



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

**CEMETERY BOARD AGENDA
WEDNESDAY, OCTOBER 15, 2025 - 4:00 PM
LAKE GENEVA CITY HALL; CONFERENCE ROOM 2C (UPPER LEVEL)**

Members:

Aldersperson Cathy Stoodley-President, Terry Krohn- Vice President, Ruth Ann Monico-Secretary, Rick Bailey, Aldersperson Linda Frame

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 September 17, 2025
5. Review of Monthly Financial Reports
6. Review of Staff Liaison Reports
 - a. Department of Public Works
 - b. Parks
7. Discussion/Possible recommendation regarding wish list projects
 - a. Chapel Windows and Roof
 - b. Security Cameras
 - c. Sexton Cold Storage Shed
8. Discussion/Recommendation regarding the Saturday charge for interment in the columbarium
9. Discussion/Recommendation regarding changing perpetual care fees to 20% of purchase price of gravesite or niche
10. Discussion/Possible Recommendation regarding niche pricing increase
11. Discussion/Recommendation regarding Cemetery Rules and Regulations
12. Discussion/Possible Recommendation regarding the Museum Parade of Trees
13. 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 CEMETERY BOARD MINUTES
WEDNESDAY, SEPTEMBER 17, 2025 - 4:00 PM
LAKE GENEVA CITY HALL; CONFERENCE ROOM 2C (UPPER LEVEL)**

Members: Alderperson Cathy Stoodley-President, Terry Krohn- Vice President, Ruth Ann Monico-Secretary, Rick Bailey, Alderperson Linda Frame

Call to Order - The meeting was called to order at 4:01 pm.

Roll Call - Members Present: Chair Cathy Stoodley, Vice President Terry Krohn, Secretary Ruth Monico, Alderperson Linda Frame. Chris Brookes attended. Rick Bailey, absent.

Comments from the public limited to 5 minutes, limited to items on this agenda - None.

Approval of the minutes from August 20, 2025. Terry Krohn made a motion to approve, Alderperson Frame seconded. Motion passed 4-0.

Review of Monthly Financial Reports

Staff Report- Public Works Director Earle: Wisconsin Alliance of Cemeteries (WAC) Conference Update. Public Works Director Earle gave a detailed report following his attendance at The Wisconsin Alliance of Cemeteries (WAC) Conference.

Discussion/Possible recommendation regarding wish list projects

Chapel Windows and Roof - ordered and the project will be done by the end of the year. The roof is almost done.

Kubota Ruv - in the 2027 budget. Borrowing another piece of equipment for now.

Security Cameras - Tom Earle will look at alternatives to the Flok cameras.

Sexton Cold Storage Shed - A bid was rejected.

Proposed Budget Requests for Wish List Items - 1) Part time employee needed for Oak Hill Cemetery; 2) Wifi; 3) Cold Storage; 4) Cameras.

Review of Cemetery Rules and Regulations - Continued.

Discussion/Possible Recommendation regarding the Museum Parade of Trees - Discussion to be continued.

Adjournment - Motion to adjourn made by Ald Frame and seconded by Ruth Monico, Passed 4-0.

Meeting adjourned at 4:32 pm.

The next meeting will be held at 4:00 pm on October 15, 2025.

Respectfully Submitted,
Ruth Monico, Secretary

CITY OF LAKE GENEVA
BALANCE SHEET
SEPTEMBER 30, 2025

FUND 48 - CEMETERY FUND

<u>ASSETS</u>			
48-00-00-11111	FUND CASH	200,449.92	
48-00-00-12100	TAXES RECEIVABLE	168,000.00	
	TOTAL ASSETS		368,449.92
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
48-00-00-21100	ACCOUNTS PAYABLE	815.32	
48-00-00-21700	ACCRUED WAGES PAYABLE	1,051.17	
48-00-00-26100	DEFERRED TAX REVENUE	168,000.00	
	TOTAL LIABILITIES		169,866.49
<u>FUND EQUITY</u>			
48-00-00-34800	ASSIGNED FUND BALANCE	163,906.65	
	REVENUES OVER EXPENDITURES - YTD	34,676.78	
	TOTAL FUND EQUITY		198,583.43
	TOTAL LIABILITIES & EQUITY		368,449.92

