



City of Lake Geneva, 626 Geneva St, Lake Geneva, WI 53147-262.248.3673-[www.cityoflakeneva.gov](http://www.cityoflakeneva.gov)

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Finance, Licensing, and Regulation Committee Agenda  
Tuesday, February 17, 2026 - 5:00 PM  
Lake Geneva City Hall; Council Chambers

Members:

Chair: Sherri Ames

JaNelle Powers, Mary Jo Fesenmaier, Linda Frame, and Brian Smith

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 February 3, 2026
5. Discussion/Recommendation regarding Licenses & Permits
  - a. Original Class "B" Beer / Above Quota "Class B" Liquor License application filed by the Geneva Area Foundation dba Horticultural Hall, 330 Broad St, Elizabeth Gallagher, Agent
  - b. Public Event Permit application filed by the Lake Geneva Jaycees for the Lake Geneva Jaycee Easter Egg Hunt on April 4, 2026, at Seminary Park
  - c. Public Event Permit with Street Closure application filed by Badger High School for the Badger High School Graduation Ceremony on June 7, 2026
  - d. Public Event Permit with Street Closure application filed by the Geneva Lake Arts Foundation for Art in the Park from August 7 to 9, 2026 at Flat Iron Park
  - e. Public Event Permit with Street Closure application filed by the Lake Geneva Jaycees for Venetian Festival 2026 from August 17 to 24, 2026 in Flat Iron, Seminary, and Library Parks
  - f. Fireworks Permit Application filed by the Lake Geneva Jaycees for August 23, 2026, at dusk
  - g. Temporary Class "B" Beer / "Class C" Wine License application filed by the Lake Geneva Jaycees for Venetian Festival from August 17 to 24, 2026, at Flat Iron Park, Andrew Glass, Agent
  - h. Public Event Permit with Street Use application filed by J3 Events, Inc for the Geneva Lake Distilling Wine Run 5k on September 7, 2026
6. Presentation of Accounts
  - a. Pre-Paid Checks: \$401,328.41
  - b. Regular Checks: \$409,914.70

7. Discussion/Recommendation regarding Amending Schedule of Fees – Parking fees
8. Discussion/Recommendation regarding 2026 preliminary resolution for Sidewalk Assessment for 2026 Street Program
9. Discussion/Recommendation regarding approval of NoeGov HRIS Software in the amount of \$74,858.55
10. Discussion/Recommendation regarding approval of Communications Consultant for HWY 50
11. 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, February 3, 2026 - 4:30 PM  
Lake Geneva City Hall; Council Chambers**

**Call to Order**

by Chairperson Ames at 4:30 pm.

**Roll Call**

Present: Sherri Ames, JaNelle Powers & Mary Jo Fesenmaier. Absent: Linda Frame & Brian Smith. Others present: City Administrator Dave De Angelis, City Clerk Lacey L. Reynolds, Finance Director Laura Pisarcik, Mayor Todd Krause and other interested persons.

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

Carey Fowler applicant for item 5b introduced herself and summarized her business operations.

**Approval of the minutes from January 20, 2026**

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

**Discussion/Recommendation regarding Licenses & Permits**

**Agent Change for Kwik Trip, Inc. dba Kwik Trip #219, 710 Williams St to Ken Baran**

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

**Original Class "B" Beer / "Class C" Wine license application filed by Eight Maids Cheese Shop LLC dba Eight Maids Cheese Shop, 723 Williams St, Carey Fowler, Agent**

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

**Presentation of Accounts**

**Pre-Paid Checks: \$207,110.69**

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

**Regular Checks: \$112,774.18**

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

**Discussion/Recommendation regarding Walworth County and COLG Intergovernmental Agreement for roadway improvements on Interchange North and Center St.**

Motion by Powers to approve, second by Fesenmaier. Alder Fesenmaier shared she is not happy about the curb ramps and spoke to the City engineer about them. Voice vote, approved, motion carried.

**Adjournment**

Motion by Powers to adjourn, second by Fesenmaier. Voice vote, approved, motion carried. Adjourned at 4:37 pm.

Lacey L. Reynolds  
City Clerk



## Agenda Item Memo

### City of Lake Geneva

Committee: FLR

Meeting Date: 2/17/2026

Subject / Title: Special Event Approvals

Submitted By: David Winger

#### Background / Request

Staff have reviewed special event applications for Jaycee Easter Egg Hunt, Badger HS Graduation Ceremony, Art in the Park, Venetian Fest, and Studio Wine Walk. Staff are recommending FLR recommend these events to Council for approval.

#### Fiscal Impact / Budget

- **Estimated Cost:** N/A
- **Funding Source:** [Click or tap here to enter text.](#) (e.g., General Fund, TID, Water Utility, Grants)
- **Budget Status:**  Within Budget \_\_\_\_\_  Over Budget \_\_\_\_\_  
 Budget Amendment Required \_\_\_\_\_
- **GL Number:** \_\_\_\_\_

*(If applicable, note grant awards, cost-sharing, or capital plan references.)*

#### Ordinance/Policy Implications/Changes:

#### Recommendation:

**Recommend Council approval for the following special events:**

- A. Jaycee Easter Egg Hunt – (4/4/2026)
- B. Badger HS Graduation Ceremony - (7/6/2026)
- C. Art in the Park - (8/7-8/9/2026)
- D. Venetian Fest – (8/17-8/24/2026)
- E. Studio Wine Walk - (9/7/2026)

#### Implementation/Next Steps

| Name of Committee | Date of Meeting | Original Agenda Item # | Outcome |
|-------------------|-----------------|------------------------|---------|
| FLR               | 2/17/2026       |                        | TBD     |
| Council           | 2/23/2026       |                        | TBD     |
|                   |                 |                        |         |

#### Attachments (list any and all attachments that go with this item and memo)

Event applications for each of the events: Jaycee Easter Egg Hunt, Badger HS Graduation Ceremony, Art in the Park, Venetian Fest, and Studio Wine Walk  
 Required permits for each event also included

| Reviewed by | Date: | Comments |
|-------------|-------|----------|
|             |       |          |
|             |       |          |



## Agenda Item Memo

### City of Lake Geneva

Committee: Finance, Licensing, & Regulation Committee

Meeting Date: February 17, 2026

Subject / Title: BBeer/Above Quota B Liquor License Application-Horticultural Hall

Submitted By: Clerk's Office

#### Background / Request

Horticultural Hall has filed a combination Class B Beer / Above Quota Class B Liquor license application in order to lawfully continue their existing operations as an event venue.

The required notice is being published in the newspaper, and necessary background checks have been completed. Because this license is a statutory exception to the Quota limit, the applicant is required to obtain a Qualified Event Venue Designation from the DOR. This certification is still pending; however, at this time, we have no reason to believe the certification will not be granted. The statutes allow the City to begin reviewing and considering the application prior to the certification being received; however, final action by the Council is contingent on the certification being received.

Statute 125.68 (3) prohibits Class B Liquor licenses from being issued to a premises for which the main entrance is less than 300 ft from the main entrance of a school, hospital, or church; unless this provision is waived by a majority vote of the Council. The front entrance of Horticultural Hall is within 300 ft from the main entrance of the Holy Communion Episcopal Church, so a motion to recommend approval would also need to waive this provision.

#### Fiscal Impact / Budget

- Estimated Cost: N/A
- Funding Source: N / A (e.g., General Fund, TID, Water Utility, Grants)
- Budget Status:  Within Budget \_\_\_\_\_  Over Budget \_\_\_\_\_  
 Budget Amendment Required \_\_\_\_\_
- GL Number: \_\_\_\_\_

*(If applicable, note grant awards, cost-sharing, or capital plan references.)*

#### Ordinance/Policy Implications/Changes:

N/A

#### Recommendation:

Motion to waive statutory provision prohibiting issuance of a Class B Liquor License within 300 ft of a church, and to recommend approval of the application.

#### Implementation/Next Steps

| Name of Committee | Date of Meeting | Original Agenda Item # | Outcome |
|-------------------|-----------------|------------------------|---------|
| FLR               | 02/17/2026      |                        |         |
| Council           | 02/23/2026      |                        |         |
|                   |                 |                        |         |

#### Attachments (list any and all attachments that go with this item and memo)

Class "B" Beer / Above Quota "Class B" Liquor License Application

| Reviewed by    | Date:         | Comments                   |
|----------------|---------------|----------------------------|
| PD             | February 2026 | Background Checks Complete |
| B&Z            | February 2026 | Premise reviewed           |
| Clerk's Office | February 2026 | Application Reviewed       |

Form  
**AB-200**

## Alcohol Beverage License Application

| For Municipal Use Only |                     |
|------------------------|---------------------|
| Municipality           | City of Lake Geneva |
| License Period         |                     |

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

- Class "A" Beer ..... \$ \_\_\_\_\_    
  Class "B" Beer ..... \$ \_\_\_\_\_  
 "Class A" Liquor ..... \$ \_\_\_\_\_    
  "Class B" Liquor ..... \$ \_\_\_\_\_  
 "Class A" Liquor (cider only) \$ \_\_\_\_\_    
  Reserve "Class B" Liquor \$ \_\_\_\_\_  
 "Class C" Liquor (wine only) \$ \_\_\_\_\_

\* Above Quota Exception Pursuant to 125.51(2)(v)5

| Fees                 |   |
|----------------------|---|
| License Fees         | \$  |
| Background Check Fee | \$  |
| Publication Fee      | \$ <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">25</span> |
| <b>Total Fees</b>    | <b>\$</b>   |

pd 2/16/24

**Part A: Premises/Business Information**

1. Legal Business Name (individual name if sole proprietorship)  
**Geneva Area Foundation**

2. Business Trade Name or DBA  
**Horticultural Hall**



4. Wisconsin Seller's Permit Number  
**456-1026826670-05**

5. Entity Type (check one)  
 Sole Proprietor   
 Partnership   
 Limited Liability Company   
 Corporation   
 Nonprofit Organization

6. State of Organization: **WI**    
 7. Date of Organization: **01/13/1954**    
 8. Wisconsin DFI Registration Number: **6G03599**

9. Premises Address  
**330 Broad St.**

10. City: **Lake Geneva**    
 11. State: **WI**    
 12. Zip Code: **53147**

13. County: **Walworth**    
 14. Governing Municipality:  City  Town  Village  
 of: **Lake Geneva**    
 15. Aldermanic District: **ONE**

16. Premises Phone: **(262) 248-4382**    
 17. Premises Email: **director@horticulturalhall.com**    
 18. Website: **www.horticulturalhall.com**

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.

**See attached floor plan - all locations as noted**

20. Mailing Address (if different from premises address)  
**P.O. Box 71**

21. City: **Lake Geneva**    
 22. State: **WI**    
 23. Zip Code: **53147**

**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.

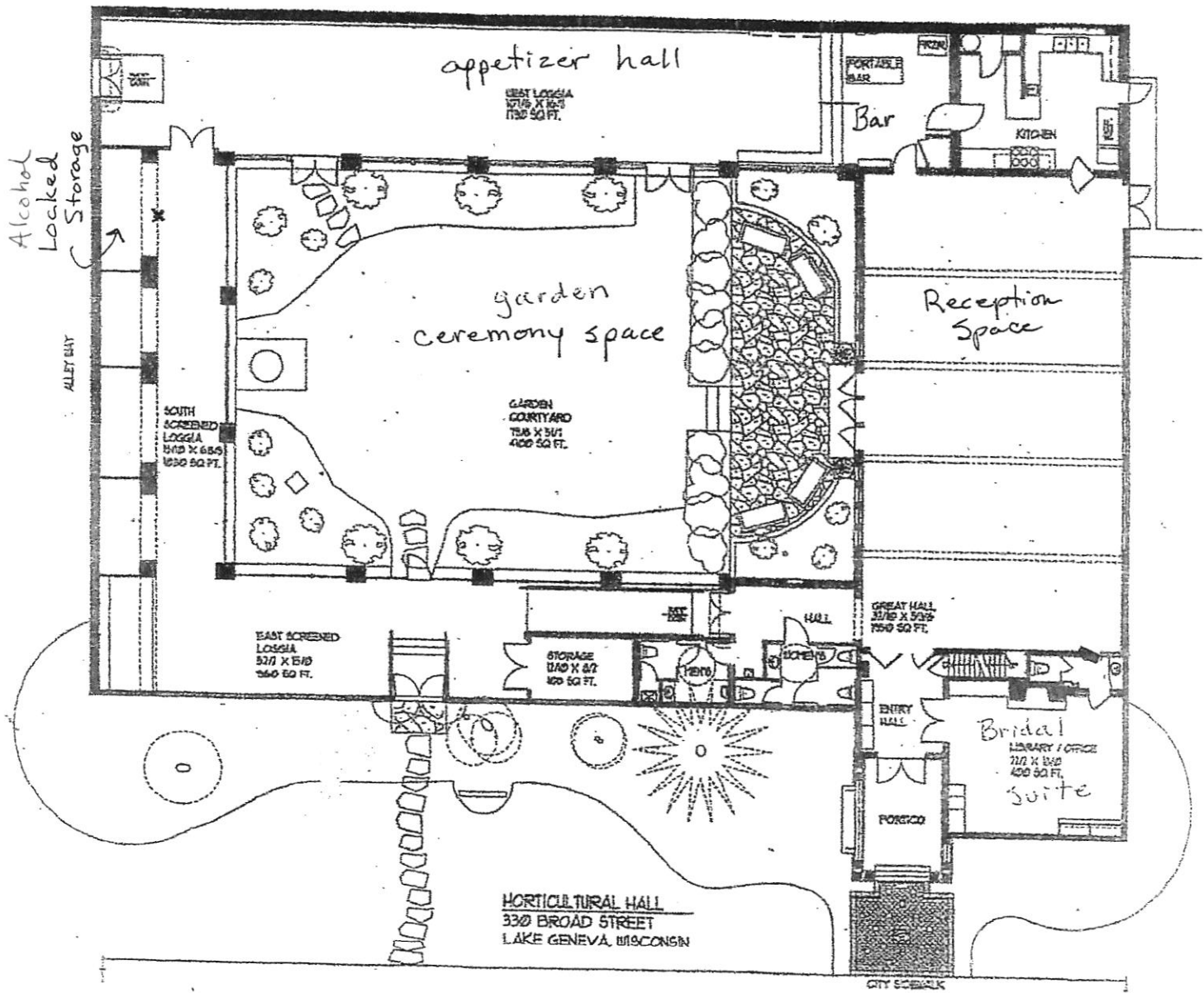
|                        |          |            |
|------------------------|----------|------------|
| Law/Ordinance Violated | Location | Trial Date |
|------------------------|----------|------------|

|                 |  |
|-----------------|--|
| Penalty Imposed | Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No |
|-----------------|--|

|                        |          |            |
|------------------------|----------|------------|
| Law/Ordinance Violated | Location | Trial Date |
|------------------------|----------|------------|

|                 |  |
|-----------------|--|
| Penalty Imposed | Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No |
|-----------------|--|





Appetizer Hall – used for cocktail and appetizers

Reception Hall – used for wedding receptions, children and adult birthday parties, meetings, library and other non-profit meetings, Dance and singer practices

Garden used for wedding ceremonies

Bridal Suite/Library/small meeting room – used for meetings, and place for bride to get ready

Alcohol stored in Locked Storage Space  
+ Invoices

# 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)

Geneva Area Foundation

2. Business Trade Name or DBA

Horticultural Hall

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

Gallagher

2. First Name

Elizabeth

3. M.I.

A

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<br>Thompson                  |                     | First Name<br>William | M.I.<br>H |
| Title<br>President                     | Email<br>[REDACTED] |                       |           |
| Signature<br><i>William H Thompson</i> |                     | Date<br>1/29/26       |           |

**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<br>Gallagher                    |  | First Name<br>Elizabeth | M.I.<br>A |
| Signature<br><i>Elizabeth A Gallagher</i> |  | Date<br>01/29/26        |           |



**Responsible Serving of Food and Alcohol**

Wisconsin Responsible Serving of Alcohol

This certificate confirms that

**Elizabeth Gallagher**

has successfully passed the Rserving Responsible Serving of Alcohol course of study.  
This is a Wisconsin Department of Revenue approved Responsible Beverage Server Training  
Course in compliance with Sec. 125.17 (6) and 125.04 (5) (a) 5. Wis. Stats.

AUTHENTIC



Certificate #: PSCC10000863581  
Award Date: 02-11-2026  
Expiration Date: 02-10-2028

To verify this certificate, go to [Rserving.com](http://Rserving.com).

Robert Graham, President/CEO

### CITY OF LAKE GENEVA EVENT PERMIT APPLICATION



For events using City Parks or other Public Property.  
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.

Submit to: parksdirector@cityoflakegeneva.gov

Do not use this form if your event is on private property.

#### Section I- APPLICANT INFORMATION

Name of Applicant: Benjamin Rademaker

Name of Event Organizer/Producer: Lake Geneva Jaycees Easter Egg Hunt

Production Company/Organization: Lake Geneva Jaycees FEIN #: \_\_\_\_\_

Street Address: PO Box 411

City: Lake Geneva State: WI Zip code: 53147

E-mail Address: ben.lgjc@gmail.com

Daytime Phone: 262-492-8227 Cell Phone: 262-492-8227

Are you a  Business/Individual OR  Non-Profit Organization 501(c) 4

EIN # (Tax Exempt Number): 39-1230293  
\*All non-profits must present a copy of their current Tax ID- EIN#

#### 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
- Other Location: \_\_\_\_\_

**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:

- |   |   |
|---|---|
| <p><b>Park Space</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Flat Iron Park</li> <li><input checked="" type="checkbox"/> Seminary Park</li> <li><input type="checkbox"/> Cobb Park</li> <li><input type="checkbox"/> Library Park</li> <li><input type="checkbox"/> Other: _____</li> </ul> | <p><b>Shelters</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Brunk Pavilion</li> <li><input type="checkbox"/> Seminary Park Shelter</li> <li><input type="checkbox"/> Cobb Park Shelter</li> <li><input type="checkbox"/> Gazebo</li> </ul> |
|---|---|

\*Applicants for a Public Event Permit MUST attend the Committee & Council meetings where their applications are considered for approval.

1. Title of Event: Lake Geneva Jaycee Easter Egg Hunt
2. Date(s) of Event: 4/4/26
3. Location(s) of Event: Seminary Park
4. Hours: 7am - Noon  
Include :Start Time & End Time of event, and set up and tear down times
5. Event Chair/Contact Person: Ben Rudemaker Phone: 262-492-8227
6. Day of Event Contact Name: ✓ Phone: ✓
7. Is the event open to the public?  Yes  No
8. Will you charge an admission fee?  Yes  No
9. Estimated Attendance Number: 900
10. Basis for estimate: Last Year
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:

For clean up we will make it spotless & better than when we found it

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

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

17. Will your event include the sale of beer and/or wine?  Yes  No  
 If yes, please submit a completed Temporary Alcohol License & any necessary Temporary Operator License Applications to the City Clerk's office.

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. Describe Signage to be used during event:

Have an easter sign in the gazebo area and a sign by the road

If using City Street Banner poles, submit a completed Street Banner Display Application.

**Section III- STREET USE/CLOSURE-\$75 PER DAY PLUS COST OF BARRICADE RENTAL**

- Street Closure       Street Use       N/A-Skip to Section IV

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.

**Describe street(s) being used or closed. Attach additional pages if necessary & include a map.**

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

**Section IV- PARKING REQUESTS**

**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 Location: \_\_\_\_\_

Attach a map showing location of requested stalls.

**Section V - REQUESTS FOR ADDITIONAL SERVICES**

Anticipated Services Beyond Facility/Park Space Use Will Result in Additional Fees

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


- Electricity;** Explain: \_\_\_\_\_
- Water;** Explain: \_\_\_\_\_
- Traffic Control;** Explain: \_\_\_\_\_
- Police Services;** Explain: \_\_\_\_\_
- Fire/EMS Services;** Explain: \_\_\_\_\_
- Other;** Explain: \_\_\_\_\_

Section VI - SIGNATURE AND INDEMNIFICATION

Acknowledgements-Applicant Must Initial Each Item

1. BR The City of Lake Geneva, the Police Department and/or Fire Department have the right to cancel an event due to inclement weather, other safety risks, or if event is found to be in violation of any conditions of the event permit issued. No refunds will be issued for cancellations due to safety risks or permit violations.
2. BR All Parks and Public Spaces must be left the way they were originally found.
3. BR Event Tear Down and Clean Up must be completed within time frame specified in the hours listed on page 2, unless prior arrangements are made with the Parks Director and/or other appropriate City Staff.
4. BR Applicant is responsible for the cost of damages or additional clean up resulting from event.
5. BR Applicant will be invoiced for damages or clean up charges. Failure to pay invoices will result in denial of any and all future event applications.
6. BR Must have a designated contact person on site and accessible at all times.
7. BR Application fees due upon submission. Facility/Park Space fees, Parking Fees, Additional Services Fees due at least 1 week prior to the start of the event.
8. BR Applicant is responsible for reporting any issues or concerns with event location to the appropriate City Department as soon as they are aware.
9. BR Any incomplete, misleading, or falsified information in this application will result in automatic denial.

*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: 1-31-26

Submit completed applications to the Parks Director: [parksdirector@cityoflakegeneva.gov](mailto:parksdirector@cityoflakegeneva.gov)

For Office Use Only

Date Filed: \_\_\_\_\_ Fees:  Exempt  Charged Amt Due: \_\_\_\_\_

Required Approvals

Parks Director Signature: David Winger David Winger (Feb 12, 2026 10:25:41 CST) Date: 02/12/2026

Approve  Denied Notes: See map for sign & other details

Police Chief Signature: Lt. Kaitlin Tietz Lt. Kaitlin Tietz (Feb 12, 2026 13:25:05 CST) Date: 02/12/2026

Approve  Denied Notes: \_\_\_\_\_

Fire Chief Signature: [Signature] Dennis Detkowski (Feb 12, 2026 09:46:26 CST) Date: 02/12/2026

Approve  Denied Notes: Approved

DPW Signature: Neil Waswo Neil Waswo (Feb 12, 2026 10:17:26 CST) Date: 02/12/2026

Approve  Denied Notes: \_\_\_\_\_

As Needed Approvals

Parking Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approve  Denied Notes: \_\_\_\_\_

Harbormaster Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approve  Denied Notes: \_\_\_\_\_

City Clerk Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approve  Denied Notes: \_\_\_\_\_

Public Events:

FLR Meeting Date: 2/17/2026

Council Meeting Date: 2/23/2026

Public Event-Save the Date Form

ONLY Public Events held annually have the ability to reserve future dates for that event no more than three years after the current event being applied for.

Completion of this form does not replace the application process for a City of Lake Geneva Event permit. An event permit application must be submitted each year.

Do not complete this form if your event is a private event.

Event Name: Lake Geneva ~~Easter E~~ Jaycee Easter Egg Hunt

Event Date: YR 2026: 4-9

YR 20\_\_\_: \_\_\_\_\_

YR 20\_\_\_: \_\_\_\_\_

All Park Facilities: \_\_\_\_\_

Name of Sponsoring Organization: Lake Geneva Jaycees

If Non-profit or Not-for-Profit: Tax ID / EIN #: 39-1230293

Contact First Name: Benjamin Last Name: Rademaker

Phone/Mobile: 262-492-8227

Email: ben.lgjc@gmail.com

Notes/Request: \_\_\_\_\_

Seminary Park

Restaurants | Hotels | Things to do | Transit | Parking | Pharmacies | ATMs

200-298 S Lake Shore Dr Parking

Cass St

Seminary Park

375

375

345

425

435

Maxwell Mansion Hotel

4.7 (63) 3-star hotel

375 S Lake Shore Dr, Lake Geneva, WI 53147

HQ9+FJ Lake Geneva, Wisconsin

Claim this business

Layers

Google Maps

Imagery ©2026, Map data ©2026 Google United States Terms Privacy Send Product Feedback 50 ft

### CITY OF LAKE GENEVA EVENT PERMIT APPLICATION



For events using City Parks or other Public Property.  
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.

Submit to: [parksdirector@cityoflakegeneva.gov](mailto:parksdirector@cityoflakegeneva.gov)

Do not use this form if your event is on private property.

#### Section I- APPLICANT INFORMATION

Name of Applicant: Andrea Kaplan

Name of Event Organizer/Producer: Andrea Kaplan

Production Company/Organization: Badger High School Graduation FEIN #: \_\_\_\_\_

Street Address: 220 E. South Street

City: Lake Geneva State: WI Zip code: 53147

E-mail Address: malisa.rohn@badger.k12.wi.us

Daytime Phone: 262-348-2000 Cell Phone: 316-210-1144

Are you a  Business/Individual OR  Non-Profit Organization 501(c) \_\_\_\_\_

EIN # (Tax Exempt Number): 39-6025357

\*All non-profits must present a copy of their current Tax ID- EIN#

#### 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
- Other Location: \_\_\_\_\_

**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:

- |  |  |
|--|--|
| <p><b>Park Space</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Flat Iron Park</li> <li><input type="checkbox"/> Seminary Park</li> <li><input type="checkbox"/> Cobb Park</li> <li><input type="checkbox"/> Library Park</li> <li><input type="checkbox"/> Other: _____</li> </ul> | <p><b>Shelters</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Brunk Pavilion <input type="checkbox"/> Gazebo</li> <li><input type="checkbox"/> Seminary Park Shelter</li> <li><input type="checkbox"/> Cobb Park Shelter</li> </ul> |
|--|--|

\*Applicants for a Public Event Permit MUST attend the Committee & Council meetings where their applications are considered for approval.

Badger High School Graduation Ceremony

- 1. Title of Event: \_\_\_\_\_
- 2. Date(s) of Event: Sunday, June 7, 2026
- 3. Location(s) of Event: Badger High School Football Stadium
- 4. Hours: 9:00AM to 4:00PM  
Include :Start Time & End Time of event, and set up and tear down times
- 5. Event Chair/Contact Person: Andrea Kaplan Phone: 316-210-1144
- 6. Day of Event Contact Name: Andrea Kaplan Phone: 316-210-1144
- 7. Is the event open to the public?  Yes  No
- 8. Will you charge an admission fee?  Yes  No
- 9. Estimated Attendance Number: 2000
- 10. Basis for estimate: approximately 330 graduates and guests
- 11. Will you be setting up a tent?  Yes  No

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

N/A

- 12. Will there be any animals?  Yes  No  
 If yes, what type and how many: N/A

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:  
Badger High School custodial staff will provide refuse collection.

15. Description of plan for providing event security (if applicable):  
Badger High School security staff will provide security during this event.

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

- 17. Will your event include the sale of beer and/or wine?  Yes  No  
 If yes, please submit a completed Temporary Alcohol License & any necessary Temporary Operator License Applications to the City Clerk's office.

- 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. Describe Signage to be used during event:  
N/A

If using City Street Banner poles, submit a completed Street Banner Display Application.

**Section III- STREET USE/CLOSURE-\$75 PER DAY PLUS COST OF BARRICADE RENTAL**

- Street Closure       Street Use       N/A-Skip to Section IV

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.

**Describe street(s) being used or closed. Attach additional pages if necessary & include a map.**

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

*Wells Street from Bloomfield to H just before Wells - see attached map.*

**Section IV- PARKING REQUESTS**

**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: N/A

Total Number of Parking Stalls being Requested: N/A

Parking Stall Location: N/A

Attach a map showing location of requested stalls.

**Section V - REQUESTS FOR ADDITIONAL SERVICES**

Anticipated Services Beyond Facility/Park Space Use Will Result in Additional Fees

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

**Electricity**; Explain: N/A

**Water**; Explain: N/A

**Traffic Control**; Explain: N/A

**Police Services**; Explain: N/A

**Fire/EMS Services**; Explain: N/A

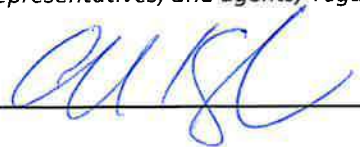
**Other**; Explain: N/A

**Section VI - SIGNAUTRE AND INDEMINIFICATION**

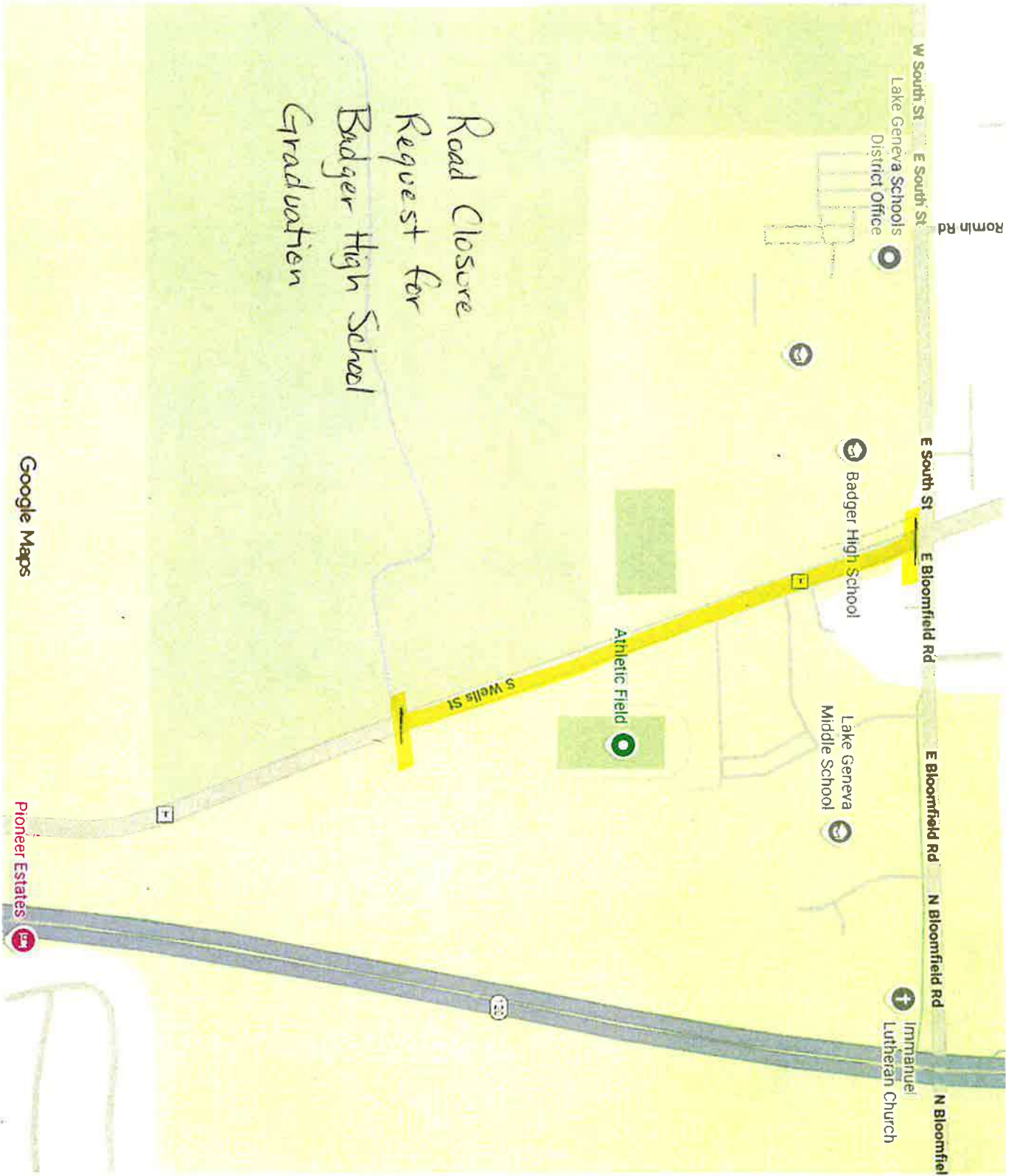
**Acknowledgements-Applicant Must Initial Each Item**

1. ak The City of Lake Geneva, the Police Department and/or Fire Department have the right to cancel an event due to inclement weather, other safety risks, or if event is found to be in violation of any conditions of the event permit issued. No refunds will be issued for cancellations due to safety risks or permit violations.
  
2. ak All Parks and Public Spaces must be left the way they were originally found.
  
3. ak Event Tear Down and Clean Up must be completed within time frame specified in the hours listed on page 2, unless prior arrangements are made with the Parks Director and/or other appropriate City Staff.
  
4. ak Applicant is responsible for the cost of damages or additional clean up resulting from event.
  
5. ak Applicant will be invoiced for damages or clean up charges. Failure to pay invoices will result in denial of any and all future event applications.
  
6. ak Must have a designated contact person on site and accessible at all times.
  
7. ak Application fees due upon submission. Facility/Park Space fees, Parking Fees, Additional Services Fees due at least 1 week prior to the start of the event.
  
8. ak Applicant is responsible for reporting any issues or concerns with event location to the appropriate City Department as soon as they are aware.
  
9. ak Any incomplete, misleading, or falsified information in this application will result in automatic denial.

*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: 01/16/2026

Submit completed applications to the Parks Director: [parksdirector@cityoflakegeneva.gov](mailto:parksdirector@cityoflakegeneva.gov)



Road Closure  
Request for  
Badger High School  
Graduation

Google Maps

Pioneer Estates

For Office Use Only

Date Filed: \_\_\_\_\_ Fees:  Exempt  Charged Amt Due: \_\_\_\_\_

Required Approvals

Parks Director Signature: David Winger Date: 1/28/2026

Approve  Denied Notes: \_\_\_\_\_

Police Chief Signature: Lt. Kaitlin Tietz Date: 01/28/2026  
Lt. Kaitlin Tietz (Jan 28, 2026 10:03:24 CST)

Approve  Denied Notes: \_\_\_\_\_

Fire Chief Signature: Dennis Detkowski Date: 01/29/2026  
Dennis Detkowski (Jan 29, 2026 17:38:52 CST)

Approve  Denied Notes: Approved

DPW Signature: Neil Waswo Date: 01/29/2026  
Neil Waswo (Jan 29, 2026 06:53:53 CST)

Approve  Denied Notes: N/A

As Needed Approvals

Parking Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approve  Denied Notes: \_\_\_\_\_

Harbormaster Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approve  Denied Notes: \_\_\_\_\_

City Clerk Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approve  Denied Notes: \_\_\_\_\_

Public Events:

FLR Meeting Date: 2/17/2026

Council Meeting Date: 2/23/2026

## Public Event-Save the Date Form

ONLY Public Events held annually have the ability to reserve future dates for that event no more than three years after the current event being applied for.

Completion of this form does not replace the application process for a City of Lake Geneva Event permit. An event permit application must be submitted each year.

Do not complete this form if your event is a private event.

Event Name: \_\_\_\_\_

Event Date: YR 20\_\_\_\_: \_\_\_\_\_

YR 20\_\_\_\_: \_\_\_\_\_

YR 20\_\_\_\_: \_\_\_\_\_

All Park Facilities: \_\_\_\_\_

Name of Sponsoring Organization: \_\_\_\_\_

If Non-profit or Not-for-Profit: Tax ID / EIN #: \_\_\_\_\_

Contact First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone/Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Notes/Request: \_\_\_\_\_

\_\_\_\_\_

### CITY OF LAKE GENEVA EVENT PERMIT APPLICATION

For events using City Parks or other Public Property.

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.

Submit to: parksdirector@cityoflakegeneva.gov

Do not use this form if your event is on private property.



#### Section I- APPLICANT INFORMATION

Name of Applicant: Geneva Lake Arts Foundation

Name of Event Organizer/Producer: Jeff Russart - Director

Production Company/Organization: \_\_\_\_\_ FEIN #: \_\_\_\_\_

Street Address: 223 Broad Street

City: Lake Geneva State: WI Zip code: 53147

E-mail Address: aitplakegeneva@gmail.com

Daytime Phone: 262.249.6765 Cell Phone: 262.490.5495

Are you a  Business/Individual OR  Non-Profit Organization 501(c) \_\_\_\_\_

640-1028556507-05, CES# 008-1028556507-04

EIN # (Tax Exempt Number): \_\_\_\_\_

\*All non-profits must present a copy of their current Tax ID- EIN#

#### 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

Other Location: \_\_\_\_\_

**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:

- |   |  |
|---|--|
| <p><b>Park Space</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Flat Iron Park</li> <li><input type="checkbox"/> Seminary Park</li> <li><input type="checkbox"/> Cobb Park</li> <li><input type="checkbox"/> Library Park</li> <li><input type="checkbox"/> Other: _____</li> </ul> | <p><b>Shelters</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Brunk Pavilion <input checked="" type="checkbox"/> Gazebo</li> <li><input type="checkbox"/> Seminary Park Shelter</li> <li><input type="checkbox"/> Cobb Park Shelter</li> </ul> |
|---|--|

\*Applicants for a Public Event Permit MUST attend the Committee & Council meetings where their applications are considered for approval.

Art in the Park

- 1. Title of Event: \_\_\_\_\_
- 2. Date(s) of Event: August 7,8,9
- 3. Location(s) of Event: Flat Iron Park
- 4. Hours: Aug 7th set-up 7am -10pm through teardown beginning at 4pm Aug 9th  
Include :Start Time & End Time of event, and set up and tear down times
- 5. Event Chair/Contact Person: Jeff Russart Phone: 262.490.5495
- 6. Day of Event Contact Name: Jeff Russart Phone: 262.249.6765
- 7. Is the event open to the public?  Yes  No
- 8. Will you charge an admission fee?  Yes  No
- 9. Estimated Attendance Number: 4-6,000
- 10. Basis for estimate: Prior year estimates
- 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:

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

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

- 17. Will your event include the sale of beer and/or wine?  Yes  No  
If yes, please submit a completed Temporary Alcohol License & any necessary Temporary Operator License Applications to the City Clerk's office.

- 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. Describe Signage to be used during event:

If using City Street Banner poles, submit a completed Street Banner Display Application.

**Section III- STREET USE/CLOSURE-\$75 PER DAY PLUS COST OF BARRICADE RENTAL**

- Street Closure
- Street Use
- N/A-Skip to Section IV

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.

**Describe street(s) being used or closed. Attach additional pages if necessary & include a map.**  
Street closures must include rental of barricades; must be coordinated with the City of Lake Geneva Department of Public Works

**Section IV- PARKING REQUESTS**

**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: Aug 7 - 20 stalls on Center St and all of LC Lot, Aug 8 & 9 - all Center St

Total Number of Parking Stalls being Requested: All stalls on both sides of Center Street between Main and Wrigley Dr and the Center Street Lot

Parking Stall Location: \_\_\_\_\_

Attach a map showing location of requested stalls.

**Section V - REQUESTS FOR ADDITIONAL SERVICES**

Anticipated Services Beyond Facility/Park Space Use Will Result in Additional Fees  
Please indicate below any additional services you are requesting for your event. Estimated Fees for these services may be required prior to issuance of permit

**Electricity;** Explain: Food vendors

**Water;** Explain: Food vendors

**Traffic Control;** Explain: Artist setup & takedown and parking on Center St

**Police Services;** Explain: As needed for event control

**Fire/EMS Services;** Explain: \_\_\_\_\_

**Other;** Explain: \_\_\_\_\_



**For Office Use Only**

Date Filed: \_\_\_\_\_ Fees:  Exempt  Charged Amt Due: \_\_\_\_\_

**Required Approvals**

Parks Director Signature: David Winger Date: Jan 28, 2026

Approve  Denied Notes: FLR Date: 2/17/2026 | Council Date: 2/23/2026

Police Chief Signature: Lt. Kaitlin Tietz Date: Jan 28, 2026  
Lt. Kaitlin Tietz (Jan 28, 2026 11:35:18 CST)

Approve  Denied Notes: \_\_\_\_\_

Fire Chief Signature: Detkowski Date: Jan 28, 2026  
Detkowski (Jan 28, 2026 11:39:53 CST)

Approve  Denied Notes: \_\_\_\_\_

DPW Signature: Neil Waswo Date: Jan 29, 2026  
Neil Waswo (Jan 29, 2026 06:45:00 CST)

Approve  Denied Notes: \_\_\_\_\_

**As Needed Approvals**

Parking Signature: Beth Gehris-Padro Date: Jan 29, 2026  
Beth Gehris-Padro (Jan 29, 2026 10:29:46 CST)

Approve  Denied Notes: estimated cost of parking \$13,500

Harbormaster Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approve  Denied Notes: \_\_\_\_\_

City Clerk Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approve  Denied Notes: \_\_\_\_\_

Public Events:

FLR Meeting Date: Jan 28, 2026

Council Meeting Date: Jan 28, 2026

## Public Event-Save the Date Form

ONLY Public Events held annually have the ability to reserve future dates for that event no more than three years after the current event being applied for.

Completion of this form does not replace the application process for a City of Lake Geneva Event permit. An event permit application must be submitted each year.

Do not complete this form if your event is a private event.

---

Event Name: Art in the Park

Event Date: YR 2027 : 8/13-15

YR 2028 : 8/11-13

YR 2029 : 8/10-12

All Park Facilities: Flat Iron Park

Name of Sponsoring Organization: Geneva Lake Arts Foundation

If Non-profit or Not-for-Profit: Tax ID / EIN #: 640-1028556507-05

Contact First Name: Jeff Last Name: Russart

Phone/Mobile: 262.490.5495

Email: aitplakegeneva@gmail.com

Notes/Request: \_\_\_\_\_

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### CITY OF LAKE GENEVA EVENT PERMIT APPLICATION



For events using City Parks or other Public Property.

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.

Submit to: parksdirector@cityoflakegeneva.gov

Do not use this form if your event is on private property.

#### Section I- APPLICANT INFORMATION

Name of Applicant: Andrew Glass

Name of Event Organizer/Producer: Lake Geneva Jaycees

Production Company/Organization: Lake Geneva Jaycees FEIN #: 39-1230293

Street Address: PO Box 411

City: Lake Geneva State: WI Zip code: 53147

E-mail Address: aglass.lgjaycees@gmail.com

Daytime Phone: (262)374-3272 Cell Phone: (262)374-3272

Are you a  Business/Individual OR  Non-Profit Organization 501(c) 4

EIN # (Tax Exempt Number): 39-1230293

\*All non-profits must present a copy of their current Tax ID- EIN#

#### 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
- Other Location: \_\_\_\_\_

**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:

- |   |  |
|---|--|
| <p><b>Park Space</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Flat Iron Park</li> <li><input checked="" type="checkbox"/> Seminary Park</li> <li><input type="checkbox"/> Cobb Park</li> <li><input checked="" type="checkbox"/> Library Park</li> <li><input type="checkbox"/> Other: _____</li> </ul> | <p><b>Shelters</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Brunk Pavilion</li> <li><input checked="" type="checkbox"/> Seminary Park Shelter</li> <li><input type="checkbox"/> Cobb Park Shelter</li> </ul> |
|---|--|

\*Applicants for a Public Event Permit MUST attend the Committee & Council meetings where their applications are considered for approval.

## Venetian Festival 2026

1. Title of Event: \_\_\_\_\_
2. Date(s) of Event: Permit use August 17th through the 24th for setup and cleanup
3. Location(s) of Event: Flat Iron Park, Seminary Park, and Library Park
4. Hours: 6am August 17th through 11:59 August 24th  
Include :Start Time & End Time of event, and set up and tear down times
5. Event Chair/Contact Person: Andrew Glass Phone: (262) 374-3272
6. Day of Event Contact Name: Andrew Glass Phone: (262) 374-3272
7. Is the event open to the public?  Yes  No
8. Will you charge an admission fee?  Yes  No
9. Estimated Attendance Number: 20,000
10. Basis for estimate: Prior Years numbers
11. Will you be setting up a tent?  Yes  No

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

Two tents in Flat Iron Parking lot, 30x80' & 20x30'. One 15x15' tent provided for one of the non profits food booths by the rental company. Rental company expected to be Step It Up Rental

12. Will there be any animals?  Yes  No

If yes, what type and how many: Possible petting zoo or pig races in Seminary Park

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:

Refer to attached sheet

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

Refer to attached sheet

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

If yes, please submit a fireworks display application.

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

If yes, please submit a completed Temporary Alcohol License & any necessary Temporary Operator License Applications to the City Clerk's office.

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. Describe Signage to be used during event:

Refer to attached sheet

If using City Street Banner poles, submit a completed Street Banner Display Application.

**Section III- STREET USE/CLOSURE-\$75 PER DAY PLUS COST OF BARRICADE RENTAL**

- Street Closure
- Street Use
- N/A-Skip to Section IV

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.

**Describe street(s) being used or closed. Attach additional pages if necessary & include a map.**

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

Refer to attached sheet

**Section IV- PARKING REQUESTS**

**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: August 17th - 24th

Total Number of Parking Stalls being Requested: Refer to attached sheet

Parking Stall Location: Refer to attached sheet

Attach a map showing location of requested stalls.

