ 2.00	\$ 5,200.00
690.0150	Sawing Asphalt	LF	206	\$ 3.00	\$ 618.00
SPV.0180.0	Geogrid Type NX750 - EBS	SY	3390	\$ 10.00	\$ 33,900.00
SPV.0180.0	Restoration of Disturbed Areas	SY	1210	\$ 8.75	\$ 10,587.50
	Drainage (Ditches, structures, etc)	LS	1	\$ 50,000.00	\$ 50,000.00
SUBTOTAL				\$ 261,500.50	
CONSTRUCTION CONTINGENCY (20%)				\$ 52,300.10	
OAK HILL CEMETERY PAVING - PHASE 1 TOTAL				\$ 313,800.60	

OAK HILL CEMETERY PAVING - PHASE 2				Engineer's Estimate	
Item No.	Item Description	Unit	Estimated Qty.	Bid Unit Price	Price
205.0100	Excavation Common - EBS (Undistributed)	CY	712	\$ 15.00	\$ 10,680.00
305.0120	Base Aggregate Dense 1 1/4-Inch	TON	1424	\$ 30.00	\$ 42,720.00
325.0100	Pulverize and Relay (4" Pulverize)	SY	1515	\$ 7.00	\$ 10,605.00
460.5223	HMA Pavement Type 3LT 58-28 S (LIGHT LOAD - 12 TON MAX. PER TRUCK)	TON	206	\$ 120.00	\$ 24,720.00
460.5224	HMA Pavement Type 4LT 58-28 S (LIGHT LOAD - 12 TON MAX. PER TRUCK)	TON	362	\$ 150.00	\$ 54,300.00
628.1504	Silt Sock	LF	2715	\$ 2.00	\$ 5,430.00
690.0150	Sawing Asphalt	LF	120	\$ 3.00	\$ 360.00
SPV.0180.0	Geogrid Type NX750	SY	3420	\$ 3.00	\$ 10,260.00
SPV.0180.0	Restoration of Disturbed Areas	SY	970	\$ 10.00	\$ 9,700.00
	Drainage (Ditches, structures, etc)	LS	1	\$ 50,000.00	\$ 50,000.00
SUBTOTAL				\$ 218,775.00	
CONSTRUCTION CONTINGENCY (20%)				\$ 43,755.00	
OAK HILL CEMETERY PAVING - PHASE 2 TOTAL				\$ 262,530.00	

OAK HILL CEMETERY PAVING - PHASE 3				Engineer's Estimate	
Item No.	Item Description	Unit	Estimated Qty.	Bid Unit Price	Price
205.0100	Excavation Common - EBS (Undistributed)	CY	1210	\$ 15.00	\$ 18,150.00
305.0120	Base Aggregate Dense 1 1/4-Inch	TON	2420	\$ 30.00	\$ 72,600.00
325.0100	Pulverize and Relay (4" Pulverize)	SY	2210	\$ 5.00	\$ 11,050.00
460.5223	HMA Pavement Type 3LT 58-28 S (LIGHT LOAD - 12 TON MAX. PER TRUCK)	TON	300	\$ 120.00	\$ 36,000.00
460.5224	HMA Pavement Type 4LT 58-28 S (LIGHT LOAD - 12 TON MAX. PER TRUCK)	TON	615	\$ 150.00	\$ 92,250.00
465.0310	Asphaltic Curb	LF	62	\$ 40.00	\$ 2,480.00
628.1504	Silt Sock	LF	4075	\$ 2.00	\$ 8,150.00
690.0150	Sawing Asphalt	LF	146	\$ 3.00	\$ 438.00
SPV.0180.0	Geogrid Type NX750	SY	5810	\$ 3.00	\$ 17,430.00
SPV.0180.0	Restoration of Disturbed Areas	SY	1530	\$ 8.50	\$ 13,005.00
	Drainage (Ditches, structures, etc)	LS	1	\$ 25,000.00	\$ 25,000.00
SUBTOTAL				\$	296,553.00
NEW ROAD OVER GRASS PATH					
205.0100	Excavation Common - EBS (Undistributed)	CY	150	\$ 15.00	\$ 2,250.00
305.0120	Base Aggregate Dense 1 1/4-Inch	TON	600	\$ 30.00	\$ 18,000.00
460.5223	HMA Pavement Type 3LT 58-28 S (LIGHT LOAD - 12 TON MAX. PER TRUCK)	TON	95	\$ 120.00	\$ 11,400.00
460.5224	HMA Pavement Type 4LT 58-28 S (LIGHT LOAD - 12 TON MAX. PER TRUCK)	TON	75	\$ 150.00	\$ 11,250.00
628.1504	Silt Sock	LF	425	\$ 2.00	\$ 850.00
SPV.0180.0	Geogrid Type NX750	SY	700	\$ 3.00	\$ 2,100.00
SPV.0180.0	Restoration of Disturbed Areas	SY	700	\$ 8.50	\$ 5,950.00
	Drainage (Ditches, structures, etc)	LS	1	\$ 5,000.00	\$ 5,000.00
SUBTOTAL				\$	56,800.00
SUBTOTALS				\$	353,353.00
CONSTRUCTION CONTINGENCY (20%)				\$	70,670.60
OAK HILL CEMETERY PAVING - PHASE 3 TOTAL				\$	424,023.60