Account Number	Account Title	2025-25 Period Actual	2025-25 Current year Actual	Current year Budget	Variance Current year	% of Budget
CEMETERY FUND						
CEMETERY FUND						
CEMETERY FUND						
48-00-00-41110	PROPERTY TAX LEVY	.00	168,000.00	168,000.00	.00	100.00
48-00-00-46100	MISC REVENUE	150.00	4,435.00	3,500.00	935.00-	126.71
48-00-00-46540	SALE OF GRAVES/NICHES	2,210.00	33,195.00	20,000.00	13,195.00-	165.98
48-00-00-46550	FOUNDATIONS/STAKE-OUTS	.00	900.00	700.00	200.00-	128.57
48-00-00-46560	BURIAL INTERMENTS	3,420.00	32,820.00	26,000.00	6,820.00-	126.23
48-00-00-48110	INVESTMENT INCOME	.00	6,230.89	8,500.00	2,269.11	73.30
48-00-00-49400	TRANSFER FROM PERPETUAL CARE	2,919.29	15,803.18	13,000.00	2,803.18-	121.56
Total CEMETERY FUND:		8,699.29	261,384.07	239,700.00	21,684.07-	109.05
CEMETERY FUND						
48-00-00-51200	CEM WAGES	10,393.60	98,041.14	135,437.00	37,395.86	72.39
48-00-00-51250	CEM OVERTIME	578.64	3,926.74	2,960.00	966.74-	132.66
48-00-00-51260	CEM SEASONAL LABOR	2,038.31	14,054.80	16,584.00	2,529.20	84.75
48-00-00-51270	CEM ADMIN ASSISTANT	2,289.60	21,517.60	29,462.00	7,944.40	73.04
48-00-00-51340	CEM LIFE INSURANCE EXP	44.05	407.91	674.00	266.09	60.52
48-00-00-51345	CEM HEALTH INSURANCE	3,893.87	36,746.60	59,729.00	22,982.40	61.52
48-00-00-51350	CEM DENTAL INSURANCE	229.39	2,012.88	1,950.00	62.88-	103.22
48-00-00-51355	CEM VISION INSURANCE	11.54	101.18	139.00	37.82	72.79
48-00-00-51360	CEM RETIREMENT EXPENSE	921.69	8,689.73	11,461.00	2,771.27	75.82
48-00-00-51370	CEM DISABILITY EXP	37.72	339.48	501.00	161.52	67.76
48-00-00-51380	CEM UNIFORM ALLOWANCE	.00	1,400.00	1,400.00	.00	100.00
48-00-00-51520	CEM FICA EXPENSE	1,140.02	10,368.87	13,884.00	3,515.13	74.68
48-00-00-52210	CEM TELEPHONE EXP	120.45	908.76	1,250.00	341.24	72.70
48-00-00-52220	CEM ELECTRICITY EXP	183.00	1,573.02	2,200.00	626.98	71.50
48-00-00-52240	CEM GAS HEAT EXP	17.35	2,530.40	2,400.00	130.40-	105.43
48-00-00-52260	CEM WATER/SEWER EXP	.00	1,178.55	3,500.00	2,321.45	33.67
48-00-00-52400	CEM BUILDING REPAIRS	.00	2,621.24	15,000.00	12,378.76	17.47
48-00-00-52500	CEM EQUIP MAINT/REPAIRS	.00	3,408.66	3,300.00	108.66-	103.29
48-00-00-53100	CEM OFFICE SUPPLIES	.00	.00	100.00	100.00	.00
48-00-00-53130	CEM WORKERS COMP INS	.00	.00	4,000.00	4,000.00	.00
48-00-00-53140	CEM LIABILITY/PROPERTY INS	.00	.00	2,350.00	2,350.00	.00
48-00-00-53200	CEM MEMBERSHIP DUES	.00	159.00	200.00	41.00	79.50
48-00-00-53320	CEM CONFERENCE	294.00	544.00	2,000.00	1,456.00	27.20
48-00-00-53400	CEM OPERATING SUPPLIES	234.62	2,592.83	1,900.00	692.83-	136.46
48-00-00-53410	CEM FUEL EXPENSE	.00	3,795.69	6,000.00	2,204.31	63.26
48-00-00-53500	CEM BLDG MAINT SUPPLIES	.00	.00	650.00	650.00	.00
48-00-00-53510	CEM VEHICLE MAINT/REPAIR	.00	1,002.95	3,750.00	2,747.05	26.75
48-00-00-53600	CEM MAINT SERVICE EXP	73.00	468.00	1,800.00	1,332.00	26.00
48-00-00-53620	CEM GROUNDS/LANDSCAPING	.00	.00	5,000.00	5,000.00	.00
48-00-00-53990	CEM MISC EXP	.00	.00	1,750.00	1,750.00	.00
48-00-00-54200	CEM GRAVES/FOUNDATIONS	497.50	995.00	15,000.00	14,005.00	6.63
48-00-00-54300	CEM COLUMBARIUM EXPENSES	.00	700.00	2,000.00	1,300.00	35.00
48-00-00-58100	CEM EQUIPMENT OUTLAY	.00	3,750.00	7,000.00	3,250.00	53.57
Total CEMETERY FUND:		22,998.35	223,835.03	355,331.00	131,495.97	62.99
Total CEMETERY FUND:		31,697.64	485,219.10	595,031.00	109,811.90	81.55
CEMETERY FUND Revenue Total:		8,699.29	261,384.07	239,700.00	21,684.07-	109.05
CEMETERY FUND Expenditure Total:		22,998.35	223,835.03	355,331.00	131,495.97	62.99

Account Number	Account Title	2025-25 Period Actual	2025-25 Current year Actual	Current year Budget	Variance Current year	% of Budget
	Net Total CEMETERY FUND:	14,299.06-	37,549.04	115,631.00-	153,180.04-	32.47-
	Net Grand Totals:	14,299.06-	37,549.04	115,631.00-	153,180.04-	32.47-

Account Number	Account Title	2025-25 Period Actual	2025-25 Current year Actual	Current year Budget	Variance Current year	% of Budget
CEMETERY PERPETUAL CARE						
CEMETERY PERPETUAL CARE						
CEMETERY PERPETUAL CARE						
49-00-00-46100	PERPETUAL CARE CONTRIBUTIONS	.00	18,040.00-	8,000.00-	10,040.00	225.50
49-00-00-48110	INVESTMENT INCOME	2,919.29-	14,591.46-	18,000.00-	3,408.54-	81.06
49-00-00-48140	PORTFOLIO GAINS/LOSSES	11,642.03-	80,268.58-	10,000.00-	70,268.58	802.69
Total CEMETERY PERPETUAL CARE:		14,561.32-	112,900.04-	36,000.00-	76,900.04	313.61
CEMETERY PERPETUAL CARE						
49-00-00-59400	TRANSFER TO CEMETERY FUND	2,919.29	15,803.18	13,000.00	2,803.18-	121.56
Total CEMETERY PERPETUAL CARE:		2,919.29	15,803.18	13,000.00	2,803.18-	121.56
Total CEMETERY PERPETUAL CARE:		11,642.03-	97,096.86-	23,000.00-	74,096.86	422.16
CEMETERY PERPETUAL CARE Revenue Total:		14,561.32-	112,900.04-	36,000.00-	76,900.04	313.61
CEMETERY PERPETUAL CARE Expenditure Total:		2,919.29	15,803.18	13,000.00	2,803.18-	121.56
Total CEMETERY PERPETUAL CARE:		11,642.03-	97,096.86-	23,000.00-	74,096.86	422.16
Grand Totals:		11,642.03-	97,096.86-	23,000.00-	74,096.86	422.16

