



City of Lake Geneva, 626 Geneva St, Lake Geneva, Wisconsin- 262.248.3673- www.cityoflakegeneva.com

**FINANCE, LICENSING & REGULATION COMMITTEE
TUESDAY, OCTOBER 5, 2021 – 4:30 PM
CITY HALL, COUNCIL CHAMBERS**

Committee Members: Chairperson Ken Howell, Alderpersons: Joan Yunker, Mary Jo Fesenmaier, John Halverson, and Rich Hedlund

CITY HALL WILL BE OPEN TO THE PUBLIC DURING ALL MEETINGS. THE CITY OF LAKE GENEVA IS HOLDING ALL MEETINGS VIRTUALLY AS WELL AS IN PERSON. IF YOU WISH TO LISTEN OR WATCH THE MEETING YOU MAY DO SO BY USING THE FOLLOWING:

1. Links to the City of Lake Geneva's live video stream can be found at www.cityoflakegeneva.com/video
2. Television: Watch live broadcast of the meeting on Spectrum Cable Channel 25
3. Listen to audio via phone: (602) 333-2017 (Long distance rates may apply) (888) 204-5987 (Toll Free) **Access Code:** 9746153

AGENDA

1. Call to Order by Chairperson Howell
2. Roll Call
3. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes
4. Approve the minutes of the September 21, 2021 Finance, Licensing, and Regulation Committee meeting as prepared and distributed
5. **Licenses & Permits**
NONE
6. Discussion/Recommendation regarding amending the City of Lake Geneva Fee Schedule to remove resident corporate rental rate for the Riviera Ballroom- **Mayor Klein**
7. Discussion/Recommendation regarding temporary Library patron parking on Cook Street- **Parking Manager Elder**
8. Discussion/Recommendation regarding Proposals for Assessment Services for the years 2022-2024- **Clerk Kropf**
9. Discussion/Recommendation regarding 2021 Street Improvement Project Change Order #1 for work to be completed Edwards Blvd/Geneva Pkwy North in an amount not to exceed \$ 24,245.00 and contract with TAPCO for materials and installation of flashing beacons, not to exceed \$10,634.50, at proposed crosswalk at the intersection of Edwards Blvd./Geneva Parkway North- **DPW Director Earle**
10. Discussion/Recommendation regarding 2021 Street Improvement Project Change Order #2 for striping to be done on Edwards Blvd and Hwy 50 Intersection- **DPW Director Earle**
11. Discussion/Recommendation regarding Sidewalk Maintenance Policy- **DPW Director Earle**
12. Discussion/Recommendation regarding approving use of Library Park Sidewalk Capital Improvement Project funds for the 2022 Phase of the Sidewalk Maintenance Program- **DPW Director Earle**
13. Discussion/Recommendation regarding **Resolution 21-R65** a resolution establishing Ward Boundaries to reflect population changes according to the 2020 Census of Population- **Clerk Kropf**

14. Discussion/Recommendation regarding amending City Ordinances to adopt the Wisconsin Municipal and Related Records Retention Schedule- *Clerk Kropf*

15. Discussion/Possible Recommendation regarding draft of Forensic Audit Request for Proposals – *Administrator Nord*

16. Presentation of Accounts

- a.** Prepaid Bills in the amount of \$ 34,851.65
- b.** Regular Bills in the amount of \$118,935.74

17. Adjournment

<i>Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the City Clerk's office in advance so the appropriate accommodations can be made.</i>
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cc: Committee Members, Mayor, Council, Administrator, Attorney, Media

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, SEPTEMBER 21, 2021 – 4:30 PM
CITY HALL, COUNCIL CHAMBERS

Committee Members: Chairperson Ken Howell, Alderpersons: Joan Yunker, Mary Jo Fesenmaier, John Halverson, and Rich Hedlund

Chairperson Howell called the meeting to order at 4:30 p.m.

Roll Call

Present: Howell, Halverson, Hedlund, Fesenmaier, and Yunker

Absent:

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

Sarah Hill; 1024 George St; Spoke in opposition of the New Year's Eve Gala being hosted by the City. She further spoke in regards to the change orders for Phase I and Phase II of the Riviera Restoration Project. She also spoke in opposition of the annexation of various unincorporated town properties.

Approve the minutes of the September 7, 2021 Finance, Licensing, and Regulation Committee meeting as prepared and distributed

Motion by Halverson to approve, second by Hedlund. No discussion. Motion carried 5-0.

Licenses & Permits

Discussion/Recommendation regarding a Tier I Event Permit Application filed by the Badger High School for the event of Annual Homecoming Parade to be held Friday, October 15, 2021 from 4:00 p.m. to 5:30 p.m.

Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding an Original "Class A" Intoxicating Liquor License and Class "A" Fermented Malt Beverage License Application filed by Fontana Petro Inc d/b/a Fontana Petro, Agent, Prabh Thind, located at 501 Interchange North, Lake Geneva

Motion by Yunker to approve, second by Fesenmaier. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding an Agent Change for Samson Enterprises LLC to Tai Starr Serna

Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding City of Lake Geneva Insurance Renewal for 2021-2022

Motion by Halverson to allow Paul Lessila to address the committee, second by Yunker. Motion carried 5-0.

Lessila addressed the committee regarding the proposed 2021-2022 insurance renewal. He noted that the property insurance only saw a 2% rate increase; this was due to the Riviera Restoration project. He added the liability which includes the auto insurance, stayed flat from 2020-2021. The worker's compensation portion is set by state set rates; the MOD is at 105, which is an 18% increase due to claims. He noted the biggest change is to the cyber insurance; which was reviewed in the market place. He noted that the cyber portion would be moving from CHUBB to the League of WI Municipalities.

Motion by Howell to approve as presented, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding Riviera New Year's Eve Gala Ticket Price to fund the Never Say Never Playground

Mayor Klein addressed the committee regarding the Riviera New Year's Eve Gala. She asked that the committee consider a ticket price of \$75 per person with the proceeds going to the Never Say Never playground, near Veteran's Park. This event will not cost the city any money with all proceeds going to the non-profit.

Motion by Howell to approve the ticket price at \$75 with the proceeds to go to the Never Say Never Playground, second by Yunker. Fesenmaier stated that these types of events being hosted by the City, should stop after this year, but encourages it from this year due to the recent renovation project. Motion carried 4-1, with Hedlund voting no.

Discussion/Recommendation regarding Proposals for Auditing Services for the Years 2021-2023, including the City of Lake Geneva, Lake Geneva Utility Commission and Downtown Lake Geneva Business Improvement District
City Administrator Nord reviewed the RFP process, and scoring process completed by himself, the Finance Director, and the Utilities Director. The recommendation from staff is to award to WIPFLI.

Motion by Hedlund to approve awarding the contract to WIPFLI, second by Howell. Motion carried 5-0.

Discussion/Recommendation regarding a proposal for the City of Lake Geneva Piers & Buoy Service for 2022-2024
City Administrator Nord stated that the City sent out RFP's for this service, and only one proposal was received from Gage Marine.

Motion by Yunker to award the contract to Gage Marine, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding Change Order #9 filed by MSI General Corp for Phase I of the Riviera Restoration Project in an amount not to exceed \$2,768.00

Jay Craig from MSI General Corp addressed the committee concerning the change order for Phase I. He added that the savings on Phase I was approximately \$206,000. Finance Director Hall reviewed her analysis of the overall project, as listed in the packet. She noted that the project is over budget but that money in the fund balance was assigned to cover the overage.

Motion by Fesenmaier to approve change order #9 for Phase I, second by Yunker. Motion carried 5-0.

Discussion/Recommendation regarding final pay request filed by MSI General Corp for Phase I of the Riviera Restoration Project in an amount not to exceed \$40,938.00

Motion by Fesenmaier to approve, second by Yunker. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding Change Order #8 filed by MSI General Corp for Phase II of the Riviera Restoration Project in an amount not to exceed \$206,020.00

Jay Craig stated that this final change order includes various credits and overages from the second phase. Dave Luterbach noted that this included hardware and wood doors. The decision was made to replace all of the custom wood doors in this phase. It also included minor changes in the bathrooms and in the bar area of the ballroom. Yunker inquired about the door near the boat launch being made smaller. Craig noted that the door had not been replaced due to cost. Yunker added that the door was part of the initial cost and that the City should have had a credit as that door was shrunk in size. Craig noted that MSI would be willing to absorb that cost to bring this project to completion.

Hedlund questioned MSI's ability to change the scope of the project. Craig indicated that the Ad Hoc Committee was the main driving vehicle for the approval of the change of scope. Hedlund noted that he was disappointed to see that changes were made without Council approval.

Motion by Howell to approve Change Order #8 for Phase II of the Riviera Restoration project, second by Yunker. Motion carried on a roll call vote 5-0.

Discussion/Recommendation regarding final pay request file by MSI General Corp for Phase II of the Riviera Restoration Project in an amount not to exceed \$290,682.00

Motion by Howell to approve the final pay request for Phase II, second by Yunker. Motion carried 5-0 on a roll call vote.

Discussion/Recommendation regarding change order #1 filed by Hogan Environmental Cleaning for the Library Asbestos Abatement Project in an amount no to exceed \$3,995.00

Motion by Halverson to approve, second by Fesenmaier. No discussion. Motion carried 5-0 on a roll call vote.

Discussion/Recommendation regarding setting date for 2021 Trick or Treating in the City of Lake Geneva

Motion by Howell to schedule for October 31, 2021 from Noon to 4:00 p.m., second by Fesenmaier. No discussion.

Motion carried 5-0.

Discussion/Recommendation regarding possible annexation of various unincorporated areas within and around the City of Lake Geneva

Attorney Draper explained that this item had come forward as a request from the Public Works Committee. If added that there are certain guidelines per state statute that need to be followed. He added that he would review if any town islands that existed prior to 1973 were still present and would prepare a memo for a future meeting. Committee discussion included possible splitting ownership of the road with the township and possibly explore the Stoneridge Developer's agreement that may have identified a second access to the development.

Motion by Howell to not explore the annexation of various township properties, second by Yunker. Fesenmaier disagreed with the motion. Motion was withdrawn, second agreed. No action taken.

Discussion/Recommendation regarding possibly creating a policy to identify steps for adding items to Committee agendas

City Administrator Nord stated that this had come from a question regarding process to have items added to agendas.

Currently it would require approval of the chair for the committees. Fesenmaier stated that she would like to see the current process for Alders to request Council items be the same for agenda items for the committees. Fesenmaier offered to draft some policies for the committee's consideration. No action taken.

Discussion/Recommendation regarding possible purchasing monotubes, poles, and mast arms in regards to the Bloomfield Rd and Edwards Blvd signalization project

Motion by Howell to continue, second by Halverson. No discussion. Motion carried 5-0.

Discussion regarding August Treasurer's Report and Budget versus Actual

Finance Director Hall reviewed the August Treasurer's Report and Budget versus Actual report. No action taken.

Presentation of Accounts

Prepaid Bills in the amount of \$ 66,800.77

Motion by Yunker to approve, second by Halverson. No discussion. Motion carried 5-0.

Hedlund left the room at 5:56 p.m.

Regular Bills in the amount of \$205,844.28

Motion by Yunker to approve, second by Halverson. No discussion. Motion carried 4-0.

Adjournment

Motion by Halverson to adjourn, second by Yunker. Motion carried 4-0. The meeting adjourned at 5:57 p.m.

Riviera Rental Rates

Non- Resident

Mon-Thurs	\$1,250
Friday	\$4,700
Saturday	\$5,500
Mon-Thurs Multi-Day Event	\$850*
• Add Friday	\$1,700*
• Add Friday Half-day/AM	\$850*

**Group stays minimum of 1 night at Lake Geneva hotel*

Lake Geneva Resident*

**Company/Organization must be located in the City of Lake Geneva.*

Friday	\$2,350
Saturday	\$2,750
Sunday	\$2,250

Non-Profits*

Mon-Thurs Year-Round	\$1,000
Fri, Sat & Sun Off-peak only	\$1,000

****See Riviera Resident Rate Request for requirements and to submit for approval to obtain Resident Rates.***

****See Riviera Non-Profit Policy for further non-profit rate information.***

Non- Resident Off-peak (December 1—April 30)

Mon-Thurs & Multi-Day	Same as above
Friday	\$3,800
Saturday	\$4,700
Sunday	\$3,000

Resident Off-peak (December 1—April 30)

Mon-Thurs & Multi-Day	Same as Non-Resident
Friday	\$1,900
Saturday	\$2,350
Sunday	\$1,500

Package Inclusions

- 60” round dining tables to accommodate 8-10 guests per table
- 8ft long banquet tables to accommodate 8 guests per table
- Additional 8’ banquet tables for Registration, Buffets & Display Tables
- Chairs for up to 280 guests
- Built-in drop down screen & Projector
- Bose speaker system
- Handheld wireless microphone
- Lavalier microphone

Riviera Rental Rates

Non- Resident

Mon-Thurs	\$1,250
Friday	\$4,700
Saturday	\$5,500
Mon-Thurs Multi-Day Event	\$850*
• Add Friday	\$1,700*
• Add Friday Half-day/AM	\$850*

**Group stays minimum of 1 night at Lake Geneva hotel*

Non- Resident Off-peak (December 1—April 30)

Mon-Thurs & Multi-Day	Same as above
Friday	\$3,800
Saturday	\$4,700
Sunday	\$3,000

Non-Profits*

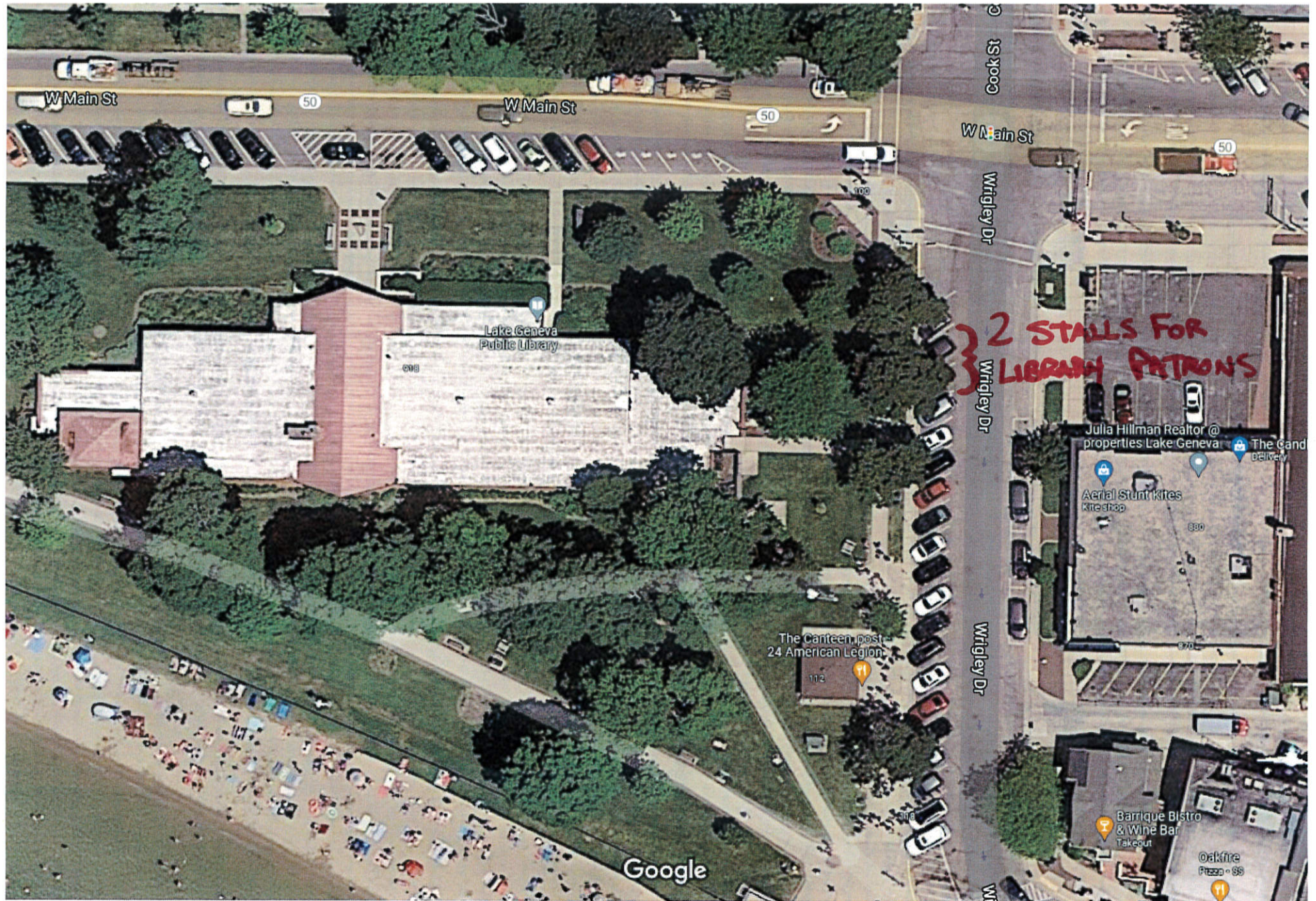
Mon-Thurs Year-Round	\$1,000
Fri, Sat & Sun Off-peak only	\$1,000

****See Riviera Non-Profit Policy for detailed non-profit rate information and requirements.***

Package Inclusions

- 60” round dining tables to accommodate 8-10 guests per table
- 8ft long banquet tables to accommodate 8 guests per table
- Additional 8’ banquet tables for Registration, Buffets & Display Tables
- Chairs for up to 280 guests
- Built-in drop down screen & Projector
- Bose speaker system
- Handheld wireless microphone
- Lavalier microphone





Map data ©2021, Map data ©2021 20 ft



***Associated Appraisal
Consultants, Inc.***



ASSESSMENT SERVICES PROPOSAL 2022-2024

*Qualifications and supporting
documentation*

PREPARED FOR:
City of Lake Geneva
September 22, 2021



**Associated Appraisal
Consultants, Inc.**
W62237 Neubert Road
Appleton, WI 54942
p (920) 749-1995
f (920)-731-4158
apraz.com

September 22, 2021

Lana Kropf
City Clerk
City of Lake Geneva

Dear Ms. Kropf:

I am pleased to provide the City of Lake Geneva with a proposal for statutory assessor services including annual maintenance and future revaluation options for the years 2022-2024.