**Section V - REQUESTS FOR ADDITIONAL SERVICES**

Anticipated Services Beyond Facility/Park Space Use Will Result in Additional Fees

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

**Electricity;** Explain: Flat Iron and Seminary for 17th-24th. Library 22nd-23rd

**Water;** Explain: Meter by street dept for carnival and hydrant by Brunk Pavilion

**Traffic Control;** Explain: Saturday morning/Sunday afternoon for Craft Fair setup/cleanup. Sunday boat launch for ski show

**Police Services;** Explain: General patrol, bagging meters, barricades, clearing beach and beach house on sunday, fireworks loading

**Fire/EMS Services;** Explain: Fireworks loading on sunday. EMS tent near Brunk pavilion

**Other;** Explain: Street Dept - Delivery of Barricades, Concrete Blocks, Close Wrigley Dr.

## Section VI - SIGNATURE AND INDEMNIFICATION

### Acknowledgements-Applicant Must Initial Each Item

1. AG The City of Lake Geneva, the Police Department and/or Fire Department have the right to cancel an event due to inclement weather, other safety risks, or if event is found to be in violation of any conditions of the event permit issued. No refunds will be issued for cancellations due to safety risks or permit violations.
2. AG All Parks and Public Spaces must be left the way they were originally found.
3. AG Event Tear Down and Clean Up must be completed within time frame specified in the hours listed on page 2, unless prior arrangements are made with the Parks Director and/or other appropriate City Staff.
4. AG Applicant is responsible for the cost of damages or additional clean up resulting from event.
5. AG Applicant will be invoiced for damages or clean up charges. Failure to pay invoices will result in denial of any and all future event applications.
6. AG Must have a designated contact person on site and accessible at all times.
7. AG Application fees due upon submission. Facility/Park Space fees, Parking Fees, Additional Services Fees due at least 1 week prior to the start of the event.
8. AG Applicant is responsible for reporting any issues or concerns with event location to the appropriate City Department as soon as they are aware.
9. AG Any incomplete, misleading, or falsified information in this application will result in automatic denial.

*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: Andrew Glass Date: 12-18-2025

For Office Use Only

Date Filed: \_\_\_\_\_ Fees:  Exempt  Charged Amt Due: \_\_\_\_\_

Required Approvals

Parks Director Signature: David Winger Date: 02/11/2026

Approve  Denied Notes: \_\_\_\_\_

Police Chief Signature: Lt. Kaitlin Tietz Date: 02/11/2026

Approve  Denied Notes: \_\_\_\_\_

Fire Chief Signature: Detkowski Date: 02/11/2026

Approve  Denied Notes: \_\_\_\_\_

DPW Signature: Neil Waswo Date: 02/11/2026

Approve  Denied Notes: \_\_\_\_\_

As Needed Approvals

Parking Signature: BHP Date: 02/11/2026

Approve  Denied Notes: approximate cost of Parking \$39,120 estimated cost of shuttle \$2,800

Harbormaster Signature: Erick Nicia Date: 02/12/2026

Approve  Denied Notes: Approximate cost of closing boat launch from Monday to Sunday is \$1,875.00

City Clerk Signature: Vanessa Johns Date: 02/12/2026

Approve  Denied Notes: \_\_\_\_\_

Public Events:

FLR Meeting Date: 2/17/2026

Council Meeting Date: 2/23/2026

Public Event-Save the Date Form

ONLY Public Events held annually have the ability to reserve future dates for that event no more than three years after the current event being applied for.

Completion of this form does not replace the application process for a City of Lake Geneva Event permit. An event permit application must be submitted each year.

Do not complete this form if your event is a private event.

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Event Name: Venetian Festival

Event Date: YR 2027: Aug 16-23<sup>rd</sup>

YR 2028: Aug 14-21<sup>st</sup>

YR 2029: Aug 13-20<sup>th</sup>

All Park Facilities: Flat Iron, Seminary, & Library Parks

Name of Sponsoring Organization: Lake Geneva Jaycees

If Non-profit or Not-for-Profit: Tax ID / EIN #: 39-1230293

Contact First Name: Andrew Last Name: Glass

Phone/Mobile: M: 262-374-3272

Email: aglass.lgjaycees@gmail.com

Notes/Request: N/A

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Park Board Members and Lake Geneva City Council:

## **Section 2 - Event Information**

**13.** The Lake Geneva Jaycees respectively request the use of Flat Iron, Seminary and Library Park for the 2026 Venetian Festival. Flat Iron and Seminary Parks are needed August 17<sup>th</sup> – August 24<sup>th</sup> with the festival running the 19<sup>th</sup> – 23<sup>rd</sup>. Library Park would be needed August 22<sup>nd</sup> and 23<sup>rd</sup>. Activities in the parks will be consistent with previous years. Flat Iron Park will include a carnival, food booths sponsored by local civic organizations, main stage area, and beer garden. Seminary Park will include kiddie and youth rides/games, and various attractions. Library Park will be used on Saturday and Sunday for the annual Arts and Craft Fair, as well a Brat Stand. On Sunday night of the festival, a water-ski show will take place along the beach followed by a lighted boat parade and a fireworks display.

**14.** The refuse collection for the event is handled jointly by the Jaycees and the carnival company through the use of garbage cans throughout the carnival area, food booth, and beer garden. There will be two dumpsters on the grounds during the festival, which the Jaycees provide through Johns Disposal. A smaller dumpster in the chamber of commerce parking lot that is emptied during the festival, and a large dumpster located on Center Street that is emptied at the conclusion of the festival. Clean up of the event is handled by the Jaycees and includes garbage pick-up, raking the parks, and hosing down the parking lots to ensure the parks remain in great condition.

**15.** Event security is provided by the Jaycees, Lake Geneva Police, and Walworth County Sheriff's Dept. The Jaycees provide security for the beer garden area. This includes off-duty police officers on Friday and Saturday night hired by the Jaycees. The LGPD and Walworth County provide general patrol around the festival grounds. To provide additional safety for attendees, a portable tower camera is used in the carnival area for surveillance. In addition, the LGPD provides the Jaycees with handheld radios monitored by dispatch so that the Jaycees crew chief and head of security for each night can quickly communicate with Police or Fire/EMS if assistance is needed on the grounds.

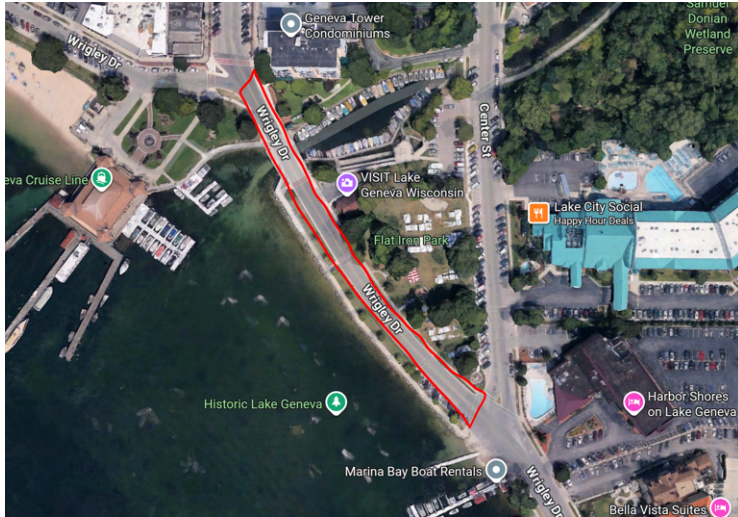
**18.** As part of the festival, there will be food sold on the grounds. There will be a brat stand on Saturday and Sunday in Library Park. In Flat Iron park, food will be sold by the carnival company (Mr. Ed's Magical Midway), as well as by local non-profit groups. Although the non-profit groups can vary slightly from year to year, the groups who sold last year and will be offered the first opportunity back are as follows:

- YMCA (Sold Funnel Cakes and Fries)
- American Legion (Sold Beef Teriyaki)
- Lions Club (Sold Corn on the cob and street corn)
- Lyons American legion (Smoked meats)
- Lake Geneva Jaycees (Sold Brats)

**19.** As part of the festival, there will be signage used throughout the parks including signs for pricing, sponsors, bands, parking and general information signs. All of the signage is consistent with past years and no signage is being used outside of the festival grounds (such as banner poles).

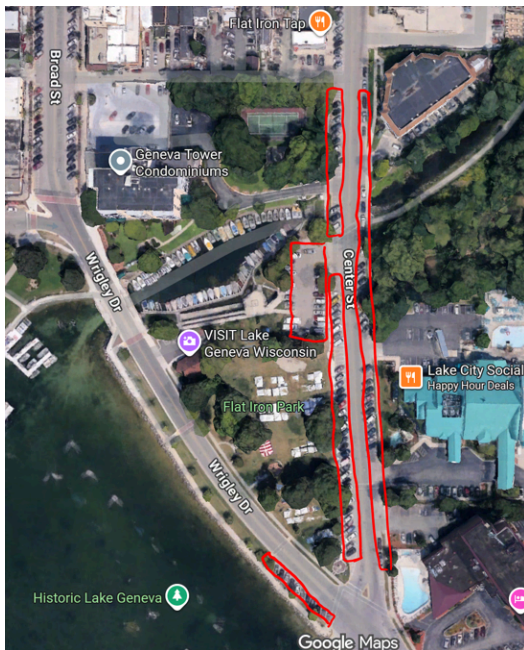
### Section 3 - Street Use/ Closure

1. The Jaycees request the following street use: The closure of Wrigley Dr. from Center St. north to the Geneva Towers from Tuesday, August 18th through Monday, August 24th as outlined in red in the picture below.



### Section 4 - Parking Requests

1. The Jaycees request the use of the parking stalls in the Flat Iron park parking lot, as well as the parking stalls on Center St from the Alley South to Wrigley Dr. during the Festival (Including Set-up and Clean-up). We additionally request the use of the parking stalls on the lakefront of Wrigley Dr to the boat launch.



Finally we request the use of three parking spaces on either side of the East Walkway of Library Park on Saturday and Sunday (depicted in the picture below in red). Also, to facilitate safe unloading for the craft fair, we request the use of all the parking stalls in front of Library Park from 6am – 10am on Saturday (depicted in the picture below in blue). All stalls with the exception of the six by the East Walkway will be re-opened by 10am. The stalls being used are consistent with past years and are outlined within the action plan used by the Jaycees and the city to facilitate the smooth operation of the festival. This can be provided at council's request.



Thank you for your consideration.

Sincerely,

*Andrew Glass*

Andrew Glass

Lake Geneva Jaycees

Venetian Festival Chairman



**LAKE GENEVA  
JAYCEES**

*Lake Geneva Jaycees*

P.O. Box 411 ~ Lake Geneva, WI 53147

Email: [info@lakegenevajaycees.com](mailto:info@lakegenevajaycees.com)

<http://www.lakegenevajaycees.org>

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December 18th, 2025

To: Lake Geneva City Alderpersons  
From: Andrew Glass, Chairman - Venetian Fest

RE: 43rd Annual Venetian Festival Permit

Dear Alderpersons

This letter is to provide more information regarding the Entertainment Tent and our end of night procedures. In the past we have always had the music off by midnight and immediately began moving people out of the entertainment tent and out of Flat Iron park. We are fortunate every night to have the help of LGPD to help us move patrons out as quickly as possible. For that I say, Thank you LGPD.

All beer sales will be between the hours of 5pm to 12am Wednesday - Friday, and 12pm to 12am on Saturday and Sunday.

The procedure we are putting in place this year includes:

- Calling last call and turning the lights between 11:40 - 11:45pm.
- We will be done serving beer by midnight.
- Music off by midnight and again, with the help of LGPD begin moving people out of the Entertainment area and out of Flat Iron Park.

These procedures will be the responsibility of the Crew Chief, Co-Crew Chief and head of security each night.

Thank you and please feel free to reach out to me with any questions or concerns

Sincerely

Andrew Glass

Venetian Chairman

262-374-3272

[aglass.lgjaycees@gmail.com](mailto:aglass.lgjaycees@gmail.com)

# CITY OF LAKE GENEVA



## FIREWORKS APPLICATION

### \$50.00 Fee

*Application to possess and use class B(1.3), C(1.4) fireworks in accordance and compliance with Local, State, and NFPA Codes and Requirements*

Applicant: Lake Geneva Jaycees Phone: (262) 374-3272

Group / Agency sponsoring fireworks display (An individual cannot be issued a permit):  
Lake Geneva Jaycees

Address of group/agency sponsoring fireworks display (NO P.O. Box):  
N2448 Tuskegee Drive Burlington WI 53105  
Street Address City State Zip

Name of Fireworks Company performing display: J&M Displays

Address of Firework Company performing display (NO P.O. Box):  
18064 170th Ave. Yarmouth IA 52660  
Street Address City State Zip

Date/Time of authorized possession and use: 8-23-26 @ Dusk after the boat Parade

Date/Time of Set-Up: Barage & Tubes in place Saturday the 22nd, loading begins Sunday the 23rd ~ 9-10am

#### SPECIFIC LOCAL REQUIREMENTS

1. Application fee - \$50 per event
2. An itemized list of (label name) and quantity of class B(1.3), C(1.4) fireworks attached with application
3. Proof of liability coverage (copy of policy attached with application)
4. Map of launch site
5. Fireworks must be displayed not less than required by NFPA Standards and must be away from spectators, vehicles and other exposures with a minimum of 300 feet for 1.3 G shows
6. All displays will be aimed away from spectators
7. A test shot will be fired into the air at least 1 hour before scheduled display
8. Fireworks that have been wet at any time prior to the display will NOT be used

*NOTE: Permit required Class C fireworks cannot be sold to minors or persons restricted from possession of dangerous weapons due to a criminal conviction record. Certain types of class B or C fireworks shoot multiple projectiles at speeds of 1300 feet per second.*

#### RELEASE OF LIABILITY

I, Lake Geneva Jaycees, am aware of the dangers of fireworks and  
(Please Print Name)

am willing to assume full responsibility for any personal or property damage due to the display of fireworks. The applicant/group/agency agrees to indemnify and hold the City of Lake Geneva harmless from any claims or liability, including attorney fees and other defense costs, which may arise from the use, storage, transportation or possession of fireworks.

Andrew Illusz DATE: 12-18-2025

APPLICANT SIGNATURE

*For Office Use Only*

Amount Paid and Receipt Number \$ \_\_\_\_\_ Date Received \_\_\_\_\_

Check Number \_\_\_\_\_ GLLEA Approval (if applicable) \_\_\_\_\_

Police Chief Approval \_\_\_\_\_ Fire Chief Approval \_\_\_\_\_

Entered into RMS \_\_\_\_\_ Fire Engine Standby Required  Yes  No

Date Sent to Council \_\_\_\_\_ Permit Issued by \_\_\_\_\_

Mayor Signature \_\_\_\_\_ Date Issued \_\_\_\_\_





# J&M Displays Proposal for: Lake Geneva Jaycees 63rd Annual Venetian Festival - 2025

## Main Event

### Barrages (water cakes)

| Quantity                 | Name   | Rising Effect | Price    | Total    |
|--------------------------|--|---------------|----------|----------|
| 2                        | Flower ball mine to color flower ball Water Cake 36 shot |               | \$423.70 | \$847.40 |
| Category Shell Count: 72 |  |               |          | \$847.40 |

### Multi-shell Barrage Units

| Quantity                  | Name  | Rising Effect | Price    | Total      |
|---------------------------|---|---------------|----------|------------|
| 1                         | Ghost sweep Blue to Red to white strobe mines 100 shot fan      |               | \$280.00 | \$280.00   |
| 1                         | Color tails Red green purple lemon to titanium salute 100 shot  |               | \$360.00 | \$360.00   |
| 1                         | Crackling willow with blue star 100 shot                        |               | \$430.00 | \$430.00   |
| 1                         | 0.8" 210 shot PeacockFan Shape Variegated Mine (Rd/Gr/Bl/Pr/Or) |               | \$490.00 | \$490.00   |
| 1                         | 2.5" Display Shell Cake- Mixed finale 2.5" 36 shot              |               | \$490.00 | \$490.00   |
| 1                         | Celebration of Divine Land 112 shot Z shape                     |               | \$490.00 | \$490.00   |
| Category Shell Count: 658 |   |               |          | \$2,540.00 |

### Close proximity multi-shot fans

| Quantity                  | Name  | Rising Effect | Price   | Total      |
|---------------------------|---|---------------|---------|------------|
| 3                         | 7 shot Fan Slice Green tiger tail with Snowball (30mm)        |               | \$30.00 | \$90.00    |
| 3                         | 7 shot Fan Slice Red tiger tail with Snowball (30mm)          |               | \$30.00 | \$90.00    |
| 6                         | 7 shot Fan Slice White strobe waterfall (30mm)                |               | \$30.00 | \$180.00   |
| 3                         | 1.2" Crackling Crossette, 10 shot                             |               | \$39.00 | \$117.00   |
| 6                         | 10 shot fan slice Crackling mine with rainbow stars (30mm)    |               | \$43.00 | \$258.00   |
| 6                         | 11 shot fan slice Ghost mines red and green to brocade (30mm) |               | \$43.00 | \$258.00   |
| 6                         | 11 shot fan slice Ghost mines red blue and green (30mm)       |               | \$43.00 | \$258.00   |
| 3                         | 13 shot Fan Slice Red Strobe Mine with snowball (30mm)        |               | \$67.50 | \$202.50   |
| 4                         | 30mm Zipper Alternating silver glitter comet/ red comet       |               | \$67.50 | \$270.00   |
| 4                         | 30mm Zipper White glitter comet fan (All fire)                |               | \$67.50 | \$270.00   |
| Category Shell Count: 397 |   |               |         | \$1,993.50 |

### 3 Inch Salutes

| Quantity                 | Name                             | Rising Effect | Price   | Total    |
|--------------------------|----------------------------------|---------------|---------|----------|
| 10                       | Cylinder Salute 3" (E-Fire Only) |               | \$20.00 | \$200.00 |
| Category Shell Count: 10 |                                  |               |         | \$200.00 |

### 3 Inch Color Shells

| Quantity                  | Name  | Rising Effect | Price    | Total      |
|---------------------------|---|---------------|----------|------------|
| 3                         | Peony with brocade ring assorted  | Brocade tail  | \$15.00  | \$45.00    |
| 10                        | Glittering willow   | glitter tail  | \$23.90  | \$239.00   |
| 8                         | Nishiki kamuro niagara falls  |               | \$23.90  | \$191.20   |
| 2                         | Assortment K Of 20 different J&M Brand shells ELECTRIC FIRE                 |               | \$310.00 | \$620.00   |
| 2                         | Assortment X of 20 (5 salute, 15 color) J&M Brand Shells ELECTRIC FIRE      | mixed tails   | \$310.00 | \$620.00   |
| 1                         | Assortment Y of 10 pairs (20 shells) J&M shells ELECTRIC FIRE (Low fallout) |               | \$310.00 | \$310.00   |
| Category Shell Count: 121 |   |               |          | \$2,025.20 |



# J&M Displays Proposal for: Lake Geneva Jaycees 63rd Annual Venetian Festival - 2025

## Main Event

### 3 Inch Special Effect Shells

| Quantity                | Name                    | Rising Effect | Price   | Total    |
|-------------------------|-------------------------|---------------|---------|----------|
| 3                       | Blue to red ghost peony |               | \$34.30 | \$102.90 |
| Category Shell Count: 3 |                         |               |         | \$102.90 |

### 4 Inch Color Shells

| Quantity                 | Name  | Rising Effect     | Price    | Total      |
|--------------------------|---|-------------------|----------|------------|
| 4                        | Lemon Dahlia  |                   | \$28.60  | \$114.40   |
| 1                        | Brocade Crown with silver strobe pistils                    |                   | \$45.60  | \$45.60    |
| 4                        | Glitter crossette   | flower crown tail | \$45.60  | \$182.40   |
| 2                        | Green ring inside brocade to purple ring                    |                   | \$45.60  | \$91.20    |
| 2                        | Red green and blue moving stars                             |                   | \$45.60  | \$91.20    |
| 2                        | Assortment L of 20 different J&M Brand Shells ELECTRIC FIRE | mixed tails       | \$640.00 | \$1,280.00 |
| 2                        | Asst R of 20 different J&M Brand shells ELECTRIC FIRE       |                   | \$640.00 | \$1,280.00 |
| Category Shell Count: 93 |   |                   |          | \$3,084.80 |

### 4 Inch Special Effect shells

| Quantity                | Name                           | Rising Effect | Price   | Total    |
|-------------------------|--------------------------------|---------------|---------|----------|
| 2                       | Red ghost peony                |               | \$48.30 | \$96.60  |
| 3                       | Kamuro with Happy Face Pattern |               | \$48.70 | \$146.10 |
| Category Shell Count: 5 |                                |               |         | \$242.70 |

### 5 Inch Color Shells

| Quantity                 | Name  | Rising Effect | Price    | Total      |
|--------------------------|---|---------------|----------|------------|
| 2                        | Gold Glitter chrys to color assorted                        |               | \$59.90  | \$119.80   |
| 1                        | Golden kamuro to white strobe                               | Silver tail   | \$83.00  | \$83.00    |
| 2                        | Assortment N of 15 different J&M Brand shells ELECTRIC FIRE |               | \$750.00 | \$1,500.00 |
| 1                        | Assortment R of 15 different J&M Brand shells ELECTRIC FIRE |               | \$750.00 | \$750.00   |
| 3                        | Assortment T of 15 different J&M Brand Shells ELECTRIC FIRE | mixed tails   | \$750.00 | \$2,250.00 |
| Category Shell Count: 93 |   |               |          | \$4,702.80 |

### 5 Inch Special Effect Shells

| Quantity                | Name  | Rising Effect   | Price    | Total    |
|-------------------------|---|-----------------|----------|----------|
| 2                       | Stained Glass-Red Green Blue Yellow with Crackling                          | Glittering tail | \$93.00  | \$186.00 |
| 2                       | Red titanium salutes small flowers with crackling coconut pistil w/cracklin |                 | \$216.00 | \$432.00 |
| Category Shell Count: 2 |   |                 |          | \$618.00 |

### 6 Inch Color Shells

| Quantity                 | Name  | Rising Effect | Price    | Total      |
|--------------------------|---|---------------|----------|------------|
| 1                        | Aqua chrys with gold willow to white strobe ring with delayed crackle pisti |               | \$97.40  | \$97.40    |
| 1                        | Chrysanthemum to purple to gold strobe with glittering gold palm core       | Gold tail     | \$97.40  | \$97.40    |
| 1                        | Glittering silver to red chrysanthemum                                      |               | \$97.40  | \$97.40    |
| 1                        | Assortment C of 9 different J&M brand shells ELECTRIC FIRE                  | mixed tails   | \$720.00 | \$720.00   |
| 1                        | Assortment T of 9 different J&M brand shells ELECTRIC FIRE                  | Mixed tails   | \$720.00 | \$720.00   |
| Category Shell Count: 21 |   |               |          | \$1,732.20 |



# J&M Displays Proposal for: Lake Geneva Jaycees 63rd Annual Venetian Festival - 2025

## Main Event

### 6 Inch Special Effect Shells

| Quantity | Name  | Rising Effect | Price    | Total    |
|----------|---|---------------|----------|----------|
| 2        | Aqua to crackling ghost peony                                 |               | \$171.70 | \$343.40 |
| 2        | Blue back to green ghost peony                                |               | \$171.70 | \$343.40 |
| 2        | Blue flying dragons with blue pistil                          |               | \$171.70 | \$343.40 |
| 2        | Double palm trees with blue pistil                            |               | \$171.70 | \$343.40 |
| 3        | Glittering willow with pink lemon and light blue pistil       |               | \$171.70 | \$515.10 |
| 2        | Golden wave to orange swimming with white strobe pistil       | glitter tail  | \$171.70 | \$343.40 |
| 1        | Green flying dragons with green pistil                        |               | \$171.70 | \$171.70 |
| 1        | Green to purple to orange ghost peony                         |               | \$171.70 | \$171.70 |
| 1        | Green to silver flying dragons with green pistil              |               | \$171.70 | \$171.70 |
| 2        | Jellyfish - Blue  |               | \$171.70 | \$343.40 |
| 2        | Multi color flower sheets                                     |               | \$171.70 | \$343.40 |
| 1        | Nishiki kamuro to var. color with var. color pistil with tail |               | \$171.70 | \$171.70 |
| 4        | Nishiki kamuro to white strobe with white strobe pistil       |               | \$171.70 | \$686.80 |
| 1        | Nishiki kamuro with blue and golden double pistils            |               | \$171.70 | \$171.70 |
| 1        | Spangle chrys with blue pistil                                |               | \$171.70 | \$171.70 |
| 2        | Willow with flickering and reports                            |               | \$171.70 | \$343.40 |
| 1        | Double mum purple and green                                   |               | \$172.50 | \$172.50 |
| 1        | Double mum red and silver                                     |               | \$172.50 | \$172.50 |
| 1        | Flower Crown with pistil assorted                             |               | \$172.50 | \$172.50 |
| 1        | Popping Blue Flowers  |               | \$172.50 | \$172.50 |
| 1        | Purple to crackling ghost peony                               |               | \$172.50 | \$172.50 |
| 1        | Red + Gold Strobe Kaleidoscope                                |               | \$172.50 | \$172.50 |
| 1        | Red flying dragons with red pistil                            |               | \$172.50 | \$172.50 |
| 1        | Ten thousand circles of crackling chrys                       |               | \$172.50 | \$172.50 |

Category Shell Count: 37 \$6,359.30

### 8 Inch Special Effect Shells

| Quantity | Name  | Rising Effect | Price    | Total    |
|----------|---|---------------|----------|----------|
| 1        | Brocade crown with eight flowers                        |               | \$303.00 | \$303.00 |
| 1        | Glittering willow with pink lemon and light blue pistil |               | \$303.00 | \$303.00 |
| 1        | Purple to Dragon Eggs Ghost Peony                       |               | \$303.00 | \$303.00 |
| 1        | Blue crackling w/crackling pistil w/tail                |               | \$371.00 | \$371.00 |
| 1        | Snowflake w/white strobe pistil                         |               | \$371.00 | \$371.00 |

Category Shell Count: 5 \$1,651.00

### 10 Inch Special Effect Shells

| Quantity | Name                         | Rising Effect | Price    | Total    |
|----------|------------------------------|---------------|----------|----------|
| 1        | 3D ghost peony w/silver tail |               | \$640.00 | \$640.00 |

Category Shell Count: 1 \$640.00

**Section Shell Count: 1518**

## Finales

### 6 Inch Color Shells

| Quantity | Name                                   | Rising Effect | Price   | Total    |
|----------|--|---------------|---------|----------|
| 7        | Glittering silver to red chrysanthemum |               | \$97.40 | \$681.80 |

Category Shell Count: 7 \$681.80



# J&M Displays Proposal for: Lake Geneva Jaycees 63rd Annual Venetian Festival - 2025

## Finales

### 3 Inch Finales

| Quantity                  | Name  | Rising Effect | Price    | Total      |
|---------------------------|---|---------------|----------|------------|
| 6                         | 5 Salute with 5 gold willows 10 Shot finale chain |               | \$206.00 | \$1,236.00 |
| 18                        | Rainbow 10 Shot finale chain                      | mixed tails   | \$206.00 | \$3,708.00 |
| Category Shell Count: 240 |   |               |          | \$4,944.00 |

### 4 Inch Color Shells

| Quantity                 | Name              | Rising Effect | Price   | Total      |
|--------------------------|-------------------|---------------|---------|------------|
| 32                       | Glittering willow | glitter tail  | \$45.60 | \$1,459.20 |
| Category Shell Count: 32 |                   |               |         | \$1,459.20 |

### 4 Inch Finales

| Quantity                 | Name                                | Rising Effect | Price    | Total      |
|--------------------------|-------------------------------------|---------------|----------|------------|
| 12                       | Color (rainbow) 8 shot finale chain | mixed tails   | \$301.00 | \$3,612.00 |
| Category Shell Count: 96 |                                     |               |          | \$3,612.00 |

### 5 Inch Color Shells

| Quantity                 | Name                    | Rising Effect | Price   | Total    |
|--------------------------|-------------------------|---------------|---------|----------|
| 16                       | Dahlia, assorted colors |               | \$59.90 | \$958.40 |
| Category Shell Count: 16 |                         |               |         | \$958.40 |

**Section Shell Count: 391**

## Miscellaneous

### Racks - Metal

| Quantity                | Name  | Rising Effect | Price   | Total    |
|-------------------------|---|---------------|---------|----------|
| 3                       | Carpet runner (12" X 200') for covering racks |               | \$30.00 | \$90.00  |
| 1                       | Carpet runner (36" X 200') for covering racks |               | \$76.00 | \$76.00  |
| Category Shell Count: 0 |   |               |         | \$166.00 |

### Ignition Items

| Quantity                | Name  | Rising Effect | Price  | Total      |
|-------------------------|---|---------------|--------|------------|
| 320                     | MJG 10' (non-regulated ATF) Igniters with 10' leads (FWI 10 - 30 per box) |               | \$2.20 | \$704.00   |
| 320                     | MJG 15' (non-regulated ATF) Igniters with 15' leads (FWI15 - 20 per box)  |               | \$2.20 | \$704.00   |
| 60                      | MJG 25' Igniter (non-regulated ATF) (FWI 25 - 15 per box)                 |               | \$2.55 | \$153.00   |
| Category Shell Count: 0 |   |               |        | \$1,561.00 |

**Section Shell Count: 0**

## 8% Free for Early Payment



# J&M Displays Proposal for: Lake Geneva Jaycees 63rd Annual Venetian Festival - 2025

## 8% Free for Early Payment

### 3 Inch Color Shells

| Quantity                 | Name  | Rising Effect      | Price   | Total      |
|--------------------------|---|--------------------|---------|------------|
| 20                       | Glittering willow waterfall                   | glitter tail       | \$23.90 | \$478.00   |
| 6                        | Gold Spangle chrysanthemum with crackling     | Large Brocade tail | \$23.90 | \$143.40   |
| 8                        | Six Angle brocade crown                       | Large Brocade tail | \$23.90 | \$191.20   |
| 3                        | Color dahlia with silver strobe (Three color) | Crackling tail     | \$24.10 | \$72.30    |
| 10                       | Dragon eggs                                   |                    | \$24.10 | \$241.00   |
| 3                        | Gold Titanium Willow                          | Gold tail          | \$24.10 | \$72.30    |
| Category Shell Count: 50 |   |                    |         | \$1,198.20 |

### 4 Inch Color Shells

| Quantity                | Name                  | Rising Effect      | Price   | Total      |
|-------------------------|-----------------------|--------------------|---------|------------|
| 2                       | Brocade crown coconut | Large Brocade tail | \$45.60 | \$91.20    |
| Category Shell Count: 2 |                       |                    |         | \$1,289.40 |

### 4 Inch Special Effect shells

| Quantity                | Name                                | Rising Effect  | Price   | Total      |
|-------------------------|-------------------------------------|----------------|---------|------------|
| 1                       | Kamuro with Happy Face Pattern      |                | \$48.70 | \$48.70    |
| 1                       | Purple ghost peony                  | whistling tail | \$48.70 | \$48.70    |
| 2                       | Willow to Multi-Color Swimming Star | whistling tail | \$48.70 | \$97.40    |
| Category Shell Count: 4 |                                     |                |         | \$1,484.20 |

### 5 Inch Special Effect Shells

| Quantity                | Name                                      | Rising Effect | Price   | Total      |
|-------------------------|---|---------------|---------|------------|
| 2                       | Golden willow (waterfall) to white strobe |               | \$93.00 | \$186.00   |
| Category Shell Count: 2 |   |               |         | \$1,670.20 |

### 6 Inch Color Shells

| Quantity                | Name   | Rising Effect      | Price   | Total      |
|-------------------------|--|--------------------|---------|------------|
| 1                       | Red to Blue peony with rising small flower tail (white strobe) | Rising flower tail | \$97.40 | \$97.40    |
| Category Shell Count: 1 |  |                    |         | \$1,767.60 |

### 8 Inch Special Effect Shells

| Quantity                | Name  | Rising Effect | Price    | Total      |
|-------------------------|---|---------------|----------|------------|
| 1                       | Golden wave to blue butterfly w/orange circle |               | \$371.00 | \$371.00   |
| Category Shell Count: 1 |   |               |          | \$2,138.60 |

### 10 Inch Special Effect Shells

| Quantity                | Name   | Rising Effect | Price    | Total      |
|-------------------------|--|---------------|----------|------------|
| 1                       | Orange Crackling Willow Flower w/Green Strobe Pistil |               | \$640.00 | \$640.00   |
| Category Shell Count: 1 |  |               |          | \$2,778.60 |

**Section Shell Count: 61**

## 15% Free for Loyalty Program



# J&M Displays Proposal for: Lake Geneva Jaycees 63rd Annual Venetian Festival - 2025

## 15% Free for Loyalty Program

### 3 Inch Color Shells

| Quantity                | Name                                      | Rising Effect      | Price   | Total    |
|-------------------------|---|--------------------|---------|----------|
| 2                       | Glittering silver to yellow chrysanthemum |                    | \$23.90 | \$47.80  |
| 2                       | Glittering willow                         | glitter tail       | \$23.90 | \$47.80  |
| 2                       | Lemon eddy in chrysanthemum               |                    | \$23.90 | \$47.80  |
| 2                       | Gold Palm with crackling pistil           | Large Brocade tail | \$24.10 | \$48.20  |
| Category Shell Count: 8 |   |                    |         | \$191.60 |

### 4 Inch Color Shells

| Quantity                | Name                            | Rising Effect | Price   | Total    |
|-------------------------|---------------------------------|---------------|---------|----------|
| 2                       | Color dahlia with silver strobe | Gold tail     | \$45.60 | \$91.20  |
| 6                       | Glittering willow waterfall     | glitter tail  | \$45.60 | \$273.60 |
| Category Shell Count: 8 |                                 |               |         | \$556.40 |

### 4 Inch Special Effect shells

| Quantity                | Name           | Rising Effect | Price   | Total    |
|-------------------------|----------------|---------------|---------|----------|
| 2                       | Double Crackle |               | \$48.70 | \$97.40  |
| Category Shell Count: 2 |                |               |         | \$653.80 |

### 5 Inch Color Shells

| Quantity                | Name   | Rising Effect | Price   | Total    |
|-------------------------|--|---------------|---------|----------|
| 4                       | Medusa pattern (E-Fire ONLY) (assorted case) |               | \$83.00 | \$332.00 |
| Category Shell Count: 4 |  |               |         | \$985.80 |

### 5 Inch Special Effect Shells

| Quantity                | Name                                | Rising Effect | Price   | Total      |
|-------------------------|-------------------------------------|---------------|---------|------------|
| 2                       | Multi color strobe                  |               | \$92.00 | \$184.00   |
| 2                       | Willow to multi-color swimming star | glitter tail  | \$92.00 | \$184.00   |
| 2                       | Jellyfish                           | glitter tail  | \$93.00 | \$186.00   |
| Category Shell Count: 6 |                                     |               |         | \$1,539.80 |

### 6 Inch Color Shells

| Quantity                | Name  | Rising Effect | Price   | Total      |
|-------------------------|---|---------------|---------|------------|
| 2                       | Glittering silver to red chrysanthemum            |               | \$97.40 | \$194.80   |
| 1                       | Gold willow to white strobe with crackling pistil | Gold tail     | \$97.40 | \$97.40    |
| Category Shell Count: 3 |   |               |         | \$1,832.00 |

### 6 Inch Special Effect Shells

| Quantity                | Name  | Rising Effect | Price    | Total      |
|-------------------------|---|---------------|----------|------------|
| 2                       | 3D ghost peony  |               | \$171.70 | \$343.40   |
| 2                       | Aqua to multi color small flowers                     |               | \$171.70 | \$343.40   |
| 1                       | Glittering willow to variegated with pistil           | glitter tail  | \$171.70 | \$171.70   |
| 2                       | Purple to nishiki kamuro niagara falls double circles |               | \$171.70 | \$343.40   |
| 2                       | Yellow to blue to green ghost peony                   |               | \$171.70 | \$343.40   |
| Category Shell Count: 9 |   |               |          | \$3,377.30 |



# J&M Displays Proposal for: Lake Geneva Jaycees 63rd Annual Venetian Festival - 2025

## 15% Free for Loyalty Program

### 8 Inch Special Effect Shells

| Quantity                | Name              | Rising Effect | Price    | Total      |
|-------------------------|-------------------|---------------|----------|------------|
| 2                       | Glittering willow |               | \$303.00 | \$606.00   |
| Category Shell Count: 2 |                   |               |          | \$3,983.30 |

### 10 Inch Color Shells

| Quantity                | Name                               | Rising Effect | Price    | Total      |
|-------------------------|------------------------------------|---------------|----------|------------|
| 1                       | Spring colors SOS with palm pistil |               | \$375.00 | \$375.00   |
| Category Shell Count: 1 |                                    |               |          | \$4,358.30 |

### 12 Inch Special Effect Shells

| Quantity                | Name   | Rising Effect | Price    | Total      |
|-------------------------|--|---------------|----------|------------|
| 1                       | Spangle chrysanthemum w/gold willow pistil and purple ring |               | \$820.40 | \$820.40   |
| Category Shell Count: 1 |  |               |          | \$5,178.70 |

**Section Shell Count: 44**

## Free for Customer Satisfaction

### 5 Inch Special Effect Shells

| Quantity                | Name   | Rising Effect   | Price   | Total    |
|-------------------------|--|-----------------|---------|----------|
| 2                       | Stained Glass-Red Green Blue Yellow with Crackling | Glittering tail | \$93.00 | \$186.00 |
| Category Shell Count: 2 |  |                 |         | \$186.00 |

### 4 Inch Color Shells

| Quantity                | Name  | Rising Effect | Price   | Total    |
|-------------------------|---|---------------|---------|----------|
| 4                       | Glittering willow to variegated with pistil | glitter tail  | \$45.60 | \$182.40 |
| Category Shell Count: 4 |   |               |         | \$368.40 |

### 6 Inch Color Shells

| Quantity                | Name                                   | Rising Effect | Price   | Total    |
|-------------------------|--|---------------|---------|----------|
| 1                       | Glittering silver to red chrysanthemum |               | \$97.40 | \$97.40  |
| Category Shell Count: 1 |  |               |         | \$465.80 |

### 6 Inch Special Effect Shells

| Quantity                | Name                               | Rising Effect         | Price    | Total      |
|-------------------------|------------------------------------|-----------------------|----------|------------|
| 4                       | Multi-Color Flowers                | /rising green flowers | \$171.70 | \$686.80   |
| 2                       | Three pistils magenta lemon strobe |                       | \$171.70 | \$343.40   |
| Category Shell Count: 6 |                                    |                       |          | \$1,496.00 |

**Section Shell Count: 13**



# J&M Displays Proposal for: Lake Geneva Jaycees 63rd Annual Venetian Festival - 2025

This proposal includes an extension of our \$10,000,000.00 spectator liability insurance, and workers compensation on our shoot team.

|                       |                    |
|-----------------------|--------------------|
| Fireworks Price:      | \$40,122.20        |
| Discount:             | \$5,736.70         |
| Subtotal Fireworks:   | <b>\$34,385.50</b> |
| Sales Tax:            |                    |
| Local Sales Tax:      |                    |
| Insurance Processing: | \$5,000.00         |
| License and Permit:   |                    |
| Shoot Fee:            | \$4,000.00         |
| Delivery:             | \$2,500.00         |
| Musical Firing:       |                    |
| Shoot Cost:           |                    |
| Equipment Rental:     |                    |
| Barge/Pontoon Fee:    | \$4,114.50         |
| Total Price of Show:  | <b>\$50,000.00</b> |

|                   |          |
|-------------------|----------|
| Total Shot Count: | 2027     |
| Packing Check:    | 1087     |
| Date of Display:  | 08/17/25 |
| Customer Number:  | 10615    |

**Summary of Free Items Added to Your Show**  
**See Previous Pages for a Listing of Free Items**  
**Free Items are Based on the \$34,385.50 Fireworks Subtotal**

|                   |                                       |
|-------------------|---------------------------------------|
| <b>\$2,778.60</b> | <b>8% Free for Early Payment</b>      |
| <b>\$5,178.70</b> | <b>15% Free for Loyalty Program</b>   |
| <b>\$1,496.00</b> | <b>Free for Customer Satisfaction</b> |
| <b>\$9,453.30</b> | <b>Total Free</b>                     |

**Total Value of Show is \$65,190.00. Your Price is \$50,000.00**

### Please Note the Following Comments:

The data in this proposal is confidential, and is to be accorded confidential treatment and shall not be disclosed other than to the official representative of the organization listed on the cover, and only then when in the evaluation of this proposal. Any reproduction of the contents of this proposal, whether in whole or in part, is expressly forbidden. J&M Displays, Inc. requests that all information be safeguarded from release pursuant to any request under the Freedom of Information Law of this state or any other state or jurisdiction; as it may cause competitive disadvantage to our company. The enclosed concepts and materials are the sole and exclusive property of J&M Displays, Inc. We reserve the right to make substitutions of equal or greater value. Prices and specifications are subject to change without notice. For choreographed displays the quantity and sizes of product may change based on the music selected; however, the dollar value of the product will remain the same.

This display gets an 8% early pay bonus, a 15% multi-year bonus, and a \$1500 Free For Advertising Bonus approved by Jim Oetken for the 63rd Anniversary.

# VENETIAN FESTIVAL SHOOT SITE

LAKE GENEVA, WI

Staging Area

Barge Firing Position

### Legend

- ATM (Stop-N-Go)
- Bistro 220
- Delaney Street Mercantile
- Eye Contact
- Feature 1
- Feature 2
- Feature 3
- Feature 4
- Feature 5
- Jasmine Salon & Spa
- Keefe Real Estate Inc
- Kismet
- Lake Geneva
- Lake Geneva
- Lake Geneva Cruise Line
- Lake Geneva Post Office
- Lake Geneva Public Library
- Mill Creek Hotel
- Park
- Shorewest Realtors
- Untitled Path



## Agenda Item Memo

### City of Lake Geneva

Committee: Finance, Licensing, & Regulation Committee

Meeting Date: February 17, 2026

Subject / Title: Temporary Beer/Wine License-Venetian Fest

Submitted By: Clerk's Office

#### Background / Request

The Lake Geneva Jaycees have filed a Temporary Beer/Wine License Application for Venetian Fest 2026. The organization is a qualified applicant for a temporary license, the necessary background checks have been completed, and the appointed agent is qualified to serve as an agent on an alcohol license. This application is consistent with prior years' events and staff review uncovered no issues or concerns.

#### Fiscal Impact / Budget

- **Estimated Cost:** N/A
- **Funding Source:** N/A (e.g., General Fund, TID, Water Utility, Grants)
- **Budget Status:**  Within Budget \_\_\_\_\_  Over Budget \_\_\_\_\_  
 Budget Amendment Required \_\_\_\_\_
- **GL Number:** \_\_\_\_\_

*(If applicable, note grant awards, cost-sharing, or capital plan references.)*

#### Ordinance/Policy Implications/Changes:

N/A

#### Recommendation:

Recommend to Council for approval.