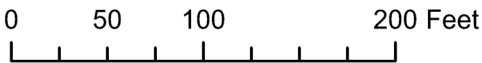
OAK HILL CEMETERY PAVING - PHASE 4				Engineer's Estimate	
Item No.	Item Description	Unit	Estimated Qty.	Bid Unit Price	Price
205.0100	Excavation Common - EBS (Undistributed)	CY	864	\$ 15.45	\$ 13,348.80
305.0120	Base Aggregate Dense 1 1/4-Inch	TON	1728	\$ 30.90	\$ 53,395.20
325.0100	Pulverize and Relay (4" Pulverize)	SY	480	\$ 5.15	\$ 2,472.00
460.5223	HMA Pavement Type 3LT 58-28 S (LIGHT LOAD - 12 TON MAX. PER TRUCK)	TON	66	\$ 123.60	\$ 8,157.60
460.5224	HMA Pavement Type 4LT 58-28 S (LIGHT LOAD - 12 TON MAX. PER TRUCK)	TON	438	\$ 154.50	\$ 67,671.00
628.1504	Silt Sock	LF	1730	\$ 2.06	\$ 3,563.80
690.0150	Sawing Asphalt	LF	146	\$ 3.09	\$ 451.14
SPV.0180.0	Geogrid Type NX750	SY	4145	\$ 3.09	\$ 12,808.05
SPV.0180.0	Restoration of Disturbed Areas	SY	1062	\$ 9.00	\$ 9,558.00
	Drainage (Ditches, structures, etc)	LS	1	\$ 25,000.00	\$ 25,000.00
SUBTOTAL				\$	196,425.59
CONSTRUCTION CONTINGENCY (20%)				\$	39,285.12
OAK HILL CEMETERY PAVING - PHASE 4 TOTAL				\$	235,710.71

OAK HILL CEMETERY PAVING - PHASE 5				Engineer's Estimate	
Item No.	Item Description	Unit	Estimated Qty.	Bid Unit Price	Price
205.0100	Excavation Common - EBS (Undistributed)	CY	853	\$ 15.45	\$ 13,178.85
305.0120	Base Aggregate Dense 1 1/4-Inch	TON	1706	\$ 30.90	\$ 52,715.40
460.5224	HMA Pavement Type 4LT 58-28 S (LIGHT LOAD - 12 TON MAX. PER TRUCK)	TON	434	\$ 154.50	\$ 67,053.00
628.1504	Silt Sock	LF	1974	\$ 2.06	\$ 4,066.44
SPV.0180.0	Geogrid Type NX750	SY	4095	\$ 3.09	\$ 12,653.55
SPV.0180.0	Restoration of Disturbed Areas	SY	876	\$ 11.00	\$ 9,636.00
	Drainage (Ditches, structures, etc)	LS	1	\$ 25,000.00	\$ 25,000.00
SUBTOTAL				\$	184,303.24
CONSTRUCTION CONTINGENCY (20%)				\$	36,860.65
OAK HILL CEMETERY PAVING - PHASE 5 TOTAL				\$	221,163.89



CEMETERY PHASING PLAN

- 1 4
- 2 5
- 3



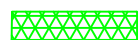
REPAIR METHODS



PULVERIZE 4"