Associated Appraisal Consultants, Inc. has been in the mass appraisal business since 1959. Our primary focus is municipal assessment through annual maintenance and revaluation programs. We currently serve as statutory assessor for more than 250 Wisconsin municipalities with a diverse variety of property types, ranging from the mansions of Lake Geneva to the unique properties of Wisconsin Dells, as well as Lake Superior communities and everything in between.

We offer unparalleled service and expertise. While our assessors are in the field, our administrative staff is in the office, Monday through Friday, to assist our clients, property owners, and businesses. Our staff is highly trained, and we pride ourselves on being prompt and professional when taking phone calls from property owners.

We also provide an optional service to our clients to have their municipal assessment records posted on our website. The website offers easy-to-use search criteria and shows land and improvement data, including digital photos of all properties within the municipality. Please visit our website at www.apraz.com and click on "Property Search."

Our professional image also sets us apart from other assessment firms. When fieldwork begins, your residents can readily identify the Associated Appraisal Consultants team by our fleet of red trucks clearly displaying our company name and logo. In addition, field appraisers wear company clothing and carry photo ID tags and letters of introduction from the Village while conducting onsite inspections.

Associated Appraisal Consultants, Inc. uses cutting-edge computer-aided mass appraisal software to capture and create modern computerized assessment records. Our records include digital photographs, computerized sketches of buildings, a map indicating location of property, sales data, permitting information and all owner correspondence. We continually invest to utilize the latest technology to serve our customers.

This is our business. We are proud of the reputation we have in the industry, from both our clients and state equalization officials. We put our best foot forward with every opportunity.

We welcome with great enthusiasm the prospect of working with you!

Respectfully,



Mark Brown
President



Our experienced and knowledgeable team is here to serve you and your property owners.

OUR MISSION

To provide our municipal clients the highest standard of assessing services. We do so by following sound assessing methodology, developing municipal equity without bias and providing a professional, courteous staff.



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BY THE NUMBERS

Associated Appraisal serves over **250 municipalities** throughout the state of Wisconsin containing a total inventory of approximately **700,000+** real estate parcels and **30,000+** personal property accounts for a total assessed value of over **\$87 billion** making us the **largest mass appraiser** in Wisconsin.

Who we serve

38
CITIES

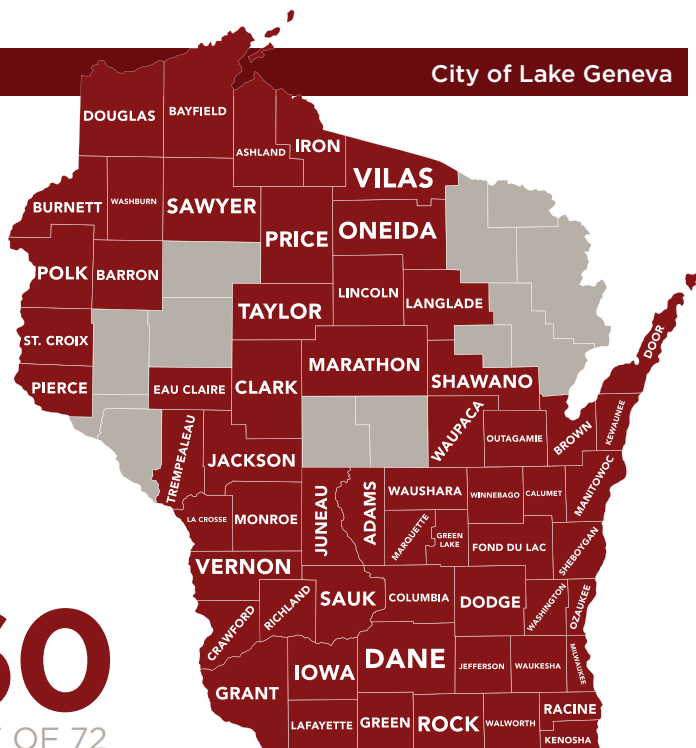
132
TOWNS

84
VILLAGES

60
OUT OF 72
COUNTIES

58 MOBILE HOME COMMUNITIES in **26** municipalities
with over **4,000** sites subject to monthly permit fee

287 ACTIVE TIDs
(Tax Incremental Districts)



Why AAC?

Associated Appraisal has been in the mass appraisal business since 1959. Our primary focus is municipal assessment through maintenance and revaluation programs. Our client base is divided between providing services directly to municipalities by acting as their statutory assessor or supporting the local municipal assessor.



Associated Appraisal maintains a professional image in the field, at the Open Book, and Board of Review hearings. For identification in the field, our staff members carry letters of introduction for the municipality, wear company ID tags and apparel, and drive red company vehicles clearly identified as part of the Associated Appraisal fleet.



When you call our office, Monday through Friday, you will be greeted by a friendly voice ready to direct your inquiry to an appropriate team member who will be happy to assist you. Our website offers links to important information and access to property assessment records twenty-four (24) hours per day.

Each municipal client has a primary point of contact, the project technician, providing a consistent relationship with the Associated Appraisal team. Our corporate office is in Appleton with satellite offices in Lake Geneva (Southern) and Hurley (Northern).

WE DO ASSESSMENTS RIGHT

Assessment documentation is what sets Associated Appraisal above the rest. For property owners demanding answers to assessment methodology, we document all aspects of a maintenance or revaluation project.

Our property records include:

- land data
- improvement attributes
- sketch and pictures
- current and historical sales data
- applicable appraisal reports
- property maps
- and any additional documentation needed to defend values

Each year, maintenance and/or revaluation guidebooks are prepared for use during Open Book or Board of Review to aid in understanding the appraisal methodology used and provide the public with data used in our analysis.

Included in these reports:

- current assessment levels
- property sale attributes with recent pictures
- all database data for valuation tables
- a detailed sales analysis
- applicable appraisal reports
- property maps
- any additional reports needed to support values



We're dedicated to your success.

**Associated Appraisal
Consultants, Inc.**

W62237 Neubert Road
Appleton, WI 54942

Phone: (920) 749-1995
Fax: (920) 731-4158
Website: apraz.com

Mark Brown
President

W62237 Neubert Road
Appleton, WI 54942
Email: markb.apraz@gmail.com
Direct: (920) 224-8802

*Associated Appraisal
adheres to the Wisconsin
Property Assessment Manual
and the annual timelines as
developed by the Wisconsin
Department of Revenue.*

OUR FIRM'S LEADER



Mark Brown

President

About Mark

Assessor with vast experience performing reviews, inspections and appraisals of property using independent discretion and judgment within the guidelines set forth by statutory requirements, and department policies and procedures. Experienced municipal Assessor, having successfully performed over 200 full-scale municipal revaluations, and successfully served as chief assessor for towns, villages, and cities throughout the state of Wisconsin.

Summary of Qualifications

- 17 years experience in appraisal and assessment.
- Considerable ability to communicate complex information tactfully and effectively, both orally and in writing, with state regulatory agencies, county regulatory agencies, elected officials, municipal staff, and the general public.
- In-depth knowledge of accepted principals, methods and techniques of property appraisal including computerized assessment systems.
- Extensive knowledge of all laws and regulations pertinent to local tax assessments.
- Extensive experience with appraisal of high-value lakefront property.
- Strong knowledge of real estate property values and land economics.
- Ability to accurately perform mathematical calculations, analyze data, and prepare reports.
- Experience working with a variety of mass appraisal computer systems, including Market Drive, Microsolve, GVS, MCost, Vision, Universe, and others.
- Strong project management skills including the ability prioritize projects and to organize, plan and direct the work of staff.
- Ability to read and interpret a wide variety of legal documents.
- Successful experience in defending valuations at Open Book, Board of Review, Department of Revenue appeals and Circuit Court.

Certifications • WI60828CA

- Assessor III Certification
- Assessor II Certification

Professional Experience

Associated Appraisal Consultants, Inc., Appleton, Wisconsin
2004 - Present

Career Growth @ AAC

Staff Appraiser > Director of Project Management > President

Education

St. Norbert College, De Pere, Wisconsin

Contact

W62237 Neubert Road
Appleton, WI 54942
Email: markb.apraz@gmail.com
Direct: (920) 224-8802

KEY CONTACT



Dean Peters

Vice President of Maintenance Services

About Dean

A skilled and experienced municipal Assessor, having successfully performed over 200 full-scale municipal revaluations, and successfully served as chief assessor for towns, villages, and cities throughout the state of Wisconsin.

Summary of Qualifications

- 22 years experience in appraisal and assessment.
- In-depth knowledge of professionally accepted appraisal practices for residential, commercial, multi-family and agricultural property.
- Full working knowledge of laws and regulations pertaining to local property tax assessment.
- Strong knowledge of real estate property values and land economics.
- Extensive experience with analysis of trends in market value based on real estate sales.
- Familiarity with variations in building construction costs throughout Wisconsin.
- Extensive experience with appraisal of high-value lakefront property.
- Successful experience in defending valuations at Open Book, Board of Review, Department of Revenue appeals and circuit court.
- Experience working with a variety of mass appraisal computer systems, including Market Drive, Microsolve, GVS, MCost, and others.
- Ability to effectively communicate complex information with state and local government, elected officials, municipal staff, the media, and general public.
- Involved in managing, training, and educating of assessment staff.

Certifications • WI77308CA

- Assessor III Certification
- Assessor II Certification
- Assessor I Certification
- Property Appraiser

Professional Experience

Associated Appraisal Consultants, Inc., Appleton, Wisconsin

1999 – Present

Career Growth @ AAC

Staff Appraiser > Project Manager > Director of Project Management > VP of Maintenance Services

Education

University of Wisconsin, Madison

Bachelor of Arts, 1999

Contact

W62237 Neubert Road

Appleton, WI 54942

Email: deanp.apraz@gmail.com

Direct: (920) 224-8803

WE CREATE MAXIMUM TEAM SUPPORT



Appraising Property, Not People

Our firm considers property, not people, when establishing assessed values. We leave out the affordability factor when setting our values. We review property without the influence of friends, neighbors and enemies. Our only intent is to establish true market values.



Immunity to Pressures

We as the "outside assessor" are independent of local creditors and business influence. We do not run for public office, therefore we are not seeking constituents' votes. We have the freedom to establish values as the market dictates, without a concern for public pressures.



Customer Inquiries

When taxpayers need questions answered, we have a large staff of highly trained technicians ready with the answer. Municipal officials are spared the task of researching and answering the endless stream of technical questions from property owners.



Experience & Training

Our appraisers not only have their own education and experience as a foundation, but also draw upon the collective knowledge of the entire team. Our firm has been in the municipal mass appraisal business for over 60 years. All members of our customer service staff are certified by the Wisconsin Department of Revenue as Assessment Technicians, and all project managers are certified Level II Assessors.



Accepted, Standard, & Proven Methodology

We utilize industry standard methodology to determine values. We are highly skilled at incorporating the cost approach, market approach and income approach in our valuation models. We abide by the standards set in the Wisconsin Department of Revenue Assessors' Manual Volume II, and The Marshall and Swift Cost Guides. The market approach is our primary method of valuation when adequate sales data is available.



Customer / Public Access

Our courteous and professional staff is experienced at handling all types of inquiries from municipalities, taxpayers, realtors and financial institutions. Our records are public, and are easily available through the Internet, e-mail, fax or phone. Our website offers municipalities and property owners access to their information at any time day or night. Our office hours are Monday through Friday, 8:00a.m. - 4:00 p.m.

2021 AAC MUNICIPALITIES
OVER \$800 MILLION IN EQUALIZED VALUE

*Municipality	2020 Population	2020 Equalized Value	Total Parcel Count	Type of Assessment Services
City of Middleton	21,050	\$4,077,208,800	6,686	Maintenance
City of Verona	12,737	\$3,273,069,100	4,711	Maintenance (2020 Revaluation)
Village of Germantown	20,686	\$2,900,792,300	8,429	Maintenance (2019 Revaluation)
City of Neenah	26,333	\$2,440,145,100	9,642	Maintenance (2019 Revaluation)
Village of Waunakee	14,399	\$2,150,021,500	5,247	Maintenance (2019 Revaluation)
Town of Linn	2,459	\$2,109,195,900	3,183	Maintenance (2019 Revaluation)
Village of Richfield	11,948	\$1,877,841,100	5,872	Maintenance (2021 Revaluation)
Village of Lake Delton	2,900	\$1,611,298,000	4,175	Maintenance (2017 Revaluation)
City of Hartford	15,870	\$1,494,573,200	6,011	Maintenance
Village of Grafton	11,989	\$1,490,727,800	4,167	Maintenance (2020 Revaluation)
Village of Sussex	11,373	\$1,429,991,200	3,387	Full Value Maintenance
Village of Deforest	10,624	\$1,336,023,100	4,212	Full Value Maintenance
Village of Fox Point	6,826	\$1,221,306,000	2,664	Maintenance (2020 Revaluation)
City of Menasha	17,468	\$1,196,723,000	5,259	Full Value Maintenance
City of Port Washington	11,954	\$1,112,699,800	4,621	Maintenance (2021 Revaluation)
Village of Pewaukee	7,883	\$1,060,241,200	2,945	Maintenance (2017 Revaluation)
City of Fort Atkinson	12,395	\$994,300,600	4,600	Maintenance (2017 Revaluation)
Village of Mukwonago	8,126	\$992,994,900	3,138	Maintenance (2018 Revaluation)
Town of Liberty Grove	1,786	\$990,565,300	4,627	Full Value Maintenance
City of Sturgeon Bay	9,542	\$957,729,900	4,619	Maintenance (2020 Revaluation)
Village of Little Chute	11,947	\$952,165,700	3,907	Maintenance (2021 Revaluation)
Town of Mukwonago	7,979	\$946,972,700	3,381	Maintenance
Town of Westport	4,038	\$941,015,000	2,906	Maintenance (2019 Revaluation)
Village of Somers	9,182	\$940,358,100	3,173	Maintenance (2020 Revaluation)
Village of Williams Bay	2,614	\$877,475,100	2,507	Maintenance (2017 Revaluation)
Town of East Troy	4,073	\$873,212,700	2,578	Maintenance (2016 Revaluation)
City of Plymouth	8,715	\$863,133,100	3,167	Maintenance
Town of Sheboygan	8,029	\$860,652,700	4,022	Maintenance (2010 Revaluation)
Town of Dunn	4,852	\$857,854,200	2,956	Maintenance (2021 Revaluation)
Village of Cottage Grove	6,716	\$842,628,700	2,530	Maintenance (2020 Revaluation)

*Complete client list available upon request.



OUR EDUCATION OUTREACH PROGRAM

We understand the importance of having a strong, proactive communication and education program to help you engage with your community's property owners. As we have learned from 60 years of doing this work, being open and transparent with property owners as you begin assessments is critical. We will partner with you to supply you with content, data, key communication pieces and a public relations plan that will dispel perceptions and inaccuracies, and garner the support of your community as we provide you with the very best, technically sound assessment services — free from errors and defensible from an equity standpoint. We stake our reputation on it and it's why we've been Wisconsin's preferred assessor for decades. We're in this together!

We'll partner with you to provide:

- Social media content
- Planning and executing open houses/public information sessions
- Mailings
- Flyers and posters
- Public information pieces to post at libraries, public transit centers, municipal buildings, etc. *(to reach people who aren't on social media and/or have limited access to the internet)*
- News releases
- Coordinate media interviews
- Provide subject matter experts
- FAQs
- Content for municipal newsletters
- Informative slide decks
- Key messaging for municipal officials and other stakeholders
- Crisis communications
- Proactive PR strategies



GENERAL QUOTATION REQUIREMENTS & EVALUATION QUESTIONS

For over 60 years, Associated Appraisal Consultants has been a trusted partner in providing Wisconsin municipalities with general assessment and revaluations services. We are currently serving over 250 municipalities with diverse and lakefront properties.

Below are our answers to your RFP questions:

A. Define an inspection and describe your procedures for administering inspections.

Inspections involve updating/reviewing the property records for any physical changes made to a property that causes a change in market value. Associated Appraisal will physically visit each property and at a minimum perform an exterior inspection. Interior inspections occur when the property does not match the property record card, previous documentation or as the assessor deems necessary. If a property owner was not available at the time of visit we would leave a door hanger with instructions on how to schedule an inspection.