#### Implementation/Next Steps

| Name of Committee | Date of Meeting | Original Agenda Item # | Outcome |
|-------------------|-----------------|------------------------|---------|
| FLR               | 02/17/2026      |                        |         |
| Council           | 02/23/2026      |                        |         |
|                   |                 |                        |         |

#### Attachments (list any and all attachments that go with this item and memo)

Class "B" Beer / "Class" C Wine License Application

| Reviewed by    | Date:         | Comments                   |
|----------------|---------------|----------------------------|
| PD             | February 2026 | Background Checks Complete |
| Clerk's Office | February 2026 | Applicant Qualified        |

# Temporary Alcohol Beverage License

| License(s) Requested  | Fees              |                 |
|---|-------------------|-----------------|
| <input checked="" type="checkbox"/> Temporary "Class B" Wine <input checked="" type="checkbox"/> Temporary Class "B" Beer | License Fees      | \$ 10.00        |
|   | Background Check  | \$              |
|   | <b>Total Fees</b> | <b>\$ 10.00</b> |

| Part A: Organization Information   |   |  |
|--|---|--|
| 1. Organization Name<br>Lake Geneva Jaycees  |   |  |
| 2. Organization Permanent Address<br>PO Box 411  |   |  |
| 3. City<br>Lake Geneva   | 4. State<br>WI                          | 5. Zip Code<br>53147                               |
| 6. Mailing Address (if different from permanent address)<br>PO Box 411   |   |  |
| 8. Date of Organization/Incorporation<br>01/01/62  |   | 9. State of Organization/Incorporation<br>01/01/62 |
| 10. Phone<br>(262) 374-3272  | 11. Email<br>aglass.lgjaycees@gmail.com |  |
| 12. Organization type (check one)  |   |  |
| <input checked="" type="checkbox"/> Bona Fide Club <input type="checkbox"/> Church <input type="checkbox"/> Fair Association/Agricultural Society <input type="checkbox"/> Veteran's Organization<br><input type="checkbox"/> Lodge/Society <input type="checkbox"/> Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats. |   |  |
| 13. Is this organization required to hold a Wisconsin Seller's permit? ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |   |  |
| 14. Wisconsin Seller's Permit Number (if applicable)   |   |  |

| Part B: Individual Information  |            |                       |            |
|---|------------|-----------------------|------------|
| List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary. |            |                       |            |
| Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).   |            |                       |            |
| Last Name   | First Name | Title                 | Phone      |
| Schmidt   | Rob        | President             | [REDACTED] |
| Felt  | Keith      | Past-President        |            |
| Glass   | Andrew     | Venetian Chairman     |            |
| Fuson   | Nick       | Treasurer             |            |
| Kolmos  | Christian  | Internal V. President |            |

Continued →



|   |  |
|---|--|
| <b>Agent Type</b> <i>(check one)</i>                  |  |
| <input checked="" type="checkbox"/> Original (no fee) | <input type="checkbox"/> Successor (\$10 fee for municipal licensees only) |

|   |  |
|---|--|
| <b>Part A: Business Information</b>   |  |
| 1. Legal Business Name (individual name if sole proprietor)<br>Lake Geneva Jaycees  |  |
| 2. Business Trade Name or DBA<br>Lake Geneva Jaycees  |  |
| 3. Entity Type <i>(check one)</i><br><input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Nonprofit Organization |  |
| 4. Alcohol Beverage Business Authorization <i>(check one)</i><br><input checked="" type="checkbox"/> Municipal Retail License <input type="checkbox"/> 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.   |  |

|                                  |                         |              |
|----------------------------------|-------------------------|--------------|
| <b>Part B: Agent Information</b> |                         |              |
| 1. Last Name<br>Glass            | 2. First Name<br>Andrew | 3. M.I.<br>J |
|                                  |                         |              |
|                                  | 8. State<br>WI          |              |

|  |  |
|--|--|
| <b>Part C: Agent Questions</b>   |  |
| 1. Have you satisfied the responsible beverage server training requirement? Submit proof of completion.  | <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 2. Have you completed Form AB-100, <i>Alcohol Beverage Individual Questionnaire</i> (licensee) or Form AB-300, <i>Alcohol Beverage Personal Questionnaire</i> (permittee)? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No            |
| 3. Have you been a Wisconsin resident for at least 90 continuous days? See instructions for exceptions.  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No            |

*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<br>Glass         | First Name<br>Andrew | M.I.<br>J |
| Title<br>Venetian Chairman |                      |           |
| 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<br>Glass | First Name<br>Andrew | M.I.<br>J |
| Signature          | Date                 |           |



# *Certificate*

## RESPONSIBLE BEVERAGE SERVER

*awarded to*

**Andrew Glass**

*This certificate represents the successful completion of an approved Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)(a)5., 125.17(6), and 134.66(2m), Wis. Stats.*

www.Wisconsin-Bartending.com

*Training Provider*

01/12/2026

*Training Date*

### CITY OF LAKE GENEVA EVENT PERMIT APPLICATION



For events using City Parks or other Public Property.

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.

Submit to: parksdirector@cityoflakegeneva.gov

Do not use this form if your event is on private property.

#### Section I- APPLICANT INFORMATION

Name of Applicant: Tom Jordan

Name of Event Organizer/Producer: Tom Jordan

Production Company/Organization: J3 Events, Inc. FEIN #: 45-3219461

Street Address: 2903 Sheffield Drive

City: New Lenox State: IL Zip code: 60451

E-mail Address: mike@j3timing.com

Daytime Phone: 734-223-1945 Cell Phone: 734-223-1945

Are you a  Business/Individual OR  Non-Profit Organization 501(c)\_\_\_\_\_

EIN # (Tax Exempt Number): \_\_\_\_\_

\*All non-profits must present a copy of their current Tax ID- EIN#

#### 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
- Other Location: \_\_\_\_\_

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:

- |  |  |
|--|--|
| <p><b>Park Space</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Flat Iron Park</li> <li><input type="checkbox"/> Seminary Park</li> <li><input type="checkbox"/> Cobb Park</li> <li><input type="checkbox"/> Library Park</li> <li><input type="checkbox"/> Other: _____</li> </ul> | <p><b>Shelters</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Brunk Pavilion <input type="checkbox"/> Gazebo</li> <li><input type="checkbox"/> Seminary Park Shelter</li> <li><input type="checkbox"/> Cobb Park Shelter</li> </ul> |
|--|--|

\*Applicants for a Public Event Permit MUST attend the Committee & Council meetings where their applications are considered for approval.

Geneva Lake Distilling Wine Run 5k

- 1. Title of Event: \_\_\_\_\_
- 2. Date(s) of Event: Monday, September 7, 2026
- 3. Location(s) of Event: Studio Winery 401 E Sheridan Springs Rd, Lake Geneva, WI
- 4. Hours: Event starts at 11:00 PM & ends 2:15 PM. Setup starts 8:30 AM and tear down ends 3:00 PM  
Include :Start Time & End Time of event, and set up and tear down times
- 5. Event Chair/Contact Person: Tom Jordan Phone: 815-354-6441
- 6. Day of Event Contact Name: Tom Jordan Phone: 815-354-6441
- 7. Is the event open to the public?  Yes  No
- 8. Will you charge an admission fee?  Yes  No
- 9. Estimated Attendance Number: 300
- 10. Basis for estimate: Event had 290 people last year
- 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:

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

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

- 17. Will your event include the sale of beer and/or wine?  Yes  No  
If yes, please submit a completed Temporary Alcohol License & any necessary Temporary Operator License Applications to the City Clerk's office.

- 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. Describe Signage to be used during event:

If using City Street Banner poles, submit a completed Street Banner Display Application.

**Section III- STREET USE/CLOSURE-\$75 PER DAY PLUS COST OF BARRICADE RENTAL**

- Street Closure
- Street Use
- N/A-Skip to Section IV

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.

**Describe street(s) being used or closed. Attach additional pages if necessary & include a map.**  
Street closures must include rental of barricades; must be coordinated with the City of Lake Geneva Department of Public Works

**Section IV- PARKING REQUESTS**

**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 Location: \_\_\_\_\_

Attach a map showing location of requested stalls.

**Section V - REQUESTS FOR ADDITIONAL SERVICES**

Anticipated Services Beyond Facility/Park Space Use Will Result in Additional Fees  
Please indicate below any additional services you are requesting for your event. Estimated Fees for these services may be required prior to issuance of permit

**Electricity;** Explain: \_\_\_\_\_

**Water;** Explain: \_\_\_\_\_

**Traffic Control;** Explain: \_\_\_\_\_

**Police Services;** Explain: \_\_\_\_\_

**Fire/EMS Services;** Explain: \_\_\_\_\_

**Other;** Explain: \_\_\_\_\_



**For Office Use Only**

Date Filed: \_\_\_\_\_ Fees:  Exempt  Charged Amt Due: \_\_\_\_\_

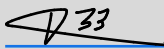
**Required Approvals**

Parks Director Signature: David Winger Date: 1/28/2026

Approve  Denied Notes: \_\_\_\_\_

Police Chief Signature: Lt. Kaitlin Tietz Date: Jan 28, 2026  
Lt. Kaitlin Tietz (Jan 28, 2026 10:26:02 CST)

Approve  Denied Notes: \*Start time for event is 11:00am\*

Fire Chief Signature:  Date: Jan 28, 2026  
Detkowski (Jan 28, 2026 10:21:04 CST)

Approve  Denied Notes: \_\_\_\_\_

DPW Signature: Noil Waswo Date: Jan 29, 2026  
Noil Waswo (Jan 29, 2026 06:37:19 CST)

Approve  Denied Notes: \_\_\_\_\_

**As Needed Approvals**

Parking Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approve  Denied Notes: \_\_\_\_\_

Harbormaster Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approve  Denied Notes: \_\_\_\_\_

City Clerk Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approve  Denied Notes: \_\_\_\_\_

Public Events:

FLR Meeting Date: 2/17/2026

Council Meeting Date: 2/23/2026

## Public Event-Save the Date Form

ONLY Public Events held annually have the ability to reserve future dates for that event no more than three years after the current event being applied for.

Completion of this form does not replace the application process for a City of Lake Geneva Event permit. An event permit application must be submitted each year.

Do not complete this form if your event is a private event.

---

Event Name: \_\_\_\_\_

Event Date: YR 20\_\_\_\_: \_\_\_\_\_

YR 20\_\_\_\_: \_\_\_\_\_

YR 20\_\_\_\_: \_\_\_\_\_

All Park Facilities: \_\_\_\_\_

Name of Sponsoring Organization: \_\_\_\_\_

If Non-profit or Not-for-Profit: Tax ID / EIN #: \_\_\_\_\_

Contact First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone/Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Notes/Request: \_\_\_\_\_

---

Report Criteria:

Detail report.  
Invoices with totals above \$0.00 included.  
Paid and unpaid invoices included.  
Invoice.Batch = "PP02042026","02062026","PP12312025F","02132026"

| Invoice Number             | Invoice Date | Description                | GL Account and Title                        | Net Invoice Amount |
|----------------------------|--------------|----------------------------|---|--------------------|
| <b>647 MAIN STREET LLC</b> |              |                            |   |                    |
| 2025-3                     | 02/06/2026   | 2025 SHARED REVENUE COST   | 42-34-50-58500 PARKING LOT REV SHARE        | 5,152.76           |
| Total 647 MAIN STREET LLC: |              |                            |   | 5,152.76           |
| <b>ADAMS ELECTRIC INC</b>  |              |                            |   |                    |
| 227500                     | 02/11/2026   | HVAC SERVICE TECH LABOR- I | 43-99-00-17010 LIBRARY CAPITAL PROJECTS     | 452.00             |
| Total ADAMS ELECTRIC INC:  |              |                            |   | 452.00             |
| <b>ALLIANT ENERGY/WPL</b>  |              |                            |   |                    |
| JAN 2026-01                | 02/02/2026   | GENEVA SQUARE-TRAFFIC LIG  | 11-34-10-52220 ELECTRICITY-FLASHERS         | 92.29              |
| JAN 2026-01                | 02/02/2026   | HAVENWOOD FLASHER          | 11-34-10-52220 ELECTRICITY-FLASHERS         | 12.93              |
| JAN 2026-01                | 02/02/2026   | SOUTH/WELLS FLASHER        | 11-34-10-52220 ELECTRICITY-FLASHERS         | 19.08              |
| JAN 2026-01                | 02/02/2026   | WELLS STREET FLASHER       | 11-34-10-52220 ELECTRICITY-FLASHERS         | 26.05              |
| JAN 2026-01                | 02/02/2026   | MAIN STREET LIGHTS         | 11-34-10-52230 STREET LIGHTS ELECTRICITY    | 366.52             |
| JAN 2026-01                | 02/02/2026   | 1055 CAREY                 | 11-32-10-52220 ST DEPT BLDG ELECTRICITY     | 226.70             |
| JAN 2026-01                | 02/02/2026   | BROAD ST TRAFFIC SIGNAL    | 11-34-10-52230 STREET LIGHTS ELECTRICITY    | 152.26             |
| JAN 2026-01                | 02/02/2026   | HWY 50/HWY 12 FLASHER      | 11-34-10-52220 ELECTRICITY-FLASHERS         | 17.13              |
| JAN 2026-01                | 02/02/2026   | WEST COOK SIREN            | 11-29-00-52220 SIRENS ELECTRICTY            | 26.05              |
| JAN 2026-01                | 02/02/2026   | RIVIERA ELECTRIC           | 40-55-30-52220 PIER ELECTRIC                | 5,427.72           |
| JAN 2026-01                | 02/02/2026   | BEACH HOUSE                | 40-54-10-52220 BEACH ELECTRIC               | 390.86             |
| JAN 2026-01                | 02/02/2026   | INTERCHANGE N TRAFFIC SIG  | 11-34-10-52230 STREET LIGHTS ELECTRICITY    | 86.90              |
| JAN 2026-01                | 02/02/2026   | HWY 120/BLOOMFIELD RD TRA  | 11-34-10-52230 STREET LIGHTS ELECTRICITY    | 121.88             |
| JAN 2026-01                | 02/02/2026   | LIBRARY PARK OUTSIDE       | 11-52-00-52220 PARKS ELECTRICITY            | 35.14              |
| JAN 2026-01                | 02/02/2026   | EDWARDS BLVD/WALMART TR    | 11-34-10-52230 STREET LIGHTS ELECTRICITY    | 123.99             |
| JAN 2026-01                | 02/02/2026   | HAVENWOOD DR/MAIN STREE    | 11-34-10-52230 STREET LIGHTS ELECTRICITY    | 121.34             |
| JAN 2026-01                | 02/02/2026   | SAGE ST/DUNN SIREN         | 11-29-00-52220 SIRENS ELECTRICTY            | 6.50               |
| JAN 2026-01                | 02/02/2026   | STREET LIGHTS MS-2 LIGHTIN | 11-34-10-52230 STREET LIGHTS ELECTRICITY    | 336.86             |
| JAN 2026-01                | 02/02/2026   | DUNN FIELD                 | 11-52-00-59220 DUNN FIELD ELECTRIC          | 319.14             |
| JAN 2026-01                | 02/02/2026   | SNAKE RD/HWY 50 FLASHER    | 11-34-10-52220 ELECTRICITY-FLASHERS         | 17.13              |
| JAN 2026-01                | 02/02/2026   | VETS PARK/TOWNLINE RD      | 11-52-01-52220 VETS PARKS ELECTRICITY       | 369.13             |
| JAN 2026-01                | 02/02/2026   | 1067 CAREY-STORAGE BUILDI  | 11-21-00-52220 POLICE IMPOUND BLDG ELECTRIC | 33.54              |
| JAN 2026-01                | 02/02/2026   | 1067 CAREY-STORAGE BUILDI  | 11-22-00-52220 FIREHOUSE ELECTRICITY        | 33.54              |
| JAN 2026-01                | 02/02/2026   | N BLOOMFIELD RD & HARMON   | 11-34-10-52230 STREET LIGHTS ELECTRICITY    | 5.46               |
| JAN 2026-01                | 02/02/2026   | MUSEUM-256 MILLS STREET    | 11-51-10-52220 MUSEUM-ELECTRICITY           | 1,010.31           |
| JAN 2026-01                | 02/02/2026   | WELLS STREET FLASHER       | 11-34-10-52220 ELECTRICITY-FLASHERS         | 16.55              |
| JAN 2026-01                | 02/02/2026   | HOST DRIVE WATER TOWER     | 11-22-00-52220 FIREHOUSE ELECTRICITY        | 365.05             |
| JAN 2026-01                | 02/02/2026   | LIBRARY-918 MAIN STREET    | 99-00-00-52220 LIBRARY UTILITIES            | 1,597.21           |
| JAN 2026-01                | 02/02/2026   | LOT LITE-GENEVA ST         | 11-34-10-52230 STREET LIGHTS ELECTRICITY    | 345.07             |
| JAN 2026-01                | 02/02/2026   | WELLS STREET LIGHT         | 11-34-10-52220 ELECTRICITY-FLASHERS         | 109.33             |
| JAN 2026-01                | 02/02/2026   | FLAT IRON PARK-WRIGLEY DR  | 11-52-00-52220 PARKS ELECTRICITY            | 512.88             |
| JAN 2026-01                | 02/02/2026   | W HWY 50 BLOCK FLASHER     | 11-34-10-52220 ELECTRICITY-FLASHERS         | 17.13              |
| JAN 2026-01                | 02/02/2026   | LIBRARY PARK RESTROOM      | 11-52-00-52220 PARKS ELECTRICITY            | 345.63             |
| JAN 2026-01                | 02/02/2026   | 724 WILLIAMS STREET        | 11-34-10-52230 STREET LIGHTS ELECTRICITY    | 63.50              |
| JAN 2026-01                | 02/02/2026   | S LAKE SHORE DRIVE FLASHE  | 11-34-10-52220 ELECTRICITY-FLASHERS         | 13.36              |
| JAN 2026-01                | 02/02/2026   | S LAKE SHORE DRIVE         | 11-52-00-52220 PARKS ELECTRICITY            | 38.50              |
| JAN 2026-01                | 02/02/2026   | COOK ST/HWY 50 TRAFFIC SIG | 11-34-10-52230 STREET LIGHTS ELECTRICITY    | 59.35              |
| JAN 2026-01                | 02/02/2026   | OAK HILL CEMETERY          | 48-00-00-52220 CEM ELECTRICITY EXP          | 230.27             |
| JAN 2026-01                | 02/02/2026   | SIREN-730 MARSHALL STREET  | 11-29-00-52220 SIRENS ELECTRICTY            | 38.66              |
| JAN 2026-01                | 02/02/2026   | TENNIS COURTS              | 11-52-00-52220 PARKS ELECTRICITY            | 24.93              |

| Invoice Number | Invoice Date | Description               | GL Account and Title                        | Net Invoice Amount |
|----------------|--------------|---------------------------|---|--------------------|
| JAN 2026-01    | 02/02/2026   | OAK HILL CEMETERY         | 48-00-00-52220 CEM ELECTRICITY EXP          | 44.82              |
| JAN 2026-01    | 02/02/2026   | 389 EDWARDS TRAFFIC LIGHT | 11-34-10-52230 STREET LIGHTS ELECTRICITY    | 145.40             |
| JAN 2026-01    | 02/02/2026   | HWY 50/HWY 12 STOP LIGHT  | 11-34-10-52220 ELECTRICITY-FLASHERS         | 64.81              |
| JAN 2026-01    | 02/02/2026   | RUSHWOOD PARK             | 11-52-00-52220 PARKS ELECTRICITY            | 40.05              |
| JAN 2026-01    | 02/02/2026   | 700 GENEVA STREET PARKING | 11-34-10-52230 STREET LIGHTS ELECTRICITY    | 399.13             |
| JAN 2026-01    | 02/02/2026   | 1065 CAREY ST             | 11-32-10-52220 ST DEPT BLDG ELECTRICITY     | 576.90             |
| JAN 2026-01    | 02/02/2026   | STREET LIGHTS             | 11-34-10-52230 STREET LIGHTS ELECTRICITY    | 7,778.44           |
| JAN 2026-01    | 02/02/2026   | VETS PARK SCOREBOARD      | 11-52-01-52220 VETS PARKS ELECTRICITY       | 205.29             |
| JAN 2026-01    | 02/02/2026   | BAKER/SEMINARY RESTROOM   | 11-52-00-52220 PARKS ELECTRICITY            | 32.21              |
| JAN 2026-01    | 02/02/2026   | HWY 50 TRAFFIC LIGHT      | 11-34-10-52230 STREET LIGHTS ELECTRICITY    | 112.81             |
| JAN 2026-01    | 02/02/2026   | GEORGE STREET FLASHER     | 11-34-10-52220 ELECTRICITY-FLASHERS         | 13.36              |
| JAN 2026-01    | 02/02/2026   | 1070 CAREY ST             | 11-32-10-52220 ST DEPT BLDG ELECTRICITY     | 238.71             |
| JAN 2026-01    | 02/02/2026   | FLAT IRON PARK-WRIGLEY DR | 11-52-00-52220 PARKS ELECTRICITY            | 24.93              |
| JAN 2026-01    | 02/02/2026   | DODGE STREET FLASHER      | 11-34-10-52220 ELECTRICITY-FLASHERS         | 13.36              |
| JAN 2026-01    | 02/02/2026   | IMPOUND-1070 CAREY ST     | 11-21-00-52220 POLICE IMPOUND BLDG ELECTRIC | 42.97              |
| JAN 2026-01    | 02/02/2026   | FIRE HOUSE-730 MARSHALL   | 11-22-00-52220 FIREHOUSE ELECTRICITY        | 1,330.92           |
| JAN 2026-01    | 02/02/2026   | HWY 120/TOWNLINE RD STOP  | 11-34-10-52220 ELECTRICITY-FLASHERS         | 69.98              |
| JAN 2026-01    | 02/02/2026   | CITY HALL                 | 11-16-10-52220 CITY HALL ELECTRICITY        | 1,546.86           |
| JAN 2026-01    | 02/02/2026   | VETS PARK PAVILION        | 11-52-01-52220 VETS PARKS ELECTRICITY       | 260.43             |
| JAN 2026-01    | 02/02/2026   | DONIAN PK                 | 11-52-00-52220 PARKS ELECTRICITY            | 232.03             |
| JAN 2026-01    | 02/02/2026   | COBB PARK                 | 11-52-00-52220 PARKS ELECTRICITY            | 28.84              |

Total ALLIANT ENERGY/WPL: 26,358.12

**AT&T MOBILITY**

|              |            |                          |                                       |       |
|--------------|------------|--------------------------|---------------------------------------|-------|
| 287357916615 | 01/27/2026 | CITY HALL-HOT SPOT- .45  | 11-16-10-52210 CITY HALL TELEPHONE    | 35.66 |
| 287357916615 | 01/27/2026 | POLICE MAIN-HOT SPOT .45 | 11-21-00-52210 PD TELEPHONE EXPENSE   | 35.66 |
| 287357916615 | 01/27/2026 | COURT MAIN-HOT SPOT .05  | 11-12-00-52210 MUNICIPAL CT TELEPHONE | 3.96  |
| 287357916615 | 01/27/2026 | METER-HOT SPOT- .05      | 42-34-50-52210 TELEPHONE EXPENSE      | 3.96  |

Total AT&T MOBILITY: 79.24

**CULLIGAN OF BURLINGTON**

|              |            |                            |  |        |
|--------------|------------|----------------------------|--|--------|
| 417947       | 01/27/2026 | SOLAR SALT JAN 2026        | 40-55-20-53600 RIV MAINTENANCE SERVICE COSTS | 195.50 |
| 500X03395403 | 01/31/2026 | 5 GALLON WATER/ BOTTLE DE  | 99-00-00-53600 LIBRARY BLDG MAINT SERVICES   | 80.00  |
| 500X03395502 | 01/31/2026 | WATER EQUIP RENTAL-JAN 26  | 99-00-00-53600 LIBRARY BLDG MAINT SERVICES   | 5.70   |
| 500X03395601 | 01/31/2026 | 5 GALLON WATER-JAN26       | 99-00-00-53600 LIBRARY BLDG MAINT SERVICES   | 80.00  |
| 500X03395700 | 01/31/2026 | WATER RENTAL EQUIP. FEB 20 | 99-00-00-53600 LIBRARY BLDG MAINT SERVICES   | 9.00   |
| 500X03395809 | 01/31/2026 | DRINKING WATER RENTAL-FEB  | 99-00-00-53600 LIBRARY BLDG MAINT SERVICES   | 48.00  |

Total CULLIGAN OF BURLINGTON: 418.20

**DE LAGE LANDEN FINANCIAL SERVICES INC**

|          |            |            |                                   |        |
|----------|------------|------------|-----------------------------------|--------|
| 37059329 | 02/03/2026 | FINAL BILL | 11-22-00-53400 OPERATING SUPPLIES | 291.81 |
|----------|------------|------------|-----------------------------------|--------|

Total DE LAGE LANDEN FINANCIAL SERVICES INC: 291.81

**FERGER-OLSEN, LIZ**

|        |            |                           |                                |       |
|--------|------------|---------------------------|--------------------------------|-------|
| 2/9/26 | 02/09/2026 | FERGER-PAID OUT OF POCKET | 11-22-00-53410 FD FUEL EXPENSE | 30.00 |
|--------|------------|---------------------------|--------------------------------|-------|

Total FERGER-OLSEN, LIZ: 30.00

**FESENMAIER, MARY JO**

|             |            |                          |                                   |        |
|-------------|------------|--------------------------|-----------------------------------|--------|
| WINTERFEST- | 02/03/2026 | CHECK REIMB FOR SCULPTOR | 11-14-10-53990 MAYOR MISC EXPENSE | 159.76 |
|-------------|------------|--------------------------|-----------------------------------|--------|

Total FESENMAIER, MARY JO: 159.76

| Invoice Number                               | Invoice Date | Description                  | GL Account and Title                          | Net Invoice Amount |
|--|--------------|------------------------------|---|--------------------|
| <b>GENEVA LAKES CARPET CLEANING</b>          |              |                              |   |                    |
| 2600   | 02/02/2026   | CARPET CLEANING-FEB2026      | 99-00-00-53600 LIBRARY BLDG MAINT SERVICES    | 150.00             |
| Total GENEVA LAKES CARPET CLEANING:          |              |                              |   | 150.00             |
| <b>GLEN FERN CONSTRUCTION LLC</b>            |              |                              |   |                    |
| 24657000                                     | 12/19/2025   | PROJECT 24657000-1           | 43-99-00-17010 LIBRARY CAPITAL PROJECTS       | 61,022.85          |
| Total GLEN FERN CONSTRUCTION LLC:            |              |                              |   | 61,022.85          |
| <b>GREAT AMERICA FINANCIAL SERVICES CORP</b> |              |                              |   |                    |
| 41139307                                     | 01/28/2026   | COPIER FEB 2026              | 11-13-00-53100 CITY ATTORNEY OFFICE SUPPLIES  | 73.85              |
| Total GREAT AMERICA FINANCIAL SERVICES CORP: |              |                              |   | 73.85              |
| <b>HOGAN ENVIRONMENTAL CLEANING LLC</b>      |              |                              |   |                    |
| 2941   | 02/11/2026   | HVAC-ASBESTOS REMOVAL        | 43-99-00-17010 LIBRARY CAPITAL PROJECTS       | 20,425.00          |
| Total HOGAN ENVIRONMENTAL CLEANING LLC:      |              |                              |   | 20,425.00          |
| <b>IMPACT ACQUISITIONS LLC</b>               |              |                              |   |                    |
| 3667188                                      | 02/02/2026   | COPIER CONTRACT-11/1/25-1/3  | 11-22-00-53400 OPERATING SUPPLIES             | 39.03              |
| Total IMPACT ACQUISITIONS LLC:               |              |                              |   | 39.03              |
| <b>INLAND COMMERCIAL REAL ESTATE SVC LLC</b> |              |                              |   |                    |
| 2025-1                                       | 02/06/2026   | 2025 SHARED REVENUE COST     | 42-34-50-58500 PARKING LOT REV SHARE          | 25,197.73          |
| Total INLAND COMMERCIAL REAL ESTATE SVC LLC: |              |                              |   | 25,197.73          |
| <b>INTERSPIRO INC</b>                        |              |                              |   |                    |
| 112944                                       | 01/27/2026   | DIVE EQUIPMENT TESTING       | 11-22-00-58200 STATE MANDATED EQUIP TESTING   | 3,062.10           |
| Total INTERSPIRO INC:                        |              |                              |   | 3,062.10           |
| <b>JOHN PETERS</b>                           |              |                              |   |                    |
| 02/11/26                                     | 02/11/2026   | PER DIEM-WSFCA CONF 2/26-2/  | 11-22-00-51440 FD TRAVEL/MEAL EXPENSES        | 170.00             |
| Total JOHN PETERS:                           |              |                              |   | 170.00             |
| <b>KOMPAN INC</b>                            |              |                              |   |                    |
| 25.0257.09                                   | 12/22/2025   | PLAYGROUND EQUIP (VETS PA    | 43-52-00-53000 PARKS AND REC CAPITAL PROJECTS | 240,204.70         |
| Total KOMPAN INC:                            |              |                              |   | 240,204.70         |
| <b>L.A. DUESTERBECK &amp; ASSOCIATES INC</b> |              |                              |   |                    |
| 25A-293                                      | 11/19/2025   | APPRAISAL ON FOUR PARCEL     | 11-10-00-51500 OTHER PROFESSIONAL SERVICES    | 3,500.00           |
| Total L.A. DUESTERBECK & ASSOCIATES INC:     |              |                              |   | 3,500.00           |
| <b>MUEDINI, SUZANNE</b>                      |              |                              |   |                    |
| 01/30/26                                     | 01/30/2026   | MEAL REIMB-CONF 02/08-02/10/ | 11-21-00-53310 PD MEALS & LODGING             | 56.00              |
| Total MUEDINI, SUZANNE:                      |              |                              |   | 56.00              |
| <b>MUTUAL OF OMAHA</b>                       |              |                              |   |                    |
| 002029067973                                 | 01/20/2026   | LTD FEB 2026                 | 11-00-00-21555 LT DISABILITY INS PAYABLE      | 2,264.65           |

| Invoice Number                        | Invoice Date | Description                 | GL Account and Title                       | Net Invoice Amount |
|---------------------------------------|--------------|-----------------------------|--|--------------------|
| 002029067973                          | 01/20/2026   | STD FEB 2026                | 11-00-00-21562 ST DISABILITY DEDUCTIONS    | 1,823.66           |
| 002029067973                          | 01/20/2026   | ACC FEB 2026                | 11-00-00-21564 ACCID INS DEDUCTIONS        | 607.48             |
| Total MUTUAL OF OMAHA:                |              |                             |  | 4,695.79           |
| <b>NEW EARTH STRATEGIES LLC</b>       |              |                             |  |                    |
| 02/15/26                              | 02/15/2026   | BI-WEEKLY-HILMOOR COORDI    | 11-62-01-59900 OTHER PROFESSIONAL SERVICES | 1,500.00           |
| Total NEW EARTH STRATEGIES LLC:       |              |                             |  | 1,500.00           |
| <b>REEVES, TAYLOR</b>                 |              |                             |  |                    |
| 02/10/26                              | 02/10/2026   | REIMB-GTC APPARATUS DRIVE   | 11-22-00-54100 FIRE TRAINING PAY           | 140.90             |
| Total REEVES, TAYLOR:                 |              |                             |  | 140.90             |
| <b>REGISTRATION FEE TRUST</b>         |              |                             |  |                    |
| 02/05/26                              | 02/05/2026   | VIN#1FM5K8AB3TGA61672 203-  | 11-21-00-53610 PD EQUIP MAINT SERV COSTS   | 219.50             |
| 02/05/26                              | 02/05/2026   | VIN#1FM5K8AB6TGA61746 207-  | 11-21-00-53610 PD EQUIP MAINT SERV COSTS   | 219.50             |
| Total REGISTRATION FEE TRUST:         |              |                             |  | 439.00             |
| <b>RHYME BUSINESS PRODUCTS</b>        |              |                             |  |                    |
| 41165506                              | 02/02/2026   | COPIER-FEB 2026             | 11-22-00-53400 OPERATING SUPPLIES          | 263.61             |
| Total RHYME BUSINESS PRODUCTS:        |              |                             |  | 263.61             |
| <b>RODRIGUEZ, XENIA</b>               |              |                             |  |                    |
| 01/30/26                              | 01/30/2026   | MEALS REIMB-CONF 02/08-02/1 | 11-21-00-53310 PD MEALS & LODGING          | 56.00              |
| Total RODRIGUEZ, XENIA:               |              |                             |  | 56.00              |
| <b>SARLES, EMILY</b>                  |              |                             |  |                    |
| 01/30/26                              | 01/30/2026   | MEALS REIMB-CONF 02/08-02/1 | 11-21-00-53310 PD MEALS & LODGING          | 56.00              |
| Total SARLES, EMILY:                  |              |                             |  | 56.00              |
| <b>SECURIAN FINANCIAL GROUP INC</b>   |              |                             |  |                    |
| MARCH-LIFE2                           | 02/12/2026   | MARCH 2026                  | 11-10-00-51330 LIFE INSURANCE POLICY FEES  | 275.92             |
| MARCH-LIFE2                           | 02/12/2026   | MARCH 2026                  | 11-00-00-21340 LIFE INSURANCE DEDUCTION    | 3,582.70           |
| Total SECURIAN FINANCIAL GROUP INC:   |              |                             |  | 3,858.62           |
| <b>UNIFORM SHOP, THE</b>              |              |                             |  |                    |
| 5818                                  | 02/18/2025   | NELSON                      | 11-21-00-51380 PD UNIFORM ALLOWANCE        | 122.75             |
| Total UNIFORM SHOP, THE:              |              |                             |  | 122.75             |
| <b>VENTURE INVESTMENT PARTNERSHIP</b> |              |                             |  |                    |
| 2025-2                                | 02/06/2026   | 2025 SHARED REVENUE COST    | 42-34-50-58500 PARKING LOT REV SHARE       | 3,098.58           |
| Total VENTURE INVESTMENT PARTNERSHIP: |              |                             |  | 3,098.58           |
| <b>VERIZON WIRELESS</b>               |              |                             |  |                    |
| 6134362273                            | 01/23/2026   | PHONE - JAN26               | 11-22-00-52210 FIRE TELEPHONE EXPENSE      | 38.01              |
| Total VERIZON WIRELESS:               |              |                             |  | 38.01              |

| Invoice Number                          | Invoice Date | Description        | GL Account and Title               | Net Invoice Amount |
|---|--------------|--------------------|------------------------------------|--------------------|
| <b>WISCONSIN ALLIANCE OF CEMETERIES</b> |              |                    |                                    |                    |
| 2/10/26                                 | 02/10/2026   | 2026 CEMETERY DUES | 48-00-00-53200 CEM MEMBERSHIP DUES | 216.00             |
| Total WISCONSIN ALLIANCE OF CEMETERIES: |              |                    |                                    | 216.00             |
| Grand Totals:                           |              |                    |                                    | 401,328.41         |

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Recorder: \_\_\_\_\_

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Invoice.Batch = "PP02042026","02062026","PP12312025F","02132026"

Report Criteria:

Detail report.  
 Invoices with totals above \$0.00 included.  
 Only unpaid invoices included.  
 Invoice.Batch = "02182026","02182026A","12312025E","12312025F"  
 Invoice Detail.GL account (2 Characters) = {<>} "61"  
 Invoice Detail.GL account (2 Characters) = {<>} "62"

| Invoice Number                                      | Invoice Date | Description               | GL Account and Title                          | Net Invoice Amount |
|---|--------------|---------------------------|---|--------------------|
| <b>BATZNER PEST CONTROL</b>                         |              |                           |   |                    |
| 90433544  | 01/28/2026   | PEST CONTROL              | 40-55-20-53600 RIV MAINTENANCE SERVICE COSTS  | 188.91             |
| 90437296  | 01/28/2026   | PEST CONTROL-JAN 2026     | 11-16-10-53600 CITY HALL MAINT SERVICE COSTS  | 97.25              |
| Total BATZNER PEST CONTROL:                         |              |                           |   | 286.16             |
| <b>BOTTS WELDING</b>                                |              |                           |   |                    |
| 713351  | 01/28/2026   | PROTECTION VALVE          | 11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE  | 19.67              |
| Total BOTTS WELDING:                                |              |                           |   | 19.67              |
| <b>BS&amp;A SOFTWARE LLC</b>                        |              |                           |   |                    |
| INV-1457  | 01/29/2026   | ACCOUNTING SOFTWARE REP   | 50-00-00-58000 MISC/COMP EQUIP PURCHASES      | 63,525.00          |
| Total BS&A SOFTWARE LLC:                            |              |                           |   | 63,525.00          |
| <b>BUMPER TO BUMPER</b>                             |              |                           |   |                    |
| 662-508945  | 01/29/2026   | WASHER FLUID              | 11-32-10-53400 OPERATING SUPPLIES-STREET DEPT | 24.90              |
| 662-509105  | 02/03/2026   | WIRE ACCESORIES           | 11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE  | 18.98              |
| Total BUMPER TO BUMPER:                             |              |                           |   | 43.88              |
| <b>CARLSON RACINE ROOFING &amp; SHEET METAL INC</b> |              |                           |   |                    |
| 33715   | 02/09/2026   | FINAL PYMNT- ROOF PROJECT | 43-51-00-17010 MUSEUM CAPITAL PROJECTS        | 7,799.00           |
| Total CARLSON RACINE ROOFING & SHEET METAL INC:     |              |                           |   | 7,799.00           |
| <b>CINTAS</b>                                       |              |                           |   |                    |
| 5315952704  | 02/02/2026   | FIRST AID SUPPLIES        | 11-32-10-53900 FIRST AID AND SAFETY SUPPLIES  | 127.68             |
| Total CINTAS:                                       |              |                           |   | 127.68             |
| <b>CIVICPLUS LLC</b>                                |              |                           |   |                    |
| 115414  | 07/24/2025   | GUARDIAN SECURITY REFUND  | 11-14-30-53820 LICENSE/SUPPORT EXPENSE        | 243.42-            |
| 115802  | 08/31/2025   | RFND-VID MIGR PRJCT       | 11-14-30-53820 LICENSE/SUPPORT EXPENSE        | 3,000.00-          |
| 354754  | 01/01/2026   | 2026 WEBSITE              | 11-14-30-53820 LICENSE/SUPPORT EXPENSE        | 7,197.21           |
| 355108  | 01/01/2026   | 2026 CIVICOPTIMIZE        | 11-14-30-53820 LICENSE/SUPPORT EXPENSE        | 7,693.65           |
| 355148  | 01/01/2026   | 2026 CIVICCLERK           | 11-14-30-53820 LICENSE/SUPPORT EXPENSE        | 12,026.00          |
| Total CIVICPLUS LLC:                                |              |                           |   | 23,673.44          |
| <b>COLUMN SOFTWARE PBC</b>                          |              |                           |   |                    |
| C2330076-010  | 01/07/2026   | BID NOTICE FOR CEMETERY S | 43-48-00-17010 CEMETERY CAPITAL PROJECTS      | 169.44             |
| C2330076-011  | 01/15/2026   | ORD 26-01                 | 11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE | 22.68              |
| C2330076-011  | 01/15/2026   | CC MIN 12.08.2025         | 11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE | 156.79             |
| C2330076-011  | 01/27/2026   | CC MIN 01.12.26           | 11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE | 235.68             |
| C2330076-011  | 01/27/2026   | CC MIN 12.22.25           | 11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE | 44.38              |
| C2330076-011  | 01/28/2026   | COLUMBARIUM NOTICE- COLU  | 43-48-00-17010 CEMETERY CAPITAL PROJECTS      | 162.38             |
| C2330076-011  | 01/30/2026   | EIGHT MAIDS BEER WINE     | 11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE | 23.67              |

| Invoice Number                     | Invoice Date | Description                | GL Account and Title                          | Net Invoice Amount |
|------------------------------------|--------------|----------------------------|---|--------------------|
| Total COLUMN SOFTWARE PBC:         |              |                            |   | 815.02             |
| <b>CONSERV FS INC</b>              |              |                            |   |                    |
| 60078145                           | 01/23/2026   | SALT                       | 11-32-12-53400 OPERATING SUPPLIES-SNOW & ICE  | 665.00             |
| Total CONSERV FS INC:              |              |                            |   | 665.00             |
| <b>DEKIND COMPUTER CONSULTANTS</b> |              |                            |   |                    |
| 44279                              | 02/02/2026   | IT SVC-MAR 2026            | 11-15-10-54500 COMPUTER IT SVC & EQUIPMENT    | 6,347.00           |
| Total DEKIND COMPUTER CONSULTANTS: |              |                            |   | 6,347.00           |
| <b>DOUSMAN TRANSPORT CO</b>        |              |                            |   |                    |
| 45-002416                          | 03/03/2025   | SHUTTLE-WINTERFEST 2025    | 42-34-50-53990 PARKING MISC EXPENSES          | 3,279.97           |
| 45-609                             | 08/18/2025   | SHUTTLE-AIP 2025           | 42-34-50-53990 PARKING MISC EXPENSES          | 3,800.00           |
| Total DOUSMAN TRANSPORT CO:        |              |                            |   | 7,079.97           |
| <b>DUNN LUMBER</b>                 |              |                            |   |                    |
| 2294361                            | 01/27/2026   | TIE DOWN                   | 40-55-20-53500 BLDG MAINT SUPPLIES-LOWER RIV  | 29.99              |
| 2294423                            | 01/27/2026   | LIQUID DETERGENT, PICKLING | 40-55-20-53500 BLDG MAINT SUPPLIES-LOWER RIV  | 81.45              |
| 2295311                            | 01/28/2026   | HINGE FR                   | 11-32-10-53400 OPERATING SUPPLIES-STREET DEPT | 4.99               |
| 2296023                            | 01/29/2026   | SPRAY PAINT LOCKER ROOM    | 11-32-10-53500 BLDG MAINT SUPPLIES-STR DEPT   | 75.90              |
| 2296219                            | 01/29/2026   | NUTS AND BOLTS             | 11-32-10-53400 OPERATING SUPPLIES-STREET DEPT | 22.94              |
| 2296950                            | 01/30/2026   | PROPANE                    | 11-32-10-53700 ROAD MAINTENANCE SUPPLIES      | 23.99              |
| 2296970                            | 01/30/2026   | CAP, PIPE                  | 11-32-12-53510 EQUIP MAINT SUPPL-SNOW & ICE   | 14.76              |
| 2300072                            | 02/03/2026   | SOCKET 10 MM , NUTS AND BO | 11-32-10-53990 ST DEPT MISCELLANEOUS EXP      | 8.05               |
| 2300723                            | 02/04/2026   | 100 OCK 22 YELLOW LOADS, F | 11-32-10-53400 OPERATING SUPPLIES-STREET DEPT | 43.98              |
| 2301284                            | 02/04/2026   | GALV PIPE STRAP            | 11-32-10-53400 OPERATING SUPPLIES-STREET DEPT | 6.49               |
| 2302425                            | 02/05/2026   | SPRAY PAINT                | 11-32-10-53500 BLDG MAINT SUPPLIES-STR DEPT   | 15.18              |
| 2302929                            | 02/06/2026   | SALT,CLEANING SUPPLIES     | 11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES  | 51.14              |
| 2304901                            | 02/09/2026   | 5PC ARTIST BRUSH           | 11-52-01-53400 VETS PARK OPERATING SUPPLIES   | 7.99               |
| 2305553                            | 02/10/2026   | NUTS & BOLTS               | 11-32-10-53400 OPERATING SUPPLIES-STREET DEPT | 1.89               |
| 2305579                            | 02/10/2026   | SANDPAPER ASSORTED GRITI   | 11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE  | 4.79               |
| 2306976                            | 02/11/2026   | SOCKETS                    | 11-32-13-54300 TREE, BRUSH & COMPOST OPER SUP | 21.98              |
| 2306976                            | 02/11/2026   | BATTERIES, NUTS AND BOLTS  | 11-32-10-53400 OPERATING SUPPLIES-STREET DEPT | 64.03              |
| 235853                             | 01/27/2026   | TIE DOWN                   | 40-55-20-53500 BLDG MAINT SUPPLIES-LOWER RIV  | 29.99-             |
| Total DUNN LUMBER:                 |              |                            |   | 449.55             |
| <b>ENTRANCE SYSTEMS LLC</b>        |              |                            |   |                    |
| 62741                              | 01/20/2026   | DPW GATE 2 REPAIR          | 11-32-10-53600 ST DEPT BLDG MAINT SERV COSTS  | 289.64             |
| Total ENTRANCE SYSTEMS LLC:        |              |                            |   | 289.64             |
| <b>FORWARD TS LTD</b>              |              |                            |   |                    |
| AR275194                           | 02/10/2026   | SHARP CONTRACT- JAN 2026   | 11-13-00-53100 CITY ATTORNEY OFFICE SUPPLIES  | 14.00              |
| Total FORWARD TS LTD:              |              |                            |   | 14.00              |
| <b>GAPPA SECURITY SOLUTIONS</b>    |              |                            |   |                    |
| 33107                              | 01/20/2026   | DEADBOLT, LATCH            | 11-52-00-52410 BLDG MAINT&REPAIR-PARKS        | 857.40             |
| Total GAPPA SECURITY SOLUTIONS:    |              |                            |   | 857.40             |

| Invoice Number                      | Invoice Date | Description                | GL Account and Title                          | Net Invoice Amount |
|-------------------------------------|--------------|----------------------------|---|--------------------|
| <b>GILLUND ENTERPRISES</b>          |              |                            |   |                    |
| 906625                              | 01/19/2026   | SPRAY LUBRICANT/ CHAIN LUB | 11-32-10-53400 OPERATING SUPPLIES-STREET DEPT | 417.60             |
| Total GILLUND ENTERPRISES:          |              |                            |   | 417.60             |
| <b>GORDON FLESCH CO INC</b>         |              |                            |   |                    |
| IN15492863                          | 02/05/2026   | COPIER LEASE- JAN 2026     | 99-00-00-55320 LIBRARY EQUIP LEASES & MAINT   | 159.29             |
| Total GORDON FLESCH CO INC:         |              |                            |   | 159.29             |
| <b>HEIN ELECTRIC SUPPLY COMPANY</b> |              |                            |   |                    |
| S100382285.0                        | 02/05/2026   | DUCT SEAL, DEMO DRIVER     | 11-34-10-52610 STREET LIGHTS REPAIRS          | 64.65              |
| Total HEIN ELECTRIC SUPPLY COMPANY: |              |                            |   | 64.65              |
| <b>HEYER TRUE VALUE</b>             |              |                            |   |                    |
| 391283                              | 02/10/2026   | NUTS AND BOLTS             | 11-32-10-53400 OPERATING SUPPLIES-STREET DEPT | 26.32              |
| Total HEYER TRUE VALUE:             |              |                            |   | 26.32              |
| <b>HORN, MATTHEW B</b>              |              |                            |   |                    |
| BM500676-1                          | 01/29/2026   | HORN_BM500676-1            | 11-12-00-45100 COURT PENALTIES & FINES        | 124.00             |
| Total HORN, MATTHEW B:              |              |                            |   | 124.00             |
| <b>INGRAM BOOK COMPANY</b>          |              |                            |   |                    |
| 92146459                            | 11/21/2025   | YOUTH BOOKS                | 99-00-00-54110 LIBRARY YOUTH MATERIALS        | 20.70              |
| 92146459                            | 11/21/2025   | PROCESSING MATERIALS       | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES    | 3.26               |
| 92146460                            | 11/21/2025   | ADULT BOOKS                | 99-00-00-54100 LIBRARY ADULT MATERIALS        | 34.50              |
| 92146460                            | 11/21/2025   | PROCESSING MATERIALS       | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES    | 3.26               |
| 92146461                            | 11/21/2025   | YOUTH BOOKS                | 99-00-00-54110 LIBRARY YOUTH MATERIALS        | 11.57              |
| 92146461                            | 11/21/2025   | PROCESSING MATERIALS       | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES    | 1.63               |
| 92375107                            | 12/01/2025   | ADULT BOOKS                | 99-00-00-54100 LIBRARY ADULT MATERIALS        | 34.93              |
| 92375107                            | 12/01/2025   | PROCESSING MATERIALS       | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES    | 3.26               |
| 92375108                            | 12/01/2025   | YOUTH BOOKS                | 99-00-00-54110 LIBRARY YOUTH MATERIALS        | 19.06              |
| 92375108                            | 12/01/2025   | PROCESSING MATERIALS       | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES    | 1.63               |
| 92375109                            | 12/01/2025   | ADULT BOOKS                | 99-00-00-54100 LIBRARY ADULT MATERIALS        | 67.39              |
| 92375109                            | 12/01/2025   | PROCESSING MATERIALS       | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES    | 6.52               |
| 92375110                            | 12/01/2025   | YOUTH BOOKS                | 99-00-00-54110 LIBRARY YOUTH MATERIALS        | 68.50              |
| 92375110                            | 12/01/2025   | PROCESSING MATERIALS       | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES    | 9.78               |
| 93149214                            | 12/24/2025   | ADULT BOOKS- CREDIT        | 99-00-00-54100 LIBRARY ADULT MATERIALS        | 7.17               |
| 93884456                            | 01/21/2026   | ADULT BOOKS                | 99-00-00-54100 LIBRARY ADULT MATERIALS        | 68.71              |
| 93884456                            | 01/21/2026   | MATERIALS                  | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES    | 4.89               |
| 93884457                            | 01/21/2026   | ADULT BOOKS                | 99-00-00-54100 LIBRARY ADULT MATERIALS        | 27.99              |
| 93884457                            | 01/21/2026   | MATERIALS                  | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES    | 1.63               |
| 93901794                            | 01/22/2026   | ADULT BOOKS                | 99-00-00-54100 LIBRARY ADULT MATERIALS        | 15.48              |
| 93901794                            | 01/22/2026   | PROCESSING MATERIALS       | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES    | 1.63               |
| 93901795                            | 01/22/2026   | ADULT BOOKS                | 99-00-00-54100 LIBRARY ADULT MATERIALS        | 53.57              |
| 93901795                            | 01/22/2026   | PROCESSING MATERIALS       | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES    | 3.26               |
| 93901796                            | 01/22/2026   | ADULT BOOKS                | 99-00-00-54100 LIBRARY ADULT MATERIALS        | 16.59              |
| 93901796                            | 01/22/2026   | PROCESSING MATERIALS       | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES    | 1.63               |
| 93901797                            | 01/22/2026   | ADULT BOOKS                | 99-00-00-54100 LIBRARY ADULT MATERIALS        | 57.89              |
| 93901797                            | 01/22/2026   | PROCESSING MATERIALS       | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES    | 6.52               |
| 93901798                            | 01/22/2026   | ADULT BOOKS                | 99-00-00-54100 LIBRARY ADULT MATERIALS        | 261.73             |
| 93901798                            | 01/22/2026   | PROCESSING MATERIALS       | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES    | 22.82              |
| 93901799                            | 01/22/2026   | ADULT BOOKS                | 99-00-00-54100 LIBRARY ADULT MATERIALS        | 99.95              |
| 93901799                            | 01/22/2026   | MATERIALS                  | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES    | 6.52               |