OVERLAY



PAVE NEW

CEMETERY RD



1224 S. Pine Street
Burlington, Wisconsin
53105

kapurinc.com

PROJECT:

OAK HILL
CEMETERY

LOCATION:

LAKE GENEVA,
WALWORTH
COUNTY
WISCONSIN

CLIENT:

RELEASE:

PLANNING

REVISIONS:

[illegible]

NORTH ARROW:



SCALE: _____



IF NOT ONE INCH ADJUST SCALE
ACCORDINGLY

SEAL: _____

all in

SHEET:

TREATMENT PLAN

PROJECT MANAGER:	NKR
PROJECT NUMBER:	25.xxxx
DATE:	01/21/2025

SHEET NUMBER:

EX-1



CONCESSION AGREEMENT

Concession Agreement made on _____, 2025, between the City of Lake Geneva ("City"), and Geneva Lakes Family YMCA, Inc. ("Concessionaire"),

For valuable consideration, City grants to Concessionaire the privilege of operating a concession stand on park grounds of the City at Veteran' s Park to be located in the concession/bathroom building on the following terms and conditions:

1. Concessionaire agrees to pay the City the amount of \$2,500.00, made in one installment by June 1st
2. Concessionaire agrees to have the concession stand open during the spring and summer season (April 15th through September 15th), or later as mutually agreed upon by both parties. As a minimum, Concessionaire shall establish post and comply with weekend and/or daily hours of business during seasonal organized sports activities.
3. Concessionaire agrees to supply for sale of sufficient vendible articles of a ballpark type and sufficient quantities to satisfy demands of patrons of the park at the times when organized sport activities are conducted until closing at end of each season.
4. Concessionaire shall procure at his or her own costs and expense all necessary licenses and permits necessary for carrying out provisions of this contract.
5. Concessionaire shall provide adequate and appropriate containers which are not unsightly for the temporary storage of trash and garbage and provide, as necessary, for the regular pick up of such trash and garbage, and shall not permit any unattractive or unsanitary accumulation of trash, debris or litter on the premises hereto relevant at all times during which concessions are operated within the park. The piling of boxes, cartons, drums, can or similar items, shall not be permitted outside of designated concession areas. The City shall be responsible for removal of the normal trash and garbage.
6. All notices and orders given to concessionaire shall be sent to Geneva Lakes Family YMCA, Inc.
7. Prior to termination of this Agreement or on or before October 31st of 2026, unless approved specifically by the City, Concessionaire shall remove from the concession stand at Veteran' s Park all personal property, supplies, goods and effects. On his or her failure to do so, City, and/or its employees, officers and agents, may cause such removal to be made and the property, supplies, goods and effects shall be stored at cost and expense of Concessionaire. City may exercise lien rights thereon for cost and expense of such removal and storage.

8. No improvement shall be made to City property without the City's consent. Any permanent on- site improvements made during the course of the Agreement are to revert to the City at termination of the contract. Any City provided improvements shall be operated and properly maintained by the Concessionaire.

9. The Concessionaire shall pay all license fees and taxes that may be imposed by any City, State or Federal authorities.

10. Concessionaire will procure and maintain during the entire term of this Agreement, or any renewal or extension period thereof, a public liability insurance policy which covers liability for the indemnity set forth in paragraph 11, with the City named as an additional insured. Liability insurance shall be provided at all times in a minimum amount of One Million (\$1,000,000) Dollars single limits coverage, per person, and per occurrence, covering death, personal injury and property loss or damage.

11. The Concessionaire shall hold the City harmless from the payment of all claims or demands arising out of this Agreement. The Concessionaire shall indemnify the City from all suits or actions brought against the City or on the account of injury or damages received or sustained by any party or parties by or from the said Concessionaire, his servants or agents, in the exercise of the rights and privileges granted in this Agreement, including all attorney fees incurred by the City in defense of such claims or demands.

12. The City reserves the right to cancel or terminate this Agreement, upon ten (10) days advance written notice.

CONCESSIONAIRE

By: _____

Mike Kramp, CEO

Date: _____

CITY OF LAKE GENEVA

By: _____

Mayor Todd Krause

Date: _____

Attest:

By: _____

Date: _____