The following inspection cycle is completed by Associated Appraisal annually:

- New construction
- Significant remodeling (requiring a permit), or other major building condition changes
- Demolition or damaged due to fire etc.
- Annexed properties
- Combining or splitting of parcels
- Change in exemption status
- Improved properties under construction over a period of years shall be re-inspected.
- Sales properties
- Legal description changes as necessary
- Zoning changes shall be reviewed and inspected as necessary to ensure a fair assessment.
- Requests for review by property owners

RFP QUESTIONS *continued*

- B. Describe your approaches used in developing commercial valuations.

Commercial valuations are completed using the three approaches to value: sales comparison approach, cost approach and income approach.

- Sales Comparison Approach

Associated will collect, compile and analyze all available sales data for the Municipality to become familiar with the prevailing market conditions and activity. A detailed analysis of sales data will be prepared, including a picture book of recent commercial sales. Vacant land sales will also be compiled and analyzed. In valuing property by the sales comparison approach, subject properties will be appraised through a detailed comparison to similar properties that have recently sold, making careful consideration of similarities and differences between the subject and comparable sale properties.

- Cost Approach

The cost approach to value will be considered for all taxable improved property. Replacement costs for commercial improvements will be calculated using Marshall & Swift valuation service (now Core Logic). All accrued depreciation, including physical deterioration, functional obsolescence, and economic obsolescence will be accurately documented and deducted from current replacement costs.

- Income Approach

Consideration of the income approach to value will be made when the income or potential income generated by the real estate is deemed likely to affect the property's resale value. Data to be analyzed will include economic rents, typical vacancy rates and typical operation expense ratios. In the valuation of property by the income approach, adequate records will be prepared, showing a reconstruction of income and expenses, as well as all calculations used to arrive at market value, including formulas and capitalization rates as appropriate to the type of property being appraised.

RFP QUESTIONS *continued*

- C. Specifically, describe your methods for “discovering” personal property accounts.

Discovering personal property accounts requires a multi-technique approach.

- Personal property is a self-reporting system so there is a certain level of dependence on new businesses to report.
- Municipalities often keep track of any new businesses through occupancy permits or other similar documents such as permits for buildouts etc.
- Associated field staff actively look for new businesses as they perform appraisals.
- Associated depends on reports generated by the leasing companies. These reports provide data on what companies are leasing. Many new companies show up on the leasing reports.
- Assistance from the City as a crosscheck of new businesses, closures and changes in valuation are helpful in the discovery of omissions and additions.
- Our CAMA system has an audit report, notifying us of any real estate parcels not having a personal property account. Using that report we would verify on-site or by other means if a new account should be added for that location.

- D. Describe the criteria you employ in determining which permits you inspect.

See provided list under question A and further detailed in the provided sample Contract for Maintenance Assessment Services, *Addendum B*.

- E. Detail your procedures relative to those properties that are improved but unfinished as of the assessment date.

Partial assessments are placed on the assessment roll based on the percentage of completion as of the effective date of assessment being January 1st. Each year we will revisit any partial construction projects and update the property record card and valuation as needed until completion. For example, as of January 1, the property is 40% completed. The property will be visited the following year and assessed for the full value if it is completed.

- F. Describe the process you utilize to update annual assessments outside of the revaluation years.

The maintenance assessment cycle is the minimum annual requirement of assessors to maintain the assessment roll from year to year. Assessments from the previous year are updated to reflect changes that effect market value, then are adjusted to the current level of assessment as needed. See provided list under question A and further detailed in the provided sample Contract for Maintenance Assessment Services, *Addendum B*.

- G. When reviewing building permits, when do you feel it is necessary to conduct a physical inspection of the property in order to determine an updated value for the property which was issued a building permit?

See provided list under question A and further detailed in the provided sample Contract for Maintenance Assessment Services, *Addendum B*.

RFP QUESTIONS *continued*

- H. In your estimation, what should be the percentage of assessment disputes considered by the Board of Review in a revaluation year?

The attendance at Board of Review really would depend on how long it has been between revaluation years and what appreciation or depreciation in market values has occurred over that timeframe. We typically expect about 1% of the improved parcel count appealing at BOR.

- I. During a revaluation year, what percentage of your firm's disputes is reduced prior to Board of Review?

Most disputes are handled prior to BOR via the Open Book process and informal meetings with property owners. We provide detailed documentation to property owners during the open book review period to ensure transparency in our valuations and appraisal methods used. Additionally, we take the time to listen and educate property owners on the assessment process and answer any questions they have which significantly reduces assessment appeals.

- J. What is your overall philosophy of being a municipal assessor?

Our overall philosophy of being a municipal assessor is best summed up in our mission statement: To provide our municipal clients the highest standard of assessing services. We do so by following sound assessing methodology, developing municipal equity without bias and providing a professional, courteous staff.

- K. How would you define good customer service?

Good customer service is the job of each person who represents Associated Appraisal Consultants, Inc. Each time someone calls our office during 8 am and 4 pm, a friendly voice answers ready to assist. We have 24-hour internet access for those who cannot contact us during normal business hours. We provide a project manager and project technician to each municipality to ensure a good working relationship is established with one point of contact. Finally, our field staff comes into the field with photo identification, letters of introduction on municipal letterhead and in full company issued clothing. Their vehicles are clearly marked with our information, their coats, shirts and hats have our logo on them; all ensuring we are easily identifiable.

RFP QUESTIONS *continued*

- L. Given the current economic problems, please describe your opinion on the need for a revaluation over the next three years for the City of Lake Geneva. What would be your recommendation if you were to be the City's assessor?

The job of the municipal assessor is to ensure property taxes are evenly distributed among its residents. If inequalities exist and one person is assessed higher than someone else in a property that is relatively equal in home and lot size, that person is paying more than their fair share of the tax burden. It is our job to then recommend a revaluation to bring each property in line with market value and re-establish equity between similar properties.

Given the last full scale revaluation with onsite inspections took place over 15 years ago (conducted by AAC) we would recommend another onsite revaluation sometime over the next three years to ensure property record card information is current and correct. We would recommend conducting annual maintenance until a onsite revaluation occurs. After a revaluation the City will then have the option to conduct annual market updates or every other year because the property records will be current.

In preparing this proposal, I evaluated your current assessment uniformity and accuracy over the past five years by conducting an assessment/sales ratio study, which indicated that the City's assessment equity and uniformity currently does not meet established industry standards. Based on the statistical metrics displayed in that study compared to expected ratio standards by the Wisconsin Department of Revenue and International Association of Assessing Officers, it is clear the City's assessments are no longer equitable and that uniformity has gradually eroded.

The recent 2020 sales analysis shows that property assessments are approximately 7% under their recent sales prices (median ratio was 92.86%). High valued properties are consistently undervalued as compared to lower valued properties, which is evident by the price related differential (PRD) of 1.10 (an acceptable range is 0.98 to 1.03). However, the most alarming ratio statistics in this study was the coefficient of dispersion (COD) at 21.60 (should be between 5-10) and the coefficient of concentration (COC) being 66.1 (should be higher than 85). What those two statistics infer is that only 66.10% of the time assessment ratios were within 21.60% of the median ratio of 92.86%. This indicates very poor assessment performance and a need for a revaluation ASAP.

REFERENCES

**Village of Richfield**

Jim Healy
Administrator
4128 Hubertus Road
Hubertus, WI 53033
262-628-2260 ext. 115
administrator@richfieldwi.gov

**Village of Pewaukee**

Scott Gosse
Administrator
235 Hickory Street
Pewaukee, WI 53072
262-691-5660
sgosse@villageofpewaukee.com

**Town of Linn**

Jim Hurley
Administrator/Treasurer
W3728 Franklin Walsh Street
Zenda, WI 53195
262-275-6300 ext. 12
admin@townoflinn.com

**City of Verona**

Adam Sayre
City Administrator
111 Lincoln Street
Verona, WI 53593
608-845-6495
adam.sayre@ci.verona.wi.us

**City of Middleton**

Mike Davis
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7426 Hubbard Ave
Middleton, WI 53562
608-821-8358
mdavis@cityofmiddleton.us

ASSESSMENT SERVICES COST

Our **annual maintenance assessment services** will meet or exceed all requirements described in the “Scope of Work - Assessment Services” numbered 1-22 on page 2 and 3 of the City’s request for proposals dated July 22, 2021.

The figures below are for the assessment years 2022, 2023, and 2024.

Assessment Year	Total Annual Compensation Rate
2022	\$42,500
2023	\$42,500
2024	\$42,500

Total Three-Year Cost:	\$127,500
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Assessment CAMA Software	Included
Postage and mailing services	Included
Open Book & Board of Review Expenses	Included
Web Hosting of Assessment Data	Included

The above total annual compensation rates are in not-to-exceed sums including all costs, but not necessarily limited to: labor, materials, supplies, equipment, transportation, meals, lodging, computer software, and Board of Review expenses.

CAMA SOFTWARE CONVERSION



AAC uses a different computer aided mass appraisal (CAMA) software than your current assessor. Our experience converting their CAMA records usually reveals missing minimum Department of Revenue required digital property record card information such as: building attributes, dimensions/sketches and primary building pictures among others. We have estimated this conversion may cost up to **\$5,000** and shall be discussed with the City prior to executing an assessment services contract.

ALTERNATE ASSESSMENT SERVICES COST

Our annual **full-value maintenance assessment services** will meet or exceed all requirements described in the “Scope of Work - Assessment Services” numbered 1-22 on page 2 and 3 of the City’s request for proposals dated July 22, 2021.

The figures below are for the assessment years 2022, 2023, and 2024.

Assessment Year	Total Annual Compensation Rate
2022	\$65,000
2023	\$65,000
2024	\$65,000

Total Three-Year Cost:	\$195,000
-------------------------------	------------------

Assessment CAMA Software	Included
Postage and mailing services	Included
Open Book & Board of Review Expenses	Included
Web Hosting of Assessment Data	Included

The above total annual compensation rates are in not-to-exceed sums including all costs, but not necessarily limited to: labor, materials, supplies, equipment, transportation, meals, lodging, computer software, and Board of Review expenses.

FULL-VALUE MAINTENANCE

All taxable parcels would be updated to reflect recent market value sales utilizing mass appraisal methods. Only those parcels with “Maintenance” related reasons to visit would be inspected on an annual basis. The level of assessment would annually be kept within 5%-10% of the City’s equalized value. Optional interior walkthroughs or exterior only percentage inspection cycles can be added for an additional annual cost. ***This option is only available after an onsite inspection revaluation.***

FUTURE REVALUATION SERVICES COST

Our revaluation assessment services will meet or exceed all requirements described in the “Scope of Work - Revaluation Services” numbered 1-15 on page 3 and 4 of the City’s request for proposals dated July 22, 2021.

The figures below are for conducting a revaluation during any of the assessment years of 2023 or 2024.

Revaluation Type	Total Annual Compensation Rate
Interim Market Update Revaluation	\$70,000
*Full Inspection Revaluation	\$232,500
*Exterior Only Revaluation	\$192,500

<i>Annual Maintenance Assessment Service</i>	<i>Included</i>
Assessment CAMA Software	Included
Postage and mailing services	Included
Open Book & Board of Review Expenses	Included
Web Hosting of Assessment Data	Included

INTERIM MARKET UPDATE

All taxable parcels would be updated to reflect recent market value sales utilizing mass appraisal methods. Only those parcels with “Maintenance” related reasons to visit would be inspected onsite. ***This option is only available after an onsite inspection revaluation.***

FULL & EXTERIOR REVALUATIONS

AAC would physically inspect 100% of the improved properties in one year and update assessment records. All taxable parcels would be updated to reflect recent market value sales utilizing mass appraisal methods. A *full inspection revaluation* would include both interior walkthroughs and exterior inspections. The *exterior only revaluation* option would only include onsite exterior inspections.

**Options are available upon request to spread a revaluation cost over the term of the contract and would depend on the scope of services required.*

ADDENDUMS

A | Certificate of Insurance

A1

B | Sample Maintenance Contract

B1-10

CERTIFICATE OF INSURANCE



ASSOC02

OP ID: JV

CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 08/12/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ADEMINO & ASSOCIATES 1001 TRUMAN P O BOX 99 KIMBERLY, WI 54136-0099 DAVID VAN BOOGARD		CONTACT NAME: DAVID VAN BOOGARD PHONE (A/C, No, Ext): 920-734-3110 E-MAIL ADDRESS: dvanboogard@ademino.com FAX (A/C, No): 920-734-6027	
INSURED ASSOCIATED APPRAISAL CONSULTANTS INC & GP ACQUISITION INC PO BOX 291 GREENVILLE, WI 54942		INSURER(S) AFFORDING COVERAGE INSURER A: WEST BEND MUTUAL INS INSURER B: UNDERWRITERS AT LLOYD'S LONDON INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 15350	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:		A323069	08/16/2020	08/16/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY		A323069	08/16/2020	08/16/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☐ DED ☒ RETENTION \$ WAIVED	☒ OCCUR ☐ CLAIMS-MADE	A323069	08/16/2020	08/16/2021	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ N / A	A339201	08/16/2020	08/16/2021	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	ERRORS & OMISSIONS		PGIARK06509-04	08/16/2020	08/16/2021	\$10000DED 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SAMPLE CERTIFICATE	SAMPL-1	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
		AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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CONTRACT FOR MAINTNENCE ASSESSMENT SERVICES

Prepared for the
City of Lake Geneva
Walworth County

By

***Associated Appraisal
Consultants, Inc.***

Appleton Office
W6237 Neubert Road
Appleton, WI 54913
Phone (920) 749-1995/Fax (920) 731-4158

P.O. Box 291
Greenville, WI 54942-0291

Lake Geneva Office
Walworth County
Lake Geneva, WI 53147

Ironwood, Michigan Office
Ironwood, MI 49938

Hurley Office
Iron County
Hurley, WI 54534

CONTRACT FOR MAINTENANCE ASSESSMENT SERVICES

This Contract is by and between the **City of Lake Geneva, Walworth County, State of Wisconsin**, a municipal corporation (hereafter referred to as “Municipality”) and **Associated Appraisal Consultants, Inc.**, with its principal office at W6237 Neubert Road, Appleton, WI 54913 (hereafter referred to as “Assessor”).

IN CONSIDERATION of the mutual promises contained herein, the parties hereto do agree as follows:

I. SCOPE OF SERVICES. All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the *Wisconsin Property Assessment Manual* and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this Contract. This Contract is being provided under the assumption all property records are in digital format. Digital property records include digital photographs, sketches and property record data compliant with the Wisconsin Department of Revenue mandates. In the event the records are not digital, there shall be an additional cost for conversion.

INSPECTIONS. The following inspection cycle is to be completed by the Assessor annually:

- 1) New construction, annexed properties, and properties with a change in exemption status shall be physically inspected, and the property record card prepared or updated as needed.
- 2) Properties affected by building removal, fire, significant remodeling (those requiring a building permit), or other major condition changes shall be physically inspected.
- 3) Improved properties under construction over the term of the contract years shall be re-inspected.
- 4) All sales properties, legal description changes, and zoning changes shall be reviewed and inspected if deemed necessary to ensure an accurate and fair assessment.
- 5) Requests for review by property owners, made after the close of the municipal Board of Review, and prior to signing the affidavit for the next assessment roll, shall be physically inspected during the current assessment cycle.
- 6) A classification review shall be conducted annually to determine eligibility for agricultural use value assessment and the assessment of agricultural forestland and undeveloped land.

- A. PARCEL IDENTIFICATION.** The legal description and size of each land parcel shall be contained in the existing property records. The drawings and measurements of each primary improvement shall be contained in the existing property records. For all new records, the Assessor shall provide digital drawings and digital photographs of each primary improvement. In the event of a discrepancy found in existing records, the Assessor shall investigate and correct the record.
- B. PREPARATION OF RECORDS.** Appropriate records shall be used in the evaluation and collection of data for residential improvements, commercial improvements, and agricultural improvements. All information relating to the improvements shall be obtained and shown as provided on the respective forms. The Assessor shall supply to the Municipality a complete set of property records in a computer readable format compatible with the Municipality's computer system and update records within fourteen (14) days of final adjournment of the Board of Review. Records shall be updated prior to open book and again to reflect any changes made at Board of Review.
- C. APPROACH TO VALUE.** Assessor shall assess all taxable real estate according to market value, as established by professionally acceptable appraisal practices, except where otherwise provided by law. Assessor shall consider the sales comparison approach, the cost approach and the income approach in the valuation of all property.
- 1) Sales Comparison Approach.** Assessor will collect, compile and analyze all available sales data for the Municipality in order to become familiar with the prevailing market conditions and activity. A detailed analysis of sales data will be prepared, including pictures of recent residential and agricultural sales. Vacant land sales will also be compiled and analyzed. In valuing property by the sales comparison approach, subject properties will be appraised through a detailed comparison to similar properties that have recently sold, making careful consideration of similarities and differences between the subject and comparable sale properties.
 - 2) Cost Approach.** The cost approach to value will be considered for all taxable improved property. Replacement costs for residential and agricultural improvements will be calculated per Volume II of the *Wisconsin Property Assessment Manual* or similar cost manual. Replacement costs for commercial improvements will be calculated using Marshall & Swift valuation service or similar cost manual. All accrued depreciation, including physical deterioration, functional obsolescence, and economic obsolescence will be accurately documented and deducted from current replacement costs.