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|----------------------------|--------------|-------------------------|--|--------------------|
| 93901800                   | 01/22/2026   | ADULT BOOKS             | 99-00-00-54100 LIBRARY ADULT MATERIALS       | 64.79              |
| 93901800                   | 01/22/2026   | MATERIALS               | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES   | 3.26               |
| 93920155                   | 01/22/2026   | ADULT BOOKS             | 99-00-00-54100 LIBRARY ADULT MATERIALS       | 44.09              |
| 93920155                   | 01/22/2026   | MATERIALS               | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES   | 3.26               |
| 94134731                   | 02/02/2026   | ADULT BOOKS             | 99-00-00-54100 LIBRARY ADULT MATERIALS       | 96.26              |
| 94134731                   | 02/02/2026   | PROCESSING MATERIALS    | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES   | 9.78               |
| 94134732                   | 02/02/2026   | ADULT BOOKS             | 99-00-00-54100 LIBRARY ADULT MATERIALS       | 28.81              |
| 94134732                   | 02/02/2026   | PROCESSING MATERIALS    | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES   | 1.63               |
| 94134733                   | 02/02/2026   | ADULT BOOKS             | 99-00-00-54100 LIBRARY ADULT MATERIALS       | 16.17              |
| 94134733                   | 02/02/2026   | PROCESSING MATERIALS    | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES   | 1.63               |
| 94134734                   | 02/02/2026   | ADULT BOOKS             | 99-00-00-54100 LIBRARY ADULT MATERIALS       | 14.10              |
| 94134734                   | 02/02/2026   | PROCESSING MATERIALS    | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES   | 1.63               |
| 94134735                   | 02/02/2026   | ADULT BOOKS             | 99-00-00-54100 LIBRARY ADULT MATERIALS       | 137.30             |
| 94134735                   | 02/02/2026   | PROCESSING MATERIALS    | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES   | 13.04              |
| 94134736                   | 02/02/2026   | ADULT BOOKS             | 99-00-00-54100 LIBRARY ADULT MATERIALS       | 16.80              |
| 94134736                   | 02/02/2026   | PROCESSING MATERIALS    | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES   | 1.63               |
| 94186540                   | 02/03/2026   | ADULT BOOKS             | 99-00-00-54100 LIBRARY ADULT MATERIALS       | 19.50              |
| 94186540                   | 02/03/2026   | PROCESSING MATERIALS    | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES   | 1.63               |
| 94274597                   | 02/05/2026   | ADULT BOOKS             | 99-00-00-54100 LIBRARY ADULT MATERIALS       | 17.35              |
| 94274597                   | 02/05/2026   | MATERIALS               | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES   | 1.63               |
| 94274598                   | 02/05/2026   | ADULT BOOKS             | 99-00-00-54100 LIBRARY ADULT MATERIALS       | 14.52              |
| 94274598                   | 02/05/2026   | MATERIALS               | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES   | 1.63               |
| 94274599                   | 02/05/2026   | ADULT BOOKS             | 99-00-00-54100 LIBRARY ADULT MATERIALS       | 28.25              |
| 94274599                   | 02/05/2026   | MATERIALS               | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES   | 1.63               |
| 94274600                   | 02/05/2026   | ADULT BOOKS             | 99-00-00-54100 LIBRARY ADULT MATERIALS       | 185.73             |
| 94274600                   | 02/05/2026   | MATERIALS               | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES   | 13.04              |
| 94274601                   | 02/05/2026   | ADULT BOOKS             | 99-00-00-54100 LIBRARY ADULT MATERIALS       | 34.19              |
| 94274601                   | 02/05/2026   | MATERIALS               | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES   | 1.63               |
| 94331204                   | 02/09/2026   | ADULT BOOKS             | 99-00-00-54100 LIBRARY ADULT MATERIALS       | 45.64              |
| 94331204                   | 02/09/2026   | MATERIALS               | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES   | 4.89               |
| 94358801                   | 02/09/2026   | ADULT BOOKS- CREDIT     | 99-00-00-54100 LIBRARY ADULT MATERIALS       | 45.81-             |
| 94372779                   | 02/10/2026   | ADULT BOOKS             | 99-00-00-54100 LIBRARY ADULT MATERIALS       | 123.78             |
| 94372779                   | 02/10/2026   | MATERIALS               | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES   | 13.04              |
| 94372780                   | 02/10/2026   | ADULT BOOKS             | 99-00-00-54100 LIBRARY ADULT MATERIALS       | 40.59              |
| 94372780                   | 02/10/2026   | MATERIALS               | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES   | 3.26               |
| 94372781                   | 02/10/2026   | ADULT BOOKS             | 99-00-00-54100 LIBRARY ADULT MATERIALS       | 16.63              |
| 94372781                   | 02/10/2026   | MATERIALS               | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES   | 1.63               |
| 94372782                   | 02/10/2026   | ADULT BOOKS             | 99-00-00-54100 LIBRARY ADULT MATERIALS       | 15.46              |
| 94372782                   | 02/10/2026   | MATERIALS               | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES   | 1.63               |
| 94372783                   | 02/10/2026   | ADULT BOOKS             | 99-00-00-54100 LIBRARY ADULT MATERIALS       | 20.49              |
| 94372783                   | 02/10/2026   | MATERIALS               | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES   | 1.63               |
| 94372784                   | 02/10/2026   | ADULT BOOKS             | 99-00-00-54100 LIBRARY ADULT MATERIALS       | 217.09             |
| 94372784                   | 02/10/2026   | MATERIALS               | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES   | 21.19              |
| 94391698                   | 02/10/2026   | YOUTH BOOKS             | 99-00-00-54110 LIBRARY YOUTH MATERIALS       | 19.44              |
| 94391698                   | 02/10/2026   | MATERIALS               | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES   | 1.63               |
| Total INGRAM BOOK COMPANY: |              |                         |  | 2,206.75           |
| <b>ITU ABSORBTECH INC</b>  |              |                         |  |                    |
| 8666613                    | 01/16/2026   | MAT SERVICE-RIV         | 40-55-10-53600 UPPER RIVIERA MAINTENANCE     | 113.03             |
| 8674137                    | 01/30/2026   | MAT SERVICE             | 11-32-10-53600 ST DEPT BLDG MAINT SERV COSTS | 139.30             |
| 8674138                    | 01/30/2026   | MAT SERVICE- FEB 2026   | 11-16-10-53600 CITY HALL MAINT SERVICE COSTS | 202.57             |
| Total ITU ABSORBTECH INC:  |              |                         |  | 454.90             |
| <b>IWORQ SYSTEMS INC</b>   |              |                         |  |                    |
| 215144                     | 02/02/2026   | IWORQ SUPPORT 3/26-3/27 | 11-24-00-54500 COMPUTER IT SVC & EQUIPMENT   | 4,575.00           |

| Invoice Number                             | Invoice Date | Description                 | GL Account and Title                          | Net Invoice Amount |
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| Total IWORQ SYSTEMS INC:                   |              |                             |   | 4,575.00           |
| <b>JERRY WILLKOMM INC</b>                  |              |                             |   |                    |
| 324242                                     | 01/30/2026   | 1755.00 GAL GAS             | 11-32-10-53410 VEHICLE-FUEL & OIL             | 4,649.00           |
| 435645                                     | 02/04/2026   | OIL BULK                    | 11-32-10-53410 VEHICLE-FUEL & OIL             | 585.20             |
| Total JERRY WILLKOMM INC:                  |              |                             |   | 5,234.20           |
| <b>JOHNS DISPOSAL SERVICE</b>              |              |                             |   |                    |
| 2022288                                    | 02/05/2026   | GARBAGE-SVC FEB 2026        | 11-36-00-52940 SOLID WASTE-RESIDENTIAL        | 41,912.64          |
| 2022288                                    | 02/05/2026   | RECYCLE-SVC FEB 2026        | 11-36-00-52970 SOLID WASTE-RECYCLING          | 22,989.12          |
| Total JOHNS DISPOSAL SERVICE:              |              |                             |   | 64,901.76          |
| <b>JOHNSON CONTROLS FIRE PROTECTION LP</b> |              |                             |   |                    |
| 25213099                                   | 02/02/2026   | RIVIERA FIRE / SPRINKLER AN | 40-55-20-53600 RIV MAINTENANCE SERVICE COSTS  | 3,489.54           |
| Total JOHNSON CONTROLS FIRE PROTECTION LP: |              |                             |   | 3,489.54           |
| <b>KANOPY INC</b>                          |              |                             |   |                    |
| KDEP-25345                                 | 01/22/2026   | KANOPY STREAMING FOR PAT    | 99-00-00-54100 LIBRARY ADULT MATERIALS        | 4,000.00           |
| Total KANOPY INC:                          |              |                             |   | 4,000.00           |
| <b>KAPUR &amp; ASSOCIATES INC</b>          |              |                             |   |                    |
| 137957                                     | 01/27/2026   | VISTAS SHODEEN              | 11-00-00-13910 A/R BILL OUTS                  | 570.50             |
| 137958                                     | 01/27/2026   | SYMPHONY BAY PH 7           | 11-00-00-13910 A/R BILL OUTS                  | 367.40             |
| 137959                                     | 01/27/2026   | STONE RIDGE PH 3            | 11-00-00-13910 A/R BILL OUTS                  | 540.00             |
| 137960                                     | 01/27/2026   | INTERCHANGE NORTH/CENTE     | 43-32-10-17010 STREET IMP PROGRAM             | 649.50             |
| 137961                                     | 01/27/2026   | COVENANT HABOR              | 11-00-00-13910 A/R BILL OUTS                  | 244.50             |
| 137962                                     | 01/27/2026   | BASKETBALL AND TENNIS UPD   | 43-52-00-53000 PARKS AND REC CAPITAL PROJECTS | 135.00             |
| 137963                                     | 01/27/2026   | PSE 02- STREET IMP PROGRA   | 43-32-10-17010 STREET IMP PROGRAM             | 733.50             |
| 137964                                     | 01/27/2026   | PHSE 3-STREET IMP PROGRA    | 43-32-10-17010 STREET IMP PROGRAM             | 3,645.00           |
| 137966                                     | 01/27/2026   | OAK HILL CEM ROADS REPAIR   | 43-48-00-17010 CEMETERY CAPITAL PROJECTS      | 3,744.50           |
| 137967                                     | 01/27/2026   | HWY 120-TOWNLINE EDWARDS    | 43-32-10-17010 STREET IMP PROGRAM             | 529.50             |
| 137968                                     | 01/27/2026   | TOWN BANK PARCEL PARKING    | 11-30-00-52160 CITY ENGINEERING FEES          | 4,959.00           |
| 137969                                     | 01/27/2026   | STORM SEWER MODELING        | 11-30-00-52160 CITY ENGINEERING FEES          | 3,729.00           |
| 137970                                     | 01/27/2026   | SYMPHONY BAY PH 8           | 11-00-00-13910 A/R BILL OUTS                  | 525.00             |
| 137971                                     | 01/27/2026   | NORTH & CENTER ST PARKING   | 11-00-00-13910 A/R BILL OUTS                  | 81.50              |
| 137972                                     | 01/27/2026   | PROPERTY DOCS-GIS           | 11-30-00-52160 CITY ENGINEERING FEES          | 56.50              |
| 137973                                     | 01/27/2026   | BRICK MAPPING SURVEY        | 11-30-00-52160 CITY ENGINEERING FEES          | 5,493.00           |
| 137975                                     | 01/27/2025   | 2026 STREET PROGRAM         | 43-32-10-17010 STREET IMP PROGRAM             | 14,645.00          |
| Total KAPUR & ASSOCIATES INC:              |              |                             |   | 40,648.40          |
| <b>LAKE GENEVA UTILITY</b>                 |              |                             |   |                    |
| 600 N EDWAR                                | 01/30/2026   | 600 N EDWARDS BLVD          | 45-00-00-24530 SEWER IMPACT FEES              | 16,822.30          |
| 600 N EDWAR                                | 01/30/2026   | 600 N EDWARDS BLVD          | 45-00-00-24520 WATER IMPACT FEES              | 10,373.00          |
| CULVERTS-RE                                | 02/02/2026   | REIMBURSEMENT FOR CITY'S    | 43-32-10-17020 DPW CAPITAL PROJECTS           | 28,900.00          |
| Total LAKE GENEVA UTILITY:                 |              |                             |   | 56,095.30          |
| <b>MIDWEST TAPE LLC</b>                    |              |                             |   |                    |
| 508318506                                  | 01/22/2026   | ADULT AUDIO BOOKS           | 99-00-00-54100 LIBRARY ADULT MATERIALS        | 206.96             |
| 508318506                                  | 01/22/2026   | AUDIO BOOKS/ PROCESSING C   | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES    | 7.96               |
| 508360424                                  | 01/26/2026   | ADULT AUDIO BOOKS           | 99-00-00-54100 LIBRARY ADULT MATERIALS        | 129.58             |

| Invoice Number                           | Invoice Date | Description                | GL Account and Title                          | Net Invoice Amount |
|--|--------------|----------------------------|---|--------------------|
| 508376868                                | 01/30/2026   | ADULT AUDIO BOOK           | 99-00-00-54100 LIBRARY ADULT MATERIALS        | 325.55             |
| 508397426                                | 02/03/2026   | ADULT AUDIO BOOK           | 99-00-00-54100 LIBRARY ADULT MATERIALS        | 76.98              |
| 508397426                                | 02/03/2026   | AUDIO BOOKS PROCESSING     | 99-00-00-55120 LIBRARY PROCESSING SUPPLIES    | 3.98               |
| 508403348                                | 02/05/2026   | ADULT AUDIO BOOKS          | 99-00-00-54100 LIBRARY ADULT MATERIALS        | 182.37             |
| Total MIDWEST TAPE LLC:                  |              |                            |   | 933.38             |
| <b>MILLER-BRADFORD &amp; RISBERG INC</b> |              |                            |   |                    |
| p5276002                                 | 01/27/2026   | POTENTIOMETER              | 11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE  | 197.90             |
| W1609802                                 | 01/30/2026   | WHEEL LOADER HEAT REPAIR   | 11-52-00-52500 EQUIPMENT REPAIR SERVICES      | 1,384.16           |
| Total MILLER-BRADFORD & RISBERG INC:     |              |                            |   | 1,582.06           |
| <b>MUNICIPAL CODE ENFORCEMENT LLC</b>    |              |                            |   |                    |
| 1779                                     | 02/01/2026   | JAN 2026-CODE ENFORCE      | 11-24-00-52500 ZONING CODE ENFORCEMENT        | 10,803.39          |
| Total MUNICIPAL CODE ENFORCEMENT LLC:    |              |                            |   | 10,803.39          |
| <b>NAPA AUTO PARTS</b>                   |              |                            |   |                    |
| 389157                                   | 01/23/2026   | CORE & DEPOSIT             | 11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE  | 140.62             |
| 389644                                   | 01/29/2026   | OIL FILTER                 | 11-32-10-52500 ST DEPT EQUIPMENT REPAIRS      | 18.26              |
| 390021                                   | 02/03/2026   | CORE & DEPOSIT, FILTER,BAT | 11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE  | 563.91             |
| 390041                                   | 02/03/2026   | ENGINE OIL FILTERS         | 11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE  | 192.40             |
| 390130                                   | 02/04/2026   | OIL                        | 11-32-10-53410 VEHICLE-FUEL & OIL             | 55.96              |
| 390131                                   | 02/04/2026   | OIL FILTER                 | 11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE  | 36.52              |
| 390658                                   | 02/10/2026   | HOSE FITTINGS              | 11-32-10-53400 OPERATING SUPPLIES-STREET DEPT | 89.72              |
| 390688                                   | 02/10/2026   | BLOWER MOTOR RESISTOR, IN  | 11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE  | 34.42              |
| 390737                                   | 02/11/2026   | CORE DEPOSIT CREDIT        | 11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE  | 18.00-             |
| 390739                                   | 02/11/2026   | CORE & DEPOSIT             | 11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE  | 469.26             |
| 390741                                   | 02/11/2026   | CORE & DEPOSIT             | 11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE  | 99.00-             |
| Total NAPA AUTO PARTS:                   |              |                            |   | 1,484.07           |
| <b>OFFICE PRO INC</b>                    |              |                            |   |                    |
| 757500-0                                 | 02/04/2026   | TOWEL ROLLS, TISSUES, TRAS | 11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES  | 242.75             |
| Total OFFICE PRO INC:                    |              |                            |   | 242.75             |
| <b>OPN INC</b>                           |              |                            |   |                    |
| 24657000-8                               | 01/31/2026   | PRGM RM STDY SVCS THRU 1/  | 43-99-00-17010 LIBRARY CAPITAL PROJECTS       | 3,771.01           |
| Total OPN INC:                           |              |                            |   | 3,771.01           |
| <b>PARK PACIFIC INC</b>                  |              |                            |   |                    |
| 025626                                   | 01/24/2026   | BENCH DONATION             | 11-32-10-57360 DONATION PURCHASES             | 4,065.00           |
| Total PARK PACIFIC INC:                  |              |                            |   | 4,065.00           |
| <b>PETE'S TIRE SERVICE</b>               |              |                            |   |                    |
| 16011                                    | 01/30/2026   | TIRE- ALANS TRUCK          | 11-32-10-52500 ST DEPT EQUIPMENT REPAIRS      | 2,398.00           |
| 16141                                    | 02/09/2026   | TIRES                      | 11-52-00-52500 EQUIPMENT REPAIR SERVICES      | 795.00             |
| Total PETE'S TIRE SERVICE:               |              |                            |   | 3,193.00           |
| <b>PFI FASHIONS INC</b>                  |              |                            |   |                    |
| 120136                                   | 01/27/2026   | 2026 JACKETS AND PATCH     | 42-34-50-51380 PARKING UNIFORMS               | 346.84             |
| 120189                                   | 01/21/2026   | BEANIE PE                  | 42-34-50-51380 PARKING UNIFORMS               | 72.90              |

| Invoice Number                                   | Invoice Date | Description                | GL Account and Title                          | Net Invoice Amount |
|--|--------------|----------------------------|---|--------------------|
| 120245   | 01/27/2026   | PRKG UNIFORMS -NIKE POLO , | 42-34-50-51380 PARKING UNIFORMS               | 227.59             |
| 120300   | 02/04/2026   | UNIFORM POLOS / PULLOVERS  | 11-32-10-51380 ST DEPT UNIFORM ALLOW          | 518.56             |
| Total PFI FASHIONS INC:                          |              |                            |   | 1,165.89           |
| <b>PITNEY BOWES GLOBAL LEASE</b>                 |              |                            |   |                    |
| 3322019369                                       | 01/30/2026   | POSTAGE LEASE-DEC2025-MA   | 11-16-10-55320 CH POSTAGE METER RENT & EXP    | 543.15             |
| Total PITNEY BOWES GLOBAL LEASE:                 |              |                            |   | 543.15             |
| <b>QUILL LLC</b>                                 |              |                            |   |                    |
| 47180225   | 01/02/2026   | PAPER TOWELS, SOAP, TISSUE | 99-00-00-53500 LIBRARY MAINT SUPPLIES         | 434.77             |
| Total QUILL LLC:                                 |              |                            |   | 434.77             |
| <b>R.N.O.W. INC</b>                              |              |                            |   |                    |
| 2026-78282                                       | 02/04/2026   | PUMP,12VDC                 | 11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE  | 970.13             |
| Total R.N.O.W. INC:                              |              |                            |   | 970.13             |
| <b>RHYME BUSINESS PRODUCTS</b>                   |              |                            |   |                    |
| 40982596   | 01/07/2026   | KYOCERA TASKALFA508CI JAN  | 11-12-00-53610 EQUIPMENT MAINT SERVICE COSTS  | 159.02             |
| 41188947   | 02/03/2026   | SHARP-JAN 2026             | 11-16-10-55310 CH OFFICE EQUIPMENT CONTRACTS  | 425.05             |
| 41234692   | 02/06/2026   | PRINTER SUB                | 11-32-10-53400 OPERATING SUPPLIES-STREET DEPT | 206.18             |
| Total RHYME BUSINESS PRODUCTS:                   |              |                            |   | 790.25             |
| <b>ROTE OIL LTD</b>                              |              |                            |   |                    |
| 19367  | 01/22/2026   | 452.0 ON RD                | 11-32-10-53410 VEHICLE-FUEL & OIL             | 1,362.78           |
| 19996  | 01/29/2026   | 332.0 GALS ON RD           | 11-32-10-53410 VEHICLE-FUEL & OIL             | 1,067.38           |
| Total ROTE OIL LTD:                              |              |                            |   | 2,430.16           |
| <b>SAFEBUILT LLC</b>                             |              |                            |   |                    |
| 3237316  | 01/31/2026   | BLDG INSP/PLAN REVIEWS-JA  | 11-24-00-52190 CONTRACT BUILDING INSPECTOR    | 11,362.45          |
| Total SAFEBUILT LLC:                             |              |                            |   | 11,362.45          |
| <b>SOUTHERN LAKES PLUMBING &amp; HEATING INC</b> |              |                            |   |                    |
| P1007234   | 12/16/2025   | HVAC SYSTEM                | 43-99-00-17010 LIBRARY CAPITAL PROJECTS       | 14,700.00          |
| Total SOUTHERN LAKES PLUMBING & HEATING INC:     |              |                            |   | 14,700.00          |
| <b>STATE OF WISCONSIN</b>                        |              |                            |   |                    |
| 64-246 01/26                                     | 02/05/2026   | COURT FINES-JAN 2026       | 11-12-00-24240 COURT FINES-STATE              | 4,496.44           |
| Total STATE OF WISCONSIN:                        |              |                            |   | 4,496.44           |
| <b>T2 SYSTEMS INC</b>                            |              |                            |   |                    |
| UPS00056821                                      | 01/30/2026   | AUTO OWNER LOOKUPS- DEC2   | 42-34-50-54500 SUPPORT CONTRACTS              | 5.00               |
| UPSHW00034                                       | 01/31/2026   | SAMSUNG S23 ULTRA          | 42-34-50-53400 OPERATING SUPPLIES-ENFORCEMEN  | 1,413.08           |
| Total T2 SYSTEMS INC:                            |              |                            |   | 1,418.08           |
| <b>TITAN PUBLIC SAFETY SOLUTIONS</b>             |              |                            |   |                    |
| 6202   | 01/26/2026   | TIPSS LICENSE #3           | 11-12-00-53610 EQUIPMENT MAINT SERVICE COSTS  | 3,288.00           |
| 6202   | 01/26/2026   | TIPSS LICENSE #3 ANNUAL SU | 11-12-00-53610 EQUIPMENT MAINT SERVICE COSTS  | 753.50             |

| Invoice Number                         | Invoice Date | Description                | GL Account and Title                          | Net Invoice Amount |
|--|--------------|----------------------------|---|--------------------|
| Total TITAN PUBLIC SAFETY SOLUTIONS:   |              |                            |   | 4,041.50           |
| <b>TOTAL PARKING SOLUTIONS INC</b>     |              |                            |   |                    |
| 107731                                 | 02/02/2026   | 1 MONTH WEB OFFICE-MARCH2  | 42-34-50-54500 SUPPORT CONTRACTS              | 3,640.00           |
| TOTAL PARKING SOLUTIONS INC:           |              |                            |   | 3,640.00           |
| <b>UNIQUE MANAGEMENT SERVICES INC</b>  |              |                            |   |                    |
| 6150978                                | 02/01/2026   | PLACEMENTS -JANUARY 2026   | 99-00-00-55110 CIRCULATION SUPPLIES & SERVICE | 103.00             |
| Total UNIQUE MANAGEMENT SERVICES INC:  |              |                            |   | 103.00             |
| <b>UPLAND DESIGN LTD</b>               |              |                            |   |                    |
| 25-1403-02                             | 02/04/2026   | HILLMOOR ZONE 1 DESIGN (KN | 47-70-00-57155 TOURISM MUNICIPAL DEVELOPMENT  | 27,599.38          |
| Total UPLAND DESIGN LTD:               |              |                            |   | 27,599.38          |
| <b>VANDEWALLE &amp; ASSOCIATES INC</b> |              |                            |   |                    |
| 202601047                              | 01/20/2026   | COST RECOVERY              | 11-00-00-13910 A/R BILL OUTS                  | 749.60             |
| Total VANDEWALLE & ASSOCIATES INC:     |              |                            |   | 749.60             |
| <b>WALT'S PETROLEUM SERVICE INC</b>    |              |                            |   |                    |
| 160863                                 | 01/27/2026   | GAS PUMPS REPAIR           | 11-32-10-53410 VEHICLE-FUEL & OIL             | 3,511.69           |
| Total WALT'S PETROLEUM SERVICE INC:    |              |                            |   | 3,511.69           |
| <b>WALWORTH COUNTY CIRCUIT COURT</b>   |              |                            |   |                    |
| CN80FKD81Q                             | 02/03/2026   | OCHONICKI_CN80FKD81Q       | 11-12-00-45100 COURT PENALTIES & FINES        | 489.40             |
| Total WALWORTH COUNTY CIRCUIT COURT:   |              |                            |   | 489.40             |
| <b>WALWORTH COUNTY SHERIFF</b>         |              |                            |   |                    |
| 135060                                 | 09/08/2025   | PRISONER CONFINEMENT-AU    | 11-12-00-52900 CARE OF PRISONERS              | 330.00             |
| Total WALWORTH COUNTY SHERIFF:         |              |                            |   | 330.00             |
| <b>WALWORTH COUNTY TREASURER</b>       |              |                            |   |                    |
| 64-246 01/26                           | 02/05/2026   | COURT FINES- JAN 2026      | 11-12-00-24200 COURT FINES-COUNTY             | 2,028.80           |
| Total WALWORTH COUNTY TREASURER:       |              |                            |   | 2,028.80           |
| <b>WELDERS SUPPLY CO</b>               |              |                            |   |                    |
| 3271951                                | 01/31/2026   | PROPANE, ARGON, SMALL OXY  | 11-32-10-53400 OPERATING SUPPLIES-STREET DEPT | 186.16             |
| Total WELDERS SUPPLY CO:               |              |                            |   | 186.16             |
| <b>WI DEPARTMENT OF TRANSPORTATION</b> |              |                            |   |                    |
| 395-00004285                           | 02/02/2026   | HWY 50 IMP-C LAKE GENEVA,  | 43-32-10-17010 STREET IMP PROGRAM             | 1,895.44           |
| 395-00004285                           | 02/02/2026   | HWY 50 RD IMPROVEMENT PR   | 43-32-10-17010 STREET IMP PROGRAM             | 3,603.63           |
| Total WI DEPARTMENT OF TRANSPORTATION: |              |                            |   | 5,499.07           |
| <b>WI MUNICIPAL JUDGES ASSOC</b>       |              |                            |   |                    |
| WMJA_2026                              | 02/04/2026   | 2026 WMJA DUES             | 11-12-00-53240 DUES, BOOKS, PUBLICATIONS      | 150.00             |

| Invoice Number                   | Invoice Date | Description      | GL Account and Title                 | Net Invoice Amount |
|----------------------------------|--------------|------------------|--------------------------------------|--------------------|
| Total WI MUNICIPAL JUDGES ASSOC: |              |                  |                                      | 150.00             |
| <b>WRISTBAND RESOURCES</b>       |              |                  |                                      |                    |
| PS-INV107534                     | 12/15/2025   | BEACH WRISTBANDS | 40-54-10-53100 BEACH OFFICE SUPPLIES | 2,810.00           |
| Total WRISTBAND RESOURCES:       |              |                  |                                      | 2,810.00           |
| Grand Totals:                    |              |                  |                                      | 409,914.70         |

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Recorder: \_\_\_\_\_

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Batch = "02182026","02182026A","12312025E","12312025F"

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

Invoice Detail.GL account (2 Characters) = {<>} "62"



## Agenda Item Memo

### City of Lake Geneva

Committee: FLR

Meeting Date: February 17, 2026

Subject / Title: Amending Parking Department Schedule of Fees

Submitted By: Beth Gehris-Padro, Parking Operations Manager

#### Background / Request

Correct several items the Parking Department section of the Schedule of Fees to include Dates for Reserved Parking Stalls to reflect paid parking start dates implemented this year, return Fine for Improper Use or Display of Sticker Parking Ticket to \$20, and add late fines for tickets that are implemented but missing on the fee list.

#### Fiscal Impact / Budget

- **Estimated Cost:** N/A
- **Funding Source:** Click or tap here to enter text. (e.g., General Fund, TID, Water Utility, Grants)
- **Budget Status:**  Within Budget \_\_\_\_\_  Over Budget \_\_\_\_\_  
 Budget Amendment Required \_\_\_\_\_
- **GL Number:** \_\_\_\_\_

*(If applicable, note grant awards, cost-sharing, or capital plan references.)*

#### Ordinance/Policy Implications/Changes:

None. Paid parking start date was approved by council in 2025. Change of citation fine repairs and addition of late fines fixes clerical errors from 2023.

#### Recommendation:

#### Implementation/Next Steps

| Name of Committee | Date of Meeting   | Original Agenda Item # | Outcome |
|-------------------|-------------------|------------------------|---------|
| Common Council    | February 23, 2026 |                        |         |
|                   |                   |                        |         |
|                   |                   |                        |         |

#### Attachments (list any and all attachments that go with this item and memo)

Resolution of the Common Council form  
 Fee Schedule 04-Parking Fees 2026

| Reviewed by | Date: | Comments |
|-------------|-------|----------|
|             |       |          |
|             |       |          |



626 Geneva Street, Lake Geneva, WI 53147- (262) 248-3673-www.cityoflakegeneva.gov

### Schedule of Fees

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.

| <b>Parking Department</b>   |   |
|---|---|
| <b>Parking Stickers-Valid for 2 Year Period, Begins in Even Numbered Years-3 Hours Free Parking/Day</b> |   |
| Resident & Non-Resident Residence Owners  | 4 free per residence<br>Each additional \$25.00     |
| Business Owner  | \$50.00-2 Year<br>\$25.00-1 Year                    |
| Walworth County Resident  | \$160.00-2 Year<br>\$80.00-1 Year                   |
| Walworth County Resident-Senior Citizen (65 & Older)  | \$130.00-2 Year<br><del>\$65.00</del> -1 Year       |
| <b>Parking Lot Permit</b>   | <b>\$400.00 Annual</b>                              |
| <b>Parking Rates</b>  |   |
| All Parking Stalls (Monday through Thursday)  | \$2.00 per hour                                     |
| All Parking Stalls (Friday through Sunday)  | \$4.00 per hour                                     |
| Reserved Parking Stalls & Contractor Permits  |   |
| <del>The last Wednesday of January-February 1</del> through November 14                                 | \$20.00 per day per stall plus<br>\$10.00 admin fee |
| November 15 through <del>January 31</del> the last Tuesday of January                                   | \$10.00 per day per stall plus<br>\$10.00 admin fee |
| <b>Parking Tickets</b>  |   |
| Expired Stall   | \$30.00   |
| More than 3 Motorcycles   | \$30.00 each  |
| Improper Use or Display of Sticker  | <del>\$20.00</del> <del>\$30.00</del>               |
| 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 St Lot D  | \$30.00   |
| Parking any Vehicle Without a Trailer or With an Occupied Trailer in Boat Launch Parking Lot F          | \$30.00   |
| <b>Parking Ticket Late Fees</b>   |   |
| Expired Stall After 10 Days   | \$60.00   |
| More than 3 Motorcycles after 10 Days   | \$60.00 each  |
| Backed into Parking Stall after 10 Days   | \$60.00   |



626 Geneva Street, Lake Geneva, WI 53147- (262) 248-3673-www.cityoflakegeneva.gov

|  |          |
|--|----------|
| Compact Car Only after 10 Days   | \$60.00  |
| No Parking Zone after 10 Days  | \$60.00  |
| Over the Line after 10 days  | \$60.00  |
| Parking by Fire Hydrant after 10 Days  | \$80.00  |
| Handicap Zone after 10 Days  | \$300.00 |
| Second Collection Letter Fee   | \$6.00   |
| Vehicle Suspension Release Fee   | \$20.00  |
| Parking any Vehicle Without a Trailer or With an Occupied Trailer in Boat Launch Parking Lot F after 10 days | \$60.00  |
|  |          |

**RESOLUTION OF THE COMMON COUNCIL**

Resolution amending the Parking Dates for Reserved Parking Stalls, Fine for Improper Use or Display of Sticker Parking Ticket and correcting missing late fines for Over the Line and Violations in Lot F from the Parking Department section of the Schedule of Fees.

Committee: Finance, Licensing, and Regulation February 17, 2026

Fiscal Impact: N/A

**File Number:** 26-R??      **Date:** February 23, 2026

Whereas, the City of Lake Geneva Municipal Code states that the various City fees be set by resolution of the Council from time to time; and,

Whereas, the City of Lake Geneva keeps a Schedule of Fees that is amended and adopted from time to time as needed by resolution of the City Council; and,

Whereas, city staff has reviewed and is recommending updates to the fees related to Parking Rates and Ticket Fines; and,

Now, therefore, be it resolved, that the fees related Parking Rates and Parking Tickets section of the City of Lake Geneva Schedule of fees be amended and adopted as highlighted in red in the attached, effective February 17, 2026.

Granted by action of the Common Council of the City of Lake Geneva this 17th day of February 2026.

**Council Action:**     **Adopted**       **Failed**      **Vote** \_\_\_\_\_

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

\_\_\_\_\_  
Todd Krause, Mayor

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Lacey L. Reynolds, City Clerk

\_\_\_\_\_  
Date



## Agenda Item Memo

### City of Lake Geneva

Committee: FLR

Meeting Date: February 17, 2026

Subject / Title: 2026 Sidewalk Assessments

Submitted By: City Clerk

#### Background / Request

Repair and assess sidewalks in the City of Lake Geneva pursuant to the provisions of Section 66.0703 of the Wisconsin Statutes, Section 62-96 of the Lake Geneva Municipal Code.  
 Discussion/Recommendation regarding 2026 preliminary resolution for Sidewalk Assessment for 2026 Street Program

#### Fiscal Impact / Budget

- **Estimated Cost:** \$21,120.00
- **Funding Source:** Project line for 2026 Streets (e.g., General Fund, TID, Water Utility, Grants)
- **Budget Status:**  Within Budget \_\_\_\_\_  Over Budget \_\_\_\_\_  
 Budget Amendment Required \_\_\_\_\_
- **GL Number:** Unknown

*(If applicable, note grant awards, cost-sharing, or capital plan references.)*

#### Ordinance/Policy Implications/Changes:

N/A

#### Recommendation:

Move forward to Council for approval of Resolution 26-R08

#### Implementation/Next Steps

| Name of Committee | Date of Meeting | Original Agenda Item # | Outcome |
|-------------------|-----------------|------------------------|---------|
| FLR               | 02/17/26        |                        |         |
| Council           | 02/23/26        |                        |         |
|                   |                 |                        |         |

#### Attachments (list any and all attachments that go with this item and memo)

2026 Preliminary Sidewalk Assessment Packet – Kapur  
 Resolution 26-R08

| Reviewed by | Date:      | Comments |
|-------------|------------|----------|
| LR          | 02/13/2026 |          |
|             |            |          |



# Special Assessment Report for Sidewalk Replacement & Installation

## 2026 Street Improvement Program

City of Lake Geneva  
Lake Geneva, Wisconsin

Project No. 26.0136



02/13/2026





## **REPORT ON PROPOSED SPECIAL ASSESSMENTS FOR PUBLIC IMPROVEMENTS AGAINST PROPERTIES LOCATED IN THE CITY OF LAKE GENEVA, WISCONSIN**

Pursuant to the provisions of Section 66.0703 of the Wisconsin Statutes, Section 62-96 of the Lake Geneva Municipal Code, and pursuant to the Preliminary Resolution adopted by the City of Lake Geneva Common Council on the date of February 23, 2026, the undersigned hereby files with the City Clerk of the City of Lake Geneva, located in Walworth County, Wisconsin, this report regarding the 2026 Street Program and its related Special Assessments.

Each of the real properties described herein against which the Special Assessments will be levied is benefited by this project, and this construction project is being done as an exercise of the police power of the City of Lake Geneva, Wisconsin, as allowed in Section 66.0703 of the Wisconsin Statutes.

The special assessments for each benefitted property are described in the *Assessment Schedules A, B, and C* attached to this report.

This project proposes completing public sidewalk removal and replacement on the East and West sides of Cook Street from Main Street to Geneva Street and the Southeast side of Wrigley Street from Center Street to Baker Street. The benefit of sidewalks improves and protects the health, welfare, and safety of pedestrians in the community. It is the City's intent that a City-wide sidewalk system be in place and that all residents have access to this sidewalk system. For portions of the system that are not completed or in disrepair, special priority is to be given to sidewalks needed on the Safe School Routes and to accommodate pedestrian traffic on major arterial and collector streets.

***Method of Determining Assessment.*** The City of Lake Geneva's policy is to assess 0-100% of the total construction costs, for new sidewalk and/or sidewalk replacement to the benefitted properties on a square foot basis and an additional 2% of the contract costs to cover engineering, testing, and administrative costs.

This report consists of the following schedules attached hereto:

**Schedule A** – Terms of Special Assessment;

**Schedule B** – Two (2) pages of exhibits showing all properties for the 2026 Street Improvement Program sidewalk special assessment;

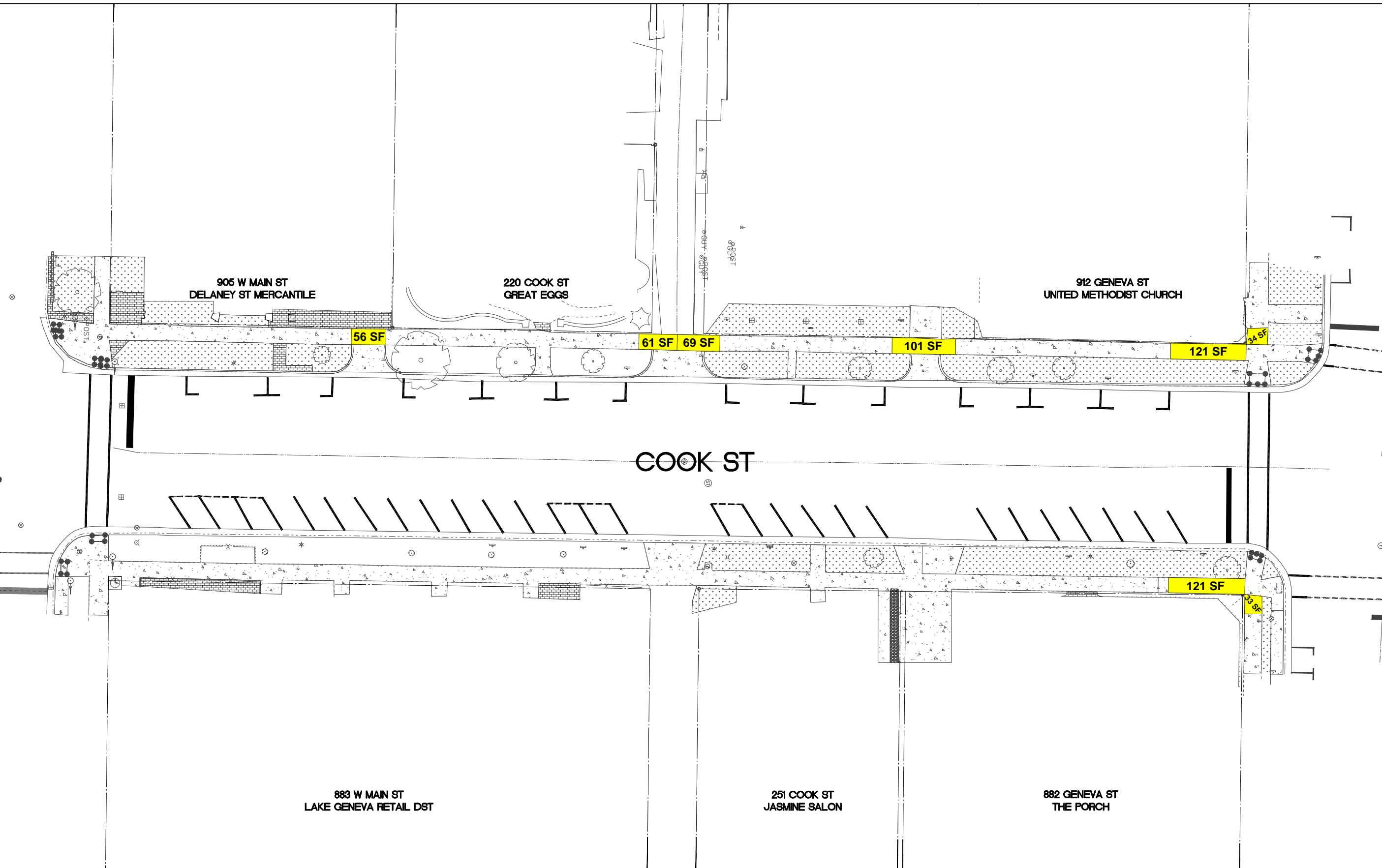
**Schedule C** – Estimated Cost of Proposed 2026 Street Improvement Program sidewalk special assessment per parcel;



## SCHEDULE A- Terms of the Special Assessment

1. The total estimated sidewalk project cost is \$21,120.00 which will be assessed on the benefitted properties. The City of Lake Geneva (the “City”) will pay for the cost of replacing sidewalk fronting city owned properties. The remaining estimated balance of the project will be assessed on the benefitted properties on per square foot basis along abutting property owner/s frontage. The total cost of the public improvements associated with the 2026 Street Improvement Program is estimated at \$750,000.
2. There are one hundred and fifty-seven (157) benefitted properties (the “Benefitted Properties”) in this Project. The one hundred and fifty-seven (157) Benefitted Properties are described in attached **Schedule C**.
3. A Benefitted Property owner may pay the full assessment to the City, without any interest thereon, on or before the date of November 1, 2026. If such special assessment is not paid in full to the City on or before November 1, 2026, then the said special assessment shall be placed on the tax roll of the Benefitted Property over ten (10) years, in the manner described in below Paragraph 6.
4. The special assessment amount shall be levied on each Benefitted Property, commencing with the 2026 tax roll for the Benefitted Property. Commencing on the date of January 1, 2027, interest shall accrue on the unpaid amount of the special assessment at the rate of Five Percent (5.0%) per annum until paid in full. **All assessments less than \$100 shall be paid in full on or before November 1, 2026.**
5. The special assessment, plus accrued interest, may be paid in full at any time by the Benefitted Property owner.
6. Pursuant to Section 66.073(11), Wis. Stats., if the final Project cost is less than the estimated Project cost used for the purposes of this Report, then the special assessments levied based on the Report’s estimated Project cost shall be proportionately reduced, in the manner provided for in that statute.