CITY OF LAKE GENEVA
BALANCE SHEET
SEPTEMBER 30, 2025

FUND 49 - CEMETERY PERPETUAL CARE

<u>ASSETS</u>			
49-00-00-10600	INVESTMENTS-EDWARD JONES	917,579.98	
49-00-00-11111	FUND CASH	22,014.99	
49-00-00-12700	LAND	.26	
49-00-00-12710	PREPAID REAL ESTATE TAXES	2,012.26	
	TOTAL ASSETS		941,607.49
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
49-00-00-24200	DUE TO INVESTMENT ACCT	9,260.00	
	TOTAL LIABILITIES		9,260.00
<u>FUND EQUITY</u>			
49-00-00-34800	RESTRICTED FUND BALANCE	835,250.63	
	REVENUES OVER EXPENDITURES - YTD	97,096.86	
	TOTAL FUND EQUITY		932,347.49
	TOTAL LIABILITIES & EQUITY		941,607.49

Resolution 25-R46

The Common Council of the City of Lake Geneva does hereby establish the following revised schedule of fees, effective September 8, 2025.



SCHEDULE OF FEES
CITY OF LAKE GENEVA, WISCONSIN

The City of Lake Geneva may retain overpayments of taxes, fees, licenses, and similar charges when the overpayment is \$2 or less, unless such refund is specifically requested by the remitter.

LICENSES & PERMITS	
Temporary Retailer's	\$10.00 Each
Provisional/Temp. Operator (60 days)	\$15.00 each
Operator- 1 Year License (First Time Applicants)	\$50.00
Operator- 2 Year License (Renewal)	\$75.00
Class A Liquor	\$500.00
Class A Beer	\$100.00
Class C Wine	\$100.00
Class B Liquor (Quota License)	\$500.00
Class B Beer	\$100.00
Reserve Class B Liquor	\$10,000.00
Change of Agent	\$10.00
Publication Fee	\$25.00
Extension of Premises	\$25.00
ANNEXATION FILING FEE – DUE UPON PETITION	\$200.00
AMUSEMENTS	
Coin Operated music machine/juke box	\$20.00 per machine
ASSESSMENT REQUEST LETTER	\$35.00 each
BANNER PERMIT	\$1.00 per banner per day of display
BUSINESS LICENSE	\$25.00 Annual
Late fee after July 1	\$20.00 (in addition to license fee)
CAT LICENSE	
Not Spayed/Neutered	\$8.00 Annual
Spayed/Neutered	\$4.00 Annual
Late fee after April 1, or 30 days after adoption of new animal if adoption occurs after April 1	\$5.00 (in addition to license fee)
DOG LICENSE	
Not Spayed/Unneutered	\$30.00 Annual
Spayed/Neutered	\$15.00 Annual
Late fee after April 1, or 30 days after adoption of new animal if adoption occurs after April 1	\$5.00 (in addition to license fee)
BOWLING ALLEY	\$20.00 per lane
BILLIARDS OR POOL TABLE	\$40.00 per table
CARRIAGE COMPANY LICENSE	\$50.00 Annual
Each Additional Carriage	\$25.00
CLOSING OUT SALE	\$25.00 event
CIGARETTE /TOBACCO LICENSE * STATUTORY	\$100.00 Annual
CREAMERY PERMIT	\$50.00
DIRECT SELLERS PERMIT	\$50.00 non-refundable application fee

EVENT PERMITS & SHELTER RESERVATIONS (PER POLICY)	
PRIVATE EVENTS (Local Non-Profit Organizations: No Charges for Private Events)	
PARK USE	\$75 per day
SHELTER RESERVATIONS	
BRUNK PAVILION	\$250 per day
FLAT IRON PARK GAZEBO	\$125 per day
SEMINARY PARK SHELTER	\$75 per day
COBB PARK SHELTER	\$75 per day
STREET USE/CLOSURE	\$75 per day
PARKING RESERVATION WITH PRIVATE EVENTS	\$10 admin fee + daily rate per stall
PUBLIC EVENTS (Non-Profit Organizations: No Charge for Public Events)	
Application fee – if submitted at least 60 days prior to event	\$100
Application fee – if submitted at least 45 days but fewer than 60 days prior to event	\$300
Park/Shelter/Street Use	Cost per day as shown above in Private Events section
PARKING RESERVATION WITH PUBLIC EVENT	\$10 admin fee + daily rate per stall
MESSAGE ESTABLISHMENT	
Investigation	\$50.00 Annual
Transfer	\$50.00
MOBILE HOME PARK LICENSE	\$100.00 Annual
BASEBALL TOURNAMENT PERMIT FEE – VETERAN’S PARK	
	\$1,000 Security Deposit
Friday Rental	\$150.00
Saturday Rental	\$300.00
Sunday Rental	\$300.00
PARKING STICKERS	
Resident & Non-Resident Residence Owners – Lasts 2 years (even) – 3 hours free parking	4 free per residence Each additional \$25.00
Business Owner – 3 hours free parking	\$50.00 Lasts 2 years (even year) \$25.00 for 1 year
Walworth County Resident - 3 hours free parking	\$160.00 Lasts 2 years (even year) \$80.00 for 1 year
Walworth County Resident- Senior Citizen (65 & Older) - 3 hours free parking	\$130.00 Lasts 2 years (even year) \$65.00 for 1 year
Parking Lot Permit	\$400.00 Annual
PARKING RATES	
All Parking Stalls Rate (Monday thru Thursday)	\$2.00 per hour
All Parking Stalls Rate (Friday thru Sunday)	\$4.00 per hour
Reserved Parking Stalls/Contractor Permits	\$10.00 administrative fee Feb 1 – Nov 14: \$20.00 daily per stall Nov 15 – Jan 31: \$10.00 daily per stall
PARKING TICKETS	
Expired Stall (Over 3 hours; Over 5 hours; Over 25 min.)	\$30.00
More than 3 motorcycles	\$30.00
Improper Use or Display of Sticker	\$30.00
Backed into parking stall	\$30.00
Compact Car Only	\$30.00