3) Income Approach. Consideration of the income approach to value will be made when the income or potential income generated by the real estate is deemed likely to affect the property's resale value. Data to be analyzed will include economic rents, typical vacancy rates and typical operation expense ratios. In the valuation of property by the income approach, adequate records will be prepared, showing a reconstruction of income and expenses, as well as all calculations used to arrive at market value, including formulas and capitalization rates as appropriate to the type of property being appraised.

D. OPEN BOOK CONFERENCE. Upon completion of the Assessor's review of assessments and prior to completion of the assessment roll, the Assessor shall hold open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values. The Assessor shall mail a notice of assessment for each taxable parcel of property whose assessed value has changed from the previous year. The notice form used shall be that prescribed by the Department of Revenue, and include the time and place the open book conference(s) will be held. Mailing shall not be less than fifteen days prior to the first day of the conference for the convenience of property owners. The Assessor shall take the phone calls to schedule appointments for the open book conference as needed. The assessor shall be present at the open book conference for a time sufficient to meet with the property owners or their agents and shall be present at least two (2) hours or as needed. Assessor shall provide the necessary staff to handle the projected attendance.

E. COMPLETION OF ASSESSMENT ROLL AND REPORTS. The Assessor shall be responsible for the proper completion of the assessment roll in accordance with current statutes and the *Wisconsin Property Assessment Manual*. The Assessor shall provide final assessment figures for each property to the Municipality, and the roll shall be totaled to exact balance. Assessor shall prepare and submit all reports required of the Assessor by the Wisconsin Department of Revenue; postage and mailing services are at the Assessor's expense.

- F. BOARD OF REVIEW ATTENDANCE.** Assessor shall attend all hearings of the Municipal Board of Review to explain and defend the assessed value and be prepared to testify under oath regarding the values determined. In the event of appeal to the Wisconsin Department of Revenue or Circuit Court, Assessor shall be available upon request of Municipality to furnish testimony in defense of the values determined for up to eight employee hours per parcel. Testimony in excess of eight employee hours will require an addendum to this Contract. Assessor shall arrange and provide the Personal Property and Real Estate Assessment Roll for viewing by the public as prescribed in Chapter 5 of the Wisconsin Property Assessment Manual, as amended each year, and adhere to any county or Municipality business requirements as prescribed under Wis. Stat. § 70.09(3)(c). If deemed necessary by both parties, any outside counsel services requested by the Assessor shall be provided and paid for by the Municipality as agreed upon by both parties.
- G. PERSONAL PROPERTY ASSESSMENTS.** The Assessor shall prepare and distribute annual personal property statements to all businesses; postage and mailing services are at the Assessor's expense. Each year the Assessor will review statements and follow up with un-filed or incorrect statements. The Assessor shall determine the appropriate assessment. The Assessor shall exercise particular care so that personal property as a class on the assessment roll bears the same relation to statutory value as real property as a class.
- H. MONTHLY MUNICIPAL PERMIT FEE.** Manufactured and Mobile home statement of monthly municipal permit fee calculations shall be completed. Assessor shall maintain an electronic copy of the property record data for each account as contained on the PA-117 form, Manufactured & Mobile Home Valuation Worksheet or similarly approved form as prescribed in Chapter 5 of the Wisconsin Property Assessment Manual, as amended each year.
- I. PUBLIC REQUESTS.** The Assessor shall timely respond to all open records requests received by the Assessor. In so doing, the Assessor shall comply with the confidentiality provisions of the Wisconsin Statutes, including sec. 70.35(3) Wis. Stats., regarding the personal property return, sec. 70.47(7)(af), Wis. Stats. regarding income and expense information provided to the assessor and board of review; and sec. 77.265, Wis. Stats., regarding the real estate transfer return.

- J. AVAILABILITY.** The Assessor shall maintain telephone service to receive calls from the Municipality or property owners five days a week from 8:00 a.m. to 4:30 p.m. excluding holidays and Assessor time off. Internet and voicemail communication are available twenty-four hours per day. The Assessor shall timely respond to all telephone inquiries within two business days or sooner. The Assessor shall copy the municipal clerk on those issues that have been raised to the clerk or board and subsequently passed on to the Assessor. Assessor shall be available to attend Village meetings at the request of the Municipality for up to four (4) hours annually not including annual assessment required meetings. Any additional meetings the Assessor shall be asked to attend beyond four (4) hours shall be compensated at the customary rates charged by the Assessor. The Municipality and the Assessor shall discuss the cost prior to attendance.
- K. MUNICIPAL RECORDS.** The Municipality shall allow access and make available to the Assessor municipal records such as, but not limited to, previous assessment rolls and records, sewer and water layouts, permits, tax records, records of special assessments, plats, and any other maps currently in the possession of the Municipality at no cost.
- L. MAPS.** Municipality shall provide at no cost to Assessor any plat maps, zoning maps, cadastral maps, or other maps currently in the possession of the Municipality. If such maps necessary for our work are not in the possession of the Municipality, Assessor shall obtain them from the County surveyor, Register of Deeds, or other sources at the Municipality's expense.

II. GENERAL REQUIREMENTS

A. OATH OF OFFICE. As Assessor is a corporation, the person designated as responsible for the assessment shall take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. The oath shall conform to Section 19.01, Wis. Stats. and be filed with the Municipal Clerk prior to commencing duties. Assessor shall assume the appointed office of City Assessor as per Wisconsin Statutes secs. 62.09 (1)(c) and 70.05(1) for the duration of this Contract and shall perform all statutory duties appertaining to such office. The Assessor shall be considered a public officer and afforded the protection from civil liability under sec. 895.46(1), Wis. Stats. for carrying out duties while acting within the scope of the Assessor's employment as an officer of the Municipality. As such, and except for those claims and liabilities based upon intentional acts of Assessor, Municipality shall hold harmless Assessor from all claims and liabilities relating to the assessment or taxation of property, including but not limited to claims made under Wisconsin Statutes secs. 74.35, 74.37 and circuit court claims, unless otherwise specified in this Contract.

B. QUALIFICATIONS AND CONDUCT OF PERSONNEL. The Assessor shall provide at its own expense any personnel necessary and shall comply with the following:

- 1) All personnel providing services shall be currently certified in compliance with Sec. 70.05 and 73.09, Wis. Stats. and the administrative rules prescribed by the Wisconsin Department of Revenue.
- 2) Assessor's field representatives shall carry photo identification cards.
- 3) All employees, agents, or representatives of the Assessor shall conduct themselves in a safe, sober, and courteous manner while performing services within the Municipality.
- 4) The Assessor shall review any complaint relative to the conduct of the Assessor's employees and take appropriate corrective action. If the Municipality deems the performance of any of Assessor's employees unsatisfactory, the Assessor shall, for good cause, remove such employees from work upon written request by Municipality, such request stating reasons for removal.

C. INSURANCE AND INDEMNITY. The Assessor agrees as follows:

- 1) The Assessor shall obtain and maintain during the term of this Contract full coverage insurance to protect and hold harmless the Municipality which insurance is to include:

(a) Workers Compensation State of Wisconsin requirements

(b) General Liability

General Aggregate \$ 2,000,000

Products/Completed Operations \$ 1,000,000

Each Occurrence \$ 1,000,000

Personal & Advertising \$ 1,000,000

Fire Damage \$ 100,000

Medical Expense \$ 10,000

(c) Comprehensive Auto Liability

Combined Single Limit \$ 1,000,000

- 2) The Assessor shall provide the Municipality with certificates for all required insurance, with the Municipality as a named insured. All insurance coverage shall contain a 10-day advance notice of cancellation to the Municipality. The Assessor shall timely pay all insurance premiums.
- 3) Liability for bodily injury, disability, and/or death of employees or any person or for damage to property caused in any way, directly or indirectly, by the operations of the Assessor within the Municipality shall be assumed by that Assessor.

- D. OWNERSHIP OF RECORD.** All records prepared or maintained in connection with assessments in the Municipality shall at all times be and remain the sole property of the Municipality, including (a) all records prepared in connection with assessments in the Municipality including, but not limited to property records, personal property forms, maps, and any other schedules or forms, (b) all records and materials obtained from the municipality and not previously returned to include maps, and Assessor's records, and (c) materials specifically obtained and/or used for performance of assessment work for the Municipality, to include aerial photos, maps, depth factor tables, copies of leases, correspondence with property owners, sales data, copies of real estate transfer returns, and operating statements of income property, and (d) if the record system is computerized, at a minimum, provide that the software be able to create an exportable text file of data (e) if the Municipality requires a conversion of the electronic assessment records to a neutral file format, such as but not limited to a text file format or a tab delimited format, the Municipality shall pay the actual cost of such conversion.

III. TERM AND TERMINATION

- A. TERM.** The term of this Contract is for the **2022, 2023, and 2024** assessment year(s). The assessor shall have completed all work under this Contract on or before July 1 of each year, excluding appearances beyond the Board of Review. The date of completion may be extended, if necessary, under the terms of this Contract and by mutual consent.
- B. TERMINATION.** Either party may terminate this Contract only with cause, cause being defined as default of the other party of terms of this Contract upon sixty (60) days written notice to the other party. Upon termination by either party, Assessor shall deliver to the Municipality all records and materials in Assessor's possession used or created during this Contract. During the 60-day wind down period, both Assessor and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records. If termination occurs during the course of ongoing assessment work, any compensation not yet paid to the Assessor shall be paid based on a weighted scale relative to work completed to date.
- C. AUTOMATIC RENEWAL.** This Contract will automatically renew for successive annual assessment years upon the expiration of the original term unless either party, on or before July 1 of the preceding year, notifies the other party by certified mail of their desire to non-renew.

IV. COMPENSATION

- A. The Municipality shall pay the Assessor **Forty-Two Thousand Five Hundred Dollars (\$42,500.00)** for each of the 2022, 2023, and 2024 assessment year(s) for maintenance assessment services.
- B. The compensation due the Assessor shall be paid in monthly or quarterly installments throughout the 2022, 2023 and 2024 assessment year(s).
- C. The Municipality shall not be billed for postage and mailing services, mileage or supplies unless otherwise specified in this Contract and/or addenda.
- D. Additional compensation that may be due to the Assessor as a result of services that are beyond the scope of this Contract will be invoiced in the month subsequent to the month in which the services were provided.

V. SIGNATURES

Mark Brown

President

Associated Appraisal Consultants, Inc.

Date

Authorized Signature

City of Lake Geneva

Date



ASSESSMENT SERVICES PROPOSAL

PREPARED FOR:

CITY OF
LAKE GENEVA
Wisconsin

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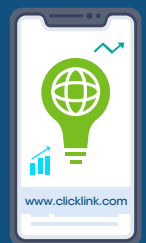
Accurate is an independent contractor pursuant to Sec. 62.09(1)(c) Wis. Stats. Accurate will never subcontract any portion of the contract with the City of Lake Geneva to any other firms or individuals.

This proposal is built to be INTERACTIVE!

Throughout this document you will see QR codes. Use your cell phone camera app and point your camera at the QR code. A link will pop up. Click on the link to watch videos, visit websites and much more!



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Test this link to our website!



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You can click the QR codes to view the content in the proposal.

INTRODUCTION

We appreciate the opportunity to continue to serve the City of Lake Geneva!

For over 21 years, Accurate Appraisal has continuously improved the assessment experience through **innovation, education, and technology**. We understand your community is unique, therefore we provide assessment solutions tailored to fit your community's needs.



We firmly believe that every property owner comes first. They should be part of the assessment process and not just an end result. We work hard to make sure **everyone is treated fairly and equitably**.

TRANSPARENCY

is our core principle in educating and empowering those we serve.
our employees.
municipalities.
the community.

OUR CORE VALUES:

1. WE ARE FAMILY

We have an unwavering loyalty to each other and our customers. We Respect & Encourage each other and appreciate uniqueness. We value and support each other's health, safety and work/life balance.

2. ALWAYS TRANSPARENT

We are Open & Honest in ALL interactions, sharing our data, processes, information, mistakes, and victories. We hold each other accountable. Our availability to our customers and family members is abundant.

3. EMBRACE GROWTH & INNOVATION

We are comfortable being uncomfortable while striving to get better every day. We foster and enhance customer relationships while seeking to learn and develop. We offer to teach and mentor customers and family members.

4. BE ADMIRABLE

We guard our integrity by doing the right thing-ALWAYS. We strive for quality and precision in our work, our products, and our services. We act like owners and honor our word and commitments. We choose candor, respect, and kindness.

5. WE ARE A BOATLOAD OF FUN!

Positivity is our attitude of choice. We have infectious spirits bringing enthusiasm and excitement to all we do. We are passionate and value diversity and inclusion. There's no reason too small to celebrate.



Our Mission:

Engaging our employees to collaborate, educate, and deliver the most reliable and transparent assessment solutions through innovation, communication and technology.

ASSESSMENT TEAM

Your assessment team has access to over **180 YEARS** of assessing experience!

Accurate is built on a team system. Every assessor coordinates their efforts from accountability officers to our field team and customer service. Throughout the entire assessment process - field work, attending open books and closing boards of review, our services are completed as a team. That means you don't just get one statutory assessor, you get our entire team with one account manager as your main point of contact.



Josh Sherman will be your main point of contact for City staff. Josh will manage the process of assessments for Lake Geneva. Josh will also be your statutory assessor. He is a certified assessor II and will be supervising the assessment schedule, attending the open book, and signing the roll.

Jamie Busha will be reviewing all data for quality & accuracy. This important measure ensures every step of our assessment process is checked for errors before notices are sent. She also manages the personal property department.

Field Assessment Team will be working closely with Josh, completing field work inspections, tracking sales and updating assessment data and completing a variety of assessment tasks.

Marsha Dawley will be collecting blotters, both printed and digital. She will be verifying personal property accounts and posting rolls online. Her #1 goal is to keep doomages to a minimum.

Terri Muskevitsch will be managing our assessor certified customer service agents. Terri is in charge of tracking all correspondence to share with your team. Our customer service team is assessor certified.

Chris Plamann will be involved in building an intentional community education plan. He will build creative videos, mailings and social media content to educate property owners.



ACCOUNT MANAGER



JOSH SHERMAN

Account Manager - Assessor II

joshs@accurateassessor.com 920.213.5062 #WI87084CA

WHY ME?

I am an energetic self-starter with professional success in the fields of Assessing, Compliance, Finance, Sales and Education. I am an effective communicator, dedicated to achieving goals while building professional relationships. I am a quick learner committed to maintaining open communication and building the best education plan for your community.

"I've learned to be very prompt, organized, and resourceful...
communication is my top priority"

EXPERIENCE

- Determine values using the three approaches: Market, Income, Cost
- Performed over 40 Market revaluations
- Statistically analyze market trends
- Land valuation review
- Closing Board of Review
- Tax exempt property
- Personal property valuations
- Estimate valuations for TID creations

EDUCATION

Concordia University 2006
Education

University of Wisconsin - Oshkosh 1999
History & Political Science

STRENGTHS/SKILLS

Communication
Organization
Financial
Work Ethic

Prompt
Education
Flexibility
Responsibility

CERTIFICATION



"Being part of the entire assessing process creates ownership
and a deep understanding of the community."



SERVICE & QUALITY TEAM



"The world is always changing as it often leads to something better. Making sure our quality stays first-class prior to and during change is what I really get energized about."

JAMIE BUSHA

Quality Manager - Assessor II

jamieb@accurateassessor.com 920.749.8098



"I love sharing my knowledge and always put property owners first"

MARSHA DAWLEY

Personal Property Coordinator - Assessor II

marshad@accurateassessor.com 920.749.8098



"I love being creative and thinking outside the box. I like to take complex situations and come up with new ideas and solutions. My favorite thing about my job is creating the tools to help educate those we serve. People don't always remember what you do, but they will remember how you made them feel."

CHRIS PLAMANN

Director of Marketing & Sales - Assessor II

chrisp@accurateassessor.com 920.841.0711



"Being the first connection with property owners, my goal is to be able to help them understand the process of assessing and how it affects them. Being a property owner, I understand how confusing and daunting the process can seem. It is extremely rewarding when I answer their questions, help them understand the process, and make someone's day a little better."

TERRI MUSKEVITSCH

Customer Service Manager - Assessor II

terrim@accurateassessor.com 920.749.8098



ACCURATE'S PROCEDURES

We have added this section to our proposal to answer the questions about our procedures. One of our Core Values is to Embrace Growth and Innovation. We are always updating and adapting to what each municipality needs. Being open to new ideas we can offer more innovative options to ensure we serve you and your community with industry leading assessment services.

Answers to your General Quotation Requirements:

Inspection Procedures:

We provide interior and exterior inspections. We also inspect all new construction and building permits in the field. On top of that any request for inspection from a property owner will be performed, even in a maintenance year. A notice is mailed to the property owner at least a week before the inspection is started. We will also create social media posts to alert people in your community that we will be in the area. When the assessor approaches the property they will be dressed in accurate apparel with an official badge. The assessor will review the current data and compare it with our data on file. They will take new images, sketch any additions and remove any no longer there. Conditions will be checked, measurements taken, and any material updates like siding or new window information will be updated. If there is only partial work completed the assessor will mark as a percentage complete. Every adjustment is made on the spot at the property. The record card is updated instantly as our CAMA is completely could based.