FILENAME: D:\Wellworth\_Co\Lake\_Geneva\_City\Gov\260136\_2026\_Lake\_Geneva\_Street\_Program\_PW\Design\260136\_DESIGN\_Cook.dwg



**LEGEND**

4" SIDEWALK REPLACEMENT



1224 S. Pine Street  
Burlington, Wisconsin  
53105

kapurinc.com

PROJECT:  
**2026 LAKE GENEVA  
STREET PROGRAM**

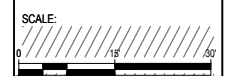
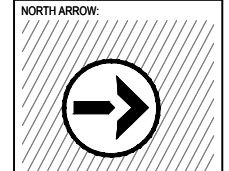
LOCATION:  
**CITY OF LAKE  
GENEVA,  
WALWORTH  
COUNTY**



RELEASE:  
**PRELIMINARY  
SIDEWALK  
ASSESSMENT**

REVISIONS:

| # | DATE | DESCRIPTION |
|---|------|-------------|
|   |      |             |
|   |      |             |
|   |      |             |
|   |      |             |



IF NOT ONE INCH ADJUST SCALE ACCORDINGLY

SEAL:

SHEET:  
**COOK SIDEWALK  
EXHIBIT**

PROJECT MANAGER: NR  
PROJECT NUMBER: 26.0136  
DATE: 02/11/2026

SHEET NUMBER:  
**EX 1**

PROJECT:  
2026 LAKE GENEVA  
STREETS PROGRAM

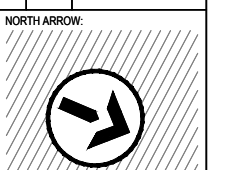
LOCATION:  
WALWORTH  
COUNTY



RELEASE:  
PRELIMINARY  
SIDEWALK  
ASSESSMENT

REVISIONS:

| # | DATE | DESCRIPTION |
|---|------|-------------|
|   |      |             |
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SCALE:  
0 15 30  
IF NOT ONE INCH ADJUST SCALE  
ACCORDINGLY

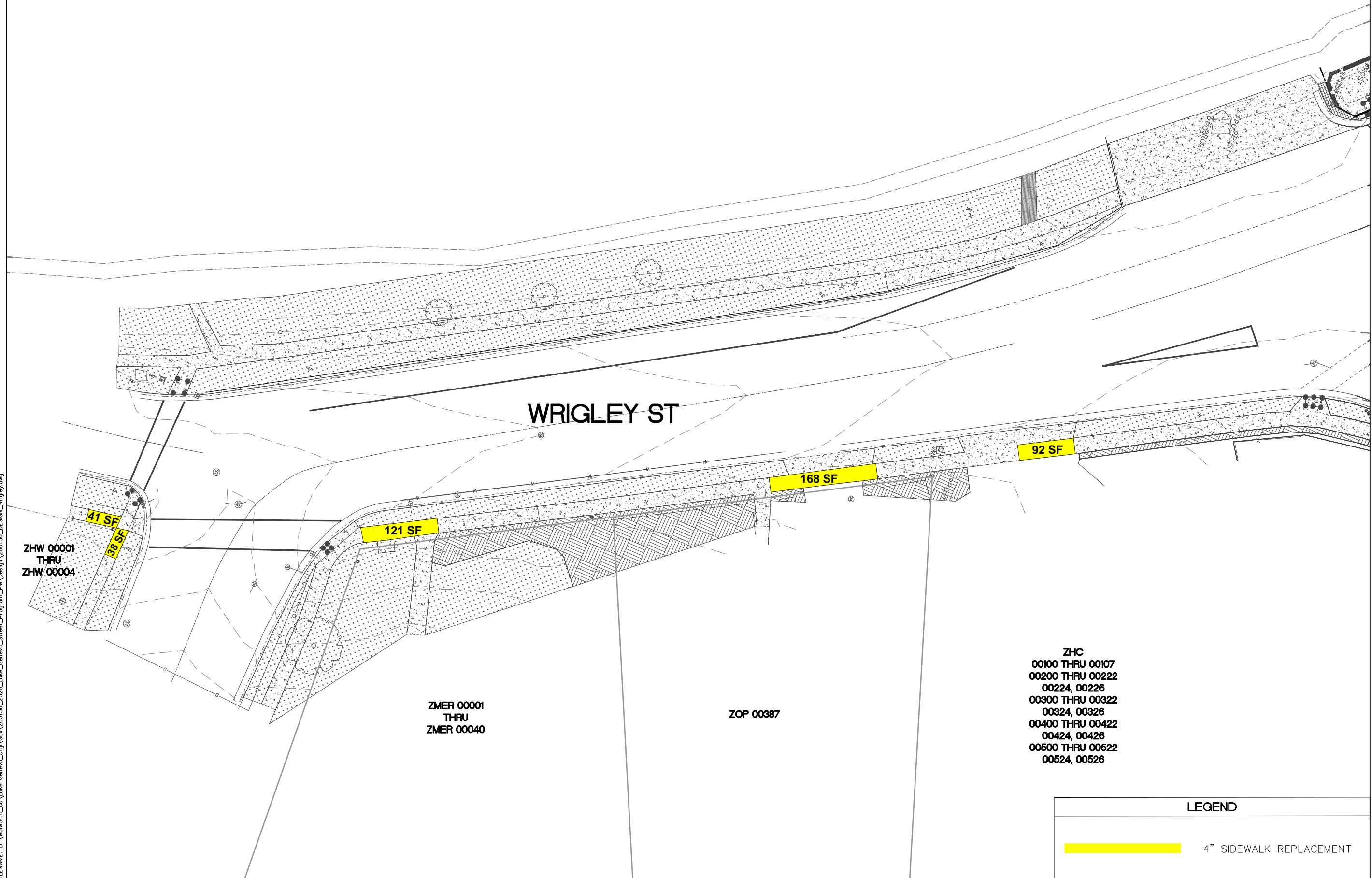
SEAL:  
all in

SHEET:  
WRIGLEY  
SIDEWALK  
ASSESSMENT  
EXHIBIT

PROJECT MANAGER: NR  
PROJECT NUMBER: 26.0136  
DATE: 02/11/2026

SHEET NUMBER:  
**EX 2**

FILENAME: D:\Walworth\_Co\Lake\_Geneva\_City\Gov\260136\_2026\_Lake\_Geneva\_Street\_Program\_PW\Design\260136\_DESIGN\_Wrigley.dwg



**WRIGLEY ST**

ZHW 00001  
THRU  
ZHW 00004

**121 SF**

ZMER 00001  
THRU  
ZMER 00040

ZOP 00387

**168 SF**

**92 SF**

ZHC  
00100 THRU 00107  
00200 THRU 00222  
00224, 00226  
00300 THRU 00322  
00324, 00326  
00400 THRU 00422  
00424, 00426  
00500 THRU 00522  
00524, 00526

**LEGEND**

4" SIDEWALK REPLACEMENT

**CITY OF LAKE GENEVA**  
**2026 STREET IMPROVEMENT PROGRAM (SIDEWALK SPECIAL ASSESSMENT)**  
**SCHEDULE C**  
**DATE: Feb 12th, 2026**

| Property Owners                       | Parcel Number | Property Address |           |             |       |       | Mailing Address          |           |                 |       |       | 4" R&R Sidewalk |      |           |             | Plus 2% Administrative | Total Cost  |
|---------------------------------------|---------------|------------------|-----------|-------------|-------|-------|--------------------------|-----------|-----------------|-------|-------|-----------------|------|-----------|-------------|------------------------|-------------|
|                                       |               | Address 1        | Address 2 | City        | State | Zip   | Address 1                | Address 2 | City            | State | Zip   | Area            | Unit | Unit Cost | Cost        |                        |             |
| LAKE GENEVA UNITED METHODIST CHURCH I | ZA464800001   | 912 GENEVA ST    |           | LAKE GENEVA | WI    | 53147 | 912 GENEVA ST            |           | LAKE GENEVA     | WI    | 53147 | 325             | SF   | \$ 20.00  | \$ 6,500.00 | \$ 130.00              | \$ 6,630.00 |
| NICHOLAS KAMMES                       | ZOP 00243     | 220 COOK ST      |           | LAKE GENEVA | WI    | 53147 | 1224 E PINECREST LN      |           | ELKHORN         | WI    | 53121 | 61              | SF   | \$ 20.00  | \$ 1,220.00 | \$ 24.40               | \$ 1,244.40 |
| JEFFREY M LEONARD TRUST               | ZOP 00243A    | 905 W MAIN ST    |           | LAKE GENEVA | WI    | 53147 | 1504 DODGE ST            |           | LAKE GENEVA     | WI    | 53147 | 56              | SF   | \$ 20.00  | \$ 1,120.00 | \$ 22.40               | \$ 1,142.40 |
| HOUSE AROUND THE CORNER LLC           | ZOP 00252     | 832 GENEVA ST    |           | LAKE GENEVA | WI    | 53147 | 222 CENTER ST            |           | LAKE GENEVA     | WI    | 53147 | 154             | SF   | \$ 20.00  | \$ 3,080.00 | \$ 61.60               | \$ 3,141.60 |
| THOMAS J LEAHY                        | ZHC 00100     | 300 Wrigley Dr   | 100       | LAKE GENEVA | WI    | 53147 | 233 MISTWOOD LN          |           | CRYSTAL LAKE    | IL    | 60014 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| MIROSLAWA DULCZEWSKA-MILLER           | ZHC 00101     | 300 Wrigley Dr   | 101       | LAKE GENEVA | WI    | 53147 | 6211 N MILWAUKEE AVE     |           | CHICAGO         | IL    | 60647 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| TEAM S LLC                            | ZHC 00102     | 300 Wrigley Dr   | 102       | LAKE GENEVA | WI    | 53147 | 3703 N BERNARD ST        |           | CHICAGO         | IL    | 60618 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| FLINTS INN INC                        | ZHC 00103     | 300 Wrigley Dr   | 103       | LAKE GENEVA | WI    | 53147 | 4704 22ND AVE            |           | KENOSHA         | WI    | 53140 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| THOMAS V RUCKER                       | ZHC 00104     | 300 Wrigley Dr   | 104       | LAKE GENEVA | WI    | 53147 | PO BOX 352               |           | PARK RIDGE      | IL    | 60068 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| HOLLY HOUSTON TRUST                   | ZHC 00105     | 300 Wrigley Dr   | 105       | LAKE GENEVA | WI    | 53147 | N3053 STATE RD 89        |           | JEFFERSON       | WI    | 53549 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| MICHAEL J VITALE                      | ZHC 00106     | 300 Wrigley Dr   | 106       | LAKE GENEVA | WI    | 53147 | 9500 CONGRESS PARK       |           | BROOKFIELD      | IL    | 60513 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| HOLLY HOUSTON TRUST                   | ZHC 00107     | 300 Wrigley Dr   | 107       | LAKE GENEVA | WI    | 53147 | N3053 STATE RD 89        |           | JEFFERSON       | WI    | 53549 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| JOHN JAY WESTRA TRUST                 | ZHC 00200     | 300 Wrigley Dr   | 200       | LAKE GENEVA | WI    | 53147 | 370 S SCHMALE            |           | CAROL STREAM    | IL    | 60188 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| CAP INVESTMENTS II LLC                | ZHC 00201     | 300 Wrigley Dr   | 201       | LAKE GENEVA | WI    | 53147 | PO BOX 472               |           | PARK RIDGE      | IL    | 60068 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| WILLIAM MCKENZIE JR TRUST             | ZHC 00202     | 300 Wrigley Dr   | 202       | LAKE GENEVA | WI    | 53147 | 1630 73RD ST             |           | DARIEN          | IL    | 60561 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| GARY BROESKI                          | ZHC 00203     | 300 Wrigley Dr   | 203       | LAKE GENEVA | WI    | 53147 | 102 N CATHY LN           |           | MT PROSPECT     | IL    | 60056 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| MOE & O PROPERTIES LLC                | ZHC 00204     | 300 Wrigley Dr   | 204       | LAKE GENEVA | WI    | 53147 | 6003 N NEVA AVE          |           | CHICAGO         | IL    | 60631 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| TCB RENTALS LLC                       | ZHC 00205     | 300 Wrigley Dr   | 205       | LAKE GENEVA | WI    | 53147 | 400 WALTERS LN           |           | ITASCA          | IL    | 60143 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| MOE & O PROPERTIES LLC                | ZHC 00206     | 300 Wrigley Dr   | 206       | LAKE GENEVA | WI    | 53147 | 6003 N NEVA AVE          |           | CHICAGO         | IL    | 60631 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| NEHA M PATEL                          | ZHC 00207     | 300 Wrigley Dr   | 207       | LAKE GENEVA | WI    | 53147 | 953 LACOSTA AVE          |           | BARTLETT        | IL    | 60103 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| GWYNNE M KNUTSON                      | ZHC 00208     | 300 Wrigley Dr   | 208       | LAKE GENEVA | WI    | 53147 | 1224 THORNWOOD LN        |           | CRYSTAL LAKE    | IL    | 60014 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| SCOTT W KRAMER                        | ZHC 00209     | 300 Wrigley Dr   | 209       | LAKE GENEVA | WI    | 53147 | 3688 CARDINAL POINT TRL  |           | VERONA          | WI    | 53593 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| JOHN FLORINE TRUST                    | ZHC 00210     | 300 Wrigley Dr   | 210       | LAKE GENEVA | WI    | 53147 | 14 ST CRONAN CT          |           | CARY            | IL    | 60014 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| DODGE FOSTER LLC                      | ZHC 00211     | 300 Wrigley Dr   | 211       | LAKE GENEVA | WI    | 53147 | 1616 SHERIDAN RD         | #4D       | WILMETTE        | IL    | 60091 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| WILLIAM MCKENZIE JR TRUST             | ZHC 00212     | 300 Wrigley Dr   | 212       | LAKE GENEVA | WI    | 53147 | 1630 73RD ST             |           | DARIEN          | IL    | 60561 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| JESSE INVESTMENT CO LP                | ZHC 00213     | 300 Wrigley Dr   | 213       | LAKE GENEVA | WI    | 53147 | 4921 ENCHANTED VALLEY RD |           | MIDDLETON       | WI    | 53562 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| INTERNATIONAL FIRST FINANCIAL         | ZHC 00214     | 300 Wrigley Dr   | 214       | LAKE GENEVA | WI    | 53147 | S84 W12785 BLUE HERON LN |           | MUSKEGO         | WI    | 53150 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| BRANDEE L PIERANUNZI                  | ZHC 00215     | 300 Wrigley Dr   | 215       | LAKE GENEVA | WI    | 53147 | 153 JEFFERSON LN         |           | BLOOMINGDALE    | IL    | 60108 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| DODGE FOSTER LLC                      | ZHC 00216     | 300 Wrigley Dr   | 216       | LAKE GENEVA | WI    | 53147 | 1500 SHERIDAN RD UT 61   |           | WILMETTE        | IL    | 60091 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| SPAGNOLA LLC                          | ZHC 00217     | 300 Wrigley Dr   | 217       | LAKE GENEVA | WI    | 53147 | 3360 HILLCREST RD        |           | GENEVA          | IL    | 60134 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| CRAIG MILLER                          | ZHC 00218     | 300 Wrigley Dr   | 218       | LAKE GENEVA | WI    | 53147 | 1212 NOBLE DR            |           | PORT BARRINGTON | IL    | 60010 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| REINE SARMIENTO                       | ZHC 00219     | 300 Wrigley Dr   | 219       | LAKE GENEVA | WI    | 53147 | 211-35 23RD AVE          | #5B       | BAYSIDE         | NY    | 11360 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| INTERNATIONAL FIRST FINANCIAL         | ZHC 00220     | 300 Wrigley Dr   | 220       | LAKE GENEVA | WI    | 53147 | S84 W12785 BLUE HERON LN |           | MUSKEGO         | WI    | 53150 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| CAP INVESTMENTS III LLC               | ZHC 00221     | 300 Wrigley Dr   | 221       | LAKE GENEVA | WI    | 53147 | PO BOX 472               |           | PARK RIDGE      | IL    | 60068 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| MARK CARINI                           | ZHC 00222     | 300 Wrigley Dr   | 222       | LAKE GENEVA | WI    | 53147 | 8701 W BELDEN AVE        |           | RIVER GROVE     | IL    | 60171 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| CAP INVESTMENTS II LLC                | ZHC 00224     | 300 Wrigley Dr   | 224       | LAKE GENEVA | WI    | 53147 | PO BOX 472               |           | PARK RIDGE      | IL    | 60068 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| CAP INVESTMENTS II LLC                | ZHC 00226     | 300 Wrigley Dr   | 226       | LAKE GENEVA | WI    | 53147 | PO BOX 472               |           | PARK RIDGE      | IL    | 60068 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| CAP INVESTMENTS IV LLC                | ZHC 00300     | 300 Wrigley Dr   | 300       | LAKE GENEVA | WI    | 53147 | PO BOX 472               |           | PARK RIDGE      | IL    | 60068 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| LAMBROS J KLADIS                      | ZHC 00301     | 300 Wrigley Dr   | 301       | LAKE GENEVA | WI    | 53147 | 10241 S 87TH AVE         |           | PALOS HILLS     | IL    | 60465 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| MICHAEL J BOZZI JR                    | ZHC 00302     | 300 Wrigley Dr   | 302       | LAKE GENEVA | WI    | 53147 | 7532 W HALESLIA CT       |           | ORLAND PARK     | IL    | 60462 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| MICHAEL C DAVIDS                      | ZHC 00303     | 300 Wrigley Dr   | 303       | LAKE GENEVA | WI    | 53147 | 300 WRIGLEY DR UNIT 303  |           | LAKE GENEVA     | WI    | 53147 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| SAMUEL W WEAVER JR TRUST              | ZHC 00304     | 300 Wrigley Dr   | 304       | LAKE GENEVA | WI    | 53147 | 2444 ROLLING RIDGE LN    |           | ELGIN           | IL    | 60124 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| LAPANNO INVESTMENTS LLC               | ZHC 00305     | 300 Wrigley Dr   | 305       | LAKE GENEVA | WI    | 53147 | PO BOX 472               |           | PARK RIDGE      | IL    | 60068 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| INTERNATIONAL FIRST FINANCIAL         | ZHC 00306     | 300 Wrigley Dr   | 306       | LAKE GENEVA | WI    | 53147 | C/O DONNA M GLEESING     |           | MUSKEGO         | WI    | 53150 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| LAPANNO INVESTMENTS LLC               | ZHC 00307     | 300 Wrigley Dr   | 307       | LAKE GENEVA | WI    | 53147 | PO BOX 472               |           | PARK RIDGE      | IL    | 60068 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| PATRICIA S ELTOFT TRUST               | ZHC 00308     | 300 Wrigley Dr   | 308       | LAKE GENEVA | WI    | 53147 | 829 S HAMMERSCHMIDT AVE  |           | LOMBARD         | IL    | 60148 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| HOLLY HOUSTON TRUST                   | ZHC 00309     | 300 Wrigley Dr   | 309       | LAKE GENEVA | WI    | 53147 | N3053 STATE RD 89        |           | JEFFERSON       | WI    | 53549 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |
| ALBERT V TASSI III                    | ZHC 00310     | 300 Wrigley Dr   | 310       | LAKE GENEVA | WI    | 53147 | 190 S WOOD DALE RD       | APT 602   | WOOD DALE       | IL    | 60191 | 0.85            | SF   | \$ 20.00  | \$ 17.00    | \$ 0.34                | \$ 17.34    |

| Property Owners               | Parcel Number | Property Address |           |             |       |       | Mailing Address            |                 |                   |       |        | 4" R&R Sidewalk |      |           |          | Plus 2% Administrative | Total Cost |
|-------------------------------|---------------|------------------|-----------|-------------|-------|-------|----------------------------|-----------------|-------------------|-------|--------|-----------------|------|-----------|----------|------------------------|------------|
|                               |               | Address 1        | Address 2 | City        | State | Zip   | Address 1                  | Address 2       | City              | State | Zip    | Area            | Unit | Unit Cost | Cost     |                        |            |
| DODGE FOSTER LLC              | ZHC 00311     | 300 Wrigley Dr   | 311       | LAKE GENEVA | WI    | 53147 | 225 W ILLINOIS ST STE 300  |                 | CHICAGO           | IL    | 60654  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| PETER J TEPLER TRUST          | ZHC 00312     | 300 Wrigley Dr   | 312       | LAKE GENEVA | WI    | 53147 | 4142 BAY BEACH LN UNIT 803 |                 | FORT MYERS BEACH  | FL    | 33931  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| PATRICK GLEASON               | ZHC 00313     | 300 Wrigley Dr   | 313       | LAKE GENEVA | WI    | 53147 | 1304 ELM TREE RD           |                 | LAKE FOREST       | IL    | 60045  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| FRANK J RICHTER               | ZHC 00314     | 300 Wrigley Dr   | 314       | LAKE GENEVA | WI    | 53147 | 647 SIGNAL HILL            |                 | BARRINGTON        | IL    | 60010  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| HS HOTEL PROPERTIES LLC       | ZHC 00315     | 300 Wrigley Dr   | 315       | LAKE GENEVA | WI    | 53147 | N8508 TOWNLINE RD          |                 | EAST TROY         | WI    | 53121  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| MACUSHLA LLC                  | ZHC 00316     | 300 Wrigley Dr   | 316       | LAKE GENEVA | WI    | 53147 | 2671 MANN LN               |                 | BATAVIA           | IL    | 60510  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| CAP INVESTMENTS III LLC       | ZHC 00317     | 300 Wrigley Dr   | 317       | LAKE GENEVA | WI    | 53147 | PO BOX 472                 |                 | PARK RIDGE        | IL    | 60068  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| REM PROPERTIES LLC SERIES E   | ZHC 00318     | 300 Wrigley Dr   | 318       | LAKE GENEVA | WI    | 53147 | PO BOX 472                 |                 | PARK RIDGE        | IL    | 60068  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| WSA INC                       | ZHC 00319     | 300 Wrigley Dr   | 319       | LAKE GENEVA | WI    | 53147 | 5N258 SWITCHGRASS LN       |                 | ST CHARLES        | IL    | 60175  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| ROBERT VERLEN TRUST           | ZHC 00320     | 300 Wrigley Dr   | 320       | LAKE GENEVA | WI    | 53147 | 4704 22ND AVE              |                 | KENOSHA           | WI    | 53140  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| DODGE FOSTER LLC              | ZHC 00321     | 300 Wrigley Dr   | 321       | LAKE GENEVA | WI    | 53147 | 1616 SHERIDAN RD UT 4D     |                 | WILMETTE          | IL    | 60091  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| RONALD STURIANO               | ZHC 00322     | 300 Wrigley Dr   | 322       | LAKE GENEVA | WI    | 53147 | 568 SPARROW CT             |                 | LINDENHURST       | IL    | 60046  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| ILJA POTKONJAK                | ZHC 00324     | 300 Wrigley Dr   | 324       | LAKE GENEVA | WI    | 53147 | 8905 JACKSON PARK BLVD     |                 | WAUWATOSA         | WI    | 53226  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| DAVID M DYER                  | ZHC 00326     | 300 Wrigley Dr   | 326       | LAKE GENEVA | WI    | 53147 | 4704 22ND AVE              |                 | CHICAGO           | IL    | 60645  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| ROBERT W LAWLER               | ZHC 00400     | 300 Wrigley Dr   | 400       | LAKE GENEVA | WI    | 53147 | 300 WRIGLEY DR #400        |                 | LAKE GENEVA       | WI    | 53147  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| CAP INVESTMENTS III LLC       | ZHC 00401     | 300 Wrigley Dr   | 401       | LAKE GENEVA | WI    | 53147 | 741 DEVON AVE              |                 | PARK RIDGE        | IL    | 60068  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| THOMAS RUCKER                 | ZHC 00402     | 300 Wrigley Dr   | 402       | LAKE GENEVA | WI    | 53147 | PO BOX 352                 |                 | PARK RIDGE        | IL    | 60068  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| BRENETTE CLEMONS              | ZHC 00403     | 300 Wrigley Dr   | 403       | LAKE GENEVA | WI    | 53147 | 120 S WALNUT AVE           |                 | ARLINGTON HEIGHTS | IL    | 60005  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| MARGARET M BRADY              | ZHC 00404     | 300 Wrigley Dr   | 404       | LAKE GENEVA | WI    | 53147 | 258 SPRING COVE DR         |                 | ELGIN             | IL    | 60123  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| CAP INVESTMENTS II LLC        | ZHC 00405     | 300 Wrigley Dr   | 405       | LAKE GENEVA | WI    | 53147 | PO BOX 472                 |                 | PARK RIDGE        | IL    | 60068  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| INTERNATIONAL FIRST FINANCIAL | ZHC 00406     | 300 Wrigley Dr   | 406       | LAKE GENEVA | WI    | 53147 | S84 W12785 BLUE HERON LN   |                 | MUSKEGO           | WI    | 53150  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| HS HOTEL PROPERTIES LLC       | ZHC 00407     | 300 Wrigley Dr   | 407       | LAKE GENEVA | WI    | 53147 | N8508 TOWNLINE RD          |                 | EAST TROY         | WI    | 53121  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| BOGDAN GRZYMALA               | ZHC 00408     | 300 Wrigley Dr   | 408       | LAKE GENEVA | WI    | 53147 | 1919 FRANKLIN DR           |                 | GLENVIEW          | IL    | 60025  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| NEHA M PATEL                  | ZHC 00409     | 300 Wrigley Dr   | 409       | LAKE GENEVA | WI    | 53147 | 953 LACOSTA AVE            |                 | BARTLETT          | IL    | 601030 | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| MARK CARINI                   | ZHC 00410     | 300 Wrigley Dr   | 410       | LAKE GENEVA | WI    | 53147 | 8701 W BELDEN AVE          |                 | RIVER GROVE       | IL    | 60171  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| NEHA M PATEL                  | ZHC 00411     | 300 Wrigley Dr   | 411       | LAKE GENEVA | WI    | 53147 | 953 LACOSTA AVE            |                 | BARTLETT          | IL    | 60103  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| AWB CORPORATION               | ZHC 00412     | 300 Wrigley Dr   | 412       | LAKE GENEVA | WI    | 53147 | 5N258 SWITCHGRASS LN       |                 | ST CHARLES        | IL    | 60175  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| CAP INVESTMENTS III LLC       | ZHC 00413     | 300 Wrigley Dr   | 413       | LAKE GENEVA | WI    | 53147 | PO BOX 472                 |                 | PARK RIDGE        | IL    | 60068  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| FRANK J RICHTER               | ZHC 00414     | 300 Wrigley Dr   | 414       | LAKE GENEVA | WI    | 53147 | 647 SIGNAL HILL RD         |                 | NORTH BARRINGTON  | IL    | 60010  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| REM PROPERTIES LLC            | ZHC 00415     | 300 Wrigley Dr   | 415       | LAKE GENEVA | WI    | 53147 | PO BOX 472                 |                 | PARK RIDGE        | IL    | 60068  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| MARK CARINI                   | ZHC 00416     | 300 Wrigley Dr   | 416       | LAKE GENEVA | WI    | 53147 | 8701 W BELDEN AVE          |                 | RIVER GROVE       | IL    | 60171  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| REINE SARMIENTO               | ZHC 00417     | 300 Wrigley Dr   | 417       | LAKE GENEVA | WI    | 53147 | 211-35 23RD AVE #5B        |                 | BAYSIDE           | NY    | 11360  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| YAHYA AHMADIAN                | ZHC 00418     | 300 Wrigley Dr   | 418       | LAKE GENEVA | WI    | 53147 | 1801 VOLLMER RD            |                 | FLOSSMOOR         | IL    | 60422  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| CAP INVESTMENTS II LLC        | ZHC 00419     | 300 Wrigley Dr   | 419       | LAKE GENEVA | WI    | 53147 | PO BOX 472                 |                 | PARK RIDGE        | IL    | 60068  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| CHARLES E BLISS               | ZHC 00420     | 300 Wrigley Dr   | 420       | LAKE GENEVA | WI    | 53147 | 7131 CALDWELL              |                 | CHICAGO           | IL    | 60646  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| KATHERINE A BOSS              | ZHC 00421     | 300 Wrigley Dr   | 421       | LAKE GENEVA | WI    | 53147 | 317 N FAIRVIEW AVE         |                 | MT PROSPECT       | IL    | 60056  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| GEORGE WALSH TRUST            | ZHC 00422     | 300 Wrigley Dr   | 422       | LAKE GENEVA | WI    | 53147 | 804 N CARLYLE LN           |                 | ARLINGTON HEIGHTS | IL    | 60004  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| STALEY FAMILY TRUST           | ZHC 00424     | 300 Wrigley Dr   | 424       | LAKE GENEVA | WI    | 53147 | 14150 CLIFTON LN           |                 | HOMER GLEN        | IL    | 60491  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| WILLIAM G LERCH 1981 TRUST    | ZHC 00426     | 300 Wrigley Dr   | 426       | LAKE GENEVA | WI    | 53147 | 3712 N KEELER              |                 | CHICAGO           | IL    | 60641  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| REM PROPERTIES LLC            | ZHC 00500     | 300 Wrigley Dr   | 500       | LAKE GENEVA | WI    | 53147 | PO BOX 472                 |                 | PARK RIDGE        | IL    | 60068  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| REINE SARMIENTO               | ZHC 00501     | 300 Wrigley Dr   | 501       | LAKE GENEVA | WI    | 53147 | 211-35 23RD AVE #5B        |                 | BAYSIDE           | NY    | 11360  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| HILDA ISAAC                   | ZHC 00502     | 300 Wrigley Dr   | 502       | LAKE GENEVA | WI    | 53147 | PO BOX 5076                |                 | SKOKIE            | IL    | 60076  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| AWB CORPORATION               | ZHC 00503     | 300 Wrigley Dr   | 503       | LAKE GENEVA | WI    | 53147 | 5N258 SWITCHGRASS LN       |                 | ST CHARLES        | IL    | 60175  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| INTERNATIONAL FIRST FINANCIAL | ZHC 00504     | 300 Wrigley Dr   | 504       | LAKE GENEVA | WI    | 53147 | S84 W12785 BLUE HERON LN   |                 | MUSKEGO           | WI    | 53150  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| REM PROPERTIES LLC SERIES D   | ZHC 00505     | 300 Wrigley Dr   | 505       | LAKE GENEVA | WI    | 53147 | PO BOX 472                 |                 | PARK RIDGE        | IL    | 60068  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| DENNIS GALLAGHER TRUST        | ZHC 00506     | 300 Wrigley Dr   | 506       | LAKE GENEVA | WI    | 53147 | 19W227 GLOUCHETTER WAY N   |                 | OAK BROOK         | IL    | 75031  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| MICHAEL S IGNOFFO             | ZHC 00507     | 300 Wrigley Dr   | 507       | LAKE GENEVA | WI    | 53147 | 126 RIVERSHIRE LN          |                 | LINCOLNSHIRE      | IL    | 60069  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| JAWAD NUNES TRUST             | ZHC 00508     | 300 Wrigley Dr   | 508       | LAKE GENEVA | WI    | 53147 | 76 SILVER FOX LN           |                 | BELGRADE          | MT    | 59714  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| LAPANNO INVESTMENTS LLC       | ZHC 00509     | 300 Wrigley Dr   | 509       | LAKE GENEVA | WI    | 53147 | PO BOX 472                 |                 | PARK RIDGE        | IL    | 60068  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| LORRAINE R BJORNSTAD TRUST    | ZHC 00510     | 300 Wrigley Dr   | 510       | LAKE GENEVA | WI    | 53147 | 2870 RAINFIELD AVE         |                 | WESTLAKE VILLAGE  | CA    | 91362  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| STRANGWAY HARBOR SHORES LLC   | ZHC 00511     | 300 Wrigley Dr   | 511       | LAKE GENEVA | WI    | 53147 | 5407 W PRINCETON PINES     |                 | FRANKLIN          | WI    | 53132  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| MAIN KEELER LLC               | ZHC 00512     | 300 Wrigley Dr   | 512       | LAKE GENEVA | WI    | 53147 | 300 WRIGLEY DR UT 512      |                 | LAKE GENEVA       | WI    | 53147  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| RONDA STRAUBE TRUST           | ZHC 00513     | 300 Wrigley Dr   | 513       | LAKE GENEVA | WI    | 53147 | 0N725 WOODLAWN ST          |                 | WHEATON           | IL    | 60187  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| SANDRA STONE RUFFALO          | ZHC 00514     | 300 Wrigley Dr   | 514       | LAKE GENEVA | WI    | 53147 | 3000 OASIS GRAND BLVD      | TOWER ONE #1704 | FORT MYERS        | FL    | 33916  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| DORA LADER                    | ZHC 00515     | 300 Wrigley Dr   | 515       | LAKE GENEVA | WI    | 53147 | 8250 KEELER                |                 | SKOKIE            | IL    | 60076  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |
| ARADO MANAGEMENT INC          | ZHC 00516     | 300 Wrigley Dr   | 516       | LAKE GENEVA | WI    | 53147 | 13728 KIRKLAND DR          |                 | HUNTLEY           | IL    | 60142  | 0.85            | SF   | \$ 20.00  | \$ 17.00 | \$ 0.34                | \$ 17.34   |

| Property Owners  | Parcel Number | Property Address |           |             |       |       | Mailing Address           |           |                 |       |             | 4" R&R Sidewalk |                 |                    |                  | Plus 2% Administrative | Total Cost  |
|--|---------------|------------------|-----------|-------------|-------|-------|---------------------------|-----------|-----------------|-------|-------------|-----------------|-----------------|--------------------|------------------|------------------------|-------------|
|  |               | Address 1        | Address 2 | City        | State | Zip   | Address 1                 | Address 2 | City            | State | Zip         | Area            | Unit            | Unit Cost          | Cost             |                        |             |
| BRANDEE L PIERANUNZI   | ZHC 00517     | 300 Wrigley Dr   | 517       | LAKE GENEVA | WI    | 53147 | 153 JEFFERSON LN          |           | BLOOMINGDALE    | IL    | 60108       | 0.85            | SF              | \$ 20.00           | \$ 17.00         | \$ 0.34                | \$ 17.34    |
| MARIA MAKSYM CZUK  | ZHC 00518     | 300 Wrigley Dr   | 518       | LAKE GENEVA | WI    | 53147 | 3130 COTTONWOOD CT        |           | HIGHLAND PARK   | IL    | 60035       | 0.85            | SF              | \$ 20.00           | \$ 17.00         | \$ 0.34                | \$ 17.34    |
| BRANDEE L PIERANUNZI   | ZHC 00519     | 300 Wrigley Dr   | 519       | LAKE GENEVA | WI    | 53147 | 153 JEFFERSON LN          |           | BLOOMINGDALE    | IL    | 60108       | 0.85            | SF              | \$ 20.00           | \$ 17.00         | \$ 0.34                | \$ 17.34    |
| JOHN MORI  | ZHC 00520     | 300 Wrigley Dr   | 520       | LAKE GENEVA | WI    | 53147 | PO BOX 8362               |           | BARTLETT        | IL    | 60103       | 0.85            | SF              | \$ 20.00           | \$ 17.00         | \$ 0.34                | \$ 17.34    |
| TEAM S LLC   | ZHC 00521     | 300 Wrigley Dr   | 521       | LAKE GENEVA | WI    | 53147 | 300 WRIGLY DR UT 521      |           | LAKE GENEVA     | WI    | 53147       | 0.85            | SF              | \$ 20.00           | \$ 17.00         | \$ 0.34                | \$ 17.34    |
| PIETRUCZYK FAMILY TRUST  | ZHC 00522     | 300 Wrigley Dr   | 522       | LAKE GENEVA | WI    | 53147 | 685 SKYE LN               |           | INVERNESS       | IL    | 60010       | 0.85            | SF              | \$ 20.00           | \$ 17.00         | \$ 0.34                | \$ 17.34    |
| LAURA SCHMITT D  | ZHC 00524     | 300 Wrigley Dr   | 524       | LAKE GENEVA | WI    | 53147 | 6778 MAPLEBROOKE TRACE    |           | MEDINA          | OH    | 44256       | 0.85            | SF              | \$ 20.00           | \$ 17.00         | \$ 0.34                | \$ 17.34    |
| EILEEN E DAVIS   | ZHC 00526     | 300 Wrigley Dr   | 526       | LAKE GENEVA | WI    | 53147 | 5308 CONEFLOWER DR        |           | NAPERVILLE      | IL    | 60564       | 0.85            | SF              | \$ 20.00           | \$ 17.00         | \$ 0.34                | \$ 17.34    |
| PREMIER HOLDINGS LLC   | ZOP 00387     | 327 Wrigley Dr   |           | LAKE GENEVA | WI    | 53147 | 327 WRIGLEY DR            |           | LAKE GENEVA     | WI    | 53147       | 168             | SF              | \$ 20.00           | \$ 3,360.00      | \$ 67.20               | \$ 3,427.20 |
| CARL COURTRIGHT TRUST  | ZMER 00001    | 335 Wrigley Dr   | 200       | LAKE GENEVA | WI    | 53147 | 10740 RACCOON CURVE       |           | ORLAND PARK     | IL    | 60467       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| MICHAEL J CORTEZ   | ZMER 00002    | 335 Wrigley Dr   | 201       | LAKE GENEVA | WI    | 53147 | PO BOX 085131             |           | RACINE          | WI    | 53408       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| LINDA M MAKSYM CZUK  | ZMER 00003    | 335 Wrigley Dr   | 202       | LAKE GENEVA | WI    | 53147 | 3130 COTTONWOOD CT        |           | HIGHLAND PARK   | IL    | 60035       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| MARIA MAKSYM CZUK  | ZMER 00004    | 335 Wrigley Dr   | 203       | LAKE GENEVA | WI    | 53147 | 3130 COTTONWOOD CT        |           | HIGHLAND PARK   | IL    | 60035       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| CHARLES B LORENZI  | ZMER 00005    | 335 Wrigley Dr   | 204       | LAKE GENEVA | WI    | 53147 | 1611 EVERGREEN LN         |           | LAKE GENEVA     | WI    | 53147       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| GOLDEN TOUCH PROPERTIES LLC  | ZMER 00006    | 335 Wrigley Dr   | 205       | LAKE GENEVA | WI    | 53147 | 3103 N DUKE ST            |           | DURHAM          | NC    | 27704       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| JOHN PATRICK GEARY   | ZMER 00007    | 335 Wrigley Dr   | 205.1     | LAKE GENEVA | WI    | 53147 | 9344 BELL AVE             |           | CHICAGO         | IL    | 60643       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| DAVID PACK   | ZMER 00008    | 335 Wrigley Dr   | 206       | LAKE GENEVA | WI    | 53147 | 8820 LAKE RIDGE DR        |           | DARIEN          | IL    | 60561       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| GOLDEN TOUCH PROPERTIES LLC  | ZMER 00009    | 335 Wrigley Dr   | 207       | LAKE GENEVA | WI    | 53147 | 3103 N DUKE ST            |           | DURHAM          | NC    | 27704       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| GOLDEN TOUCH PROPERTIES LLC  | ZMER 00010    | 335 Wrigley Dr   | 208       | LAKE GENEVA | WI    | 53147 | 3103 N DUKE ST            |           | DURHAM          | NC    | 27704       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| CHARLES B LORENZI  | ZMER 00011    | 335 Wrigley Dr   | 209       | LAKE GENEVA | WI    | 53147 | 1611 EVERGREEN LN         |           | LAKE GENEVA     | WI    | 53147       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| GOLDEN TOUCH PROPERTIES LLC  | ZMER 00012    | 335 Wrigley Dr   | 210       | LAKE GENEVA | WI    | 53147 | 3103 N DUKE ST            |           | DURHAM          | NC    | 27704       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| JEFFREY SANTO CASTORO TRUST  | ZMER 00013    | 335 Wrigley Dr   | 300       | LAKE GENEVA | WI    | 53147 | 1335 CHADWICK CT          |           | WEST DUNDEE     | IL    | 60118       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| ROGER SIMONSON   | ZMER 00014    | 335 Wrigley Dr   | 301       | LAKE GENEVA | WI    | 53147 | 725 JUNE BERRY RD         |           | RIVERWOODS      | IL    | 60015       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| GOLDEN TOUCH PROPERTIES LLC  | ZMER 00015    | 335 Wrigley Dr   | 302       | LAKE GENEVA | WI    | 53147 | 3103 N DUKE ST            |           | DURHAM          | NC    | 27704       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| MATTHEW R POWELL   | ZMER 00016    | 335 Wrigley Dr   | 303       | LAKE GENEVA | WI    | 53147 | 12127 W EDGEWOOD DR       |           | HOMER GLEN      | IL    | 60491       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| DANIEL BURNS TRUST   | ZMER 00017    | 335 Wrigley Dr   | 304       | LAKE GENEVA | WI    | 53147 | 136 N BRAINARD AVE        |           | LAGRANGE        | IL    | 60525       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| CHARLES B LORENZI  | ZMER 00018    | 335 Wrigley Dr   | 305       | LAKE GENEVA | WI    | 53147 | 1611 EVERGREEN LN         |           | LAKE GENEVA     | WI    | 53147       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| FILIPINAS R MADRIAGA   | ZMER 00019    | 335 Wrigley Dr   | 306       | LAKE GENEVA | WI    | 53147 | 7256 W OLIVE AVE          |           | CHICAGO         | IL    | 60631       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| FILIPINAS R MADRIAGA   | ZMER 00020    | 335 Wrigley Dr   | 307       | LAKE GENEVA | WI    | 53147 | 4430 W OAK PARK AVE       |           | HARWOOD HEIGHTS | IL    | 60706       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| CHARLES B LORENZI  | ZMER 00021    | 335 Wrigley Dr   | 308       | LAKE GENEVA | WI    | 53147 | 1611 EVERGREEN LN         |           | LAKE GENEVA     | WI    | 53147       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| GOLDEN TOUCH PROPERTIES LLC  | ZMER 00022    | 335 Wrigley Dr   | 309       | LAKE GENEVA | WI    | 53147 | 3103 N DUKE ST            |           | DURHAM          | NC    | 27704       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| CHARLES B LORENZI  | ZMER 00023    | 335 Wrigley Dr   | 310       | LAKE GENEVA | WI    | 53147 | 1611 EVERGREEN LN         |           | LAKE GENEVA     | WI    | 53147       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| ALLEN RADOVICH   | ZMER 00024    | 335 Wrigley Dr   | 311       | LAKE GENEVA | WI    | 53147 | 30 GATES ST               |           | CRYSTAL LAKE    | IL    | 60014       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| CHARLES B LORENZI  | ZMER 00025    | 335 Wrigley Dr   | 312       | LAKE GENEVA | WI    | 53147 | 1611 EVERGREEN LN         |           | LAKE GENEVA     | WI    | 53147       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| RICHARD L LANDWEHR TRUST   | ZMER 00026    | 335 Wrigley Dr   | 313       | LAKE GENEVA | WI    | 53147 | PO BOX 370                |           | GILBERTS        | IL    | 60136       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| GOLDEN TOUCH PROPERTIES LLC  | ZMER 00027    | 335 Wrigley Dr   | 400       | LAKE GENEVA | WI    | 53147 | 3103 N DUKE ST            |           | DURHAM          | NC    | 27704       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| 6654 WEST DEVON INC  | ZMER 00028    | 335 Wrigley Dr   | 401       | LAKE GENEVA | WI    | 53147 | 6634 W WOOD RIVER DR      |           | NILES           | IL    | 60714       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| GOLDEN TOUCH PROPERTIES LLC  | ZMER 00029    | 335 Wrigley Dr   | 401       | LAKE GENEVA | WI    | 53147 | 3103 N DUKE ST            |           | DURHAM          | NC    | 27704       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| HAYDEH JUDAR TRUST   | ZMER 00030    | 335 Wrigley Dr   | 403       | LAKE GENEVA | WI    | 53147 | 710 THORN RIDGE CT UNIT F |           | FONTANA         | WI    | 53125       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| CAP INVESTMENTS IV LLC   | ZMER 00031    | 335 Wrigley Dr   | 404       | LAKE GENEVA | WI    | 53147 | PO BOX 472                |           | PARK RIDGE      | IL    | 60068       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| TERRA VISTA PROPERTIES LLC   | ZMER 00032    | 335 Wrigley Dr   | 405-6     | LAKE GENEVA | WI    | 53147 | 1100 ONWENTSIA CT         |           | NAPERVILLE      | IL    | 60563       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| KERI LLC   | ZMER 00033    | 335 Wrigley Dr   | 407       | LAKE GENEVA | WI    | 53147 | 11605 RICHMOND LN         |           | HUNTLEY         | IL    | 60142       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| GOLDEN TOUCH PROPERTIES LLC  | ZMER 00034    | 335 Wrigley Dr   | 408       | LAKE GENEVA | WI    | 53147 | 3103 N DUKE ST            |           | DURHAM          | NC    | 27704       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| SESTINO O MILITO   | ZMER 00035    | 335 Wrigley Dr   | 409       | LAKE GENEVA | WI    | 53147 | PO BOX 472                |           | PARK RIDGE      | IL    | 60068       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| RICHARD L LANDWEHR TRUST   | ZMER 00036    | 335 Wrigley Dr   | 410       | LAKE GENEVA | WI    | 53147 | PO BOX 370                |           | GILBERTS        | IL    | 60136       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| DEBORAH HILL TRUST   | ZMER 00037    | 335 Wrigley Dr   | 411       | LAKE GENEVA | WI    | 53147 | 540 W ALDINE AVE APT D    |           | CHICAGO         | IL    | 60657       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| GOLDEN TOUCH PROPERTIES LLC  | ZMER 00038    | 335 Wrigley Dr   | 412       | LAKE GENEVA | WI    | 53147 | 3101 N DUKE ST            |           | DURHAM          | NC    | 27704       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| GOLDEN TOUCH PROPERTIES LLC  | ZMER 00039    | 335 Wrigley Dr   | 413       | LAKE GENEVA | WI    | 53147 | 3103 N DUKE ST            |           | DURHAM          | NC    | 27704       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| BELLA VISTA SUITES ON THE SHORES OF LAKE GENEVA RESIDENTIAL CONDO ASSN INC | ZMER 00040    | 335 Wrigley Dr   |           | LAKE GENEVA | WI    | 53147 | 335 WRIGLEY DR            |           | LAKE GENEVA     | WI    | 53147       | 3.03            | SF              | \$ 20.00           | \$ 60.60         | \$ 1.21                | \$ 61.81    |
| BEVERLY WARD TRUST   | ZHW 00001     | 403 Wrigley Dr   | 1         | LAKE GENEVA | WI    | 53147 | 16870 THOROUGH BRED DR    |           | OLD MILL CREEK  | IL    | 60083       | 19.75           | SF              | \$ 20.00           | \$ 395.00        | \$ 7.90                | \$ 402.90   |
| BARBARA A SOLTES TRUST   | ZHW 00002     | 403 Wrigley Dr   | 2         | LAKE GENEVA | WI    | 53147 | 14519 COUNTRY CLUB LN     |           | ORLAND PARK     | IL    | 60462       | 19.75           | SF              | \$ 20.00           | \$ 395.00        | \$ 7.90                | \$ 402.90   |
| LINDA JACKOWSKI 2019 TRUST   | ZHW 00003     | 403 Wrigley Dr   | 3         | LAKE GENEVA | WI    | 53147 | 403 Wrigley Dr            | 3         | LAKE GENEVA     | WI    | 53147       | 19.75           | SF              | \$ 20.00           | \$ 395.00        | \$ 7.90                | \$ 402.90   |
| ROBERT S TRUNT TRUST   | ZHW 00004     | 403 Wrigley Dr   | 4         | LAKE GENEVA | WI    | 53147 | 351 SANDALWOOD LN         |           | SCHAUMBURG      | IL    | 60193       | 19.75           | SF              | \$ 20.00           | \$ 395.00        | \$ 7.90                | \$ 402.90   |
| <b>PROJECT TOTALS</b>  |               |                  |           |             |       |       |                           |           |                 |       | <b>1056</b> | <b>SF</b>       | <b>\$ 20.00</b> | <b>\$21,120.00</b> | <b>\$ 422.40</b> | <b>\$21,542.40</b>     |             |



## Agenda Item Memo

**City of Lake Geneva**

**Committee:** FLR Committee

**Meeting Date:** February 17, 2026

**Subject / Title:** Approval of NeoGov HRIS Software

**Submitted By:** Laura Pisarcik

### Background / Request

The Finance Department has reviewed several Human Resource Information Systems (HRIS). After evaluating four different options, the team agreed on the NeoGov Software system. This system will integrate with the BSA platform that was just approved for the financial software system. It includes payroll, HR functions, and performance evaluations. The system will be used for payroll, reducing the previously planned costs of the BSA contract.