No Parking Zone	\$30.00
Over the Line	\$30.00
Parking by fire hydrant	\$30.00
Handicap Zone	\$150.00
Parking with Trailer or Trailer alone in Sage Lot D	\$30.00
Parking any Vehicle without a Trailer or with an occupied Trailer in Boat Launch Parking Lot F	\$30.00
LATE FEES	
Expired Stall After 10 days	\$60.00
More than 3 motorcycles After 10 days	\$60.00
Backed into parking stall After 10 days	\$60.00
Compact Car Only After 10 days	\$60.00
No Parking Zone After 10 days	\$60.00
Parking by fire hydrant	\$80.00
Handicap Zone	\$300.00
Second Collection Letter Fee	\$6.00
Vehicle Suspension Release Fee	\$20.00
PUBLIC RECORDS REQUESTS * STATUTORY	
Photocopies (can include hourly wage for gathering data)	\$0.25 per page
Large Plan Set Printing (Larger than 11"X17")	\$1.75 per page
RADON TEST KIT	\$10.00
REISSUE CHECK FEE	\$25.00
RETURNED CHECK FEE (NSF)	\$30.00 each
ROOM TAX LICENSE	\$10.00 Annual
SHOWS, CIRCUS, CARNIVALS	
Circus	\$50.00 per day
Tent Show – Day 1	\$15.00
Tent Show – Each Additional Day	\$10.00
All Other	\$2.00 per day
SIDEWALK CAFÉ PERMIT	\$15.00 per seat Annual
STREET USE PERMIT	\$25.00 nonrefundable application fee
Up to two days	\$40.00
More than two days	\$100.00
TAX EXEMPT REPORT FILING (every other year)	\$20.00
Late Fee	\$20.00
TAXI CAB COMPANY LICENSE	\$50.00 Annual
Each Additional Car	\$25.00
TAXI CAB DRIVER LICENSE	\$25.00 Annual
THEATER LICENSE	
Up to 1,200 seats	\$200.00
Over 1,200 seats	\$275.00
TOURIST ROOMING/SHORT-TERM RENTAL LICENSE	\$683.00 Annual
TOURIS ROOMING/SHORT-TERM RENTAL LICENSE/LATE-AFTER 1/31	\$250.00
TRAPPING PERMIT	\$25.00 Annual
CITY HALL MEETING ROOM RENT	\$25 per event

LAKEFRONT		
BEACH (Open Memorial Day thru Labor Day)		
Children age 6 and under	Free	
Ages 7 and up	\$10.00 per day	
Annual Resident Beach Bracelet (Maximum 6 per Household)	\$3.00 per bracelet	
Non-Resident Student Annual Bracelet: Students of Lake Geneva Joint #1 Schools, Lake Geneva-Genoa City Union (Badger) High School, St. Francis De Sales School & First Lutheran School (Limit 1 bracelet per student)	\$25.00 per bracelet with valid student ID	
Non-Resident Annual Beach Bracelet Ages 7 and up	\$100.00 per bracelet	
Beach Bathrooms – Opening/Cleaning	Hourly Rate	
BOAT LAUNCH PERMIT		
One-Time Launch	Resident	Non-Resident
Non-Trailer Non-Motor	\$13.75	\$13.75
Less than 20 feet	\$16.25	\$16.25
20 feet to 25 feet 11 inches	\$20.50	\$30.75
26 feet and over	\$24.75	\$37.25
Season Launch Permit	Resident	Non-Resident
Non-Trailer Non-Motor	\$137.50	\$137.50
Less than 20 feet	\$162.50	\$162.50
20 feet to 25 feet 11 inches	\$205.00	\$307.50
26 feet and over	\$247.50	\$372.50
Replacement Sticker	\$5.00	\$5.00
KAYAK LAUNCH PERMIT (Library Park)		
One -Time Kayak Launch	\$10.00	
Season Launch Pass for Kayaks, Canoes and Paddleboards (non-trailer, non-motor)	Resident \$100.00	Non-Resident \$100.00
ANNUAL WEST END PIER SLIP, LAGOON SLIP, BUOY, DINGHY, KAYAK AND PADDLEBOARD RACK LEASE PERMITS	Rates below effective January 13, 2025	
WEST-END PIER 24' SLIP		
Resident	\$2,240.00	
Non- Resident Property Owner- Dwelling	\$3,521.00	
Non-Resident Property Owner- Lot or Rental	\$4,108.00	
Non-Resident	\$4,693.00	
WEST-END PIER 26' SLIP		
Resident	\$2,614.00	
Non- Resident Property Owner- Dwelling	\$3,991.00	
Non-Resident Property Owner- Lot or Rental	\$4,538.00	
Non-Resident	\$5,085.00	
BUOYS		
RESIDENT	\$966.00	
NON-RESIDENT PROPERTY OWNER-DWELLING	\$1,684.00	
NON-RESIDENT PROPERTY OWNER-LOT OR RENTAL	\$2,016.00	
NON-RESIDENT	\$2,347.00	
LAGOON SLIP		
Resident	\$920.00	
Non- Resident Property Owner- Dwelling	\$1,604.00	