Approach in Developing Commercial Valuations:

Our assessors utilize the market approach, using similar type/use commercial sales within your community. We also use our commercial database with surrounding similar communities to help us find comparable valid sales. We will use the income approach when appropriate.

Methods for Discovering Personal Property:

We rely on communication with the municipality. We will be in contact with you throughout the year for changes and additions, we receive building and occupancy permits as well. Also, during our field visits we track businesses located with the municipality.

Procedure for Improved but Unfinished Property:

Every permit is reviewed annually. During our field checks the assessor will inspect the improvement to determine it's status. Assessors will check with the owner to see if the project is complete or not. A property will be marked as a percentage completed until the project is done. Every permit It is flagged and reviewed until the project is complete.

Assessment Process Outside Revaluation Years:

We field inspect any property that has changed from the previous year, and send sales questionnaires for all sales that occur in the City. This includes all new construction, sales, property splits, and properties that have been issued a building permit. We also inspect any property owner that requests an inspection. The goal is to keep properties updated and value them on a fair and equitable basis. We will only change a property's assessed value if there is a change of condition on the property that warrants a value.



ACCURATE'S PROCEDURES

Conducting Physical Inspections on Building Permits:

We essentially find it necessary to conduct a physical inspection on any permit that expects to change the market value of the property. From a new 10 X 10 shed to a complete remodel, we will conduct a field inspection to make sure the correct value is levied for the work that was done. We also are physically in the field the 1st week of January to check the progress of all new construction and additions/major remodels – again so the correct value is placed for the work that was done as of January 1st of each year.

Percentage of Disputes Considered by Board of Review:

In a revaluation year we believe there are cases with larger value adjustments, corporations, and long term disputes that require the Board to hear. We pride ourselves on education as a tool to help explain how assessments work which greatly reduces the number of Board of Review disputes. The board should hear only valid cases which is typically less than 2% of disputes we receive.

Percentage of Reduction before Board of Review:

We track every interaction with property owners. All customer service changes as well as open book changes. During a revaluation year our typical dispute rate is less than 5% (ie less than 50 per 1000 parcels). Of all the disputes, 30% are reduced and 68% are not changed or resolved through explanation of the assessment process. A total of less than 2% of all disputes advance to the Board of Review. We anticipate lower dispute numbers as we build a strong education plan for the City.

Overall Philosophy of Being an Assessor:

Accurate's philosophy is Transparency. We share our process by informing and educating property owners so they are involved in the process instead of making them feel like an end result of government and taxes. Our education plan creates a two-way connection with your community. If property owners asks for comparables or want to see our data we share it freely. We also have a strict review process that ensures accurate assessments. Our CORE VALUES really represent who we are, you can see them in our introduction as well as our Education Plan.

Define good Customer Service:

Good customer service means fast and accurate answers for the community. If someone calls Accurate they get one of our 3 live assessor certified customer service agents. We can help them set appointments for open book, review their property information, set up an inspection, and so much more. Our entire customer service team is assessor certified so callers don't have to wait for an assessor to call them back, we can make any adjustments on the spot. At the end of the day, we want your residents to have a better understanding of the assessment process.

Recommendation for Revaluation over the next three years:

Accurate has performed annual revaluations in Lake Geneva for 6 years, during this time we have added over \$385,104,473 of assessed value. to the City Low supply and high demand are over inflating the current market. Annual revaluations ensure the most fair and equitable assessments that mirror market values. However, we are aware the stigma of annual revaluations as they have only been rising. Education and commitment to a set social media plan is highly important. We also offer blend options performing maintenance for 1 to 2 years to give your community a break from the year over year increases. For example we adjusted Shorewood from annual revaluations and have had success with the transition.

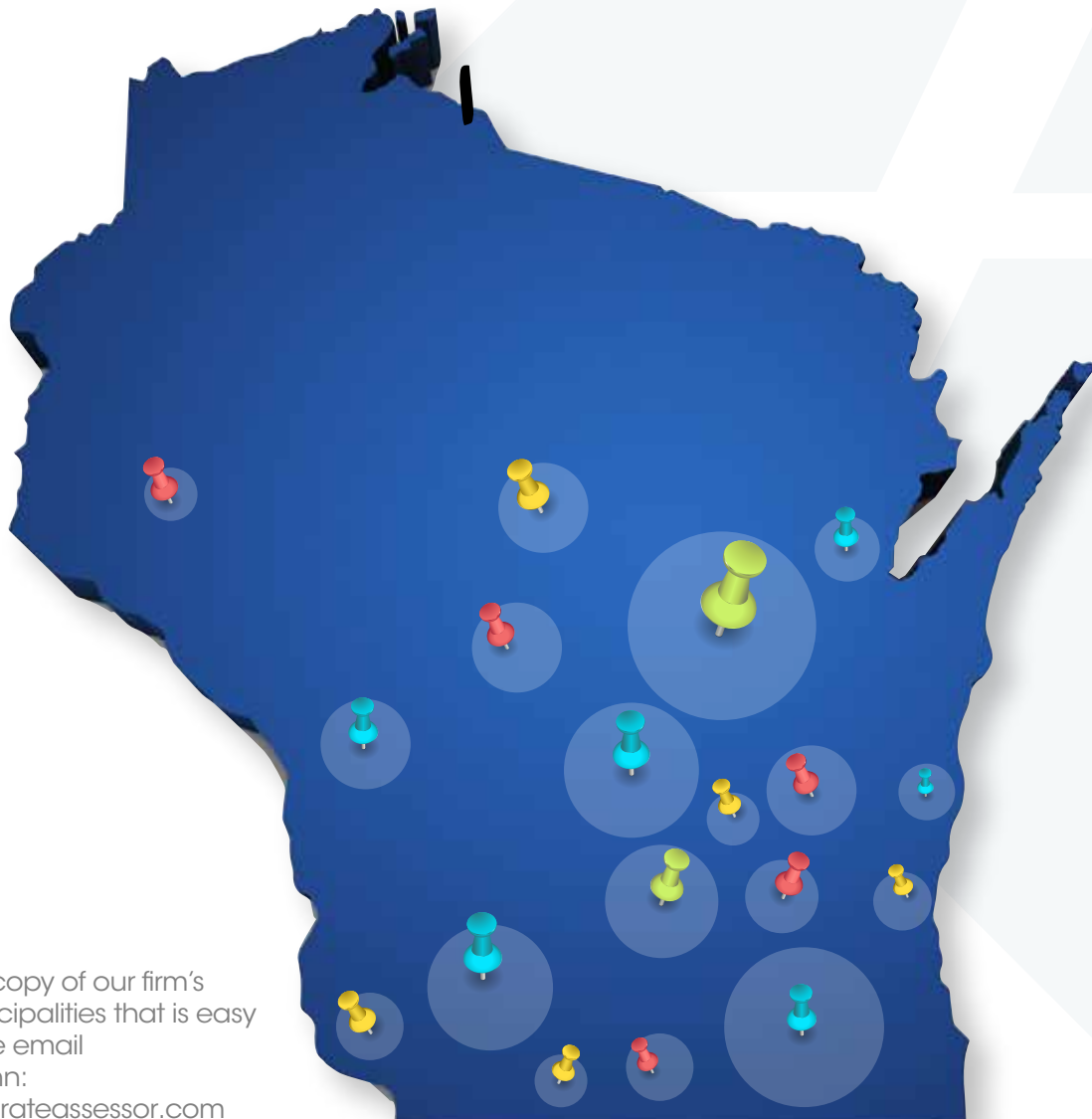


WHO WE SERVE

ALL - PROPERTY OWNERS
34 - EMPLOYEES
105 - MUNICIPALITIES
20 - COUNTIES

We serve a variety of municipalities across the state. From small towns to large cities, we focus on one thing. **Putting property owners first.** A phrase we often hear is, "You're not a typical assessor," and we are proud of that. We strive to be inclusive and understanding with everyone we serve. Our passion stems from low industry standards that we intentionally work to improve for the better.

We value **transparency** in everything we do. We work with board and council members, commercial property owners, home owners, real estate agents, and the list goes on and on. The common theme is that no matter who you are, at Accurate we go out of our way to serve everyone with respect. Don't think of us as a contract assessor, think of us as **a trusted advisor here to serve you and your community.**



For a digital copy of our firm's current municipalities that is easy to sort please email
Chris Plamann:
chrisp@accurateassessor.com

210,569 - IMPROVEMENTS



MUNICIPALITIES LIST

MUNICIPALITY	TYPE	POPULATION	EQ. VALUE	PARCELS	SERVICE
Manitowoc	City	32,936	1,392,199,900	12,374	BLEND
De Pere	City	24,893	1,618,168,000	7,664	FULL VALUE
Fox Crossing	Village	18,892	1,198,650,600	6,246	FULL VALUE
Onalaska	City	18,712	1,405,385,500	5,895	MAINTENANCE
Cudahy	City	18,200	904,066,900	5,877	FULL VALUE
Oconomowoc	City	16,847	1,898,997,800	6,160	FULL VALUE
Beaver Dam	City	16,476	740,557,500	5,545	FULL VALUE
River Falls	City	15,800	934,801,400	1,368	BLEND
Whitewater	City	14,517	433,367,500	2,607	FULL VALUE
Shorewood	Village	13,338	1,418,231,600	3,848	BLEND
Stoughton	City	13,134	937,153,400	4,427	FULL VALUE
Glendale	City	12,779	1,065,226,500	5,030	BLEND
Platteville	City	12,537	390,522,000	2,820	BLEND
Brown Deer	Village	11,964	674,445,400	4,264	BLEND
Greenville	Town	11,874	1,218,445,000	4,445	FULL VALUE
Harrison	Village	11,532	1,128,775,500	4,307	BLEND
Burlington	City	10,668	670,648,100	3,435	FULL VALUE
Oregon	Village	10,390	1,121,101,700	3,634	FULL VALUE
Portage	City	10,365	408,028,900	3,181	FULL VALUE
Elkhorn	City	9,853	556,333,700	3,163	FULL VALUE
Sparta	City	9,522	400,746,900	3,157	FULL VALUE
New Richmond	City	8,966	700,313,500	3,483	FULL REVAL
McFarland	Village	8,449	916,289,300	3,072	FULL VALUE
Delavan	Town	8,385	1,027,819,100	3,609	BLEND
Monona	City	8,179	985,590,300	2,944	FULL VALUE
Lake Geneva	City	7,821	1,119,515,500	3,975	FULL VALUE
Windsor	Village	7,795	901,574,900	2,836	BLEND
Sheboygan Falls	Town	7,435	154,644,400	772	BLEND
Mount Horeb	Village	7,421	676,653,100	2,484	BLEND
Buchanan	Town	7,082	584,171,400	2,407	FULL VALUE
Beloit	Town	7,038	462,018,800	3,288	BLEND
Madison	Town	6,881	184,263,900	1,306	FULL VALUE
Twin Lakes	Village	6,064	875,373,400	3,087	BLEND
Prairie du Chien	City	5,718	224,486,400	2,202	FULL VALUE
Edgerton	City	5,552	364,170,300	2,140	FULL VALUE
Rothschild	Village	5,325	333,417,900	2,132	BLEND
Saukville	Village	4,419	300,885,500	1,449	BLEND
Prairie du Sac	Village	4,378	363,372,900	1,581	BLEND
Bayside	Village	4,377	595,016,700	1,622	FULL VALUE
Prescott	City	4,229	312,132,400	1,471	BLEND
Cross Plains	Town	4,148	249,319,100	663	MAINTENANCE
Geneva	Town	4,099	912,896,900	3,755	BLEND
Mosinee	City	4,063	212,596,800	1,726	BLEND
Sugar Creek	Town	3,973	382,156,500	1,953	BLEND
Chilton	City	3,828	177,642,000	1,493	BLEND

BLEND

Years of maintenance with a market revaluation at least one year of the contract.

FULL VALUE

A market revaluation performed every year.

MAINTENANCE

Review of permits, new construction, splits, etc.

MUNICIPALITY	TYPE	POPULATION	EQ. VALUE	PARCELS	SERVICE
Lancaster	City	3,760	192,492,400	1,591	BLEND
Combined Locks	Village	3,588	314,834,700	1,369	BLEND
Burke	Town	3,450	353,006,100	1,371	BLEND
Seymour	City	3,443	74,979,700	1,252	MAINTENANCE
Lyons	Town	3,440	388,811,700	1,782	BLEND
Menominee	Town	3,422	346,963,000	1,525	BLEND
Pleasant Springs	Town	3,387	481,121,500	1,435	FULL VALUE
Broadhead	City	3,276	141,548,800	1,248	BLEND
Fulton	Town	3,158	413,981,200	2,216	FULL VALUE
Wescott	Town	3,135	386,545,700	2,554	BLEND
Brillion	City	3,127	151,267,700	1,127	BLEND
Lodi	Town	3,059	504,898,900	1,646	BLEND
Dale	Town	2,842	252,326,200	1,151	BLEND
Walworth	Town	2,842	195,945,900	685	BLEND
Walworth	Village	2,824	164,495,100	955	BLEND
Union	Town	2,776	178,423,300	732	MAINTENANCE
Fox Lake	Town	2,709	203,679,900	938	BLEND
Dayton	Town	2,703	384,094,600	1,723	MAINTENANCE
Deerfield	Town	2,524	173,654,500	650	BLEND
Poynette	Village	2,494	170,308,900	880	BLEND
Caledonia	Town	2,491	180,754,800	974	BLEND
Fennimore	City	2,482	104,168,200	979	BLEND
Dekorra	Town	2,350	351,865,400	1,448	BLEND
Jefferson	City	2,231	400,186,600	2,747	FULL VALUE
Spring Prairie	Town	2,197	261,805,500	894	BLEND
New Glarus	Village	2,172	168,495,500	808	MAINTENANCE
Albion	Town	2,103	188,271,100	1,058	BLEND
Jamesstown	Town	2,077	174,781,600	1,023	BLEND
Pardeeville	Village	2,067	126,196,300	849	BLEND
Blooming Grove	Town	1,911	137,158,700	683	BLEND
Richmond	Town	1,835	228,604,700	1,039	BLEND
Randolph	Town	1,767	38,841,400	331	BLEND
Fontana	Village	1,713	1,303,832,100	2,712	BLEND
Darien	Town	1,588	126,297,100	565	MAINTENANCE
Springdale	Town	1,530	311,257,100	855	BLEND
Cambridge	Village	1,518	137,183,600	665	BLEND
Cleveland	Village	1,477	95,219,800	587	BLEND
Brooklyn	Village	1,466	115,985,800	495	BLEND
Eldorado	Town	1,443	99,975,300	618	BLEND
West Baraboo	Village	1,428	60,537,900	464	BLEND
Hazel Green	Village	1,200	60,805,000	398	MAINTENANCE
Berry	Town	1,188	176,335,000	544	MAINTENANCE
Bovina	Town	1,151	88,799,600	539	MAINTENANCE
Green Valley	Town	1,072	54,147,900	501	MAINTENANCE
Oregon	Town	1,053	432,821,500	1,258	BLEND
Marathon	Town	1,048	76,147,200	489	BLEND
Blue Mounds	Village	971	71,354,300	297	BLEND
Iron Ridge	Village	899	43,410,300	300	BLEND
Footville	Village	810	38,412,500	338	BLEND
Primrose	Town	774	67,890,400	341	BLEND
Saint Nazianz	Village	755	28,024,800	272	BLEND
Cambria	Village	753	29,585,400	326	BLEND
Perry	Town	737	59,221,900	353	BLEND
Sullivan	Village	669	37,904,600	232	BLEND
Upham	Town	647	169,759,000	942	BLEND
Rose	Town	595	59,950,200	488	BLEND
Courtland	Town	510	20,890,400	241	BLEND
Coloma	Village	456	17,531,000	252	BLEND
Friesland	Village	356	13,642,600	160	MAINTENANCE

OUR HISTORY

Accurate was **founded 21 years ago** on **complete Transparency and Communication.**

For many years it was common practice for assessors to suppress information from the public. This resulted in a lack of understanding and mistrust within the community. The founders of Accurate recognized these shortcomings and began pioneering **new innovative assessment standards.** Over the years we have developed web-based digital property record cards, created web based scheduling options, and built our own CAMA to update data digitally in the field. With a combined experience of **over 180 years** Accurate has continuously improved the assessment experience through **innovation, education, and technology.**

2000 - 2005

20 municipalities
Building digital data online
New Website
Full Value Service Options
Blend Options - more affordable and budget friendly

2010 - 2015

90 Municipalities
Started building proprietary CAMA
Still growing - added more employees

2005 - 2010

75 municipalities
Built online scheduling
Moved to new location on Midway Rd.
Growing - added new employees

2015 - 2020

100+ municipalities
Digital in the field
CAMA software Prolorem launches
Live assessor certified customer service
Intentional community education plan

At Accurate we make a concerted effort to connect and learn the nuances of each community. There is no “**cookie-cutter**” way to assess unique communities. We tailor our services to fit the needs of everyone we serve. [Here is a small sample:](#)

UNIQUE ASSESSMENTS

Views of the Capital Building - Dane County
Views of the lake - Lake Geneva & Fontana
Bayshore Mall - Glendale
Access to the Chain of Lakes - Dayton
All of Menominee County
Dock-O-Miniums - Fontana

CORPORATE BUSINESS

Secura - Fox Crossing
Johnson Controls - Glendale
Foth - De Pere
Miron - Fox Crossing
Cleary Building - Greenville
Humana Insurance - De Pere

TAX EXEMPT EXPERIENCE

St. Norbert College - De Pere
Divine Savior Hospital - Portage
Skaalen Retirement Services - Stoughton

DISTRIBUTION/WAREHOUSING

WALMART Distribution center - Beaver Dam
Amazon - Greenville
TARGET - Oconomowoc

ALL INCLUSIVE SERVICES

- Real and personal property roll books posted online
- Digital property record cards, with photos online
- Assessment data integrated into your website
- Telephone and Virtual Open Book appointments
- Cloud based CAMA system with dedicated support
- LIVE Customer Service - all assessor certified
- Online appointment scheduler

- Multiple assessors at open book to keep waiting to a minimum
- Customized videos and educational materials
- Active live chat function available on our website
- Dedicated quality management
- Virtual walk-through options
- Access to a dedicated assessor certified Account Manager
- Maintenance inspections



POSITIVE INTERACTION

Through **Social Media** we build a positive and informative **two-way communication** with your community.