### Fiscal Impact / Budget

- **Estimated Cost:** \$74,858.55
- **Funding Source:** **Capital and Equipment fund** (e.g., General Fund, TID, Water Utility, Grants)
- **Budget Status:**  Within Budget 40,000-Capital and \$35,000 Equipment  Over Budget \_\_\_\_\_  
 Budget Amendment Required \_\_\_\_\_ No \_\_\_\_\_
- **GL Number:** **43-16-10-17010 and 50-00-00-58000**

*(If applicable, note grant awards, cost-sharing, or capital plan references.)*

### Ordinance/Policy Implications/Changes:

### Recommendation:

Staff recommends approval with the possible motion as follows:

Move to approve the NeoGov software package as presented in the amount of \$74,858.55.

### Implementation/Next Steps

| Name of Committee | Date of Meeting | Original Agenda Item # | Outcome |
|-------------------|-----------------|------------------------|---------|
| FLR               | 2/17/26         |                        |         |
| Common Council    | 2/23/26         |                        |         |
|                   |                 |                        |         |

### Attachments (list any and all attachments that go with this item and memo)

Quote for Software, Service Agreement, and Brochure of product

| Reviewed by | Date: | Comments |
|-------------|-------|----------|
|             |       |          |
|             |       |          |

City of Lake Geneva  
 Cost Recap for Financial and HRIS Software  
 February 17, 2026

| Name          | Description                                 | Account Number                   | Budget            | Orginial Contract | Adjusted Contract | Variance    | Budget Balance                |
|---------------|---|----------------------------------|-------------------|-------------------|-------------------|-------------|-------------------------------|
| BS&A Software | Financial Software-Approved<br>(1/26/26)    | 50-00-00-58000                   | 125,000.00        | 119,540.00        | 75,530.00         | (44,010.00) |                               |
| NeoGov        | Human Resource Information<br>System (HRIS) | 50-00-00-58000<br>43-16-10-17010 | -<br>58,000.00    | 74,858.55         | 74,858.55         | -           |                               |
|               |   |                                  | <b>183,000.00</b> |                   | <b>150,388.55</b> |             | <b>32,611.45 Under Budget</b> |

THIS IS NOT AN INVOICE

**Contract Records** **Order Details**

|                                  |                           |                     |           |
|----------------------------------|---------------------------|---------------------|-----------|
| <b>Account Number:</b>           | A-645304                  | <b>Order #:</b>     | Q-443616  |
| <b>Customer:</b>                 | Lake Geneva, City of (WI) | <b>Valid Until:</b> | 2/28/2026 |
| <b>Effective Employee Count:</b> | 179                       |                     |           |
| <b>Sales Rep:</b>                | Addi Eisenfeld            |                     |           |

**Customer Contact**

|                               |   |                                |  |
|-------------------------------|---|--------------------------------|--|
| <b>Billing Contact:</b>       | Lake Geneva, City of (WI)                 | <b>Shipping Contact :</b>      | Lake Geneva, City of (WI)<br>David DeAngelis |
| <b>Billing Address:</b>       | PO Box 1263<br>Lake Geneva, WI 53147-6263 | <b>Shipping Address:</b>       | PO Box 1263<br>Lake Geneva, WI 53147-6263    |
| <b>Billing Contact Email:</b> |   | <b>Shipping Contact Email:</b> | cityadmin@cityoflakegeneva.gov               |
| <b>Billing Phone:</b>         |   | <b>Shipping Phone:</b>         | 262-249-4098                                 |

**Payment Terms**

|                      |        |               |  |
|----------------------|--------|---------------|--|
| <b>Payment Term:</b> | Net 30 | <b>Notes:</b> |  |
| <b>PO Number:</b>    |        |               |  |

**Subscription Service**

Year 1 (40% of licenses)

| Item                  | Type      | Start Date | End Date  | Qty. | License Type   | Total (USD) |
|-----------------------|-----------|------------|-----------|------|----------------|-------------|
| Onboard Subscription  | Recurring | 3/1/2026   | 2/28/2027 | 179  | Employee Based | \$5,143.45  |
| Onboard Setup         | Services  |            |           | 179  | Employee Based | \$2,183.00  |
| Insight Subscription  | Recurring | 3/1/2026   | 2/28/2027 | 179  | Employee Based | \$5,878.60  |
| Insight Setup         | Services  |            |           | 179  | Employee Based | \$3,274.50  |
| Benefits Subscription | Recurring | 3/1/2026   | 2/28/2027 | 179  | Employee Based | \$4,426.50  |
| Benefits Setup        | Services  |            |           | 179  | Employee Based | \$4,513.00  |
| Core HR Subscription  | Recurring | 3/1/2026   | 2/28/2027 | 179  | Employee Based | \$5,209.75  |
| Core HR Setup         | Services  |            |           | 179  | Employee Based | \$4,513.00  |
| Payroll Subscription  | Recurring | 3/1/2026   | 2/28/2027 | 179  | Employee Based | \$9,674.60  |
| Payroll Setup         | Services  |            |           | 179  | Employee Based | \$4,513.00  |
| Perform Subscription  | Recurring | 3/1/2026   | 2/28/2027 | 179  | Employee Based | \$7,984.20  |

| Item                                   | Type      | Start Date | End Date  | Qty. | License Type   | Total (USD)        |
|--|-----------|------------|-----------|------|----------------|--------------------|
| Perform Setup                          | Services  |            |           | 179  | Employee Based | \$3,212.00         |
| Time & Attendance Subscription         | Recurring | 3/1/2026   | 2/28/2027 | 179  | Employee Based | \$8,372.40         |
| Time & Attendance Setup                | Services  |            |           | 179  | Employee Based | \$4,513.00         |
| Governmentjobs.com Subscription        | Recurring | 3/1/2026   | 2/28/2027 | 179  | Employee Based | \$1,447.55         |
| Governmentjobs.com Setup               | Services  |            |           | 179  | Employee Based | \$0.00             |
| <b>Year 1 (40% of licenses) TOTAL:</b> |           |            |           |      |                | <b>\$74,858.55</b> |

Year 2 (20% off licenses)

| Item                                    | Type      | Start Date | End Date  | Qty. | License Type   | Total (USD)        |
|---|-----------|------------|-----------|------|----------------|--------------------|
| Onboard Subscription                    | Recurring | 3/1/2027   | 2/29/2028 | 179  | Employee Based | \$6,330.40         |
| Insight Subscription                    | Recurring | 3/1/2027   | 2/29/2028 | 179  | Employee Based | \$7,235.20         |
| Benefits Subscription                   | Recurring | 3/1/2027   | 2/29/2028 | 179  | Employee Based | \$5,448.00         |
| Core HR Subscription                    | Recurring | 3/1/2027   | 2/29/2028 | 179  | Employee Based | \$6,412.00         |
| Payroll Subscription                    | Recurring | 3/1/2027   | 2/29/2028 | 179  | Employee Based | \$11,907.20        |
| Perform Subscription                    | Recurring | 3/1/2027   | 2/29/2028 | 179  | Employee Based | \$10,645.60        |
| Time & Attendance Subscription          | Recurring | 3/1/2027   | 2/29/2028 | 179  | Employee Based | \$11,163.20        |
| Governmentjobs.com Subscription         | Recurring | 3/1/2027   | 2/29/2028 | 179  | Employee Based | \$2,227.00         |
| <b>Year 2 (20% off licenses) TOTAL:</b> |           |            |           |      |                | <b>\$61,368.60</b> |

Year 3

| Item                  | Type      | Start Date | End Date  | Qty. | License Type   | Total (USD) |
|-----------------------|-----------|------------|-----------|------|----------------|-------------|
| Onboard Subscription  | Recurring | 3/1/2028   | 2/28/2029 | 179  | Employee Based | \$7,913.00  |
| Insight Subscription  | Recurring | 3/1/2028   | 2/28/2029 | 179  | Employee Based | \$9,044.00  |
| Benefits Subscription | Recurring | 3/1/2028   | 2/28/2029 | 179  | Employee Based | \$6,810.00  |

| Item                            | Type      | Start Date | End Date  | Qty. | License Type   | Total (USD)         |
|---------------------------------|-----------|------------|-----------|------|----------------|---------------------|
| Core HR Subscription            | Recurring | 3/1/2028   | 2/28/2029 | 179  | Employee Based | \$8,015.00          |
| Payroll Subscription            | Recurring | 3/1/2028   | 2/28/2029 | 179  | Employee Based | \$14,884.00         |
| Perform Subscription            | Recurring | 3/1/2028   | 2/28/2029 | 179  | Employee Based | \$13,307.00         |
| Time & Attendance Subscription  | Recurring | 3/1/2028   | 2/28/2029 | 179  | Employee Based | \$13,954.00         |
| Governmentjobs.com Subscription | Recurring | 3/1/2028   | 2/28/2029 | 179  | Employee Based | \$2,227.00          |
| <b>Year 3 TOTAL:</b>            |           |            |           |      |                | <b>\$76,154.00</b>  |
| <b>Total:  </b>                 |           |            |           |      |                | <b>\$212,381.15</b> |

**This price does NOT include any sales tax. Total in USD**

**Additional Terms and Conditions**

**License Terms:** Enterprise license denotes that Customer has purchased an enterprise wide license up to the employee count specified above. User based license denotes that Customer has purchased the number of licenses set forth in the quantity column. Item count denotes the number of items that Customer has licensed as set forth in the quantity column.

**Payment Terms:** All invoices issued hereunder are **due upon the invoice due date**. If the Order is for a period longer than one year, the fees for the first period shown shall be invoiced immediately and the fees for future years/periods shall be invoiced annually in advance of each 12 month period shown on the Order, but regardless of the billing cycle, Customer is responsible for the fees for the entire Order. The fees set forth in this Service Order are exclusive of all applicable taxes, levies, or duties imposed by taxing authorities and Customer shall be responsible for payment of any such applicable taxes, levies, or duties. All payment obligations are non-cancellable, and all fees paid are non-refundable. Payment for services ordered hereunder shall be made to Governmentjobs.com, Inc., (D/B/A NEOGOV).

**Terms & Conditions:** **This Order Form creates a legally binding contract on the parties.** Unless otherwise agreed in a written agreement between GovernmentJobs.com, Inc. (D/B/A/ NEOGOV), parent company of PowerDMS, Inc., Cuehit, Inc., Ragnasoft LLC (D/B/A/ PlanIT Schedule), and Design PD, LLC (D/B/A Agency360) (collectively, "**NEOGOV**") and Customer, this Order Form and the services to be furnished pursuant to this Order Form are subject to the terms and conditions set forth here: <https://www.neogov.com/service-specifications>. The Effective Date (as defined in the terms and conditions) shall be the Subscription Start Date.

**Special Condition:**

If this Order Form is executed and/or returned to NEOGOV by the Customer after the Subscription Start Date stated in this Order Form, NEOGOV may adjust the Subscription Start Date and the corresponding Subscription End Date, without increasing the total fees, based on the date NEOGOV activates the subscription, provided the total length of the subscription term does not change. Following activation, any adjustments to such Subscription Start Date and Subscription End Date may be confirmed by reference to the invoice sent by NEOGOV.

**THIS ORDER FORM HAS NOT BEEN APPROVED**

# NEOGOV

## A One-Stop HR Suite for the Public Sector

**Make work easier by streamlining everyday HR processes in one integrated system.** Built based on public sector best practice, NEOGOV's easy-to-use platform is customizable to your needs to enhance your operations and efficiency. With modern solutions to the most pressing issues you face each day, you can put more focus on the work that matters.

### What We Help You With



#### Recruitment

Get qualified public sector applicants for hard-to-fill positions.



#### Hiring

Reduce time-to-hire and onboard new employees in less time.



#### Development

Boost retention and empower employee career growth.



#### Performance

Give ongoing feedback in one place for easy, fair evaluations.



#### Documents & Workflows

Eliminate paper and time-consuming routing tasks.



#### Policies & Compliance

Keep staff up-to-date on critical content like policies and procedures.



#### Employee Information

Consolidate Core HR, benefits, payroll, and T&A.

***“If you haven’t tried NEOGOV, you’re working too hard. You will realize how easy it is to run your whole staffing process without breaking a sweat.”***

**Andreas Pyper**, City of Santa Barbara, CA

# Recruit

Reach - Engage - Screen - Hire - Onboard - Measure

## **AT** Attract | Candidate Relationship Management

- Experience the joy of getting **15% more applicants** without adding to your workload
- **Stop wasting time sending emails one by one** – instead reach hundreds of candidates at once

## **GJ** GovernmentJobs.com | Public Sector Job Board

- **Stop wasting time reaching candidates who aren't interested** in public sector work
- **Feel confident in finding qualified hires** with 177% more success than Indeed and 67% more success than LinkedIn

## **IN** Insight | Applicant Tracking & Screening

- **Be proud of how easy it is for candidates to apply for your jobs** with a user-friendly process
- **Make screening applicants a breeze** with automation – and fill new positions without breaking a sweat

## **VI** Vetted | Background Investigation Software

- **Manage public safety hiring in one system** with an integrated background investigation software
- **Gain a competitive edge and hire public safety roles faster** by completing investigations in less time

## **ON** Onboard | New Role Onboarding

- **Have peace of mind knowing you're always compliant** with public sector new hire requirements
- **Give new hires a great first impression** by making it easy for them to complete new hire paperwork

*“We went from 200 days average recruitment to 90 days per recruitment; that includes Public Safety, which tends to have a much longer and detailed exam plan.”*

Deborah Erb, HR Business Analyst, San Luis Obispo County

# How We Help You at Each Step of the Recruitment Process

**AT** Attract   **IN** Insight   **GJ** GovernmentJobs.com   **ON** Onboard   **V** Vetted

## Reach Candidates

- IN** Create **standard and custom** job applications with supplemental questions
- Assign points** to qualifications and questions
- Post job openings** and qualifications online that are mobile-friendly
- Collect exam and application payments** online
- GJ** Market your jobs to **30M** public sector candidates

## Engage Candidates

- AT** Automatically notify good-fit candidates of jobs
- Contact past applicants** to apply for new roles
- Tell your story** with custom landing pages for each department or recruitment event
- Collect candidate information** at recruitment events and easily follow up afterwards
- Send automated email campaigns** to candidates in your area

## Screen Applicants

- IN** **Auto-score applicants** based on qualifications and application questions
- Screen and/or rank applicants** automatically by residency preference
- Create and export eligible lists**
- Send online canvassing letters** and track their delivery, receipt, and completion
- Let applicants self-schedule** interviews/exams
- Assign stakeholders** to review applicants
- Email and text applicants** with status updates
- V** **Securely manage the background investigation process** for public safety hires

### Schedule Appointment

Application Developer

#### Choose an appointment date/time:

County Administration Building  
100 State Street  
Grand City, CA 90927

Tuesday, October 24

10:00AM

11:00AM

2:00PM

### Canvass Form

Budget Analyst

Respond by March 31

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Availability Statement

I am available for the position described above

I am temporarily unavailable

I am not available because:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# How We Help You at Each Step of the Recruitment Process


**AT** Attract   **IN** Insight   **GJ** GovernmentJobs.com   **ON** Onboard   **V** Vetted

## Hire Employees

### **IN** Manage background checks

**Send digital offer letters** to candidates selected for hire

**Collect compliant e-signatures** on digital offer letters



## Onboard Employees

**ON** **Set up custom onboarding portals** to make new employees feel welcome and showcase your culture

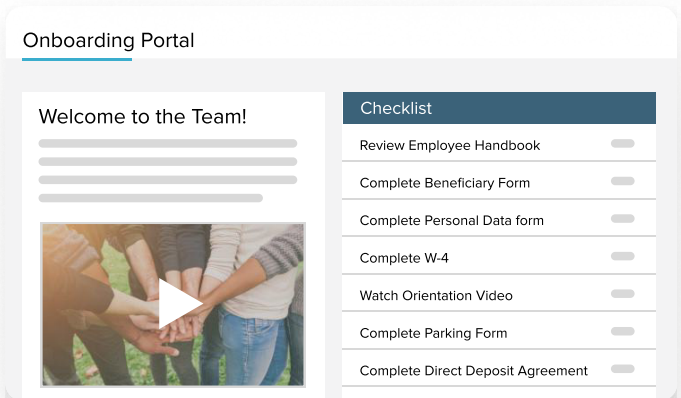
**Send digital new hire paperwork** to be completed before they start

**Auto-populate employee info** on new hire forms from their application in Insight

**Assign and track** new employee tasks and due dates

**Pull job descriptions from Insight** so new hires know exactly what's expected of them

**View individual employee goals** from Perform



| Checklist                         |                          |
|-----------------------------------|--------------------------|
| Review Employee Handbook          | <input type="checkbox"/> |
| Complete Beneficiary Form         | <input type="checkbox"/> |
| Complete Personal Data form       | <input type="checkbox"/> |
| Complete W-4                      | <input type="checkbox"/> |
| Watch Orientation Video           | <input type="checkbox"/> |
| Complete Parking Form             | <input type="checkbox"/> |
| Complete Direct Deposit Agreement | <input type="checkbox"/> |

## Measure Activities

**AT** **Track recruitment email campaign metrics** like opens, clicks, applications, and qualified candidates

**Measure** which recruitment efforts result in the most hires

**IN** **Track time-to-hire** and compare job posting views to applications received

**View and export reports** on EEO data and see progress on D&I initiatives

**ON** **Track progress of onboarding activities** by employee and across the organization

### Email Campaign Conversion

SENT  
590

NOT SENT  
13

OPENED  
98%

CLICKED  
25%

REPLIED  
33.33%

FAILED  
0%

# Develop

Coach - Grow - Manage - Track



## PE Perform | Centralizing and Tracking Evaluations

- **Feel confident that your process is fair** with ongoing employee feedback vs. just once a year
- **Cultivate a culture of engagement and growth** rather than just checking a box
- **Stop struggling with tools that don't fit** your unique public sector processes

*“We have seen a transformation with Perform and **no longer have a widespread timeliness issue with the completion of evaluations.**”*

Julie Broome, HR Director, Union County

## LE Learn | Training Storage, Creation, and Tracking

- **Eliminate the hassle of managing your employee training** in multiple systems and places
- **Sleep easy knowing employees are up-to-date** on your required compliance training
- **Be confident employees have a clear path to grow** and stay committed to your agency

*“The features and functionality of the LMS software have allowed our organization to **drastically improve our compliance, engagement, and overall employee experience around training.**”*

Makayle L., Capterra Online Review

# How We Enable Your Staff to be Successful in Their Role

**PE** Perform **LE** Learn

## Coach

- PE** **Schedule periodic check-ins** to provide feedback and track progress to goals
- Give employees frequent feedback** on their performance throughout the year
- Collect feedback** from employees, managers, and others for a 360-view of performance
- Create Performance Improvement Plans (PIPs)** for employees based on their role
- LE** **Group training courses** together to create clear learning plans for employees

Employee Promotion Survey

SURVEY DETAILS QUESTION BUILDER

Question 1: Please rate the employee's performance:

★ ★ ★

Excellent Average Poor

Question 2: What are the employee's strengths?

## Grow

- PE** **Set goals** for individual employees, including milestones and deadlines
- LE** **Connect training to performance plans** to support skill development
- Leverage online and classroom courses** and third-party training
- Create your own courses**, bring in existing ones, or choose from a library of 1,300+
- Attach custom quizzes** to learning materials to verify employee understanding

My Goal Tasks

|       |         |        |             |
|-------|---------|--------|-------------|
| 8     | 2       | 1      | 5           |
| Total | On-Time | Behind | Not Started |

# How We Enable Your Staff to be Successful in Their Role

**PE** Perform

**LE** Learn

## Manage

- LE** **Keep employees up-to-date** on required training with automated reminders
- PE** **Assign tasks** to employees and automate notifications to remind them of due dates
- Configure performance review** processes by department or position
- Build evaluation templates and rubrics** to score all employees on the same criteria
- Set custom rating scales** and weighted tasks for performance evaluations
- Use the best practice writing assistant** to avoid poorly worded feedback
- Collect e-signatures and automate routing** of changes, approvals, and reviews
- Allow employees to complete and view** their personal and direct report evaluations

### Journal Entries for Casey Akers

Casey is on top of her projects and never misses a deadline. She balances a heavy workload, yet is still willing to help out others in the department when needed.

Share with...

- Employee
- Manager(s)
- Direct Manager's Manager

## Track

- PE** **Track performance review status** and completion across managers and departments
- See historical information** on goals, journal entries, and evaluations
- Measure what can improve** with goal progress for staff, departments, and the agency
- LE** **Monitor and report on training**, and drill into specific courses, custom fields, and more
- Export reports** on attendance, quiz scores, and completion rates to prove compliance

### Supervisor Learning Plan



#### Courses

12 Essential Leadership Skills

Conflict Resolution

Giving Meaningful Feedback

# Manage

Input - Empower - Pay - Measure



## HR Core HR | Employee Lifecycle Management

- **Get excited to focus on more strategic work** instead of fulfilling tedious employee requests
- **Feel confident** that all your employee information is up-to-date and accurate
- **Don't waste time** re-entering the same employee data in multiple systems

## BE Benefits | Benefit Plan Administration

- **Show your employees you care** with the ability to enroll in benefits with their loved ones at home
- **Free up your mind and your time** by automating the flow of information between Benefits and Payroll
- **Stop worrying** whether plans and offers are accurate for each employee

## PR Payroll | Pay & Tax Processing

- **Give employees autonomy** with anytime access to pay stubs when they need it most
- **Stop spending countless hours generating payroll** at the end of the pay period, let Payroll calculate it
- **Gain peace of mind** never having to question if calculations are correct or if you're tax compliant

## TA Time & Attendance | Employee Time Tracking

- **Show employees you value their time** by letting them view their PTO and request vacation online
- **Never stress about the nuances** – let the system handle eligibility, entitlement, and FMLA tracking
- **Eliminate the hassle of getting hours to payroll** with time tracking and payroll integration

*“Nobody believes me when I say we found **a solution that actually works**. The agencies near me do 90% of their process manually because of the amount of work keys. **NEOGOV can handle all our needs.**”*

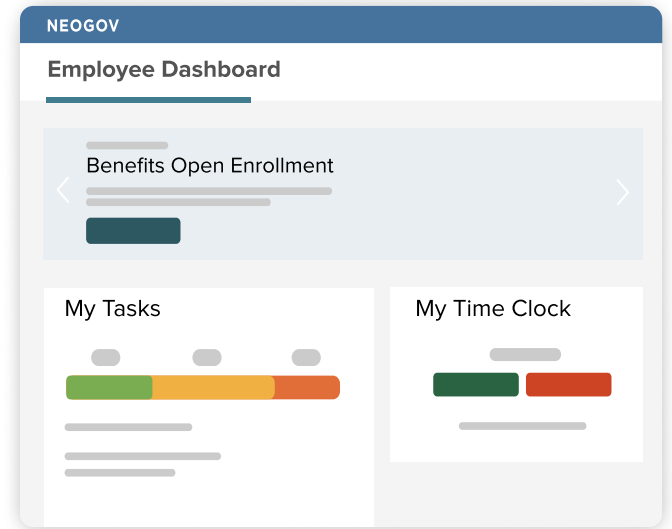
Tracy Knighton, HR Program Manager, Sacramento Housing & Redevelopment Agency, CA

# How We Help You Simplify the Management of Employee Data

**HR** Core HR **BE** Benefits **PR** Payroll **TA** Time & Attendance

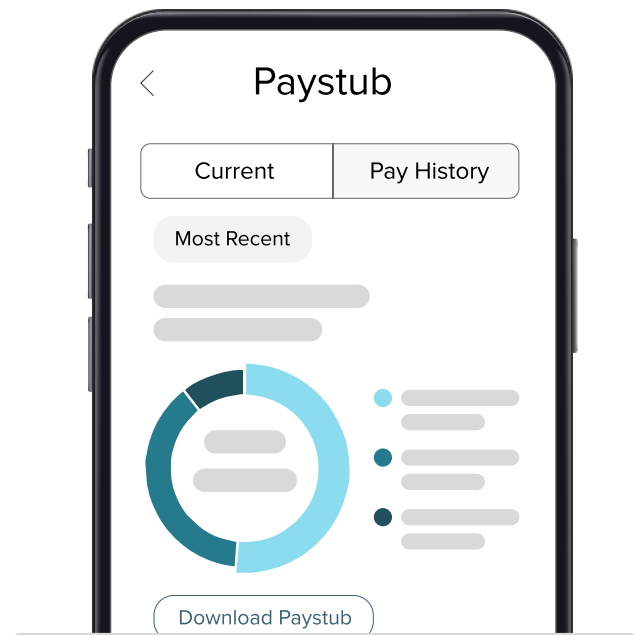
## Input

- HR** Enter employee information in one location
- HR** Set up approval workflows for when employees change their information
- PR** Set up pay rates for employees and view pay history
- BE** Insert benefit plans available to employees
- TA** Add schedules and/or automatically collect hours for timesheets



## Empower

- HR** Allow employees to enter and update their own information
- BE** Let employees easily enroll in benefits from anywhere
- TA** Give employees freedom to check their bank balances and request time off
- TA** Enable employees to clock in and out from a physical time clock or online
- PR** Allow employees to view pay stubs, update direct deposit info, and download tax forms



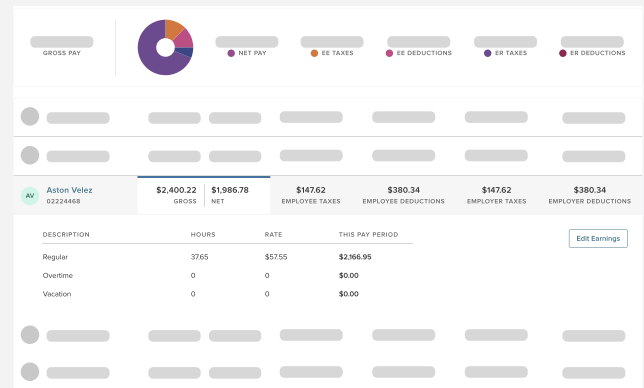
# How We Help You Simplify the Management of Employee Data

**HR** Core HR **BE** Benefits **PR** Payroll **TA** Time & Attendance

## Pay

- TA** Automate the collection of hours for timesheets from time clock punches
- Set up approval workflows for timesheets and time-off requests
- Define daily, weekly, or other overtime rules to dynamically calculate overtime in payroll
- PR** Automatically calculate blended rates, even for mid-pay period changes, overtime, and retro pay per employee
- Track taxable wages for benefits that require imputed income
- Generate digital copies of W2s, 1095s, and/or 1094s

### Payroll Exceptions



## Measure

- HR** Generate ad hoc and cross-functional reports exportable in Excel or .csv file format
- PR** Set schedules for payroll reports to be automatically sent to stakeholders
- Run payroll reports for auditing purposes before finalizing payroll
- Create charts with ad hoc reporting of cash requirements, for example, and schedule them out

### Pay History: Amount





*Implementation typically takes 90–120 days per product. Depending on the organization, concurrent implementations for multiple products are available.*

## Kickoff & Discovery

2 - 4 WEEKS

- Assign project lead and assemble project team
- Analysis of client requirements
- Review scope and responsibilities
- Reoccurring dedicated implementation meetings
- Meeting with implementation team to determine any specific client requirements

## System Configuration

6 - 8 WEEKS

- Meetings with implementation consultant & customer
- Customer begins learning HRIS through self-paced training modules & practice environment
- Implementation consultant configures the system to meet customer needs
- Complete self-paced training and workbook exercises
- Establish security and admin settings
- Import employee data

## Training & Validation

2 - 4 WEEKS

- Customer works with IC to test and validate everything is working properly
- Final production review
- Customer executes internal roll out plan
- Internal workflow and process training for end users based on configuration and setup
- Sign off and go live
- Introduction to Customer Support process

Weekly check-in meetings to provide support and guidance

## Post-Implementation

ONGOING

- Transition to Customer Support
- Implementation Consultant available for 30 days for a smooth transition

*“We had a **really great implementation** team that stuck with us and helped us through all payrolls until we could complete one successfully on our own.”*

Jaime Holmes, HR Director Town of Mountain Village, CO

# Comply

Manage - Organize - Update - Distribute - Track

## **eF** eForms | Document Storage & Routing

- **Reduce stress** by having all your documents organized and easy to find
- **Rest easy** knowing your personnel files and forms are securely stored
- **Give employees comfort** that their requests are moving through the approval process

*“Between all the policy updates, furlough letters, and documents that needed to be signed by employees – **eForms has been our most important tool for tracking changes as they are happening.**”*

**Randy Clark**, IT Manager, Vernon Hills Park District

## **PO** Policy | Policy Management & Compliance

- **Feel at ease knowing only one version** of every document exists
- **Don't lie awake at night worrying** if your employees signed off on critical policies and procedures
- **Stop dreading regular policy updates** with tools for easy collaboration

*“**Our employees are always up-to-date and well-versed in the latest knowledge.** Compared to the old-fashioned paper-and-folder technique, this has simplified and streamlined the process considerably. That is priceless to us.”*

**Jairo R.**, Human Resources Director, G2 Online Review

# How We Help You Manage & Maintain Your Documents

**eF** eForms

**PO** Policy

## Manage

**eF** **Convert any existing PDF** into a digital form or create your own from scratch

**Set user roles and control permissions** to protect sensitive HR data

**PO** **Import documents** with a simple drag-and-drop interface

**Store and manage** Microsoft Word, Excel, PowerPoint, PDF, JPEG, HTML, Google Docs, and video files

**Control who can view, audit, and edit** specific folders, documents, or users

### Documents

Casey Akers

Folders > Onboard



I-9



Reverification



W-4



Copy of DL



Copy of SSN



W-2

## Organize

**eF** **Store all completed forms** in individual employee personnel files, including new hire paperwork from Onboard

**PO** **Organize and tag policies** based on your preferred organizational structure

**Easily find policies and procedures** with full-text search, folder structures, tagging, and bookmarks

Find Anything



Policies

● Organization Policies

● Department One Policies

● Department Two Policies

● Department Three Policies

● Finance Policies

● HR Policies



## Update

**PO** **Edit documents using tools you know** with Microsoft Word, Excel, PowerPoint, OneDrive, and Google Drive integrations

**Automatically archive old versions** of documents so employees can't view outdated information

**Schedule recurring reviews** for your policies and get automatic email reminders of your review dates

# How We Help You Manage & Maintain Your Documents

**eF** eForms

**PO** Policy

## Distribute

**eF** **Allow employees to self-initiate** processes and track status to completion

**Set up custom routing paths** for the review and approval of HR forms

**Automatically send HR forms** to employees for review

**PO** **Route documents** for collaboration, review, or approval

**Automatically notify employees** when a policy is revised and requires their signature

**Compare versions** of a document side-by-side with color-coded highlighting

**Allow employees to search, view, and sign** policies from any device

### Self Service Portal

Casey Akers

Life Events Update >

Overnight Parking >

Update Contact Info >

Direct Deposit >

Update Beneficiary >

Emergency Contact >

Update W-4 >

Update I-9 >

## Track

**eF** **Automate the submission, tracking, and approval** of HR forms

**Collect e-signatures** on HR forms

**PO** **Collect e-signatures** on critical policies and procedures

**See outstanding items** like missing signatures to keep employees accountable

**View a complete audit trail** of changes throughout a document's lifecycle

### Sexual Harassment Policy

Enter your Username and Password to sign this document.

**Username**

**Password**

Sign

Cancel

# Integrations

Our flexible API makes it **easy to integrate the NEOGOV platform with any software** so you can enhance the capabilities of the NEOGOV platform and boost the productivity of your agency. Below are just a few of the most commonly used integrations available to you.

## Document Management



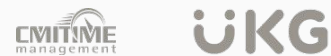
## Consulting



## ERP



## HRIS



## Employment Screening



## Employment Testing



## Services



*Don't see what you're looking for?  
To see all our integrations, visit [neogov.com/marketplace](https://neogov.com/marketplace).*

# Product Implementation Process

*Implementation typically takes 90–120 days per product. Depending on the organization, concurrent implementations for multiple products are available.*

## Pre-Implementation

### 1 WEEK

- Assign Project Lead and assemble Project Team
- Business process and document review
- Guide CX Access
- Complete pre-kick-off call questionnaire
- Schedule kick-off call

## System Configuration

### 8 - 10 WEEKS

- Self-paced online training and setup
- Hold kickoff call
- Review scope and responsibilities
- User configuration training
- Community overview
- Get training resources and project assignments
- Complete self-paced training and workbook exercises
- System configuration
- Establish security and admin settings
- Build forms, workflows, tables, checklists (specifics vary based on product)

## Go Live Preparation

### 2 - 4 WEEKS

- Train internal users
- System validation
- Import employee data (depending on product)
- Internal workflow and process training for end users based on configuration and setup
- Final production review
- Sign off and go live
- Introduction to Customer Support process

**Weekly check-in meetings to provide support and guidance**

## Post-Implementation

### ONGOING

- Transition to Customer Support
- Implementation Consultant available for 30 days for a smooth transition

## Why NEOGOV?



### Built for the Public Sector

Made for the complexities of the public sector – and trusted for over 20 years.



### Easy-to-Use

A modern interface and simple software your employees actually want to – and can – use.



### One Login

A single login to access all your products in one integrated system, plus a mobile app.



### Analytics and Reporting

View preloaded or custom dashboards and reports with data on your entire employee lifecycle.



### Global Resource Library

Share job descriptions, forms, and processes from other government agencies.



### Great Customer Service

Guidance and support from implementation and beyond, with 4.4/5 stars on Capterra.

*“We chose NEOGOV because of the customer service and the ease of use. **We don’t have IT do everything – we do it in HR ourselves.** Having a system we can run is very nice.”*

Teedara Garn, Cowlitz Public Utility District, WA

## Trusted By



Ready to make processes easier for HR and your employees?

[Book an appointment](#) on our website to see how NEOGOV puts all your HR needs in one place.



THIS IS NOT AN INVOICE

**Contract Records** **Order Details**

|  |                               |
|--|-------------------------------|
| <b>Account Number:</b> A-645304            | <b>Order #:</b> Q-443616      |
| <b>Customer:</b> Lake Geneva, City of (WI) | <b>Valid Until:</b> 2/28/2026 |
| <b>Effective Employee Count:</b> 179       |                               |
| <b>Sales Rep:</b> Dallin McCarthy          |                               |

**Customer Contact**

|   |  |
|---|--|
| <b>Billing Contact:</b> Lake Geneva, City of (WI)                 | <b>Shipping Contact :</b> Lake Geneva, City of (WI)<br>David DeAngelis |
| <b>Billing Address:</b> PO Box 1263<br>Lake Geneva, WI 53147-6263 | <b>Shipping Address:</b> PO Box 1263<br>Lake Geneva, WI 53147-6263     |
| <b>Billing Contact Email:</b>                                     | <b>Shipping Contact Email:</b> cityadmin@cityoflakegeneva.gov          |
| <b>Billing Phone:</b>   | <b>Shipping Phone:</b> 262-249-4098                                    |

**Payment Terms**

|                             |               |
|-----------------------------|---------------|
| <b>Payment Term:</b> Net 30 | <b>Notes:</b> |
| <b>PO Number:</b>           |               |

**Subscription Service**

Year 1 (40% of licenses)

| Item                  | Type      | Start Date | End Date  | Qty. | License Type   | Total (USD) |
|-----------------------|-----------|------------|-----------|------|----------------|-------------|
| Onboard Subscription  | Recurring | 3/1/2026   | 2/28/2027 | 179  | Employee Based | \$5,143.45  |
| Onboard Setup         | Services  |            |           | 179  | Employee Based | \$2,183.00  |
| Insight Subscription  | Recurring | 3/1/2026   | 2/28/2027 | 179  | Employee Based | \$5,878.60  |
| Insight Setup         | Services  |            |           | 179  | Employee Based | \$3,274.50  |
| Benefits Subscription | Recurring | 3/1/2026   | 2/28/2027 | 179  | Employee Based | \$4,426.50  |
| Benefits Setup        | Services  |            |           | 179  | Employee Based | \$4,513.00  |
| Core HR Subscription  | Recurring | 3/1/2026   | 2/28/2027 | 179  | Employee Based | \$5,209.75  |
| Core HR Setup         | Services  |            |           | 179  | Employee Based | \$4,513.00  |
| Payroll Subscription  | Recurring | 3/1/2026   | 2/28/2027 | 179  | Employee Based | \$9,674.60  |
| Payroll Setup         | Services  |            |           | 179  | Employee Based | \$4,513.00  |
| Perform Subscription  | Recurring | 3/1/2026   | 2/28/2027 | 179  | Employee Based | \$7,984.20  |

| Item                                   | Type      | Start Date | End Date  | Qty. | License Type   | Total (USD)        |
|--|-----------|------------|-----------|------|----------------|--------------------|
| Perform Setup                          | Services  |            |           | 179  | Employee Based | \$3,212.00         |
| Time & Attendance Subscription         | Recurring | 3/1/2026   | 2/28/2027 | 179  | Employee Based | \$8,372.40         |
| Time & Attendance Setup                | Services  |            |           | 179  | Employee Based | \$4,513.00         |
| Governmentjobs.com Subscription        | Recurring | 3/1/2026   | 2/28/2027 | 179  | Employee Based | \$1,447.55         |
| Governmentjobs.com Setup               | Services  |            |           | 179  | Employee Based | \$0.00             |
| <b>Year 1 (40% of licenses) TOTAL:</b> |           |            |           |      |                | <b>\$74,858.55</b> |

Year 2 (20% off licenses)

| Item                                    | Type      | Start Date | End Date  | Qty. | License Type   | Total (USD)        |
|---|-----------|------------|-----------|------|----------------|--------------------|
| Onboard Subscription                    | Recurring | 3/1/2027   | 2/29/2028 | 179  | Employee Based | \$6,330.40         |
| Insight Subscription                    | Recurring | 3/1/2027   | 2/29/2028 | 179  | Employee Based | \$7,235.20         |
| Benefits Subscription                   | Recurring | 3/1/2027   | 2/29/2028 | 179  | Employee Based | \$5,448.00         |
| Core HR Subscription                    | Recurring | 3/1/2027   | 2/29/2028 | 179  | Employee Based | \$6,412.00         |
| Payroll Subscription                    | Recurring | 3/1/2027   | 2/29/2028 | 179  | Employee Based | \$11,907.20        |
| Perform Subscription                    | Recurring | 3/1/2027   | 2/29/2028 | 179  | Employee Based | \$10,645.60        |
| Time & Attendance Subscription          | Recurring | 3/1/2027   | 2/29/2028 | 179  | Employee Based | \$11,163.20        |
| Governmentjobs.com Subscription         | Recurring | 3/1/2027   | 2/29/2028 | 179  | Employee Based | \$2,227.00         |
| <b>Year 2 (20% off licenses) TOTAL:</b> |           |            |           |      |                | <b>\$61,368.60</b> |

Year 3

| Item                  | Type      | Start Date | End Date  | Qty. | License Type   | Total (USD) |
|-----------------------|-----------|------------|-----------|------|----------------|-------------|
| Onboard Subscription  | Recurring | 3/1/2028   | 2/28/2029 | 179  | Employee Based | \$7,913.00  |
| Insight Subscription  | Recurring | 3/1/2028   | 2/28/2029 | 179  | Employee Based | \$9,044.00  |
| Benefits Subscription | Recurring | 3/1/2028   | 2/28/2029 | 179  | Employee Based | \$6,810.00  |

| Item                            | Type      | Start Date | End Date  | Qty. | License Type   | Total (USD)         |
|---------------------------------|-----------|------------|-----------|------|----------------|---------------------|
| Core HR Subscription            | Recurring | 3/1/2028   | 2/28/2029 | 179  | Employee Based | \$8,015.00          |
| Payroll Subscription            | Recurring | 3/1/2028   | 2/28/2029 | 179  | Employee Based | \$14,884.00         |
| Perform Subscription            | Recurring | 3/1/2028   | 2/28/2029 | 179  | Employee Based | \$13,307.00         |
| Time & Attendance Subscription  | Recurring | 3/1/2028   | 2/28/2029 | 179  | Employee Based | \$13,954.00         |
| Governmentjobs.com Subscription | Recurring | 3/1/2028   | 2/28/2029 | 179  | Employee Based | \$2,227.00          |
| <b>Year 3 TOTAL:</b>            |           |            |           |      |                | <b>\$76,154.00</b>  |
| <b>Total:  </b>                 |           |            |           |      |                | <b>\$212,381.15</b> |

**This price does NOT include any sales tax. Total in USD**

**Additional Terms and Conditions**

**License Terms:** Enterprise license denotes that Customer has purchased an enterprise wide license up to the employee count specified above. User based license denotes that Customer has purchased the number of licenses set forth in the quantity column. Item count denotes the number of items that Customer has licensed as set forth in the quantity column.