Non-Resident Property Owner- Lot or Rental	\$1,920.00
Non-Resident	\$2,236.00
LAGOON PERSONAL WATERCRAFT SLIP	\$1,296.00
DINGHY RAMP	
Resident	\$166.00
Non- Resident Property Owner- Dwelling	\$253.00
Non- Resident Property Owner- Lot or Rental	\$300.00
Non-Resident	\$348.00
Replacement or Additional Sticker	\$5.00
KAYAK, & PADDLEBOARD RACKS (7 MONTH RENTAL)	
Resident	\$179.00
Non- Resident Property Owner- Dwelling	\$274.00
Non- Resident Property Owner- Lot or Rental	\$324.00
Non-Resident	\$376.00
Replacement or Additional Sticker	\$5.00
RIVIERA	
RIVIERA SLIPS	\$6,542.00
RIVIERA BUOYS	\$2,999.00
Riviera Slip Extension	\$300.00
RIVIERA LOWER LEVEL CONCOURSE LEASE RATE	\$43.50/Sq Foot
RIVIERA RENTAL RATES (Maximum attendees is 380) Peak Season: May 1- November 30 Off-Peak Season: December 1- April 30	Rates below effective January 1, 2024
PEAK SEASON RATES SOCIAL EVENTS (WEDDINGS , ANNIVERSARIES , ETC)	
Resident Friday	\$3,500.00
Resident Saturday	\$7,750.00
Resident Sunday	\$2,750.00
Resident Mon-Thurs	\$1,425.00
Non-Resident Friday	\$6,000.00
Non-Resident Saturday	\$7,750.00
Non-Resident Sunday	\$5,500.00
Non-Resident Mon-Thurs	\$2,400.00
Holiday Surcharge	\$300.00
OFF-PEAK SEASON RATES SOCIAL EVENTS (WEDDINGS , ANNIVERSARIES , ETC)	
Resident Friday	\$2,375.00
Resident Saturday	\$2,850.00
Resident Sunday	\$1,950.00
Resident Mon-Thurs	\$1,425.00
Non-Resident Friday	\$4,750.00
Non-Resident Saturday	\$5,800.00
Non-Resident Sunday	\$3,800.00
Non-Resident Mon-Thurs	\$2,100.00
Holiday Surcharge	\$300.00
PARKING LOT RESERVATION – Lot B Center Street (Only available with Riviera Ballroom Rental)	\$1,300.00/per day

BUILDING & ZONING	
Building	
Minimum permit fee for all building permits	Residential \$65.00 Commercial \$100.00
Residential Construction:	
One & Two family & attached garage (new, addition and alterations)	\$0.44 /sq. ft. New Single-Family Construction \$1,000.00 Minimum
Accessory buildings & garages	\$0.33 / sq. ft.
Decks	Less than 100 sq. ft. - \$100 \$85.00 Minimum
Roofing and Siding	\$65.00
Commercial Construction:	
Residences - Apartments, Three family & over, Row Housing, Multiple Family Dwellings, Institutional (new, addition and alterations)	\$0.46 /sq. ft. New Commercial Construction \$1,500.00 Minimum
Local Business, Office Building (new, addition or alteration)	\$0.42 / sq. ft.
Manufacturing or Industrial (new, addition or alteration)	\$0.36 / sq. ft.
Commercial, structures, alterations, residing, reroofing, repairs, where square footage cannot be calculated	\$15.00 / \$1,000.00 valuation
Plan Examination:	
One and Two Family Residence	0 to 3,000 sq. ft.- \$300.00 Over 3,000.00 sq. ft. - \$300.00 plus \$0.10/ sq. ft. for floor area greater than 3,000.00 sq. ft.
Apartments, Three Family Residence, Row Housing, Multiple family Building State Approved Plans	\$355.00 plus \$32.00/unit
Commercial, Industrial, Institutional & Additions State Approved Plans Without state approved plans	Commercial/ Industrial New - \$355.00 Commercial/ Industrial Alterations & Additions - \$355.00 Commercial/ Industrial New - \$355.00 Commercial/ Industrial Alterations & Additions - \$355.00
Heating Plans, Energy Calculations, or Lighting Plans submitted separately	\$125.00/ Plan
Additions, Alterations to 1 & 2 Family Dwellings	\$120.00
Accessory building over 240 sq. ft., and decks for 1 & 2 family dwellings	\$85.00
Wisconsin Uniform Building Permit Seal	\$55.00
Occupancy Permit (including commercial tenant change)	\$65.00/Residential \$255.00/Commercial & Industrial
Temporary (6 months or less Commercial only)	\$150.00

Permit Renewal (6-month extension or less)	\$250.00 Commercial \$85.00 Residential
Heating and Air Conditioning:	
Heating and Air Conditioning Distribution Systems	\$4.00/ 100.00 sq. ft. of conditioned area with a minimum fee of \$100.00
New Residential Heating	\$150.00 first unit \$85.00 each additional unit.
Replacement Residential Heating	\$100.00 / unit
Commercial New or Replacement Heating	\$200.00 / unit, up to and including 150,000 BTU units. Additional fee of \$25.00 / each 50,000 BTU fraction thereof up to a maximum of \$1200.00 / unit.
Residential Air Conditioning – Other than Wall Units (new or replacement)	\$100.00 / unit
Commercial Air Conditioning - Other than Wall Units (new or replacement)	\$250.00 / unit up to and including 150,000 BTU's. Additional fee of \$25.00/ each 50,000 BTU's or fraction thereof up to a maximum of \$1200.00 / unit
Permanently installed Wall unit (example – Fireplace, wall pack)	\$100.00 / unit
Commercial/Industrial Exhaust Hoods and Exhaust Systems	\$210.00 / unit
Plumbing Permit:	
Fixture Count	\$20.00 / fixture, drain or device, plus \$85.00 Base Fee
Water Main	\$2.00 / lineal foot of sewer or private water main, \$85.00 Minimum
Sanitary Sewer	\$2.00 / lineal foot of sewer or private water main, \$85.00 Minimum
Storm Sewer	\$2.00 / lineal foot of sewer or private water main / \$15.00 per manhole or basin \$85.00 Minimum
Exterior Grease Trap	\$150.00
Electrical:	
Residential Minimum	\$85.00 Minimum
New Residential Service	\$150.00 / Service First 200 Amps, \$30.00 each additional 100 Amps.
Residential Service Update	\$150.00 / Service
Residential Sub-Panel	\$85.00 / Panel
Residential Generator	\$125.00 (includes gas piping)
Temporary Electrical Service	\$150.00 up to 200 Amps. \$30.00 each additional 100 Amps.