We instantly connect with thousands of property owners to **quell the stigma of taxes and assessed values**. By not involving your community they feel left out and discouraged about the assessment process. **Our transparency ensures property owners are engaged** so they don't feel like they're just another un-informed taxpayer.



Accurate builds relationships with your community! For example our Personal Property department created an instructional video on our website showing how to fill out PP statements.

"Just wanted to let you know, I was not looking forward to filling out the form. But the instructional video and the information on your website made the process a lot easier than I thought it would be. Thank you!"

Barr Resort - Kika Barr



Our assessors go above and beyond just valuing property. The classification of land changed for this property owner. We helped him by working with the DOR on properly classifying his land.

"Paul at Accurate was very helpful with my land classification and working with the DOR. He was very gracious and professional through the journey."

Primrose Resident - Duane Wagner



EDUCATION PLAN

On average most property owners have just **40 days** from the time they first hear about a revaluation to the time their new value is locked in. Most assessors will do the bare minimum and send notices, then wait for the community to contact them with questions and concerns.

This one-way channel of communication is not transparent and leaves property owners scrambling to figure out what is going on. Often times this creates a rift between property owners, the municipality and the assessor.

Our education plan puts your community first. We started infusing more communication last year in Lake Geneva. Helped create content for social media. We can do even more in the coming years. Together we will continue a **two-way channel of communication** through social media, council meetings, newsletters, post card mailings, custom videos, and much more!

EXPERIENCE OUR EDUCATION PLAN:

1. SOCIAL MEDIA



Utilize your channels of social media to educate on the process of assessments. We mix this with a schedule of postings over the coming year to let property owners know what to expect and the status of the current market. Involving the community ensures we have two-way communication through the assessment process.

2. BOARD MEETINGS



Your community will inevitably have questions about the how assessments work. We will attend board meetings to educate your members arming them with the knowledge they need to explain the annual revaluation assessment process with property owners.

3. NEWSLETTER

Writing articles that address assessments, what to expect, and the schedule of social media postings keep your community engaged. We can invite readers to sign up for text alerts or email updates throughout the year.

4. WEBSITE



Updating your website with a custom video helps explain what a revaluation is and what to expect. We can build links to property record cards and education FAQ for the annual revaluation. The community utilizes your website as a resource, we serve them best by keeping them up to date.

5. NOTICES



A notice of new value will be mailed to every property owner. Inserted with the notice will be an Understanding Your Assessment information sheet explaining the assessment process with QR codes, links to videos, an online appointment scheduler, and access to our customer service team.

6. OPEN BOOK & BOR

We will offer over the phone Open Book appointments as well as in person options. For in person Open Book property owners will be greeted with a TV slideshow with assessment videos playing. We provide computers for property owners to review the roll and for find their record cards.



SERVICE OPTION COSTS

Accurate recommends performing the **Full Value Maintenance** program to maintain 100% market value of all property on an annual basis. This will allow us to continue the services we have provided the City since 2015. Together we will work hard to educate your community and build a progressive PR plan through social media and other channels of communication.

FULL VALUE

Annual Market Revaluations

Jan 1, 2022 - Dec 31, 2024

Option 1		2022	2023	2024	Total
	Software & Updates	Included	Included	Included	Included
	Community Education	Included	Included	Included	Included
	Assessor Services	Full Value	Full Value	Full Value	Full Value
	Annual Market Revaluation	100% Market Value Annually	100% Market Value Annually	100% Market Value Annually	100% Market Value Annually
	Total	\$64,000	\$64,000	\$64,000	\$192,000

You can see below that a revaluation every year means smaller annual increases or decreases. Full Value ensures assessed values mirror market value with smaller changes each year instead of large changes during a 1 year revaluation.

FULL VALUE					1 YEAR REVALUATION	
7%	+	6%	+	7%	+	8%
2018		2019		2020		2021
					=	(28% + 8%) = 36%
						2022 TOTAL

As requested in the RFP, we are offering the option for **two years of maintenance** with our **blended service** program. The City can change the revaluation year to whatever works best for the community. By performing 1 revaluation in three years the City's ratios will remain in compliance.

BLEND

2 years of maintenance,
1 Market Revaluation

Jan 1, 2022 - Dec 31, 2024

Option 2		2022	2023	2024	Total
	Software & Updates	Included	Included	Included	Included
	Community Education	Included	Included	Included	Included
	Assessor Services	Maintenance	Maintenance	Market* Revaluation	Blend
	Total	\$50,700	\$50,700	\$50,700	\$152,100

*Market Revaluation can be moved by the City to an year to accommodate market trends

If you would like to see additional options please contact Scott McFarlane:
scottm@accurateassessor.com or call 920-843-6897.

SOFTWARE

Our proprietary CAMA system is completely **CLOUD BASED.**

With Prolorem, all property record cards are digital. They are available on our website **FREE** to you and your community 24/7. There are no costs to use our software and never any charges for updates or additions. Prolorem converts data from **iWorQ** to easily and quickly update permits. All property record cards have **images and detailed information** about each parcel. We believe in 100% transparency therefore **all data and programs gathered** are the property of the City of Lake Geneva should you ever change assessors.



Our assessors utilize computer tablets to assess properties in the field. With Prolorem there is no need to take hand written notes back to the office to update the value on a property. Our assessors are trained to complete assessments **on site**, eliminating errors from re-entering data. All **property record cards are updated in real time** and saved to the cloud instantly. Our CAMA is the only software that updates property record cards in real time.

Accurate has **converted data into Prolorem** from multiple forms of CAMA systems including Market Drive, Tyler Technologies, GVS, TC Win, and many more. Our on staff IT integrates multiple platforms like GIS, Apex Sketching Tool, iWorQ, etc to streamline our process. Because our software is proprietary we have the ability to add or remove features the City of Lake Geneva requests at no additional cost.

PROLOREM

A REVOLUTION IN ASSESSING SOFTWARE

SOFTWARE COST: \$0.00

LICENSING/MAINTENANCE: \$0.00

SOFTWARE:

INTEGRATION ABILITY: YES, \$0.00

CONVERSION ABILITY: YES, \$0.00

There are never additional costs for conversions, updates, licensing, integrations, additions, etc.



REFERENCES



The City of Beaver Dam is very fortunate to have Accurate Appraisal. The city performs a revaluation of all properties on an annual basis to ensure fairness and equity among all property owners. Their personnel are very proactive in all aspects of the assessment process, are very responsive to city and citizen inquiries, and they constantly look to improve their process and educate the public. Their marketing team has been instrumental in preparing FAQ documents, social media posts, and videos that help the city educate property owners on the process. We are very pleased with our relationship with Accurate Appraisal and consider them an important member of our team.



Zak Bloom
DIR OF ADMIN/CLERK

www.cityofbeaverdam.com
zbloom@cityofbeaverdam.com
(920) 887-4600



GREENVILLE

We have worked with Accurate over the last three years, who performed a total revaluation of our municipality. Their leadership in the industry is one of the reasons why we chose Accurate as our Assessor. Their friendly, reliable service is why we continue to utilize Accurate. Timely, professional response has been appreciated and we trust them to serve our residents with dependable service and fair assessments.



Wendy Helgeson
CLERK

www.townofgreenville.com
whelgeson@greenvillewi.gov
(920) 757-5151 ext 1100



CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

It is with enthusiasm that I recommend Accurate Appraisal, LLC. We could not have asked for a better partner to go through a full revaluation with this year. Their depth of experience allows them to handle even the most complicated of situations and their professionalism is obvious to our team, but more importantly to our residents. A revaluation is a big deal to a community, but doesn't have to be strain on City Staff - Accurate will get you through every step.



Michelle Scanlin
CLERK

www.newrichmondwi.gov
mscanlan@newrichmondwi.gov
(715) 246-4268



Accurate Appraisal has professionally served as the Assessor for the Village of Fox Crossing since 2015. Over the past several years, Accurate Appraisal expertly conducted a full revaluation of the Village in 2017, and has maintained the Village at full value since 2019. A full value contract with Accurate Appraisal has provided a tremendous benefit to Fox Crossing. With the large increase in property values over the past few years, having the Village's assessed value grow incrementally over the past several years rather than a large increase in value in one year, is much easier to explain to Village residents. Accurate Appraisal has been a great partner with Fox Crossing in managing the difficult task of assessing.



Jeffrey S. Sturgell
Village Manager

www.fccommunity.com
JSturgell@foxcrossingwi.gov
(920) 720-7101



DE PERE

Accurate Appraisal has served as the statutory assessor for the City of De Pere since 2005. In 2018, the City decided to adopt their annual Full Value Maintenance program. This transition has been beneficial to the City, because market trends over the past few years would have otherwise forced another city-wide revaluation. It also makes budget planning easier by supplying consistent information year-to-year. Our account manager at Accurate is extremely knowledgeable, and has always been responsive to our questions and needs. Accurate's proactive public relations campaign, which provides social media posts and additional website content, has been very helpful in communicating with and educating our citizens.



Carey Danen
CLERK/TREASURER

www.deperewi.gov
cdanen@mail.de-pere.org
(920) 339-4072 ext 1355



FULTON

Accurate has been our assessor since 2005. We have had various types of contracts with them including full revaluation, market revaluation, maintenance, and our current contract of full value maintenance. When field assessors are in our community doing inspections they always stop in to communicate with personnel prior to beginning the fieldwork, and ask questions about permits and other review if necessary. I have not had any bad experiences with employees at Accurate and I would recommend hiring them!



Connie Zimmerman
CLERK/TREASURER

www.townoffulton.com
fultonclerk@townoffulton.com
(608) 868-4103



SUMMARY

Thanks again for taking the time to review our proposal. Accurate has read your RFP and agrees to all of the requested points in the Scope of Work for assessment and revaluation services.

We have enjoyed working with the City of Lake Geneva for 9 years. We look forward to growing an even stronger relationship with you and your community for many years to come. Together we will continue to build a [progressive public education plan that makes property owners feel #1](#).

We will remain 100% Transparent with you and your community and engage property owners with a two-way channel of communication so [your community stays involved in the assessment process](#). Our team of assessors, lead by Josh Sherman, will be responsive to your needs and the needs of your community.

In the RFP you expressed to us that the assessor is to conduct annual revaluations. With our Full Value Maintenance program, we perform annual revaluations to ensure [fairness and equity](#) among all property owners. [Our recommendation](#) would be to continue with Full Value Maintenance services to maintain 100% market value every year.

We pride ourselves on our connections and interaction with your community. We have made changes throughout the years that help us provide the best customer service. Our [3 live assessor certified customer service representatives](#) quickly answer questions and if needed make adjustments to their property.

Through innovation and technology we offer the most accessible CAMA system in the assessment world. All of our data is saved digitally online so you and your community can find their data super easy. [The best part is, it's FREE.](#)

Our [Core Values](#) express who we are as a company. [We Are Family](#) - doesn't just mean our employees are family. We embrace you and your community as our family. We also believe in sharing our assessment process with everyone. Trust is important to us! [Transparency](#) between the property owners, the City of Lake Geneva and the assessor is paramount to build a successful assessment program.



CONTRACT COMPARISON

ACCURATE

AAC

MAINTENANCE

Assessment Year	Annual Cost
2023	\$35,000
2024	\$35,000
2025	\$35,000

3 YEAR TOTAL	\$105,000
--------------	-----------

Assessment Year	Annual Cost
2023	\$42,500
2024	\$42,500
2025	\$42,500

3 YEAR TOTAL	\$127,500
--------------	-----------

ADD ON - MARKET REVALUATION

+ MRKT REVAL	\$47,100
= TOTAL	\$152,100

A Full or Exterior revaluation was not requested in the RFP and is not required for a market update. If you would like a quote on this please contact us.

+ MRKT REVAL	\$70,000
+ EXT INSPECTIONS	\$192,500
+ DATA CONVERT	\$5,000
= TOTAL	\$395,000

Interior Inspections

+ \$40,000

= \$435,000

FULL VALUE

Assessment Year	Annual Cost
2023	\$64,000
2024	\$64,000
2025	\$64,000

= TOTAL	\$192,000
---------	-----------

FULL VALUE

Annual market revaluations maintain as close to 100% market value as possible, annually. Full Value is not simply "staying within 5%-10% of equalized value."

Assessment Year	Annual Cost
2023	\$65,000
2024	\$65,000
2025	\$65,000

+ EXT INSPECTIONS	\$192,500
+ DATA CONVERT	\$5,000
= TOTAL	\$392,500

AAC outlines in the proposal an Interim Market Update is only available after an onsite inspection revaluation. Therefore, we added the actual costs for comparison. (page 15)

Interior Inspections

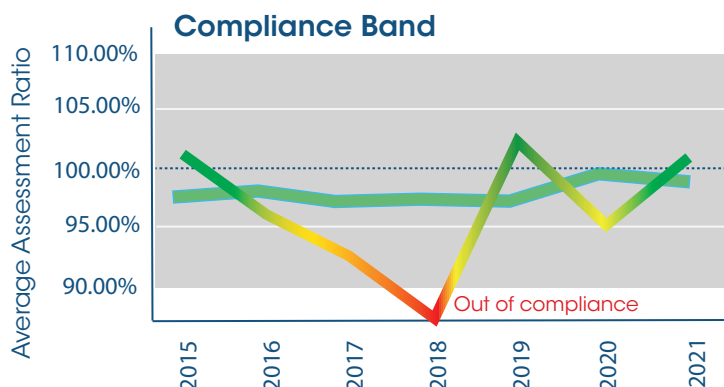
+ \$40,000

= \$432,500

LAKE GENEVA FULL VALUE V.S. MENASHA FULL VALUE

To address the comment from AAC on page 12. Comparing sales from 2020 and market values from 2021 would represent a 93% ratio. However, we completed a revaluation in 2021. Therefore, the residential ratio will be 98.60% in 2021 due to the market update from this year.

You are reviewing two very different interpretations of Full Value. Accurate Full Value means assessed values are changed every year so assessed values mirror market values. AAC Full Value means "The level of assessment would annually be kept within 5%-10% of the City's equalized value." (page 15). This means years of maintenance or what we call our Blend.



	LAKE GENEVA	MENASHA
2021	98.60%	100.10%
2020	99.39%	95.09%
2019	96.08%	101.18%
2018	97.59%	88.68%
2017	97.61%	93.69%
2016	98.83%	96.69%
2015	97.53%	100.14%

Ratios below 95% after a market revaluation would be most likely a non-revaluation year.

MEMORANDUM TO THE CITY OF LAKE GENEVA

To: Tom Earle
From: Emma Connell
CC: Neil Waswo, Greg Governatori, Mike Timmers
Date: October 5, 2021
Re: Contract Change Order Request #1 for 2021 Lake Geneva Streets Program

Attached please find a copy of Contract Change Order #1 and the Justification of Price for the **2021 Lake Geneva Street Program** construction project.

Work includes: the removal and replacement of the existing ramps at the intersection of Edwards Blvd/Geneva Pkwy N.

The TOTAL cost of this change order is **\$40,030.00**

The NW, NE, and SE bike path ramps at the intersection of Edwards Blvd. and Geneva Pkwy N are being removed and replaced to provide pedestrian access across Edwards Blvd. with an additional pedestrian refuge area through the existing island median.

Let me know if you have any questions or comments!

Thank you!

2021 Lake Geneva Street Program

Justification of Price for Contract Change Order #1

Item #1.01 Sidewalk Ramps Additional Work:

- I. Description: The sidewalk ramps at the northwest, northeast and southeast corner of Edwards Blvd. and Geneva Pkwy N will be removed and to provide pedestrian crossing. A pedestrian refugee area has also been added through the island median of Edwards Blvd.
- II. Method of Measurement: Work performed, for the above items, are shown in the table below.
- III. Basis of Payment: The work under these items, measured as provided below, will be paid for at the contract unit price as stated in the below attached table, which price shall be full compensation for all work herein specified and for all materials and for all cleanup and incidentals necessary to complete the Work in accordance with the Contract and all specifications that apply.