**Payment Terms:** All invoices issued hereunder are **due upon the invoice due date**. If the Order is for a period longer than one year, the fees for the first period shown shall be invoiced immediately and the fees for future years/periods shall be invoiced annually in advance of each 12 month period shown on the Order, but regardless of the billing cycle, Customer is responsible for the fees for the entire Order. The fees set forth in this Service Order are exclusive of all applicable taxes, levies, or duties imposed by taxing authorities and Customer shall be responsible for payment of any such applicable taxes, levies, or duties. All payment obligations are non-cancellable, and all fees paid are non-refundable. Payment for services ordered hereunder shall be made to Governmentjobs.com, Inc., (D/B/A NEOGOV).

**Terms & Conditions:** **This Order Form creates a legally binding contract on the parties.** Unless otherwise agreed in a written agreement between GovernmentJobs.com, Inc. (D/B/A/ NEOGOV), parent company of PowerDMS, Inc., Cuehit, Inc., Ragnasoft LLC (D/B/A/ PlanIT Schedule), and Design PD, LLC (D/B/A Agency360) (collectively, "**NEOGOV**") and Customer, this Order Form and the services to be furnished pursuant to this Order Form are subject to the terms and conditions set forth in the NEOGOV Services Agreement affixed hereto. The Effective Date (as defined in the terms and conditions) shall be the Subscription Start Date.

**Special Condition:**

If this Order Form is executed and/or returned to NEOGOV by the Customer after the Subscription Start Date stated in this Order Form, NEOGOV may adjust the Subscription Start Date and the corresponding Subscription End Date, without increasing the total fees, based on the date NEOGOV activates the subscription, provided the total length of the subscription term does not change. Following activation, any adjustments to such Subscription Start Date and Subscription End Date may be confirmed by reference to the invoice sent by NEOGOV.

**Your signature below constitutes acceptance of terms herein and contractual commitment to purchase the items listed above.**

Accepted and Agreed By Authorized Representative of:  
**Lake Geneva, City of (WI)**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date \_\_\_\_\_

Accepted and Agreed By Authorized Representative of:  
**NEOGOV**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date \_\_\_\_\_



**THE INFORMATION AND PRICING CONTAINED IN THIS ORDER FORM IS STRICTLY CONFIDENTIAL.**

## SERVICES AGREEMENT

V011025

You agree that by placing an order through a NEOGOV standard ordering document such as an “Order Form”, “Service Order,” “Ordering Document,” “SOW” or other document mutually agreed by the parties detailing the services, pricing and subscription term (each, an “Order Form” for purposes of this Agreement), you agree to follow and be bound by the terms and conditions set forth herein. “Governmentjobs.com”, “NEOGOV”, “we”, and “our” means Governmentjobs.com, Inc. (D/B/A/ NEOGOV), for and on behalf of itself and its subsidiaries PowerDMS, Inc., Cuehit, Inc., Ragnasoft LLC (D/B/A/ PlanIT Schedule), and Design PD, LLC (D/B/A Agency360) (collectively, “NEOGOV” and, where applicable, its other affiliates; “Customer”, “you”, “your” means the NEOGOV client, customer, and/or the subscriber identified in the Order Form).

“Services Agreement” or the “Agreement” shall be used to collectively refer to this NEOGOV Services Agreement, documents incorporated herein including the applicable Order Form, each Addendum (as applicable), and Special Conditions (if any). “Addendum” means each Addendum set forth either as an Exhibit hereto or otherwise made available at <https://www.neogov.com/service-specifications> (the “NEOGOV Site”) and, as applicable, made a part of this Agreement. “Special Conditions” means individually negotiated variations, amendments and/or additions to this Service Agreement of which are either drafted, or incorporated by reference, into the Order Form.

1. **Provision of Services.** Subject to the terms of this Agreement NEOGOV hereby agrees to provide Customer with access to its SaaS Applications and Professional Services (each defined below) included or ordered by Customer in the applicable Order Form (collectively referred to as the “Services”). In addition, to the extent NEOGOV provides Customer with access to additional NEOGOV software in order to access Customer Data (as defined below) or otherwise enhance product implementation or functionality, Customer’s use of such software will be deemed to be part of the Services and the terms and conditions of this Agreement shall apply. Customer hereby acknowledges and agrees that NEOGOV’s provision and performance of, and Customer’s access to, the Services is dependent and conditioned upon Customer’s full performance of its duties, obligations and responsibilities hereunder. This Agreement entered into as of the earlier of: (i) date of your signature on an applicable Order Form; or (ii) use of the Services commences (the “Effective Date”). The Agreement supersedes any prior and contemporaneous discussions, agreements or representations and warranties.
2. **SaaS Subscription.**
  - a) **Subscription Grant.** “SaaS Applications” means each proprietary NEOGOV web-based software-as-a-service application that may be set forth on an Order Form and subsequently made available by NEOGOV to Customer, and associated components as described in any written service specifications made available to Customer by NEOGOV (the “Service Specifications”). Subject to and conditioned on Customer’s and its Authorized Users’ compliance with the terms and conditions of this Agreement, NEOGOV hereby grants to Customer a limited, non-exclusive, non-transferable, and non-sublicensable right to (i) onboard, access and use, and to permit Authorized Users to onboard, access and use, the SaaS Applications specified in the Order Form solely for Customer’s internal, non-commercial purposes; (ii) generate, print, and download Customer Data as may result from any access to or use of the SaaS Applications; and (iii) train Authorized Users in uses of the SaaS Applications permitted hereunder (these rights shall collectively be referred to as the “SaaS Subscription”). “Authorized Users” means (1) Customer employees, agents, contractors, consultants (“Personnel”) who are authorized by Customer to access and use the Services under the rights granted to Customer pursuant to this Services Agreement and (2) for whom access to the Services has been purchased hereunder. You shall not exceed the usage limits (if any) as detailed in the user tier in the applicable Order Form. You may not access the SaaS Applications if you are a direct competitor of NEOGOV or its affiliates. In addition, you may not access the SaaS Applications for purposes of monitoring their availability, performance, or functionality, or for any other benchmarking or competitive purposes. You shall be responsible for each Authorized User’s access to and use of the SaaS Applications and compliance with applicable terms and conditions of this Agreement.
  - b) **Subscription Term.** Unless otherwise specified in an applicable Order Form, SaaS Subscriptions shall commence on the Effective Date and remain in effect for twelve (12) consecutive months, unless terminated earlier in accordance with this Agreement (the “Initial Term”). Thereafter, SaaS Subscriptions shall automatically renew for successive twelve (12) month terms (each a “Renewal Term” and together with the Initial Term, collectively, the “Term”) unless a party delivers to the other party, at least thirty (30) days prior to the expiration of the Initial Term or the applicable Renewal Term, written notice of such party’s intention to not renew the SaaS Subscriptions, or unless terminated earlier in accordance with this Agreement. The Term for the Services is a continuous and non-divisible commitment for the full duration regardless of any invoice schedule. The purchase of any Service is separate from any other order for any other Service. Customer may purchase certain Services independently of other Services. Your obligation to pay for any Service is not contingent on performance of any other Service or delivery of any other Service.

3. Customer Responsibilities.
- a) Managing the Subscription. Customer may use the Service in a manner consistent with the terms of this Agreement. Customer will provide NEOGOV all information needed to process the Order Form to activate the subscription and provision the Service to the Customer.
- b) Managing Authorized Users. Customer is responsible for managing the Authorized Users on its account on the Service.
- i) Invitations and Permissions. Customer is responsible for determining which persons to invite to join the Customer's account on the Service and for all actions by Authorized Users on Customer's account on the Service. Customer is solely in control of the individual permissions on the Customer's account.
- ii) Customer Obligations. Customer must: (A) obtain any rights, permissions, or consents that are necessary for the Authorized User's lawful use of Customer Data and the operation of the Service; (B) ensure that the transfer and processing of Customer Data under the Agreement is lawful; and (C) respond to and resolve any dispute with an Authorized User relating to or based on Customer Data, the Service, or Customer's failure to fulfill its obligations under the Agreement or applicable law. Customer will not, and will ensure its Authorized Users do not (a) make any of the Services available to anyone other than Authorized Users or use any Services for the benefit of anyone other than Customer and its Authorized Users, unless otherwise agreed in writing by the parties, (b) sell, resell, license, sublicense, distribute, make available, rent or lease any of the Services, or include any of the Services in a service bureau or outsourcing offering, unless otherwise agreed in writing by the parties, (c) use the Services to store or transmit infringing, libelous, or otherwise unlawful or tortious material, or to store or transmit material in violation of the privacy rights, publicity rights, copyright rights, or other rights of any person or entity, (d) use the Services to store or transmit code, files, scripts, agents or programs intended to do harm, including, for example, viruses, worms, time bombs and Trojan horses, (e) interfere with or disrupt the integrity or performance of the Services (including, without limitation, activities such as security penetration tests, stress tests, and spamming activity), (f) attempt to gain unauthorized access to the Services or its related systems or networks, (g) disassemble, reverse engineer, or decompile the Services, or modify, copy, or create derivative works based on the Services or any part, feature, function or user interface thereof, (h) remove the copyright, trademark, or any other proprietary rights or notices included within NEOGOV Intellectual Property and on and in any documentation or training materials, or (i) use the Services in a manner which violates the terms of this Agreement, any Order Form or any applicable laws.
4. Professional Services. "Professional Services" shall mean professional services purchased by Customer as detailed in an applicable Order Form or NEOGOV Scope of Work (SOW) describing the work to be performed, fees, and any applicable milestones, dependencies, and other technical specifications or related information. Professional Services include training, set-up, implementation, and best practices of and concerning the SaaS Applications. Professional Services are subject to the terms of the Professional Services Addendum made available on the NEOGOV Site and made a part hereof and may be subject to additional terms pursuant to an SOW and Service Specifications describing, if applicable, the work to be performed, fees, and any applicable milestones, dependencies, and other technical specifications or related information. Order Forms or SOWs must be signed by Customer before NEOGOV shall commence work. If Customer executes a separate SOW, this Agreement and documents incorporated herein (including but not limited to the Professional Services Addendum) shall control in the event of a conflict with the terms of the SOW.
5. Payment Terms.
- a) Fees. Customer shall pay all Subscription, Onboarding and Set-Up fees ("Subscription Fees") and Professional Service fees ("Professional Service Fees", collectively the "Fees") as set forth in an Order Form within thirty (30) days of the date of NEOGOV's invoice. Fees shall be invoiced annually in advance and in a single invoice for each Term. Unless explicitly stated otherwise in an Order Form, all payments due under an Order Form are expressed in and shall be paid in U.S. dollars. Invoices shall be delivered to the stated "Bill To" party on the Order Form. Unless explicitly provided otherwise, once placed the Order Form is non-cancellable and sums paid nonrefundable. Any invoiced amount that is not received by NEOGOV when due as set forth in an Order Form will be subject to a late payment fee of 1.5% per month or the maximum rate permitted by law, whichever is lower. If any amount owing by Customer is more than 30 days overdue, NEOGOV may, without limiting its other rights and remedies, suspend the Services until such amounts are paid in full. If Subscription Fees are based upon the Authorized User or employee count as may be specified in an Order Form, Customer shall owe NEOGOV supplemental Subscription Fees to the extent Customer exceeds the number of Authorized Users or employees set forth in the Order Form. Except as otherwise specifically stated in the Order Form, NEOGOV may change the charges for the Services with effect from the start of each Renewal Term by providing Customer with new pricing at least thirty (30) day notice prior to commencement of a Renewal Term. The new pricing shall be deemed to be effective if Customer (a) returns an executed Order Form to NEOGOV, (b) remits payment to NEOGOV of the fees set forth in the invoice referencing the new pricing, or (c) the Customer or any of its Authorized Users access or use the Services after the expiration of the previous Term.

- b) Taxes. Customer will pay all taxes, duties and levies imposed by all federal, state, and local authorities (including, without limitation, export, sales, use, excise, and value-added taxes) based on the transactions or payments under this Agreement, except those taxes imposed or based on NEOGOV's net income or those exempt by applicable state law. Customer shall provide NEOGOV with a certificate or other evidence of such exemption within ten (10) days after the Effective Date of this Agreement and thereafter upon NEOGOV's request therefor.
  - c) Purchase Orders. Any reference to a purchase order in an Order Form or any associated invoice is solely for Customer's convenience in record keeping, and no such reference or any delivery of services to Customer following receipt of any purchase order shall be deemed an acknowledgement of or an agreement to any terms or conditions referenced or included in any such purchase order. If a purchase order is delivered by Customer in connection with the purchase of Services, none of the terms and conditions contained in such purchase order shall have any effect or modify or supersede the terms and conditions of this Agreement. NEOGOV's failure to object to terms contained in any such purchase order shall not be a waiver of the terms set forth in this provision or in this Agreement.
6. Term and Termination.
- a) Term. This Agreement shall commence on the Effective Date and shall remain in effect until all SaaS Subscriptions have expired and/or both parties have achieved full performance of Professional Services, unless it is terminated earlier in accordance with this Agreement.
  - b) Termination for Cause; Effect of Termination. Either Party may terminate this Agreement immediately if the other is in material breach of this Agreement and such breach is not cured within thirty (30) days following non-breaching party's written specification of the breach. NEOGOV may suspend the Services or terminate this Agreement immediately in the event the Services or Customer's use of the Services provided hereunder pose a security risk to the Services, NEOGOV or any third party, or become illegal or contrary to any applicable law, rule, regulation, or public policy. Upon expiration or any termination of this Agreement, Customer shall cease all use and refrain from all further use of the Services and other NEOGOV Intellectual Property. Additionally, Customer shall be obligated to pay, as of the effective date of such expiration or termination, all amounts due and unpaid to NEOGOV under this Agreement. Unless otherwise specified, following 90 days after expiration or termination of the Agreement NEOGOV may remove Customer Data from NEOGOV Services and without Customer consent or notice.
7. Audit Rights. Upon reasonable notice, NEOGOV or its agent shall have the right to audit Customer's records relating to its compliance with this Agreement. Customer shall cooperate fully with this audit. If any audit conducted under this Section indicates that any amount due to NEOGOV was underpaid, Customer shall within three (3) business days pay to NEOGOV the amount due. All expenses associated with any such audit shall be paid by NEOGOV unless the audit reveals underpayment in excess of five percent (5%), in which case Customer shall pay such expenses as well as any amount due to NEOGOV.
8. Maintenance; Modifications; Support Services.
- a) Maintenance, Updates, Upgrades. NEOGOV maintains NEOGOV's hardware and software infrastructure for the Services and is responsible for maintaining the NEOGOV server operation and NEOGOV database security. NEOGOV may in its sole discretion, periodically modify, Update, and Upgrade the features, components, and functionality of the Services during the Term. "Update" means any update, bug fix, patch or correction of the Services or underlying NEOGOV software that NEOGOV makes generally available to its customers of the same module, excluding Upgrades. Updates are automatic and available upon Customer's next login to the Services following an Update at no additional cost to Customer. "Upgrade" means any update of the Services or underlying NEOGOV software such as platform updates, and major product enhancements and/or new features that NEOGOV makes commercially available. NEOGOV shall have no obligation to provide Upgrades to customers and retains the right to offer Upgrades free of cost or on a per customer basis at additional cost. NEOGOV shall have no liability for, or any obligations to, investments in, or modifications to Customer's hardware, systems or other software which may be necessary to use or access the Services due to a modification, Update, or Upgrade of the Services.
  - b) Program Documentation; Training Materials. "Program Documentation" shall mean all user guides, training, and implementation material, and Service descriptions provided by NEOGOV to Customer in connection with the Services. NEOGOV hereby grants to Customer a non-exclusive, non-sublicensable, non-transferable license to use, print, and distribute internally via non-public platforms, the Program Documentation during the Term solely for Customer's internal business purposes in connection with its use of the Services. Primary training of NEOGOV Services is conducted by self-review of online materials. NEOGOV's pre-built, online training consists of a series of tutorials to introduce the standard features and functions (the "Training Materials"). The Training Materials may be used as reference material by Customer Personnel conducting day-to-day activities.

- c) Implementation. For Services requiring implementation, NEOGOV implementation supplements the Training Materials and is conducted off-site unless otherwise agreed in the Order Form. For an additional fee as detailed on an applicable Order Form, NEOGOV personnel will provide consultation on best practices for setting up the Services, answer Customer questions during the implementation period, and use commercially reasonable efforts to ensure Authorized User Admins grasp the system. The length of the implementation time is dependent on the type of Service and the Customer's responsiveness. NEOGOV is not responsible or liable for any delay or failure to perform implementation caused in whole or in part by Customer's delay in performing its obligations hereunder and, in the event of any such delay, NEOGOV may, in its sole discretion, extend all performance dates as NEOGOV deems reasonably necessary.
- d) Support. Phone support for the Services is available to Customer Monday through Friday, excluding NEOGOV holidays. Customer may submit a request for online support for the Services 24 hours a day, seven days a week, and the NEOGOV support desk will acknowledge receipt of the request within a reasonable time. The length of time for a resolution of any problem is dependent on the type of case.
- e) Limitations. Unless otherwise specified in the Order Form, this Agreement does not obligate NEOGOV to render any maintenance or support services that are not expressly provided herein, including, but not limited to data uploads, manual data entry, migration services, data conversion, refinement, purification, reformatting, SQL dump, or process consultation.

9. NEOGOV Intellectual Property Rights.

- a) NEOGOV shall exclusively own all right, title and interest in and to all pre-existing and future intellectual property developed or delivered by NEOGOV including all Services, products, systems, software (including any source code or object code) or Service Specifications related thereto, Updates or Upgrades, trademarks, service marks, logos and other distinctive brand features of NEOGOV and all proprietary rights embodied therein (collectively, the "NEOGOV Intellectual Property"). This Agreement does not convey or transfer title or ownership of the NEOGOV Intellectual Property to Customer or any of its users. All rights not expressly granted herein are reserved by NEOGOV. Other than recommendation use or as required by law, all use of NEOGOV trademarks must be pre-approved by NEOGOV prior to use. Trademarks shall include any word, name, symbol, color, designation or device, or any combination thereof that functions as a source identifier, including any trademark, trade dress, service mark, trade name, logo, design mark, or domain name, whether or not registered.
- b) Customer may, but is not obligated to, provide NEOGOV with suggestions, ideas, enhancement requests, or other feedback ("Feedback"). If Customer provides any such Feedback to NEOGOV, Customer hereby grants NEOGOV a nonexclusive, perpetual, irrevocable, royalty-free license to use all Feedback for any purpose. Feedback is provided to NEOGOV on an "as-is" basis without warranties of any kind.

10. Data Processing and Privacy.

- a) Customer Data. "Customer Data" shall mean all data that is owned or developed by Customer, whether provided to NEOGOV by Customer or provided by a third party to NEOGOV in connection with NEOGOV's provision of Services to Customer, including Personnel data collected, loaded into, or located in Customer data files maintained by NEOGOV. NEOGOV Intellectual Property, including but not limited to the Services and all derivative works thereof, NEOGOV Confidential Information, and Platform Data do not fall within the meaning of the term "Customer Data". Customer exclusively owns all right, title, and interest in and to all Customer Data. Customer grants NEOGOV a license to host, use, process, display, create non-personal derivative works of, and transmit Customer Data to provide the Services. NEOGOV reserves the right to delete or disable Customer Data stored, transmitted or published by Customer using the Services upon receipt of a bona fide notification that such content infringes upon the intellectual property rights of others, or if NEOGOV otherwise reasonably believes any such content is in violation of this Agreement.
- b) Platform Data. "Platform Data" shall mean any anonymized data reflecting the access to or use of the Services by or on behalf of Customer or any user, including statistical or other analysis and performance information related to the provision and operation of the Services including any end user visit, session, impression, clickthrough or click stream data, as well as log, device, transaction data, or other analysis, information, or data based on or derived from any of the foregoing. NEOGOV shall exclusively own all right, title and interest in and to all Platform Data. Customer acknowledges NEOGOV may compile Platform Data based on Customer Data input into the Services. Customer agrees that NEOGOV may use Platform Data to the extent and in the manner permitted under applicable law. Such anonymized data neither identifies Customer or its users, nor can Customer or any its users can be derived from such data.

- c) Data Processing Agreement. The parties agree that the terms of the NEOGOV Data Processing Addendum (“DPA”) made available on the NEOGOV Site is hereby incorporated herein by reference and made part of this Agreement and governs NEOGOV’s processing of Personal Data.
- d) Data Responsibilities.
- i) NEOGOV will maintain commercially reasonable administrative, physical, and technical safeguards for protection of the security, confidentiality and integrity of the Customer Data. Those safeguards will include, but will not be limited to, measures for preventing access, use, modification or disclosure of Customer Data by NEOGOV personnel except (a) to provide the Services and prevent or address service or technical problems, (b) as compelled by applicable law, or (c) as Customer expressly permits in writing. Customer acknowledges and agrees that it is commercially reasonable for NEOGOV to rely upon the security processes and measures utilized by NEOGOV’s cloud infrastructure providers.
  - ii) Customer is solely responsible for the development, content, operation, maintenance, and use of Customer Data, including but not limited to compliance with applicable laws. NEOGOV will have no responsibility or liability for the accuracy of the Customer Data prior to receipt of such data into the Services. Without limiting the foregoing, Customer shall be solely responsible for and shall comply with all applicable laws and regulations relating to (a) the accuracy and completeness of all information input, submitted, or uploaded to the Services, (b) the privacy of users of the Services, including, without limitation, providing appropriate notices to and obtaining appropriate consents from any individuals to whom Customer Data relates; and (c) the collection, use, modification, alteration, extraction, retention, copying, external storage, disclosure, transfer, disposal, and other processing of any Customer Data. NEOGOV is not responsible for lost data caused by the action or inaction of Customer or Authorized Users. Unless otherwise mutually agreed in writing, Customer shall not maintain any financial, health, payment card, or similarly sensitive data that imposes specific data security or data protection obligations within the Services. Customer shall provide and institute all appropriate tools and procedures required to ensure the security of its own information system and, more specifically, to prevent, detect and destroy the occurrence of any viruses.
- e) Breach Notice. NEOGOV will notify Customer of unauthorized access to, or unauthorized use, loss or disclosure of Customer Data within its custody and control (a “Security Breach”) within 72 hours of NEOGOV’s confirmation of the nature and extent of the same or when required by applicable law, whichever is earlier. Each party will reasonably cooperate with the other with respect to the investigation and resolution of any Security Breach. If applicable law or Customer’s policies require notification of its Authorized Users or others of the Security Breach, Customer shall be responsible for such notification.
- f) Data Export, Retention and Destruction. Customer may export or delete Customer Data from the Services at any time during a Subscription Term, using the existing features and functionality of the Services. Customer is solely responsible for its data retention obligations with respect to Customer Data. If and to the extent Customer cannot export or delete Customer Data stored on NEOGOV’s systems using the then existing features and functionality of the Services, NEOGOV will, upon Customer’s written request, make the Customer Data available for export by Customer or destroy the Customer Data. If Customer requires the Customer Data to be exported in a different format than provided by NEOGOV, such additional services will be subject to a separate agreement on a time and materials basis. Except as otherwise required by applicable law, NEOGOV will have no obligation to maintain or provide any Customer Data more than ninety (90) days after the expiration or termination of this Agreement. Customer acknowledges that it is solely responsible for determining any retention requirements with respect to the Customer Data as required by applicable law and NEOGOV disclaims all liability in connection with such determination. In addition, to the extent Customer requests that NEOGOV retain Customer Data beyond the expiration of the retention period required by applicable law, rule or regulation, NEOGOV disclaims all liability in connection with retaining such Customer Data including but not limited to any claims related to loss or destruction of such Customer Data.
11. Third Party Services. The Services may permit Customer and its Authorized Users to access services or content provided by third parties through the Services (“Third Party Services”). Customer agrees that NEOGOV is not the original source and shall not be liable for any inaccuracies contained in any content provided in any of the Third Party Services. NEOGOV makes no representations, warranties or guarantees with respect to the Third Party Services or any content contained therein. NEOGOV may discontinue access to any Third Party Services through the Services if the relevant agreement with the applicable third party no longer permits NEOGOV to provide such access. If loss of access to any Third Party Services (to which Customer has a subscription under this Agreement) occurs during a Subscription Term, NEOGOV will refund to Customer any prepaid fees for such Third Party Services covering the remainder of the Subscription Term.
12. Nondisclosure.

- a) Definition of Confidential Information. “Confidential Information” means all information disclosed by a party (“Disclosing Party”) to the other party (“Receiving Party”), whether orally or in writing, that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure. Customer's Confidential Information includes its Customer Data. NEOGOV Confidential Information includes the NEOGOV Intellectual Property and the Services. The Confidential Information of each party includes the terms and conditions of this Agreement and all Order Forms (including pricing), as well as business and marketing plans, technology and technical information, product plans and designs, and business processes disclosed by such party. However, Confidential Information does not include any information that (a) is or becomes generally known to the public without breach of any obligation owed to the Disclosing Party, (b) was known to the Receiving Party prior to its disclosure by the Disclosing Party without breach of any obligation owed to the Disclosing Party, (c) is received from a third party without breach of any obligation owed to the Disclosing Party, or (d) was independently developed by the Receiving Party.
- b) Obligations. The Receiving Party will: (i) use the same degree of care it uses to protect the confidentiality of its own confidential information of like kind (but not less than reasonable care); (ii) not use any Confidential Information of the Disclosing Party for any purpose outside the scope of this Agreement and (iii) except as otherwise authorized by the Disclosing Party in writing, limit access to Confidential Information of the Disclosing Party to those of its employees and contractors who need access for purposes consistent with this Agreement and who have signed confidentiality agreements with the Receiving Party containing protections not less protective of the Confidential Information than those herein.
- c) Exceptions. The Receiving Party may disclose Confidential Information of the Disclosing Party to the extent compelled by law to do so, provided the Receiving Party gives the Disclosing Party prior notice of the compelled disclosure (to the extent legally permitted) and reasonable assistance, at the Disclosing Party's cost, if the Disclosing Party wishes to contest the disclosure.
- d) Equitable Relief. The parties recognize and agree there may be no adequate remedy at law for breach of the provisions of the confidentiality obligations set forth in this Section 12, that such a breach may irreparably harm the Disclosing Party and the Disclosing Party is entitled to seek equitable relief (including, without limitation, an injunction) with respect to any such breach or potential breach in addition to any other remedies available to it at law or in equity.

### 13. Representations, Warranties, and Disclaimers.

- a) Mutual Representations. Each party represents and warrants to the other party that (i) it has full power and authority under all relevant laws and regulations and is duly authorized to enter into this Agreement; and (ii) to its knowledge, the execution, delivery and performance of this Agreement by such party does not conflict with any agreement, instrument or understanding, oral or written, to which it is a party or by which it may be bound, nor violate any law or regulation of any court, governmental body or administrative or other agency having jurisdiction over it.
- b) Additional Customer Representations and Warranties. Customer hereby represents and warrants to NEOGOV that: (1) Customer and Authorized Users have all necessary rights and authority to upload Customer Data to the Service without violating any third party's proprietary or privacy rights, including intellectual property rights; (2) Customer Data does not contain any viruses, worms, Trojan horses, or other harmful or destructive code or content; and (3) Customer will use the Service in compliance with all laws, rules, regulations, and this Agreement.
- c) Service Performance Warranty. NEOGOV warrants that it provides the Services using a commercially reasonable level of care and skill and in a professional manner in accordance with generally recognized industry standards for similar services.
- d) No Other Warranty. EXCEPT FOR THE EXPRESS WARRANTIES SET FORTH IN THIS WARRANTY SECTION, THE SERVICES AND ANY OTHER INFORMATION ARE PROVIDED ON AN “AS IS” AND “AS AVAILABLE” BASIS, AND CUSTOMER’S USE OF THE SERVICES IS AT ITS OWN RISK. NEOGOV DOES NOT MAKE, AND HEREBY DISCLAIMS, ANY AND ALL OTHER EXPRESS AND/OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NONINFRINGEMENT AND TITLE, AND ANY WARRANTIES ARISING FROM A COURSE OF DEALING, USAGE, OR TRADE PRACTICE. NEOGOV DOES NOT WARRANT THAT THE SERVICES WILL BE UNINTERRUPTED, ERROR-FREE, OR COMPLETELY SECURE, OR THAT ANY ERROR WILL BE CORRECTED.
- e) Disclaimer of Actions Caused by and/or Under the Control of Third Parties. NEOGOV DOES NOT AND CANNOT CONTROL THE FLOW OF DATA TO OR FROM THE NEOGOV SYSTEM AND OTHER PORTIONS OF THE

INTERNET. SUCH FLOW DEPENDS IN LARGE PART ON THE PERFORMANCE OF INTERNET SERVICES PROVIDED OR CONTROLLED BY THIRD PARTIES. AT TIMES, ACTIONS OR INACTIONS OF SUCH THIRD PARTIES CAN IMPAIR OR DISRUPT CUSTOMER'S CONNECTIONS TO THE INTERNET (OR PORTIONS THEREOF). ALTHOUGH NEOGOV WILL USE COMMERCIALY REASONABLE EFFORTS TO TAKE ALL ACTIONS IT DEEMS APPROPRIATE TO REMEDY AND AVOID SUCH EVENTS, NEOGOV CANNOT GUARANTEE THAT SUCH EVENTS WILL NOT OCCUR. ACCORDINGLY, NEOGOV DISCLAIMS ANY AND ALL LIABILITY RESULTING FROM OR RELATED TO SUCH EVENTS OR WITH RESPECT TO ANY THIRD PARTY SERVICES.

- f) No Medical Advice. Through certain Services, NEOGOV may make certain telehealth related information available to Customer and/or facilitate user access to telemedicine, expert medical services, and/or emergency medical services. NEOGOV is independent from healthcare providers who provide telemedicine services and is not responsible for such healthcare providers' acts, omissions or for any content or communications made by them. The Services do not provide medical advice and do not create a healthcare provider/patient relationship between Customer and NEOGOV or otherwise. Any Services, or content accessed from the Services, are for informational purposes only and do not constitute medical advice. Customer should seek professional medical advice, diagnosis, and/or treatment for any and all medical conditions, whether as a result of using Services or otherwise. NEOGOV IS NOT RESPONSIBLE OR LIABLE FOR ANY ADVICE, COURSE OF TREATMENT, DIAGNOSIS OR ANY OTHER TREATMENT OR INFORMATION THAT CUSTOMER OR ITS USERS MAY OBTAIN THROUGH THE USE OF THE SERVICES.

#### 14. Indemnification.

- a) Customer Indemnity. To the extent permitted by applicable law, Customer will defend and indemnify NEOGOV from and against any claim, demand, suit or proceeding made or brought against NEOGOV (i) by a third party alleging that any Customer Data infringes or misappropriates such third party's intellectual property rights, (ii) in connection with Customer's violation of any applicable laws, or (iii) any claim or allegation by any third party resulting from or related to Customer's or any of its Authorized User's breach of Section 3 of this Agreement.
- b) NEOGOVS Indemnity. Subject to subsections 14(b)(i) through 14(b)(iii) and 14(c) of this Section, if a third party makes a claim against Customer that any NEOGOV intellectual property furnished by NEOGOV and used by Customer infringes a third party's intellectual property rights, NEOGOV will defend the Customer against the claim and indemnify the Customer from the damages and liabilities awarded by the court to the third-party claiming infringement or the settlement agreed to by NEOGOV.
- i) Alternative Resolution. If NEOGOV believes or it is determined that any of the Services may have violated a third party's intellectual property rights, NEOGOV may choose to either modify the Services to be non-infringing or obtain a license to allow for continued use. If these alternatives are not commercially reasonable, or result in a material reduction in service, either party may end the subscription or license for the Services and refund a pro-rata portion of any fees covering the whole months that would have remained, absent such early termination, following the effective date of such early termination.
- ii) No Duty to Indemnify. NEOGOV will not indemnify Customer if Customer alters the Service or Service Specifications, or uses it outside the scope of use or if Customer uses a version of the Service or Service Specifications which has been superseded, if the infringement claim could have been avoided by using an unaltered current version of the Services or Service Specifications which was provided to Customer, or if the Customer continues to use the infringing material after the subscription expires. NEOGOV will not indemnify the Customer to the extent that an infringement claim is based upon any information, design, specification, instruction, software, data, or material not furnished by NEOGOV. NEOGOV will not indemnify Customer for any portion of an infringement claim that is based upon the combination of Service or Service Specifications with any products or services not provided by NEOGOV. NEOGOV will not indemnify Customer for infringement caused by Customer's actions against any third party if the Services as delivered to Customer and used in accordance with the terms of the Agreement would not otherwise infringe any third-party intellectual property rights.
- iii) Exclusive Remedy. This Section provides the exclusive remedy for any intellectual property infringement claims or damages against NEOGOV.
- c) Indemnification Procedures. In order to receive the indemnities described hereunder, the indemnified party must: (i) promptly notify the indemnifying party, in writing, of any claim; (ii) cooperate reasonably with indemnifying party, at the indemnifying party's expense, in the defense and/or settlement thereof; and (iii) allow the indemnifying party to control the defense and/or settlement thereof except that the indemnifying party may not, without the indemnified party's prior written consent, enter into any settlement that does not unconditionally release the indemnified party from liability.

The indemnified party shall have the right to participate in any defense of a claim and/or to be represented by counsel of its own choosing at its own expense, provided that ultimate control of such defense shall remain solely with the indemnifying party.

15. Limitations of Liability.

- a) EXCLUSION OF DAMAGES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT WILL EITHER PARTY BE LIABLE UNDER OR IN CONNECTION WITH THIS AGREEMENT OR ITS SUBJECT MATTER UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE, INCLUDING FOR ANY: (a) LOSS OF PRODUCTION, USE, BUSINESS, REVENUE, OR PROFIT OR DIMINUTION IN VALUE; (b) IMPAIRMENT, INABILITY TO USE OR LOSS, INTERRUPTION OR DELAY OF THE SERVICES; (c) LOSS, DAMAGE, CORRUPTION OR RECOVERY OF DATA, OR BREACH OF DATA OR SYSTEM SECURITY; (d) COST OF REPLACEMENT GOODS OR SERVICES; (e) LOSS OF GOODWILL, LOSS OF BUSINESS OPPORTUNITY OR PROFIT, OR LOSS OF REPUTATION; OR (f) CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, ENHANCED, OR PUNITIVE DAMAGES, REGARDLESS OF WHETHER SUCH PERSONS WERE ADVISED OF THE POSSIBILITY OF SUCH LOSSES OR DAMAGES OR SUCH LOSSES OR DAMAGES WERE OTHERWISE FORESEEABLE, AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE.
- b) CAP ON MONETARY LIABILITY. EXCEPT FOR DAMAGES ARISING OUT OF LIABILITY WHICH CANNOT BE LAWFULLY EXCLUDED OR LIMITED, OR CUSTOMER'S OBLIGATIONS TO MAKE PAYMENT UNDER THIS AGREEMENT, THE TOTAL AGGREGATE LIABILITY OF EITHER PARTY FOR ANY AND ALL CLAIMS AGAINST THE OTHER PARTY UNDER THIS AGREEMENT, WHETHER ARISING UNDER OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, OR ANY OTHER LEGAL OR EQUITABLE THEORY, SHALL NOT EXCEED THE AMOUNT OF ALL PAYMENTS ACTUALLY RECEIVED BY NEOGOV FROM CUSTOMER IN CONNECTION WITH THIS AGREEMENT IN THE 12 MONTH PERIOD PRECEDING THE DATE OF THE FIRST EVENT INITIALLY GIVING RISE TO SUCH LIABILITY. THE EXISTENCE OF ONE OR MORE CLAIMS WILL NOT ENLARGE THE LIMIT. NOTWITHSTANDING THE FOREGOING, NEOGOV'S TOTAL AGGREGATE LIABILITY FOR CLAIMS TO THE EXTENT ARISING FROM A BREACH OF ITS DATA SECURITY OBLIGATIONS UNDER SECTION 10 ABOVE SHALL BE LIMITED TO TWO (2) TIMES THE AMOUNT OF ALL PAYMENTS ACTUALLY RECEIVED BY NEOGOV FROM CUSTOMER IN CONNECTION WITH THIS AGREEMENT IN THE 12 MONTH PERIOD PRECEDING THE DATE OF THE EVENT INITIALLY GIVING RISE TO SUCH LIABILITY.

16. Reimbursement of Costs in Third Party Litigation. With respect to any litigation or other court proceeding involving Customer and a third party, if any subpoena or other legally binding request related to such litigation or court proceeding is served to NEOGOV requesting copies of documents maintained by NEOGOV or otherwise requesting NEOGOV to appear as a witness in any capacity or provide testimony with respect to Customer's documentation, Customer shall reimburse NEOGOV for its out-of-pocket costs associated with compliance with such request, including but not limited to NEOGOV's reasonable attorneys' fees.

17. EOL Products. NEOGOV may, in its discretion, at certain times elect to discontinue development, distribution and/or support of any Service or any elements or versions of any Service, and thereby designate such Service or elements or versions as end of life ("EOL"). In the event that NEOGOV elects to announce EOL for any Service, NEOGOV will provide six (6) months prior notice. Customer will have a period of six (6) months after receipt of such notice to upgrade to the last commercially available (non-EOL) version of the Service, if applicable, or otherwise following the expiration of such six (6) month period, the Service shall be deemed terminated without penalty and a pro rata refund shall be provided to Customer for the remaining term of the Service. During the 6-month notice period, Customer may continue exercising all of the rights set forth in this Agreement with respect to such EOL Service.

18. Text Message Communications. NEOGOV may offer Personnel the opportunity to receive text messages regarding job application or hiring process reminders, applicant status updates, or other human resource related notices. Since these text message services depend on the functionality of third-party providers, there may be technical delays on the part of those providers. NEOGOV may make commercially reasonable efforts to provide alerts in a timely manner with accurate information, but cannot guarantee the delivery, timeliness, or accuracy of the content of any alert. NEOGOV shall not be liable for any delays, failure to deliver, or misdirected delivery of any alert; for any errors in the content of an alert; or for any actions taken or not taken by you or any third party in reliance on an alert. NEOGOV cannot vouch for the technical capabilities of any third parties to receive such text messages. To the extent you utilize text messaging features, NEOGOV shall not be responsible for your use of such features, and you shall indemnify NEOGOV with respect to any damages resulting from your use including but not limited any violations of applicable law. NEOGOV MAKES NO WARRANTIES OR

REPRESENTATIONS OF ANY KIND, EXPRESS, STATUTORY, OR IMPLIED AS TO: (a) THE AVAILABILITY OF TELECOMMUNICATION SERVICES; (b) ANY LOSS, DAMAGE, OR OTHER SECURITY INTRUSION OF THE TELECOMMUNICATION SERVICES; AND (c) ANY DISCLOSURE OF INFORMATION TO THIRD PARTIES OR FAILURE TO TRANSMIT ANY DATA, COMMUNICATIONS, OR SETTINGS CONNECTED WITH THE SERVICES.

19. Publicity. Unless otherwise provided in the applicable Order Form, NEOGOV may identify Customer as one of its customers and use Customer's logo for such purposes, subject to any trademark usage requirements specified by Customer.
20. Force Majeure. Except for Customer's payment obligations to NEOGOV, neither party shall be liable for any damages, costs, expenses or other consequences incurred by the other party or by any other person or entity for any act, circumstance, event, impediment or occurrence beyond such party's reasonable control, including, without limitation: (a) acts of God; (b) changes in or in the interpretation of any law, rule, regulation or ordinance; (c) strikes, lockouts or other labor problems; (d) transportation delays; (e) unavailability of supplies or materials; (f) fire or explosion; (g) riot, pandemic, military action or usurped power; (h) actions or failures to act on the part of a governmental authority; (i) internet service interruptions or slowdowns, vandalism or cyber-attacks, or (j) any other cause beyond the reasonable control of such party.
21. Independent Contractor; No Third Party Beneficiary; Fulfillment Partners. The relationship of the parties shall be deemed to be that of an independent contractor and nothing contained herein shall be deemed to constitute a partnership between or a joint venture by the parties hereto or constitute either party the employee or agent of the other. Customer acknowledges that nothing in this Agreement gives Customer the right to bind or commit NEOGOV to any agreements with any third parties. This Agreement is not for the benefit of any third party and shall not be deemed to give any right or remedy to any such party whether referred to herein or not. NEOGOV may designate any third-party affiliate, or other agent or subcontractor (each a "Fulfillment Partner"), without notice to, or the consent of, Customer, to perform such tasks and functions to complete any Services.
22. Entire Agreement; Amendment; Addendum. This Services Agreement, the Exhibits hereto, each Addendum (as may be applicable pursuant to the terms therein) and documents incorporated herein, the applicable Order Form, and Special Conditions (if any) constitute the entire agreement between the parties with respect to the subject matter hereof and supersede all prior or contemporaneous oral and written statements of any kind whatsoever made by the parties with respect to such subject matter. It is expressly agreed that the terms of this Agreement and any NEOGOV Order Form shall supersede the terms in any non-NEOGOV purchase order or other ordering document. Notwithstanding the foregoing, any conflict of terms shall be resolved by giving priority in accordance with the following order: 1) Special Conditions (if any), 2) NEOGOV Order Form, 3) the NEOGOV Services Agreement, and 4) incorporated documents (including the Exhibits and each applicable Addendum). This Agreement supersedes the terms and conditions of any clickthrough agreement associated with the Services. This Agreement may not be modified or amended (and no rights hereunder may be waived) except through a written instrument signed by the parties to be bound. If you are subscribing for the HRIS, Vetted, or PowerEngage Platform, you hereby specifically agree to the terms of the applicable Addendum set forth on the NEOGOV Site. In addition, certain Services may disclose the use of artificial intelligence, in which case, Customer hereby agrees to the terms of the AI Addendum set forth on the NEOGOV Site.
23. General.
  - a) Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the state of California, without giving effect to conflict of law rules. Any legal action or proceeding relating to this Agreement shall be instituted only in any state or federal court in Los Angeles, California.
  - b) Severability. If any provision of this Agreement is held to be illegal or unenforceable, such provision shall be limited or eliminated to the minimum extent necessary so that the remainder of this Agreement will continue in full force and effect. Provisions that survive termination or expiration are those relating to, without limitation, accrued rights to payment, acknowledgements and reservations of proprietary rights, confidentiality obligations, warranty disclaimers, and limitations of liability, and others which by their nature are intended to survive.
  - c) Notices. All notices or other communications required or permitted hereunder shall be in writing and shall be deemed to have been duly given either when personally delivered, one (1) business day following delivery by recognized overnight courier or electronic mail, or three (3) business days following deposit in the U.S. mail, registered or certified, postage prepaid, return receipt requested. All such communications shall be sent to (i) Customer at the address set forth in the Order Form and (ii) NEOGOV at the address specified in the applicable Order Form.
  - d) Waiver. The waiver, express or implied, by either party of any breach of this Agreement by the other party will not waive any subsequent breach by such party of the same or a different kind. This Agreement may be executed in two or more

counterparts, each of which will be deemed an original, but all of which taken together shall constitute one and the same instrument.