Commercial Electrical Minimum	\$200.00 Minimum
Commercial Electrical Re-Inspections	\$200.00 / Inspection
Commercial Service (New or Update)	\$200.00 First 200 Amps, \$30.00 each additional 100 Amps.
Commercial Sub-Panel	\$75.00 First 100 Amps, \$20.00 each additional 100 Amps.
Commercial Generator	\$250.00 (including gas piping)
Commercial Low Voltage	\$1.00/ Device, \$200.00 Minimum
Commercial Exterior Light Fixture Replacement	\$250.00 per site
Residential Electrical Permit - for minor installations with fees not exceeding \$5.00, the permit fee may be waived by the inspector. Commercial Electrical Permit - for minor installations with fees not exceeding \$5.00, the permit fee may be waived by the inspector.	\$0.15 / sq. ft. of area served, \$85.00 minimum.
Erosion control fees:	
New One and Two Family Buildings	\$205.00 / lot
One and Two Family Additions and Accessory Structures	\$85.00
Multi-Family Residential, Commercial, Industrial and Institutional	\$240.00 /Building, plus \$6.50 /1,000 sq. ft. disturbed lot a area up to \$2,640.00 max.

Zoning	
Zoning Permit	\$85.00
Temporary Use (per Section 98-906)	\$85.00
Zoning Verification Letter	\$85.00
Sign Permit (per Section 98-907)	\$85.00 minimum or \$0.35/ sq ft of sign area
Early Start Permit to start construction	\$250.00 (1-2 family) \$330.00 (all others)
Fuel Tanks	\$100.00 administrative fee/ tank for installation or removal
Wrecking or Razing- Building Inspector may waive the fee if the structure is condemned	\$150.00 (One or two family residences and accessory Structure over 250 sq ft)
Commercial/ Industrial Razing	\$102.00 Minimum plus \$0.14/sq ft \$995 Maximum/ Per Building
Moving buildings over public right-of-ways	\$270.00 plus \$0.14 / sq ft
Special Inspections and Reports	\$250.00 / inspection report
Text Amendment (per Section 98-902)	\$500.00
Zoning Map Amendment (per Section 98-903)	\$500.00
Certified Survey Map (CSM)	For each new Residential Lot Created: \$450.00 For each new Commercial Lot Created: \$250.00
Extra Territorial Zoning (CSM)	\$200.00
Plat Renewal	\$200.00
Conditional Use (per Section 98-905)	\$450.00 \$150.00
Site Plan (per Section 98-908)	\$450.00
Variance (per Section 98-910)	\$450.00
Interpretation (per Section 98-911)	\$250.00

Appeal (per Section 98-912)	\$450.00
PD Zoning Map Amendment (Includes 1 PIP Review)	\$850.00
PIP Review	\$450.00
Filing or Recording fee with City Clerk, plus actual recording fee	\$25.00
Re-Inspections	\$65.00
Solar System – Residential	\$65.00
Solar System – Commercial	\$162.00
Lawn Irrigation System	\$65.00
Lot Line Adjustment	\$200.00

Triple Fees: Upon failure to obtain a permit before work on a building has been started, except in emergency cases, the total fee shall be triple the total fees charged.

NOTE: Fees shall be charged on gross square footage defined as follows:

The exterior dimensions, including attached garage and each floor level

NOTE: In determining costs, all construction shall be included with the exception of heating, air conditioning, electrical or plumbing work.

NOTE: An additional fee for plan review may be assessed at the time of application for renewal of the permit.

* Base fee may be modified by Subsection (4) of Section 98-935, Fees of the Zoning Code

CEMETERY FEES	
Interments (No Sunday Burials)	
Opening Grave – Weekdays (Full Burial)	\$810.00
Opening Grave - Saturdays (Full Burial)	\$960.00
Opening Grave – Weekdays (Cremation)	\$540.00
Opening Grave – Saturdays (Cremation)	\$630.00
Two cremations buried in same grave at one time	\$150.00
Burials after 2:30 pm	\$200.00
Opening Grave – Weekdays - Baby Under 1 Year	\$240.00
Opening Grave – Saturdays - Baby Under 1 Year	\$360.00
NOTE: Before or after a holiday, when employees are not working due to the holiday, Saturday prices will apply.	
Plots	
Grave (50% Perpetual Care)	\$780.00
Grave – Single Cremation (50% Perpetual Care)	\$480.00
Grave – Double Cremation (50% Perpetual Care)	\$600.00
Columbarium Niche (includes opening & inurnment) (\$200 Perpetual Care) (Perpetual care is \$400 and included in prices)	\$1440.00 bottom row \$1200.00
2 nd Inurnment if niche allows for two	\$180.00
Niche Door Inscriptions	Market pricing per vendor
Frost Charges (November 1 to March 15)	\$150.00
Stake Out Fee for Foundations	\$100.00
Foundation Charges	\$0.60 per square inch
Use of Cemetery for Functions	20% of Gross Receipts
Deed Transfer Fee	
Form 1 Living Transfer	\$150.00
Form 2 Deceased Transfer	\$250.00 \$150.00
NOTE: We do allow one full burial and one cremation in one full grave or two cremations in one full grave.	