The following is a cost summary for the additional items mentioned above:

EDWARDS BLVD - Additional Ramps					
Item No.	Item Description	Unit	Estimated Qty.	Bid Unit Price	Price
204.01	Removing Pavement (Asphalt)	SY	38	\$20.00	\$760.00
204.01	Removing Pavement (Bike Path Asphalt)	SY	82	\$20.00	\$1,640.00
204.015	Removing Curb & Gutter (includes sawcuts into lane)	LF	130	\$19.00	\$2,470.00
204.0155	Remove Concrete Sidewalk	SY	22	\$50.00	\$1,100.00
205.01	Excavation Common	CY	15	\$50.00	\$750.00
305.012	Base Aggregate Dense 1 1/4-Inch	TON	30	\$40.00	\$1,200.00
460.6224	HMA Pavement Type 4 MT 58-28 S (460.6223), Item also includes asphaltic material PG 58-28 (455.0220) and asphaltic material for tack coat (455.0605). (Edwards Blvd)	TON	5	\$300.00	\$1,500.00
601.0411	Concrete Curb & Gutter 30-Inch Type D	LF	130	\$56.00	\$7,280.00
602.0405	Concrete Sidewalk 4-Inch	SF	1070	\$9.00	\$9,630.00
602.0505	Curb Ramp Detectable Warning Field Yellow	SF	131	\$50.00	\$6,550.00
628.2004	Erosion Mat Class I Type B	SY	100	\$2.00	\$200.00
628.7020	Inlet Protection Type D	EACH	5	\$155.00	\$775.00
646.6220	Marking Yield Line Epoxy 18-inch (Shark Teeth Yield)	EACH	26	\$28.00	\$728.00
646.742	Marking Crosswalk Epoxy 6-inch	LF	383	\$9.00	\$3,447.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140) and Erosion Control Matting (Class I Type A)	SY	100	\$20.00	\$2,000.00
Grand Total - Contract Change Order #1					\$40,030.00

CONTRACT CHANGE ORDER

Change Order: #1

Date: October 5, 2021

Name of Project: 2021 Lake Geneva Street Program

OWNER: City of Lake Geneva

CONTRACTOR: Wolf Paving

ENGINEER: Kapur & Associates, Inc.

The following changes are hereby made to the Contract Documents: **See attached documentation.**

Justification: **(See attached)**

Change to CONTRACT PRICE- \$ 40,030.00

Original CONTRACT PRICE - \$ 648,631.82

Current CONTRACT PRICE adjusted by previous CHANGE ORDER - \$ 648,631.82

The CONTRACT PRICE due to this CHANGE ORDER will be
increased (~~decreased~~) by - \$ 40,030.00

The new CONTRACT PRICE including this CHANGE ORDER will be - \$ 688,661.82

Change to CONTRACT TIME:

The CONTRACT TIME will be (increased) (~~decreased~~) by zero calendar days.

The date for completion of work will be _____ Substantial (Date).
_____ Final (Date)

The CONTRACTOR and OWNER hereby agree that the compensation to the CONTRACTOR effected hereby constitutes full settlement of the claims of the CONTRACTOR under this contract arising out of or incident to the changes effected hereby.

This document will become a supplement to the contract and all provisions will apply hereto.

Recommended by the ENGINEER: _____ Date _____
Name: Emma Connell

Title: Staff Engineer

Accepted by the CONTRACTOR: _____ Date _____
Name: Jay Trepanier

Title: General Contractor

Approved by the OWNER: _____ Date _____
Name: Tom Earle

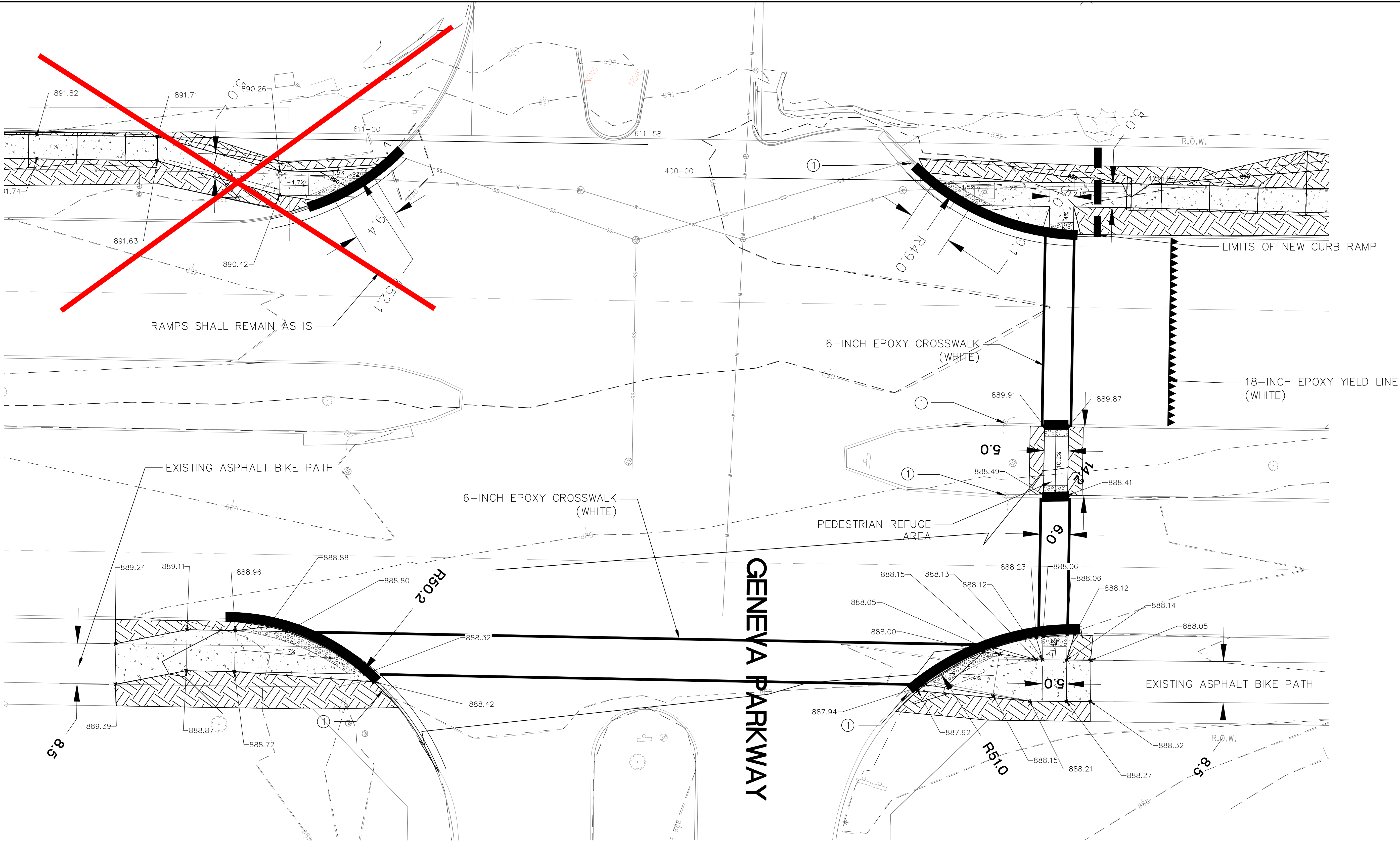
Title: Director of Public Works

FILENAME: D:\Walworth_Co\Lake Geneva_City\Gov\200442_2021 Lake Geneva Street Program\Design\200442_sheets.dwg

LAST SAVED DATE: 8/20/2021

LAST SAVED TIME: 8/20/2021 9:09 AM

PLOTTED BY: EMMA CONNELL



LEGEND:

- REMOVE AND REPLACE WITH CONCRETE SIDEWALK
- RESTORED AREAS WITH 4" TOPSOIL, SEED, FERTILIZER, AND EROSION MAT (CLASS I TYPE A)
- REMOVE AND REPLACE CURB AND GUTTER
- INLET PROTECTION, TYPE D REQ'D

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

1224 S. Pine Street
Burlington, Wisconsin 53105
kapurinc.com

PROJECT:

LAKE GENEVA 2021 STREET PROGRAM

LOCATION:

CITY OF LAKE GENEVA

CLIENT:

RELEASE:

REVISIONS:

#	DATE	DESCRIPTION

NORTH ARROW:

SCALE: 1" = 10'

IF NOT ONE INCH ADJUST SCALE ACCORDINGLY

SEAL:

all in

SHEET:

PHASE 2 - CROSSWALK CHANGE ORDER

PROJECT MANAGER: GLG
PROJECT NUMBER: 20.0442
DATE: 3/29/2021

SHEET NUMBER:

CC01

MEMORANDUM TO THE CITY OF LAKE GENEVA

To: Tom Earle
From: Emma Connell
CC: Neil Waswo, Greg Governatori, Mike Timmers
Date: October 5, 2021
Re: Contract Change Order Request #2 for 2021 Lake Geneva Streets Program

Attached please find a copy of Contract Change Order #2 and Justification of Price for the **2021 Lake Geneva Street Program** construction project.

Work includes: removal of existing striping and new striping on the southbound lanes of Edwards Blvd. at the Edwards Blvd. and HWY50 intersection.

The TOTAL cost of this change order will be \$15,335.50.

The striping is being removed and replaced to provide a through and right turn on the far west lane heading southbound at Edwards Blvd and Hwy 50. Additionally, striping is proposed to clarify vehicle movements and better align through lanes with striping across the intersection.

Let me know if you have any questions or comments!

Thank you!

2021 Lake Geneva Street Program

Justification of Price for Contract Change Order #2

I. Item Description:

Item #1.01 Sidewalk Ramps Additional Work:

- I. Description: Restriping for the southbound side of the north leg of the intersection of Edwards Blvd. and Hwy 50. The striping will realign the southbound lanes and provide clarification of movement. Striping on Edwards already completed under the original contract will remain.
- II. Method of Measurement: Work performed, for the above items, are shown in the table below.
- III. Basis of Payment: The work under these items, measured as provided below, will be paid for at the contract unit price as stated in the below attached table, which price shall be full compensation for all work herein specified and for all materials and for all cleanup and incidentals necessary to complete the Work in accordance with the Contract and all specifications that apply.

The following is a cost summary for the additional items mentioned above:

EDWARDS BLVD – Additional Striping					
Item No.	Item Description	Unit	Estimated Qty.	Bid Unit Price	Price
646.9	Marking Removal Line 4-Inch	LF	785	\$3.00	\$2,355.00
646.92	Marking Removal Line Wide	LF	46	\$11.00	\$506.00
646.93	Marking Removal Special Marking	EACH	16	\$300.00	\$4,800.00
646.1020.01	Marking Line Epoxy 4-Inch (White)	LF	785	\$0.50	\$392.50
646.5020.02	Epoxy Arrow (Left)	EACH	4	\$300.00	\$1,200.00
646.5020.04	Epoxy Arrow (Straight)	EACH	2	\$275.00	\$550.00
646.5020.05	Epoxy Arrow (Straight and Right)	EACH	2	\$400.00	\$800.00
646.512	Marking Word Epoxy “ONLY”	EACH	8	\$350.00	\$2,800.00
646.612	Marking Stop Line Epoxy 18-Inch	LF	46	\$17.00	\$782.00
SPV.0150.01	Traffic Control	LS	1	\$1,150	\$1,150.00
Grand Total - Contract Change Order #2					\$15,335.50

CONTRACT CHANGE ORDER

Change Order: #2

Date: October 5, 2021

Name of Project: 2021 Lake Geneva Street Program

OWNER: City of Lake Geneva

CONTRACTOR: Wolf Paving

ENGINEER: Kapur & Associates, Inc.

The following changes are hereby made to the Contract Documents: **See attached documentation.**

Justification: **(See attached)**

Change to CONTRACT PRICE- \$ 15,335.50

Original CONTRACT PRICE - \$ 648,631.82

Current CONTRACT PRICE adjusted by previous CHANGE ORDER #1 - \$ 688,661.82

The CONTRACT PRICE due to this CHANGE ORDER will be
increased (~~decreased~~) by - \$ 15,335.50

The new CONTRACT PRICE including this CHANGE ORDER will be - \$703,997.32

Change to CONTRACT TIME:

The CONTRACT TIME will be (increased) (~~decreased~~) by zero calendar days.

The date for completion of work will be _____ Substantial (Date).
_____ Final (Date)

The CONTRACTOR and OWNER hereby agree that the compensation to the CONTRACTOR effected hereby constitutes full settlement of the claims of the CONTRACTOR under this contract arising out of or incident to the changes effected hereby.

This document will become a supplement to the contract and all provisions will apply hereto.

Recommended by the ENGINEER: _____ Date _____
Name: Emma Connell

Title: Staff Engineer

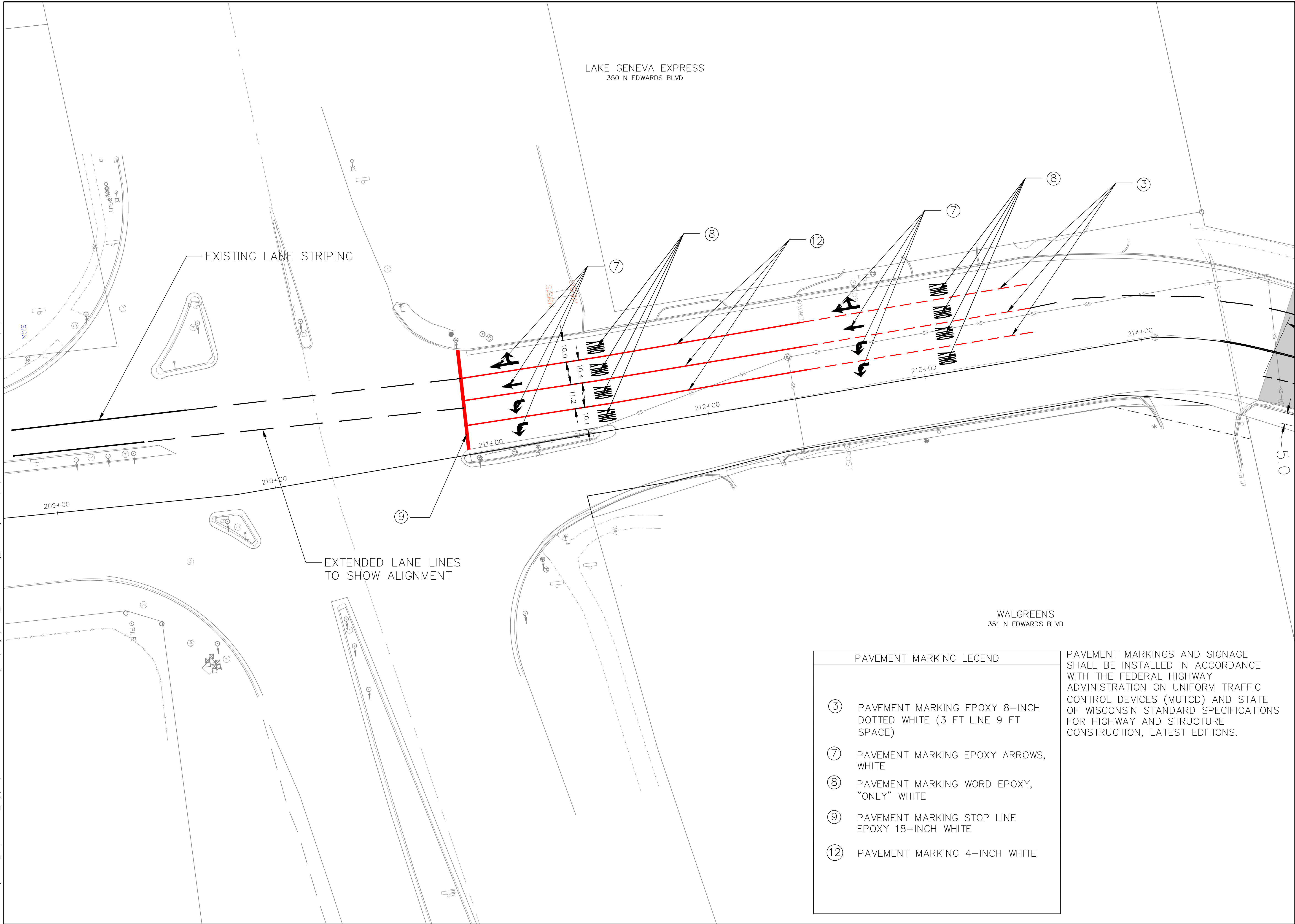
Accepted by the CONTRACTOR: _____ Date _____
Name: Jay Trepanier

Title: General Contractor

Approved by the OWNER: _____ Date _____
Name: Tom Earle

Title: Director of Public Works

FILENAME: D:\Walworth_Co\Lake Geneva_City\Gw\200442 2021 Lake Geneva Street Program\Design\200442_pavement marking sheets.dwg DATE: 9/29/2021 PLOT DATE/TIME: 9/30/2021 8:04 AM PLOTTED BY: EMMA CONNELL



LAKE GENEVA EXPRESS
350 N EDWARDS BLVD

WALGREENS
351 N EDWARDS BLVD

PAVEMENT MARKING LEGEND

- ③ PAVEMENT MARKING EPOXY 8-INCH DOTTED WHITE (3 FT LINE 9 FT SPACE)
- ⑦ PAVEMENT MARKING EPOXY ARROWS, WHITE
- ⑧ PAVEMENT MARKING WORD EPOXY, "ONLY" WHITE
- ⑨ PAVEMENT MARKING STOP LINE EPOXY 18-INCH WHITE
- ⑫ PAVEMENT MARKING 4-INCH WHITE

PAVEMENT MARKINGS AND SIGNAGE SHALL BE INSTALLED IN ACCORDANCE WITH THE FEDERAL HIGHWAY ADMINISTRATION ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) AND STATE OF WISCONSIN STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION, LATEST EDITIONS.