- e) **Electronic Delivery.** Delivery of a copy of this Agreement or an Order Form bearing an original signature by electronic mail or by any other electronic means will have the same effect as physical delivery of the paper document bearing the original signature.
- f) **Assignment.** Customer may not assign this Agreement without the express written approval of NEOGOV. Any attempt at assignment in violation of this Section shall be null and void.
- g) **Construction.** The parties intend this Agreement to be construed without regard to any presumption or rule requiring construction or interpretation against the party drafting an instrument or causing any instrument to be drafted. The exhibits, addendum, schedules, attachments, and appendices referred to herein are an integral part of this Agreement to the same extent as if they were set forth verbatim herein.
- h) **Subcontractors.** For purposes of this Agreement, including any subsequent documentation requested by Customer pursuant to this Agreement, the term "subcontractors" shall exclude subcontractors (i) who perform routine software development and maintenance services which are not specific to the Customer, (ii) subcontractors who will not have any access to Customer Data, and (iii) subcontractors who have access to Customer Data solely within NEOGOV's or Customer's systems.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their respective duly authorized officers as of the date set forth below, and consent to the Agreement.

| Customer         | GovernmentJobs.com, Inc. (D/B/A/ NEOGOV), on behalf of itself and its subsidiaries PowerDMS, Inc., Cuehit, Inc., Ragnasoft LLC (D/B/A/ PlanIT Schedule), and Design PD, LLC (D/B/A Agency360) |
|------------------|---|
| Entity Name:     |   |
| Signature: _____ | Signature: _____  |
| Print Name:      | Print Name:   |
| Date:            | Date:   |

**Exhibit A**  
**Government Customer Addendum**

If Customer is a Government Customer, the following Government Customer Addendum (“Government Addendum”) forms part of the Services Agreement, and in the case of any conflict or inconsistency between the terms and provisions of this Addendum and any other provision of the Services Agreement, the terms of this Government Addendum shall control. For purposes hereof, a “Government Customer” means a Customer which is a (a) U.S. Federal agency, (b) state government, agency, department, or political subdivision (including a city, county or municipal corporation), or (c) instrumentality of any of the foregoing (including a municipal hospital or municipal hospital district, police or fire department, public library, park district, state college or university, Indian tribal economic development organization, or port authority).

1. **Applicability.** The provisions of this Addendum shall apply only if Customer is a Government Customer under the Services Agreement.
2. **Termination for Non-Appropriation of Funds on Multi-Year Deals.** Customer represents that it has received sufficient appropriation of funds by the applicable legislature (or other appropriate governmental body) (“Governmental Appropriation”) for the first year of the term of any Order Form executed by Customer (the “First Year” and all such years following the First Year which are included in the term of an Order Form, the “Future Years”). If Customer is subject to federal, state or local law which makes Customer’s financial obligations under this Services Agreement contingent upon Governmental Appropriation, and if such funds are not forthcoming or are insufficient due to failure of such Governmental Appropriation, then Customer will have the right to terminate the then remaining portion of any Future Years under the Services Agreement at no additional cost and with no penalty by giving prior written notice documenting the lack of funding. Customer will provide at least thirty (30) days advance written notice of such termination. Customer will use reasonable efforts to ensure appropriated funds are available. It is expressly agreed that Customer shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this Agreement, but only as an emergency fiscal measure during a substantial fiscal crisis, which affects generally its fiscal operations. If Customer terminates the Services Agreement under this Section 2, Customer agrees not to replace the Services with functionally similar products or services for a period of one year after the termination of the Services Agreement.
3. **Indemnification.** If Customer is prohibited by federal, state or local law from agreeing to hold harmless or indemnify third parties, Section 14(a) and the indemnification provision included in Section 18 of the Services Agreement shall not apply to Customer, to the extent disallowed by applicable law.
4. **Open Records.** If the Customer is subject to federal or state public records laws, including laws styled as open records, freedom of information, or sunshine laws (“Open Records Laws”) the confidentiality requirements of Section 12 of the Services Agreement apply only to the extent permitted by Open Records Laws applicable to the Customer. This Section is not intended to be a waiver of any of the provisions of the applicable Open Records Laws, including, without limitation, the requirement for the Customer to provide notice and opportunity for NEOGOV to assert an exception to disclosure requirements in accordance with the applicable Open Records laws.
5. **Cooperative Purchasing.** As permitted by law, it is understood and agreed by Customer and NEOGOV that any (i) federal, state, local, tribal, or other municipal government (including all administrative agencies, departments, and offices thereof); (ii) any business enterprise in which a federal, state, local, tribal or other municipal entity has a full, majority, or other controlling interest; and/or (iii) any public school (including without limitation K-12 schools, colleges, universities, and vocational schools) (collectively referred to as the “New Entity”) may purchase the Services specified herein in accordance with the terms and conditions of this Agreement. It is also understood and agreed that each New Entity will establish its own contract with NEOGOV, be invoiced therefrom and make its own payments to NEOGOV in accordance with the terms of the contract established between the New Entity and NEOGOV. With respect to any purchases by a New Entity pursuant to this Section, Customer: (i) shall not be construed as a dealer, re-marketer, representative, partner or agent of any type of NEOGOV, or such New Entity; (ii) shall not be obligated, liable or responsible for any order made by New Entities or any employee thereof under the agreement or for any payment required to be made with respect to such order; and (iii) shall not be obliged, liable or responsible for any failure by any New Entity to comply with procedures or requirements of applicable law or to obtain the due authorization and approval necessary to purchase under the agreement. Termination of this Agreement shall in no way limit NEOGOV from soliciting, entering into, or continuing a contractual relationship with any New Entity. Any New Entity who purchases Services under this Section hereby represents that it has the authority to use this Services Agreement for the purchase and that the use of the Services Agreement for the purchase is not prohibited by law or procurement regulations applicable to the New Entity.

**Exhibit B**  
**Integration Terms Addendum**

NEOGOV offers integrations and platform APIs for integrations to third party systems (“Integration Services”). Customer may use only those Integration Services purchased or subscribed to as listed within the NEOGOV Order Form. The following terms (the “Integration Terms Addendum”) shall apply to the extent that Customer utilizes a system integration between the Services and either: (a) an affiliated integrated service, including those found at <https://api.neogov.com/connect/marketplace.html> (“Affiliated API”) or to the extent that Customer utilizes a system integration between the Services and an unaffiliated third-party service (“Customer Application”) integrated using NEOGOV’s open API (“Open API”). Integration Services are not available for HRIS Services and this Exhibit B shall not apply to HRIS Services.

1. **Provision of Integrations.** Subject to and conditioned on compliance with all terms and conditions set forth in this Agreement, NEOGOV hereby grants Customer a limited, revocable, non-exclusive, non-transferable, non-sublicensable license during the applicable Term to use and/or access the Affiliated API as described in this Agreement, or the Open API for communication between Customer’s human resource related third application(s) that will interoperate with NEOGOV Services (collectively these uses shall be referred to as the “API” or “Integration”). Customer acknowledges there are no implied licenses granted under this Agreement. NEOGOV reserves all rights that are not expressly granted. Customer may not use the API for any other purpose without our prior written consent. Customer may not share the API with any third party, must keep the API and all log-in information secure, and must use the API key as Customer sole means of accessing the API.
2. **Integration Intellectual Property.** All right, title, and interest in the API and any and all information, data, documents, materials, inventions, technologies, know-how, descriptions, requirements, plans, reports, works, intellectual property, software, hardware, systems, methods, processes, and inventions, customizations, enhancements, improvements and other modifications based on or derived from the API are and will remain, as appropriate, with NEOGOV. All right, title, and interest in and to the third-party materials, including all intellectual property rights therein, are and will remain with their respective third-party rights holders subject to the terms and conditions of the applicable third-party license agreements. Customer has no right or license with respect to any third-party materials except as expressly licensed under such third-party license agreements.
3. **Integration Terms of Use.** Except as expressly authorized under this Agreement, you may not remove any proprietary notices from the API; use the API in any manner or for any purpose that infringes, misappropriates, or otherwise violates any intellectual property right or other right of any person, or that violates any applicable law; combine or integrate the API with any software, technology, services, or materials not authorized by NEOGOV; design or permit Customer Application(s) to disable, override, or otherwise interfere with any NEOGOV-implemented communications to end users, consent screens, user settings, alerts, warning, or the like; use the API in any of Customer Application(s) to replicate or attempt to replace the user experience of the Services; or attempt to cloak or conceal Customer identity or the identity of Customer Application(s) when requesting authorization to use the API.
4. **Customer Integration Responsibilities.** Customer, Customer developed web or other software services or applications, and Customer third-party vendors that integrate with the API (collectively the “Customer Applications”), shall comply with all terms and conditions of this Agreement, all applicable laws, rules, and regulations, and all guidelines, standards, and requirements that may be posted on <https://api.neogov.com/connect/index.html> from time to time. In addition, Customer will not use the API in connection with or to promote any products, services, or materials that constitute, promote, or are used primarily for the purpose of dealing in spyware, adware, or other malicious programs or code, counterfeit goods, items subject to U.S. embargo, unsolicited mass distribution of email (“spam”), multi-level marketing proposals, hate materials, hacking, surveillance, interception, or descrambling equipment, libelous, defamatory, obscene, pornographic, abusive, or otherwise offensive content, stolen products, and items used for theft, hazardous materials, or any illegal activities.
5. **Cooperation.** If applicable, Customer shall timely provide such cooperation, assistance, and information as NEOGOV reasonably requests to enable the API. NEOGOV is not responsible or liable for any late delivery or delay or failure of performance caused in whole or in part by Customer’s delay in performing, or failure to perform, any of its obligations under this Agreement. NEOGOV will provide Customer maintenance and support services for API issues arising from the information technology designed, developed, and under then current control of NEOGOV. NEOGOV shall have no obligation to provide maintenance or support for issues arising from the inaction or action of Customer or third parties of which are outside NEOGOV control.
6. **Provision of Open API.** In the event license fees or other payments are not due in exchange for the right to use and access the Open API, you acknowledge and agree that this arrangement is made in consideration of the mutual covenants

set forth in this Agreement, including, without limitation, the disclaimers, exclusions, and limitations of liability set forth herein. Notwithstanding the foregoing, NEOGOV reserves the right to charge for access with effect from the start of each Renewal Term by giving Customer at least ninety (90) day notice prior to commencement of a Renewal Term.

7. API Key. In order to use and access the Open API, you must obtain an Open API key through the registration process. Customer agrees to monitor Customer Applications for any activity that violates applicable laws, rules and regulation, or any terms and conditions of this Agreement, including any fraudulent, inappropriate, or potentially harmful behavior. This Agreement does not entitle Customer to any support for the Open API. You acknowledge that NEOGOV may update or modify the Open API from time to time and at our sole discretion and may require you to obtain and use the most recent version(s). You are required to make any such changes to Customer Applications that are required for integration as a result of such Update at Customer sole cost and expense. Updates may adversely affect how Customer Applications communicate with the Services.
8. Efficient Processing. You must use efficient programming, which will not cause an overwhelming number of requests to be made in too short a period of time, as-determined solely by NEOGOV. If this occurs, NEOGOV reserves the right to throttle your API connections, or suspend or terminate your access to the Open API. NEOGOV shall use reasonable efforts to provide Customer notice and reasonable time to cure prior to taking such actions.
9. Open API Limitations. TO THE FULLEST EXTENT PERMITTED UNDER APPLICABLE LAW, IN NO EVENT WILL NEOGOV BE LIABLE TO CUSTOMER OR TO ANY THIRD PARTY UNDER ANY TORT, CONTRACT, NEGLIGENCE, STRICT LIABILITY, OR OTHER LEGAL OR EQUITABLE THEORY FOR ANY DIRECT, LOST PROFITS, LOST OR CORRUPTED DATA, COMPUTER FAILURE OR MALFUNCTION, INTERRUPTION OF BUSINESS, OR OTHER SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY KIND ARISING OUT OF THE USE OR INABILITY TO USE THE OPEN API; OR ANY DAMAGES, IN THE AGGREGATE, IN EXCESS OF FIFTY DOLLARS, EVEN IF NEOGOV HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGES AND WHETHER OR NOT SUCH LOSS OR DAMAGES ARE FORESEEABLE OR NEOGOV WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. ANY CLAIM YOU MAY HAVE ARISING OUT OF OR RELATING TO THIS AGREEMENT MUST BE BROUGHT WITHIN ONE YEAR AFTER THE OCCURRENCE OF THE EVENT GIVING RISE TO SUCH CLAIM.
10. Open API Termination. Notwithstanding the additional Termination rights herein, NEOGOV may immediately terminate or suspend Customer access to Open APIs in our sole discretion at any time and for any reason, with or without notice or cause. In addition, your Open API subscription will terminate immediately and automatically without any notice if you violate any of the terms and conditions of this Agreement.



## Agenda Item Memo

**City of Lake Geneva**

**Committee:** FLR

**Meeting Date:** February 17, 2026

**Subject / Title:** Communications consultant for HWY 50

**Submitted By:** David De Angelis

### Background / Request

Over the past several months we have been working on putting together a plan for mitigating the impacts of the HWY 50 construction project on residents and businesses. As part of that discussion the need for proper communication and assistance regarding communications was discussed. The end result of the discussion was my recommendation to hire a consultant specifically for this task to work with all of the stakeholders to ensure consistent messaging from a single source. I requested proposals for this task from 3 vendors and received two proposals. One from Kane Communications Group and one from G.Moxie. The two firms received the same instructions for proposal and had extensive conversations with me regarding expectations. I have attached both proposals for you review.

### Fiscal Impact / Budget

- **Estimated Cost:** \$59,750 for 2026, \$16,520 for both 2027 and 2028
- **Funding Source:** [Click or tap here to enter text.](#) (e.g., General Fund, TID, Water Utility, Grants)
- **Budget Status:**  Within Budget \_\_\_\_\_  Over Budget \_\_\_\_\_
  - Budget Comments: The existing budgeted numbers for HWY 50 are reflective of our estimated costs for the design portion of the project and were not specific as to use for communications. This would be the appropriate line item for this use as it is specific for the Hwy 50 project and if additional funds are needed in the future there would need to be a budget adjustment. [Click or tap here to enter text.](#)
- **GL Number:** 43-32-10-1720

*(If applicable, note grant awards, cost-sharing, or capital plan references.)*

### Ordinance/Policy Implications/Changes:

None

### Recommendation:

I am recommending the hiring of G.Moxie for the communications consultant based on their proposal, understanding of our needs and cost.

Possible motion: Move to recommend to the Common Council to hire G.Moxie to provide communication services to for the duration of HWY 50 project.

### Implementation/Next Steps

| Name of Committee | Date of Meeting | Original Agenda Item # | Outcome |
|-------------------|-----------------|------------------------|---------|
| FLR               | 2-17-26         |                        |         |
| Common Council    | 2-3-26          |                        |         |

### Attachments (list any and all attachments that go with this item and memo)

G.Moxie Proposal  
Kane Communications Proposal

| Reviewed by | Date: | Comments |
|-------------|-------|----------|
|             |       |          |

DECEMBER 2025

# WIS 50 Public Engagement Proposal

*g. Moxie*



Presented To  
**City of Lake Geneva**



Presented by  
**g. moxie**



# OUR TEAM

g. moxie appreciates the opportunity to provide a proposal for public outreach and stakeholder engagement services regarding the WIS 50 (Main Street) project. g. moxie has a proven track record of developing and executing outreach programs for all types of public and municipal improvement projects.



**Laura Goranson**  
President

With over 40 years of experience, Laura has worked to develop and implement outreach tools and strategies to ensure that all stakeholders, residents, and visitors have accurate and timely information on how to navigate during construction as well as mitigate impacts to their residents and businesses. Laura's capacity to build trust and rapport across stakeholder groups is a critical component to the success of all the projects she is involved in.

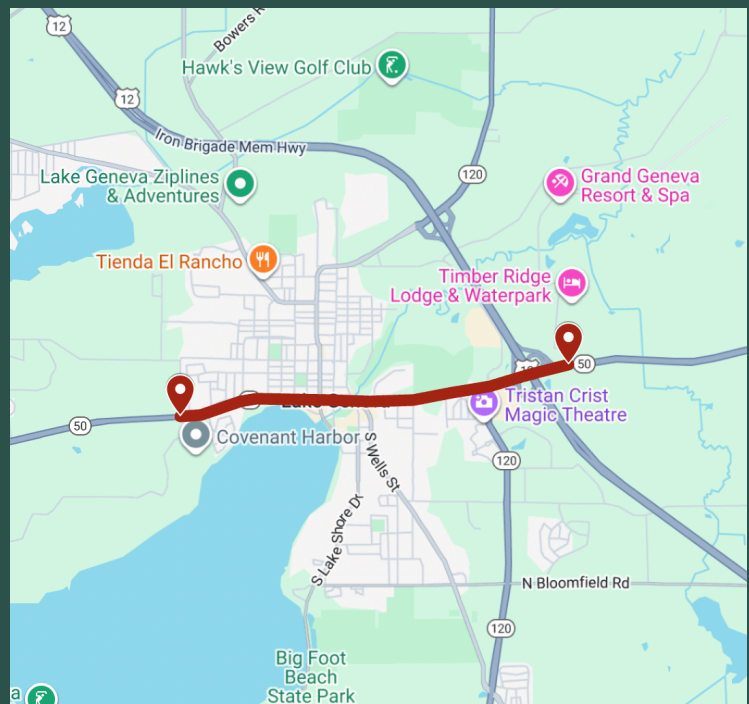


**Heather Weber**  
Vice President

Heather brings over 20 years of experience in marketing, branding, communications, and stakeholder outreach. As a key member of the g.moxie team, she's known for her clear, effective communication and ability to translate complex project information into concise messaging for diverse audiences. Her position on the Elm Grove Business Association Board provides valuable insight into the needs of local downtown business districts.

# PROJECT ELEMENTS

- IMPACT ASSESSMENT AND CONSTRUCTION PLAN REVIEW
- COORDINATE WITH CITY, BID, TOURISM AND BUSINESSES
- DEVELOP COMMUNICATIONS PLAN AND COLLATERAL
- ASSIST IN PLAN IMPLEMENTATION
- PROVIDE SUPPORT DURING CONSTRUCTION



# Public Outreach & Stakeholder Engagement Proposal


## WIS 50 (Main Street) Project

### 1. Introduction

g. moxie proposes to provide comprehensive public outreach and stakeholder engagement services for the WIS 50 (Main Street) construction project in Lake Geneva. Our team specializes in helping communities navigate construction impacts by combining early impact assessment, practical access solutions, and clear, visitor-focused communications.

Our approach goes beyond notification. We work proactively with project partners and local stakeholders to maintain business visibility, customer access, and community vitality throughout construction. We believe strongly that with the knowledge in hand of how to navigate construction projects, people feel empowered and more at ease about visiting areas.

### 2. Project Understanding



WIS 50 (Main Street) is a critical commercial and cultural corridor. Construction will create temporary challenges related to access, parking, circulation, and special events. If not addressed proactively, these disruptions can negatively affect businesses, residents, and visitors.

g. moxie understands the importance of identifying impacts early, coordinating closely with stakeholders, and delivering clear, actionable messaging that reinforces the corridor as open, accessible, and welcoming throughout all phases of construction.

### 3. Scope of Services

#### Task 1: Construction Impact Assessment

Review construction plans, phasing schedules, and timelines to identify anticipated impacts, including:

- Business and customer access
- Pedestrian and vehicular circulation
- Parking availability and changes
- Wayfinding challenges
- Impacts to tourism, seasonal activity, and special events

#### Deliverables:

- Construction Impact Summary Memo
- Phase-by-phase impact matrix identifying risks and mitigation opportunities

## Task 2: Access Solutions & Mitigation Strategies


In coordination with City staff, BID representatives, Visit Bureau, and business owners, g. moxie will develop practical, phase-specific access solutions, including:

- Temporary access routes and detour strategies
- Pedestrian and vehicular wayfinding recommendations
- Strategies to maintain business visibility during construction
- Coordination considerations for events and peak visitor periods
  - Vibe and trolley usage

### Deliverables:

- Access & Mitigation Strategy Plan

## Task 3: Communications Plan & Outreach Materials



Based on identified impacts and access solutions, g. moxie will develop a comprehensive single voice communication plan focused on visitors, businesses, and residents. The plan will emphasize clarity, consistency, and “Open for Business” messaging.

### Materials may include:

- Construction-phase messaging framework
- Business and visitor access guides
- Maps and wayfinding graphics
- Digital and print-ready outreach materials
- Messaging templates for partners and businesses
- Media Messaging and suggestions for “earned media” opportunities and paid media placement

### Deliverables:

- Construction Communications Plan
- Toolbox of outreach materials (maps, guides, templates, graphics) for use in social media

## Task 4: Stakeholder Coordination / Plan Implementation

g. moxie will serve as the City's central coordination resource to support clear, consistent communication among project partners and stakeholders. Services may include:

- Training and Implementation of Singular Message
- Regular coordination meetings or check-ins
- Stakeholder briefings on upcoming construction phases

### Deliverables:

- Meeting agendas and summaries with action items

## Task 5: Ongoing Construction Support

Throughout construction, g. moxie will provide ongoing support to ensure communications remain accurate and responsive as conditions change. This includes:


- Timely updates aligned with construction phasing
- Adjustments to messaging and materials as needed
- Acting as a liaison between stakeholders and the project team
- Proactive problem-solving for emerging access challenges

### Deliverables:

- Updated communications and materials, as needed
- Ongoing advisory support throughout construction

## 4. Project Timeline

- PHASE 1: IMPACT ASSESSMENT JAN/EARLY-FEB 2026
- PHASE 2: ACCESS SOLUTIONS & COORDINATION FEB 2026
- PHASE 3: COMMUNICATIONS PLAN & MATERIALS MAR-MAY 2026
- PHASE 4: IMPLEMENTATION AND ONGOING CONSTRUCTION SUPPORT TBD



Timeline to be refined in coordination with the City based on construction Phasing and project needs



# PROPOSED BUDGET ESTIMATE

(ROUGH FEE ESTIMATE TO BE REFINED UPON SCOPE CONFIRMATION)

- PHASE 1: IMPACT ASSESSMENT – \$8,750
- PHASE 2: ACCESS SOLUTIONS & COORDINATION – \$15,000
- PHASE 3: COMMUNICATIONS PLAN & MATERIALS – \$36,000
- PHASE 4: ONGOING CONSTRUCTION SUPPORT –\$33,040
  - \$16520 PER CONSTRUCTION SEASON FOR 2027 AND 2028
  - (ASSUMES 28 WEEKS PER SEASON, 8 HOURS PER WEEK)

TOTAL FEE FOR ALL SERVICES \$92,790

Fees include professional services, coordination, and material development.  
 Printing, paid media, or specialized production costs (if required) are not included

## Conclusion

g. moxie is passionate about developing collaborative public outreach that helps communities remain accessible and vibrant during construction projects and the disruption that can bring. Through early impact assessment, practical access strategies, and clear communications, we support businesses, visitors, and residents.

It would be our pleasure to partner with the City of Lake Geneva to ensure that businesses and events continue to thrive throughout the reconstruction of WIS 50 (Main Street) project.




## Relevant Experience Examples

### Public Outreach during Construction Business, Resident, and Event Support

- Zoo Interchange - Milwaukee County, WI
- East - West Bus Rapid Transit through Wauwatosa and Milwaukee
- WIS20/83 Waterford Reconstruction
- I-94 North/South Reconstruction - Included all major intersecting roadways with major commercial districts, events, and attractions such as WIS 50.
- Mitchell International Airport Social Media and Media Relations
- Milwaukee County Transit Public Outreach and Social Media
- Glenview Avenue and Bluemound Road, Wauwatosa /Milwaukee
- Milwaukee Streetcar Construction
- Greenfield Avenue, West Allis - Between WIS 100 and US41
- Watertown Plank Road, Wauwatosa - Running through the Milwaukee County Regional Medical Complex
- 27<sup>th</sup> Street South, Milwaukee, from Oklahoma Avenue to Ryan Road
- Mitchell Interchange, Milwaukee - Numerous business and residential districts, Mitchell International Airport, and major events
- Hoan Bridge Reconstruction
- US 18 Bluemound Road, Brookfield and Wauwatosa
- US-12 Wisconsin Dells
- Marquette Interchange, Milwaukee - Included numerous downtown commercial and residential districts as well as many large events and attractions.

“We have been very pleased with the strategic work done by g.moxie in helping us communicate project details to our fans. With as many as three million visitors coming to Miller Park each season, it’s critical that we aggressively message any impact that there may be on transit to and from Miller Park. g.moxie has taken a lead role in planning and executing these strategies, which has helped minimize the impact on our fans as they travel to and from Miller Park.”

Jason Hartlund  
Vice President, Brewers Enterprises & Event Services



**“Maximize your game time.  
Minimize your lane time.”**

Repaving of I-94 East/West will involve lane closures EB and WB in Waukesha County and WB in Milwaukee County from early March to late June 2011. To get to and from Miller Park more easily consider the following travel tips.

**Getting to Miller Park:**

- **From the East and Northeast:**  
I-43 South to McKinley Ave., east to 6<sup>th</sup> St., south on 6<sup>th</sup> St. to Canal St., west on Canal St. to Miller Park.
- **From the West and Northwest:**  
HWY 45 South to I-94 East to Miller Park or HWY 41 South to Miller Park.
- **From the Southeast:**  
I-43/94 North to 6<sup>th</sup> St., north to Canal St., west on Canal St. to Miller Park.

**Getting home:**

- **To the East and Northeast:**  
Miller Park Way north to I-94 East.
- **To the West and Northwest:**  
HWY 41 North to North Ave., Capitol Dr. or HWY 45, or use Bluemound Rd. or National Ave. west.
- **To the Southeast:**  
Canal St. east to 6<sup>th</sup> St., south on 6<sup>th</sup> St. to I-43/94 South.

www.repave94.org • 262.548.8721



Wisconsin State Fair Attendance remained solid during Zoo Interchange Construction. Wisconsin State Fair won a National Fairs award for the outreach strategies and collateral G.Moixe created that helped ensure fairgoers knew the best routes to the Fair!.



## WISCONSIN DELLS PARKWAY NEWSLETTER

Fall 2012

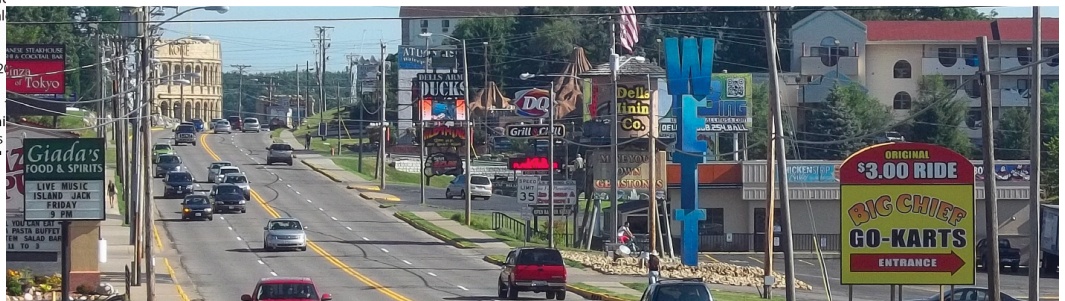
### US 12 Corridor Study - Project Overview

The Wisconsin Department of Transportation (WisDOT) is studying US 12 (Wisconsin Dells Parkway), from WIS 23 (Munroe Avenue) to WIS 13 (Broadway Street). This 2.7 mile corridor runs parallel to I-90/94.



The city of Wisconsin Dells and the village of Lake Delton are popular family destinations not only for their numerous theme parks and attractions, but also for the geological beauty that exists in and around the area. The tourist environment results in a high volume of traffic as well as significant pedestrian and bicycle activity along the corridor.

The study began in Fall 2011 and will continue through 2012. The study will evaluate various alternatives to address existing concerns and reconstruct the roadway in a manner that meets the needs of its users and remains an asset to this unique vacation destination. WisDOT will involve residents, businesses, and other stakeholders throughout the study process.



Milwaukee World Festival is encouraging festivalgoers to plan ahead for their trip to the grounds + has developed a number of tips to ensure a smooth route.

# SUMMERFEST 2024 GET AROUND GUIDE

KNOW BEFORE YOU GO...BEST ROUTES TO THE FEST

June 20 - 22 • June 27 - 29 • July 4 - 6

**TRANSPORTATION OPTIONS**

**MCTS**

**1 Freeway Flyers**  
Three shuttles will run approximately every half hour from the **944 COLLEGE AVENUE, I-43 BROWN GREEN, or PAULEY CORNERS PARK & RIDE** lot and other convenient, non-stop, direct routes to the festival grounds entrance located from outside the NFL Gate. **Boarding Fee \$10 for ages 19+, \$5 for Reduced Fare riders.**

**2 BRT CONNECT**  
The **CONNECT BRT LINE** will be \$3.00 to riders throughout the entirety of the festival. Catch a ride every 10-15 minutes along the route in the route which originates at Waterfront Park Park & Ride **CONNECT** stops off at the waterfront, just blocks from the North Gate.

**3 Local Routes**  
**ROUTE 18** and **ROUTE 19** are within walking distance of the Fest. **90 Minute Fare \$10 for ages 19+, \$5 for Reduced Fare riders.**

**4 The Hop**  
The Hop streetcar provides an easy, fun, and **FREE** option for traveling from numerous downtown destinations. **Ahead of the game** to the Eastland platform located a short walk from the north gate. For **Back Row, Seating, + Real Time Availability, visit hop.wisconsin.gov**

**5 Rideshare**  
To help festivalgoers easily meet their drivers, **UBER** and **LYFT** pickups and drop-offs will be located outside the North Gate.

**6 Bar Shuttles**  
Shuttles offer service from North and South sides of Milwaukee. Shuttle pick up and drop off are located at either the North or South Gates.

**7 Downtown Parking Lots + Structures**  
Get out of the downtown early prior to the Lakeland exit and park in one of the many downtown parking structures.

**8 Bicycle**  
Utilize the **HANK AARON STATE TRAIL + GAIL LEAP TRAIL** - other local paths to get you to the Fest. Bicycle parking is located near **MLF, North + South Gates.** Check out a **BUS & BIKE** from any station in Milwaukee and return it at any station near the Festival grounds. For **State Locations - How to Borrow a Bike, visit: bikehub.wisconsin.gov**

**RECOMMENDED PARKING**

- A **Maroon Center Park** ..... 700 N. PULASKI AVE.
- B **Green Center** ..... 600 E. GREEN AVE.
- C **US Bank Structure** ..... 700 E. COLLEGE ST.
- D **US Bank - Bus Garage** ..... 201 W. WISCONSIN ST.
- E **Milwaukee Public Market** ..... 410 N. WATER ST.
- F **Blue Team Garage** ..... 410 N. WATER ST.
- G **The Plaza Ball** ..... 410 N. WATER ST.
- H **Garbarino Structure** ..... 300 E. WISCONSIN ST.
- I **200 N. Jackson St Parking** ..... 700 N. JACKSON ST.
- J **200 N. Dear St Garage** ..... 700 N. DEAR ST.
- K **Wells Fargo Tower** ..... 410 N. WATER ST.
- L **200 N. Water St.** ..... 700 N. WATER ST.
- M **City Hall** ..... 700 N. WISCONSIN ST.
- N **The Annex** ..... 300 N. PULASKI AVE.
- O **Government Center Plaza** ..... 300 N. 4TH ST.
- P **Marion Tower West Parking** ..... 300 N. WISCONSIN ST.
- Q **Marion Tower West Parking** ..... 300 N. WISCONSIN ST.
- R **Seawall** ..... 400 E. WISCONSIN ST.
- S **Public Assembly Center** ..... 300 E. WISCONSIN ST.
- T **City Hall** ..... 700 N. WISCONSIN ST.
- U **Red Bull Parking lots 10P** ..... 300 E. 3RD ST.

Download the app: [summerfest.com/getting-here](#)

**Milwaukee County Zoo**

## ZOO A LA CARTE

AUGUST 19, 2016

**31 HOUR I-94 EAST WEEKEND CLOSURE**

As part of the Zoo Interchange project, I-94 Eastbound will be fully closed for 31 hours starting Friday, August 19 at 10:00PM and will be closed until Sunday, August 21 at 5:00AM. During this full closure crews will work to get graders for the new I-94 Eastbound to I-41 Northbound and the I-94 Eastbound to I-41 Southbound system ramps.

Motorists should utilize Greenfield Avenue or Bluemound Road to get around the closure. Traffic backups and delays are anticipated along the freeway segments approaching the closure. If your weekend includes traveling on I-94 East in this area, don't let the construction change your plans. View more information on the project at [zooic.org](http://zooic.org).

*Please plan ahead, allow for extra time, and drive safely. Your patience is appreciated.*  
*All closures are weather dependent and subject to change.*

**THANK YOU FOR CHOOSING US**

To connect with the Milwaukee County Zoo, visit:

- @MilwaukeeCoZoo
- /MilwaukeeCountyZoo
- milwaukeezoo.org

To connect with the Zoo Interchange Project, visit:

- @WIZooIC
- /wizoointerchange
- zoointerchange.wi.gov

STAY CONNECTED

ZOO interchange

don't forget!  
scan here

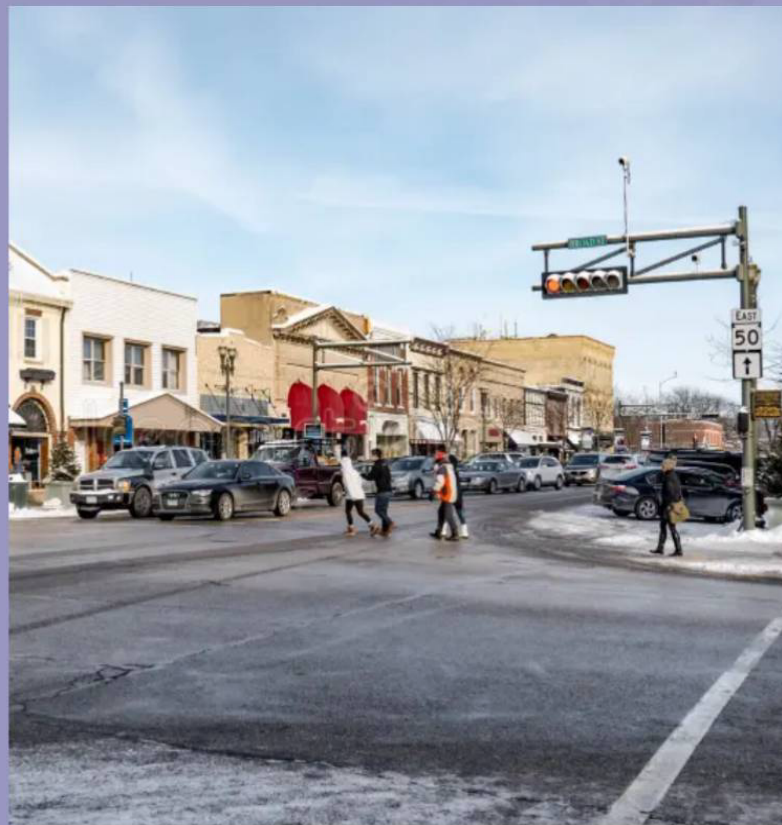
**THE BEST ROUTE TO SUMMERFEST**

Walking Directions to Summerfest from parking to provide festivalgoers plan-ahead parking and reduced stress accessing parking and the event.

kane

# WIS 50 Road Project Lake Geneva Proposal

Stay informed. Stay connected. Stay Lake Geneva.



February 2026



Dear David DeAngelis,

Thank you for the opportunity to submit this proposal for consideration as a communications partner for the City of Lake Geneva's upcoming downtown reconstruction project. We appreciate the time, thought, and leadership that has gone into planning a project of this scale and its importance to the community.

Lake Geneva is more than a city, it is a destination, an economic engine, and a place people return to year after year to enjoy the amazing shops, restaurants and outdoor amenities. Managing a multi-year reconstruction effort in a community that serves residents, businesses, visitors, and vacation-home owners requires more than information sharing. It requires clarity, consistency, and communications that build confidence while helping people navigate real-world impacts.

Kane Communications Group brings extensive experience supporting complex transportation projects and tourism-driven destinations. We understand the importance of keeping communities informed, visitors welcomed, and businesses supported, especially when access, parking, and events intersect with construction activity.

Our proposed approach is designed to help the City communicate proactively, reduce confusion, and protect Lake Geneva's reputation as a vibrant and accessible destination throughout every phase of reconstruction.

We are excited about the opportunity to partner with the City and look forward to discussing how Kane's strategic communications expertise can support a successful project for Lake Geneva, its residents, and its visitors.

Thank you again for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Cole R. Buergi". The signature is written in a cursive, flowing style with a prominent loop at the end of the name.

Cole Buergi  
Vice President  
Kane Communications Group

## City of Lake Geneva

### Downtown Reconstruction Communications Plan (2026-2028)

February 11, 2026

## Situation Overview

Beginning in 2026, the City of Lake Geneva will undertake a multi-year downtown reconstruction project that includes utility work, sewer and water improvements, and full road reconstruction extending through 2028. As a premier tourist destination and second-home community for many Illinois residents, Lake Geneva faces unique communications challenges: maintaining visitor confidence, supporting local businesses, managing parking constraints, and ensuring residents and property owners remain informed and engaged.

Kane Communications Group proposes a proactive, phased, and highly visible communications program designed to:

- Minimize confusion and frustration during construction
- Protect tourism, events, and downtown commerce
- Provide timely, accurate, and accessible information
- Build trust through transparency and consistency

This plan outlines strategy, tactics, timing, staffing, and a detailed cost framework aligned with Kane's proven public-sector infrastructure communications approach.

## Communication Objectives:

1. Inform residents, business owners, property owners, and visitors about construction timelines, impacts, and progress.
2. Guide visitors and residents to parking, events, and downtown destinations despite construction.
3. Reassure tourists, second-home owners, and event attendees that Lake Geneva remains open and welcoming.
4. Support downtown businesses during construction.
5. Prepare the community for high-traffic seasonal events amid constrained parking and access.
6. Reduce risk of misinformation through a single, trusted source of truth.

## Target Audiences:

- Full-time Lake Geneva residents
- Downtown businesses and employees
- Seasonal residents and second-home owners (especially Illinois-based)
- Tourists and day-trippers
- Event attendees (five major annual events)
- Media (local, regional, tourism-focused)
- City leadership and staff

## Kane's Approach:

Kane Communications Group will guide the City of Lake Geneva through this multi-year reconstruction using our proven Intelligent Start → Informed Outreach → Smart Growth model. This framework ensures communications are grounded in insight, activated with precision, and scaled to meet peak tourism and construction impacts.

- Intelligent Start (Planning and Discovery) - Our research turns relevant insights into strategic plans with clear, measurable objectives.
- Informed Outreach (Strategic Execution) - We implement marketing and communications strategies to move your priorities and your audiences into action.
- Smart Growth (Accountability and Evaluation) - We evaluate results and refine tactics as we go, working as your partner every step of the way.

## Intelligent Start (Foundation & Readiness | 2026)

Establish clarity, trust, and infrastructure before disruption accelerates.

Information gathered during the Intelligent Start phase will serve to inform the development of strategic marketing and communications plan that will guide outreach activities during the Informed Outreach.

### Strategic Focus

- Align City leadership, engineering teams, and contractors around one communications system
- Set expectations for residents, businesses, and visitors
- Identify key audiences
- Develop overarching project brand and key messages
- Build the overarching strategic plan that guide tactics designed to support the community through all phases of construction

### Key Activities

- Planning meetings
- Communications strategy and governance
- Message architecture and project narrative
- Launch of centralized construction information hub
- Initial media briefings and stakeholder alignment

### Strategic and Planning Deliverables

- Comprehensive construction communications strategy (multi-year roadmap)
- Communications governance playbook (roles, approvals, escalation protocols)
- Stakeholder mapping and engagement matrix
- Baseline sentiment and media audit
- Message architecture and project narrative
- Talking points and FAQs

## **Brand and Infrastructure Deliverables**

- Project brand identity (name and logo)
- Messaging toolkit for City leadership and partners
- Centralized Construction Information Hub (dedicated URL + update framework)
- Email opt-in system integration on website
- FAQ library (public + business specific)

## **Launch Deliverables**

- Public announcement materials (press release, Mayor script, media kit)
- Community briefing presentation
- Initial stakeholder toolkit (businesses, tourism partners, event planners)
- Social media launch assets
- Construction overview fact sheet

## **Informed Outreach (Active Construction & Navigation | 2026–2028)**

Deliver timely and consistent information that helps people navigate impacts, especially parking and events access.

The Intelligent Start process will provide keen insight into which tactics will be included and implemented during Informed Outreach. Activities may include:

### **Ongoing Communications System**

- Bi-weekly construction updates (email + website)
- Monthly business owner briefings
- Quarterly community updates
- Annual construction overview brochure
- Ongoing media relations and proactive outreach
- Real-time issue response protocol

### **Navigation and Wayfinding Support**

- Annual 11x17 'Get Around Guide' (parking & access map)
- Event-specific traffic and parking plans
- Business signage templates ('Open During Construction')
- Directional signage content and messaging
- Visitor-friendly digital parking guidance graphics

### **Seasonal and Event Communications**

- Seasonal Readiness Plans (Spring/Summer, Fall, Holiday)
- Five annual event communications toolkits
- Social media geofencing campaigns
- Paid social amplification during peak periods
- Illinois-targeted messaging for second-home owners and visitors

## Community & Stakeholder Engagement

- Email e-blasts
- Regular website updates
- Media relations and issues management
- Outreach to target communities / audiences
- Road directional signage
- On-site presence at key events (as needed)
- Coordination with VCB, downtown associations, and event planners
- Community partner messaging toolkits
- Rapid response media briefings

## Reporting & Accountability

- Monthly Client Activity Report (CAR)
- Client Conference Reports (CCR) following meetings
- Monthly performance dashboard (web, email, media, engagement metrics)

## Smart Growth (Visibility, Confidence & Momentum | Ongoing)

Protects tourism, reinforces downtown vitality, and sustains confidence throughout construction

Smart Growth is Kane's disciplined account leadership and performance management phase. It ensures the Downtown Reconstruction Communications Plan remains aligned, responsive, and accountable throughout construction. As conditions evolve – from seasonal tourism surges to shifting construction phases – Smart Growth ensures the City leads with clarity, consistency, and confidence. This is where strategy is monitored, refined, and strengthened to protect Lake Geneva's reputation and public trust.

## Strategic Focus

- Provide senior-level communications leadership throughout the multi-year initiative
- Maintain alignment across City leadership, engineers, contractors, tourism partners, and downtown businesses
- Monitor performance and public sentiment in real time
- Anticipate and mitigate risk before issues escalate
- Optimize messaging and resource allocation to maximize impact
- Reinforce transparency and accountability at every stage of construction

## Core Activities

- Senior account leadership serving as trusted advisor to City leadership
- Monthly strategic coordination meetings and cross-partner alignment
- Ongoing performance monitoring (website, email, social, earned media)
- Media monitoring and social listening to identify emerging concerns
- Proactive risk assessment aligned with construction milestones
- Seasonal and event-driven communications recalibration
- Budget oversight and tactical optimization



## Key Deliverables

- Monthly Client Activity Report (CAR) summarizing strategic progress
- Client Conference Reports (CCR) with documented action items
- Executive performance dashboard tracking engagement and sentiment
- Quarterly strategic performance summaries for City leadership
- Updated issue response protocols and holding statements (as needed)
- Annual strategic recalibration session
- Annual 'State of Downtown Progress' executive summary
- Final 2028 Grand Reopening Communications Plan

## Investment

Year 2026: \$325,000

Year 2027: \$290,000

Year 2028: \$280,000

The investment above is broken out by year with a decrease reflected as processes are established and a cadence is established. Kane provides a Client Activity Report (CAR) with each monthly invoice summarizing the key activities that took place in the month prior. Kane also provides an agenda before every client meeting and a Client Conference Report (CCR) summary (meeting recap) with action items after every client meeting. These activities are included in the scope of work.

Expenses such as but not limited to printing, billboard placement, mileage and other costs are outside the scope of investment above. When possible, these items will be billed directly to the city.

## Value to the City of Lake Geneva

This program delivers more than updates, it delivers confidence. By investing in proactive communications, the City protects tourism revenue, supports downtown businesses, reduces public frustration, and reinforces Lake Geneva's reputation as a premier destination, even during construction.

Kane Communications Group brings infrastructure communications expertise, destination sensitivity, and disciplined execution to ensure Lake Geneva, and its target audiences, remains informed throughout construction.

## Kane's experience:

The Kane team brings deep, real-world experience guiding communities through complex, high-profile road and infrastructure projects while protecting local economies and public confidence. Our team has led strategic communications for major transportation initiatives including

### Road Projects:

- I-93/90/94 - Madison to Wisconsin Dells
- Verona Road Project - Verona
- WIS 32 Project - Downtown De Pere
- WIS 151 - Columbus to Waupun
- Beltline Planning and Environment Linkages (PEL) Study - Middleton - Cottage Grove

- I39/90/94 Wisconsin River Bridge Project – Columbia County
- I-39/90 – Madison to Wisconsin State Border
- WIS 172 – Brown County
- Hwy 29 Corridor Preservation Project
- Military Avenue Project – Green Bay
- Holmgren Way Extension – Ashwaubenon
- McCleary Bridge Project - Wausau

**Tourism related projects:**

- Lambeau Field Expansion – Green Bay
- Burger Fest – Seymour
- Lodge Kohler Grand Opening – Green Bay
- Experimental Aircraft Association (E.A.A.) – Oshkosh
- Green Lake Country Visitors Bureau – Green Lake, Ripon, Markesan, Princeton and Berlin