POLICE DEPARTMENT FEES	
FINGERPRINTING	
City Residents	\$15.00
Individuals employed in business in city limits or working for city licensed business	\$15.00
Non-Residents	\$60.00

PUBLIC WORKS FEES	
CONSTRUCTION PERMIT FEE	
Curb Cut/Driveway Approach Fee	\$25.00
Right-of-Way Excavation Fee	\$60.00
Storm Sewer Connection Fee	\$25.00
Sanitary Sewer Connection Fee	\$25.00
Special brush, limb and refuse pick-up	\$24.00 per 15 minutes
Dumpster Delivery	\$50.00 per dumpster
Dumpster Pick-up	\$50.00 plus additional landfill fees

FIRE DEPARTMENT FEES	
Fees for Apparatus and Personnel (1 hour minimum and fractions thereafter on hourly rates unless stated otherwise)	
Chief, Deputy Chief or Assistant Chief	\$26.00/hr.
Fire and EMS Personnel	\$26.00/hr.
Engine/Squad	\$550.00/hr.
Truck (aerial apparatus)	\$875.00/hr.
Brush Truck	\$300.00/hr.
Air Boat	\$300.00/hr.
Technical Rescue and Utility	\$500.00/hr.
Chief, Deputy Chief, Assistant Chief, or Command Vehicle	\$50.00/hr.
Utility	\$50.00/hr.
Ambulance	\$270.00/hr.
Paramedic Intercept Fee (Option a OR b)	
a. Flat Rate Billed to Requesting Municipality	\$400.00
b. Shared Revenue from Requesting Municipality	50% Monies Received
EMS First Responder and Transport Fees	
Residents Fee	\$150.00 per call
Non-Resident Fee	\$200.00 per call
Ambulance Transport Fee Schedule	
Advanced Life Support Base Rate	\$1,300.00
Advanced Life Support Base Rate (ALS2)	\$1,300.00
Advanced Life Support Base Rate (Intercept)	\$1,300.00
Advanced Life Support Base Rate (Intercept ALS2)	\$1,300.00
Equal Level Staffing Mutual Aid	\$300.00

Basic Life Support Base Rate	\$1,100.00
Mileage Charge	\$20.00 per mile
Supplies used fee	
Oil Dry	\$10.00 per bag
Class A, B, or AB Firefighting Foam	\$30.00/gallon
Fees Relating To Permits Required	
Fire pit burn permit	\$15.00 each fire or \$50.00 yr
Fireworks permit	\$50.00
Burning permits	\$50.00
Key box processing fee	\$10.00
Operational Permit	\$75.00
Fees Relating To Fire Protection Systems	
Basic system Review Fee is charged for systems without hydraulic calcs	\$250
Fire Sprinkler, Fire Control and/or Fire Suppression system plan review with one set of hydraulic calculations. (Fee is charged for each separate floor and /or area of building per system and review.)	\$350.00
Verifications of Additional Hydraulic Calcs (fee is charged for each additional set of hydraulic calculations required by the AHJ)	\$200.00
Additional review of same system. (Fee applies to all re-submittals.)	\$350.00
Site inspection during installation 2 hour minimum Note: system may not be concealed prior to inspection. Inspections are required for all systems.	\$90.00/hr.
Modifications to existing systems	
Min. fee per system without hydraulic calcs	\$100.00
Fee per sprinkler up to 15 sprinklers w/o calcs	\$20.00 ea.
Fee per sprinkler up to 15 with calcs	\$200.00
Fire Pumps per review	\$350.00
Fire prevention inspection fee schedule:	
Residential Building Type:	
4 to 36 units	\$10 per unit per year
37 to 60 units	\$400 per year
61 to 99 units	\$450 per year
100 units and above	\$500 per year
Commercial:	
Under 1,000 square feet	\$50
1,000 to 4,999 square feet	\$100
5,000 to 24,999 square feet	\$150
25,000 to 99,000 square feet	\$200
100,000 to 174,999 square feet	\$400
175,000 to 249,999 square feet	\$700
Industrial:	
Under 5,000 square feet	\$100

5,000 to 24,999 square feet	\$200
25,000 to 99,000 square feet	\$300
100,000 to 174,999 square feet	\$500
175,000 to 349,999 square feet	\$800
Additional conditions: (a) The fee for hotels and motels shall be the same as for residential property, except that the fee shall be calculated on a per room basis. (b) Square footage refers to the total floor area of any building or structure. (c) Inspection fees shall be charged to the property owner. Any fees unpaid by November 1 of each year shall be entered upon the tax roll as a special charge against the property and all proceedings in relation to the collection, return, and sale of the property for delinquent real estate taxes, shall apply to the inspection fee.	
Sprinkler system underground mains	
0-200 feet	\$100.00
201-999 feet	\$150.00
1000 or more	\$300
Fire hose standpipe connections	\$25.00 each
Other fire protection systems (hood, wet & dry chem.)	\$350.00
Fire alarm systems per control panel	\$300.00
Fire Alarm system manual pull stations, initiating and annunciation devices; this includes audible and/or visual devices; smoke, heat, flame, ionization, photoelectric detectors, water flow devices and all monitoring devices per review.	\$75.00 up to 3 \$12.00 each additional
Witness of all required tests – 2 hour minimum	\$180.00/hr.
Inspection during installation	\$90.00/hr.
Fire protection Consulting on systems and or for occupancies or permits	\$90.00/hr. 1 Hour Minimum

Granted by action of the Common Council of the City of Lake Geneva this 8th day of September 2025.

Council Action: **Adopted** **Failed** **Vote** _____

Mayoral Action: **Accept** **Veto**

Todd Krause, Mayor

Date

Attest:

Lacey L. Reynolds, City Clerk

Date

ADD CEMETERY DESIGN HERE

Rules and Regulations Oak Hill Cemetery - Pioneer Cemetery Effective March 2024

Definitions:

- 1) "Cemetery lot" means a grave or two or more contiguous graves. Ownership of a cemetery lot includes the right to bury human remains in that cemetery lot as described in the rules and regulations.
- 2) "Burial" means entombment, inurnment, or interment.
- 3) "Mausoleum" means a building, structure or part of a building or structure that is used or intended to be used for the burial of human remains by placing a casket in a crypt located in the Mausoleum.
- 4) "Columbarium" means a structure of vaults lined with recesses for cremated cremains/urns.

All lot owners, grave site owners, columbarium owners, mausoleum owners, and visitors are subject to the following, as well as any City Ordinances not printed in this document.

1. All lots/graves/columbarium niches shall be sold subject to the rules and conditions provided, or which may be hereinafter passed by the Cemetery Board.
2. The purchase of cemetery lots/graves/columbarium niches shall go through the Treasurer's Office at Lake Geneva City Hall. A deed will be provided and documented with the cemetery sexton. A copy of this ordinance will be given to the deeded owner at the time of purchase.
3. Transfer of lots/grave sites/columbarium niches to another party must be reported to the office of the Sexton for recording before any party not listed on the deed shall be allowed the use of such lot and/or grave site. Transfer must come from the legal owner of the deed. No person will be recognized as a rightful owner or part owner of a lot/grave site unless his/her name appears upon the books of the Sexton. The City shall not be responsible for any mistake caused by the lack of proper paperwork and/or instructions for the particular space regarding a burial. Deeds and deed transfers are the responsibility of the owner. Deed transfers must be recorded with the Sexton office.
4. No burials of any kind except legal interment of human remains shall be permitted.
5. The speed limit in the cemetery shall not exceed 10 mph.
6. No domestic animals are allowed on cemetery grounds.
7. Leaving trash on the grounds except in a trash receptacle is forbidden.
8. The harvest of wild or planted flowers, damage to any tree or plant, defacing any structure, hunting or actions considered to be injurious to the cemetery in any way are strictly forbidden.
9. No recreational vehicles allowed. (4 wheelers, go-carts, mini-bikes, snowmobiles, etc.)
10. Children under 12 years of age are not permitted without adult supervision.
11. The city is not responsible for any damage to lots/graves/columbarium niches, or anything placed on a lot or grave including headstones/memorials, decorations, trinkets, décor of any

kind. The city is not responsible for loss or damage by vandalism or other acts beyond its reasonable control.

12. Should the City become aware of damage to any headstone, out of respect, notification to the owner/family should be attempted if possible. Sexton and/or staff shall inform the DPW Administrative Specialist that notification was attempted and was either successful or unsuccessful. The DPW Administrative Specialist shall document such notification in the Pontem "occupant notes" section
13. Any additions and/or improvements to a lot/grave must be approved by the Sexton.
14. Only cemetery employees under the direction of the Sexton shall disturb any sod or soil. No grass, tree, shrub, etc. shall be disturbed except by cemetery employees under the direction of the Sexton.
15. General maintenance of the cemetery grounds will be performed by the City. Headstones, headstone foundations, and memorial maintenance are the responsibility of the lot/grave owner.
16. No additions to include decorations, plants, etc. shall impede on a neighboring lot/grave site. Items encroaching on other grave sites shall be removed and disposed of by the city without notice.
17. Any items placed/planted on or near a grave site that appear unsightly or not maintained shall be removed at the sole discretion of the city.
18. Spring, summer, or fall decorations may be placed after 01 March and shall be removed by 01 Oct. Any items left after that date will be disposed of by the city.
19. Appropriate winter decorations may be placed on graves from 01 Nov until 01 March. Any decorations left after 01 March shall be disposed of by the city. Winter decorations shall not exceed 5' wide by 5' tall.
20. Inappropriate items that may be construed as offensive or injurious shall not be allowed and will be removed without notice at the sole discretion of the Sexton.
21. Burial options per grave site: The City shall allow one full and one cremation per grave site; two cremations per grave site; one full infant child on one full adult burial per grave site; one full infant child and one cremation per grave site; or one full infant child shall be allowed on one full burial or with one cremation dependent on available space, as sometimes vaults are only a foot or two below grade. If that is the case, a full infant will not fit with a full adult burial.
22. Notification to open a grave site must be received within two full working days prior to the need. In case of frost, four days is recommended.
23. One headstone shall be permitted per grave site. Family memorial markers shall be approved before purchase and allowed at the sole discretion of the Cemetery Board.
24. Headstones and/or memorials shall be harmonious in shape, design, and material with other headstones in the immediate area.
25. No markers, stones and or memorials of any kind shall be permitted until the grave lot/site is paid in full.
26. Traditional/full burials require a concrete vault. Any request of not using a vault is at the sole discretion of the City.



Rules and Regulations Oak Hill Cemetery - Pioneer Cemetery

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3. Transfer of lots/grave sites/columbarium niches to another party must be reported to the office of the Sexton for recording before any party not listed on the deed shall be allowed the use of such lot and/or grave site. Transfer must come from the legal owner of the deed. No person will be recognized as a rightful owner or part owner of a lot/grave site unless his/her name appears upon the books of the Sexton. The City shall not be responsible for any mistake caused by the lack of proper paperwork and/or instructions for the particular space regarding a burial. Deeds and deed transfers are the responsibility of the owner. **Deed transfers must be recorded with the Sexton office. A burial rights transfer fee is required at current rate.**
4. No burials of any kind except legal interment of human remains shall be permitted.
5. The speed limit in the cemetery shall not exceed 10mph.
6. No domestic animals are allowed on cemetery grounds.
7. Leaving trash on the grounds except in a trash receptacle is forbidden.
8. The harvest of wild or planted flowers, damage to any tree or plant, defacing any structure, hunting or actions considered to be injurious to the cemetery in any way are strictly forbidden.
9. No recreational vehicles allowed. (4 wheelers, go-carts, mini-bikes, snowmobiles, etc.)
10. Children under 12 years of age are not permitted without adult supervision.
11. As the City is the caretaker of the gravesite, it is responsible, therefore, for any negligent damage the city employees may cause to headstones/foundations in the process of caretaking and within reason, will repair any such damage. The Sexton will use its best efforts to notify the

owner/family if accessible, of any such damage, prior to repairs. Notification or attempted notification of owner/family will be documented for proof of such and to include plan for repair. The City is not responsible for loss or damage by vandalism or other acts beyond its reasonable control. The City is not responsible for anything placed on a lot or grave including decorations, trinkets, décor of any kind. Such items are the sole responsibility of the person/family that placed items on lot.

12. Any additions and/or improvements to a lot/grave must be approved by the Sexton.
13. Only cemetery employees under the direction of the Sexton shall disturb any sod or soil. No grass, tree, shrub, etc. shall be disturbed except by cemetery employees under the direction of the Sexton.
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Please see the Price List for additional rules and regulations.