1224 S. Pine Street
Burlington, Wisconsin 53105
kapurinc.com

PROJECT:

LAKE GENEVA 2021 STREET PROGRAM

LOCATION:

CITY OF LAKE GENEVA

CLIENT:

RELEASE:

CONSTRUCTION SET

REVISIONS:

#	DATE	DESCRIPTION
1	4/6/2021	INTERSECTION REVISIONS
2	4/8/2021	ADDITIONAL RAMPS

NORTH ARROW:

SCALE:

IF NOT ONE INCH ADJUST SCALE ACCORDINGLY

SEAL:

all in

SHEET:

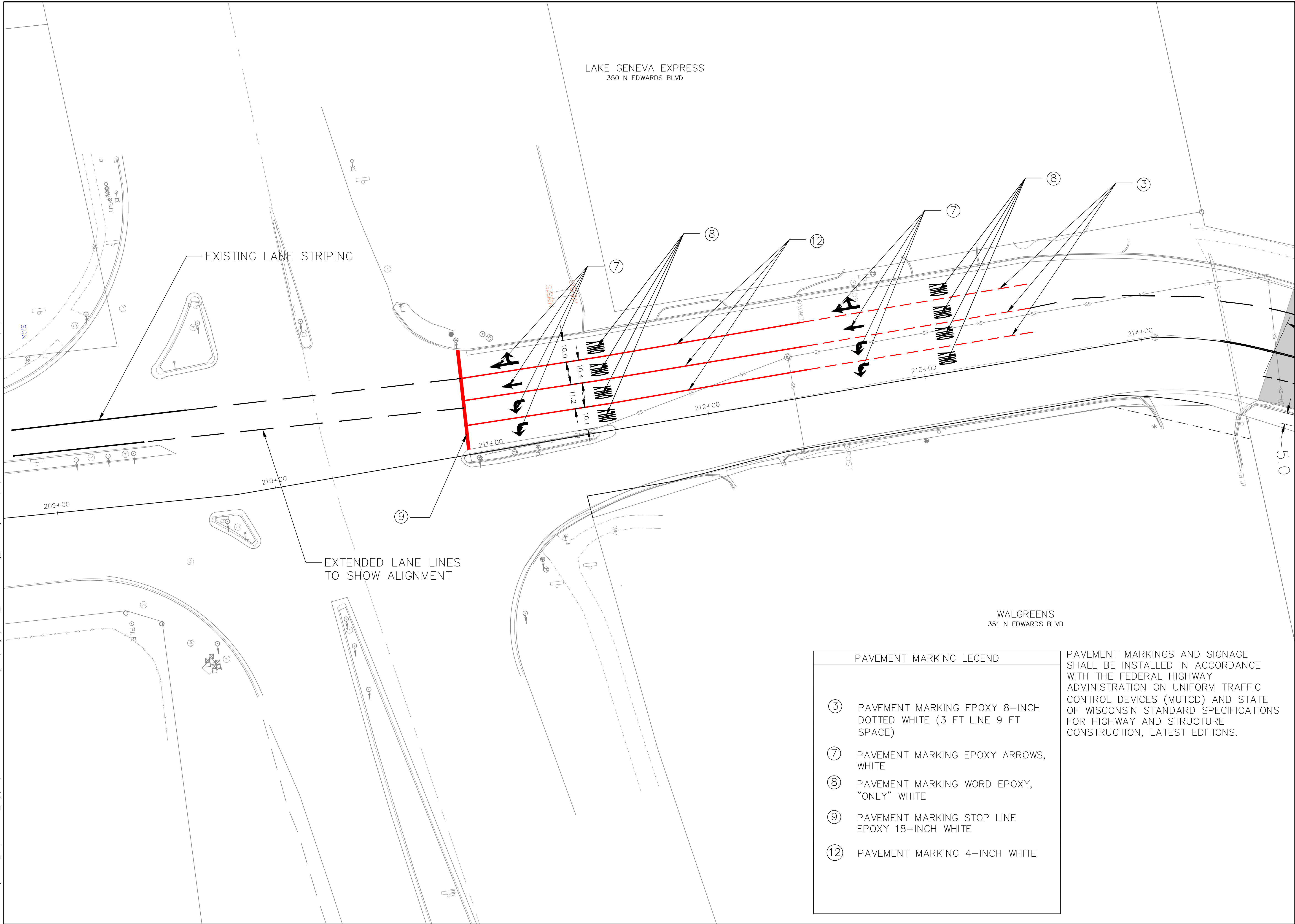
NORTH EDWARDS BLVD STRIPING PLAN

PROJECT MANAGER:	GLG
PROJECT NUMBER:	20.0442
DATE:	3/29/2021

SHEET NUMBER:

5.1A

FILENAME: D:\Walworth_Co\Lake Geneva_City\Gw\200442 2021 Lake Geneva Street Program\Design\200442_pavement marking sheets.dwg DATE: 9/29/2021 PLOT DATE/TIME: 9/30/2021 8:04 AM PLOTTED BY: EMMA CONNELL



LAKE GENEVA EXPRESS
350 N EDWARDS BLVD

WALGREENS
351 N EDWARDS BLVD

PAVEMENT MARKING LEGEND

- ③ PAVEMENT MARKING EPOXY 8-INCH DOTTED WHITE (3 FT LINE 9 FT SPACE)
- ⑦ PAVEMENT MARKING EPOXY ARROWS, WHITE
- ⑧ PAVEMENT MARKING WORD EPOXY, "ONLY" WHITE
- ⑨ PAVEMENT MARKING STOP LINE EPOXY 18-INCH WHITE
- ⑫ PAVEMENT MARKING 4-INCH WHITE

PAVEMENT MARKINGS AND SIGNAGE SHALL BE INSTALLED IN ACCORDANCE WITH THE FEDERAL HIGHWAY ADMINISTRATION ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) AND STATE OF WISCONSIN STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION, LATEST EDITIONS.



1224 S. Pine Street
Burlington, Wisconsin 53105
kapurinc.com

PROJECT:

LAKE GENEVA 2021 STREET PROGRAM

LOCATION:

CITY OF LAKE GENEVA

CLIENT:



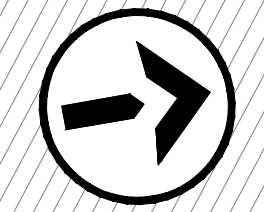
RELEASE:

CONSTRUCTION SET

REVISIONS:

#	DATE	DESCRIPTION
1	4/6/2021	INTERSECTION REVISIONS
2	4/8/2021	ADDITIONAL RAMPS

NORTH ARROW:



SCALE:



IF NOT ONE INCH ADJUST SCALE ACCORDINGLY

SEAL:

all in

SHEET:

NORTH EDWARDS BLVD STRIPING PLAN

PROJECT MANAGER:	GLG
PROJECT NUMBER:	20.0442
DATE:	3/29/2021

SHEET NUMBER:

5.1A



Helping Maintain Our Local Sidewalks

Property owners are the maintaining authority of the sidewalk adjacent to their property. To assist property owners with correction of structural deficiencies in concrete, the City of Lake Geneva has an ongoing sidewalk maintenance program which covers about 1/8th of the city's limits each year. What this means is that about every eight years Director of Public Works will a program implemented that goes through each neighborhood to assess the overall condition of sidewalks, sidewalk ramps and driveway aprons to determine if they are in need of rehabilitation or replacement. The City will also correct significant structural deficiencies in concrete outside of the area scheduled for annual maintenance work, as requested by the property owners or concerned citizens.

Pertinent Statute, Ordinances, Policies & Standards

- **Federal**
 - [Americans with Disabilities Act \(ADA\)](#)
 - PROWAG
- **State**
 - [Statute 66.0907](#) – Requirements to maintain sidewalk and assessment of costs
- **City of Lake Geneva**
 - [Policy](#) – (See below) Assessment for maintenance of sidewalks / driveways
 - [Ordinance section 62-96 Article IV](#) – Streets, Sidewalks and other Public Places
 - [Ordinance section 8.03](#) – Sidewalk construction and repair
 - [Ordinance section 8.04](#) – Driveways
 - [Ordinance section 8.05](#) – Street and sidewalk excavations and openings
 - [Ordinance section 8.06](#) – Obstructions and encroachments
 - [Ordinance section 8.07](#) – Snow and ice removal
 - [Ordinance section 8.09](#) – Emergency powers
 - [Ordinance section 20.05\(2\)](#) – Trimming trees and shrubs
 - [Standard Specifications, Section 609](#) – Concrete construction
 - [Standard Detail Drawing 600-03](#) – Residential driveway apron
 - [Standard Detail Drawing 600-04](#) – Commercial driveway apron

Related Resources

- [Descriptions and Images of Sidewalk Deficiencies](#)

[Sidewalk Project 8-Year Map](#)

Policy

A. SIDEWALK REHABILITATION

Sidewalk will be rehabilitated via mud jacking or saw cutting as part of a concrete maintenance or street improvement project and 100% of the cost thereof assessed to the adjacent property owner if:

1. The sidewalk, at a crack or joint, is vertically displaced more than ½" and less than 1½" measured within approximately 1" of the adjacent surface.
2. Visual evidence indicates prolonged water ponding on the sidewalk surface.
3. The sidewalk surface does not conform to requirements of the PROWAG and ADA law.
4. How do we want to handle Sidewalk width?

B. SIDEWALK REPLACEMENT

Sidewalk will be removed and replaced as part of a concrete maintenance or street improvement project and 100% of the cost thereof assessed to the adjacent property owner if:

1. The sidewalk contains a crack or gap which is more than 1" wide measured ½" below pavement surface. This criteria applies also to a gap between the sidewalk and adjacent driveway or driveway apron.
2. The sidewalk surface of any section is spalled or deteriorated more than 4 square inches measured ½" below pavement surface or more than 2 square inches measured 1" below pavement surface.
3. Sidewalk is heaved or subsided more than 4" beyond the average sidewalk grade line measured adjacent to the displaced sidewalk squares even though there may be no abrupt vertical displacement at a joint.
4. Two or more of the above defects are present on a given section and are each within 75% of the stated minimum measurements.
5. Visual evidence indicates water ponding on the sidewalk surface longer than 24 hours.
6. A Director of Public Works determines the sidewalk is a safety hazard for general pedestrian or disabled users.
7. The sidewalk surface does not conform to requirements of the ADA or PROWAG law.
8. How do we want to handle Sidewalk width?
9. How do we want to handle impacts by terrace Trees?
10. Cracked sections of sidewalk adjacent to a section being rehabilitated or removed will also be marked for removal due to the probability of damaging the cracked section during work on the adjacent section. Such cracked sections will not be replaced unless one or more of the above described deficiencies exists.

C. DRIVEWAY REHABILITATION

Driveway apron will be rehabilitated via mud jacking or saw cutting as part of a concrete maintenance or street improvement project and 100% of the cost thereof assessed to the adjacent property owner if:

1. A portion of driveway adjacent to sidewalk is vertically displaced more than 1" causing a potential hazard to pedestrians on the sidewalk.

D. DRIVEWAY APRON REPLACEMENT

Driveway apron will be removed and replaced as part of a concrete maintenance or street improvement project and 50% of the cost thereof assessed to the adjacent property owner if:

1. The apron is a part of or contiguous to the project; and
 - a. The apron to be replaced is surfaced with concrete or asphalt; and
 - b. The apron meets the following criteria for replacement:
 - 1) The apron adjacent to the sidewalk is vertically displaced more than 1" causing a potential hazard to pedestrians on the sidewalk.
 - 2) The apron adjacent to the sidewalk is vertically displaced and creates significant impedance to drainage from the sidewalk to the street.
 - 3) The apron must be removed incidental to the reconstruction of the adjacent street. (Examples: to match new grades; to allow slip-form curb and gutter construction.)
 - 4) The Director of Public Works determines the condition of the apron poses a public nuisance or safety hazard to the general public.
2. The cost for removal and replacement of an existing apron for any reasons not listed above or for construction of a new apron will be assessed 100% to the adjacent property owner.

E. ASSESSMENTS

1. A Director of Public Works will perform a survey or cause a survey to be performed prior to construction to determine the limits of concrete sidewalk or driveway apron meeting the criteria listed herein.
2. The amount assessed will include the applicable contract costs for concrete rehabilitation, removal, base course, new concrete, and grass restoration. An additional 15% of the contract costs will be assessed to cover engineering, testing and administrative expenses.
3. Additional sidewalk or driveway apron areas may be rehabilitated or replaced as part of a sidewalk maintenance or street improvement project if the adjacent property owner requests the additional work and agrees to pay the cost.
4. Marking of concrete rehabilitation or replacement shall be as follows:
 - White Dot: Rehabilitation – Mud Jacking
 - White Line: Rehabilitation - Saw Cutting
 - Orange Dot: Removal and Replacement
 - Orange Cross: City terrace tree caused damage City pays 100% of the cost.

5. Per a decision of the Public Works Committee on August XX, 2021, the property owner will be responsible for maintenance of the concrete walkway in the right-of way, adjacent to their property a minimum of 4' or a max of the width of the slab whichever is greater. The City will pay for maintenance of any additional paved walkway or terrace within the right-of-way.

Sidewalk Deficiencies Examples

Descriptions & Images of Sidewalk Deficiencies

Property Owner Responsibility

Property owner will be responsible for maintenance of the walkway in the right-of way, adjacent to their property a minimum of 4' or a max of the width of the slab whichever is greater. The City will pay for maintenance of any additional paved walkway or terrace within the right-of-way.





Vertical Displacement

If your sidewalk, at a crack or joint, has a vertical displacement greater than $\frac{1}{2}$ " in height but less than $1\frac{1}{2}$ ", the available repair options are; Saw Cut high edge, Mud Jack low edge, or Replacement. Section will be marked with **White Dot or Line**.

If the displacement is greater than $1\frac{1}{2}$ " but less than 2" the available repair options are; Mud Jack the low edge or Replacement. Section will be marked with **White Dot or Line**.

If the displacement is greater than 2": This section will be marked with a **Pink Dot** and is scheduled for replacement.





Vertical Displacement From Tree Roots

A sidewalk section may become vertically displaced due to a tree root growing under the section. This section will be marked with a **Pink Dot**. This is typically corrected by removing the sidewalk section and cutting the tree root. This is not a guarantee that tree roots will not displace the sidewalk in years to come. The City does not presently have a method to eliminate tree root displacements short of removing the trees, but the City has a high level of interest in preserving terrace trees. If you intend to cause the replacement of such sections with your own contractor, be sure to contact an Director of Public Works so they can facilitate your coordination with the City Forester.



Heaved or Subsided

Your sidewalk will be marked with a **Pink Dot** of paint, if it has **heaved or subsided more than 4"** beyond the average sidewalk grade based upon adjacent sidewalk squares.

If sections have heaved the sections will be marked for replacement even if there is no abrupt vertical displacement at any given sidewalk joint. If the sections have subsided the problem will be corrected by either Mud Jacking or Replacement. If you have a question about the determination of this, please contact an Director of Public Works.



Back Pitched Sidewalk

A sidewalk that has become back pitched means that the section or sections drain toward your property instead of toward the street. This can prevent the flow of water from the sidewalk to the curb and cause water to pond on the sidewalk. Correcting this problem can sometimes be accomplished by Mud Jacking. Before causing any repairs to be conducted, you should contact one of the Director of Public Works to take a look at your particular sections and see if they are able to be repaired or if the sections must be replaced.



Spalling or Chipping (Minor)

If minor spalling, chipping, pop-outs, small cracks, or other surface deterioration less than 4 square inches are noticed, the section will be marked with a White Dot of paint. Such minor defects **do not** meet the Standards for Replacement. These sections have been marked to bring to your attention to relatively minor defects that we encourage you to repair and maintain.

A simple and affordable repair for minor surface defects is to level them with a vinyl concrete patch. Do not also use a bonding agent or acrylic fortifier with the vinyl concrete patch. Your local hardware or home improvement store should be able to supply you with the correct product. In most cases by performing maintenance you may extend the life of your sidewalk, saving you money in the long run.



Spalling or Chipping (Major)

If major spalling, chipping, pop-out, cracks, or other surface deteriorations greater than 4 square inches are noticed, the section will be marked with a **PINK DOT**. Due to the size, amount, or combination of deficiencies the section was determined to have deteriorated past the point of repair and needs to be replaced.



Crack in Sidewalk (Narrow)

If your sidewalk section has a crack of 1" or less in width, measured a ½" below the surface, it will be marked with a **White Dot** of paint. These sections have been marked to bring to your

attention to defects that we encourage you to repair and maintain.

A simple and affordable repair for narrow cracks is to fill them with a masonry crack filler (if less than ½" wide) or vinyl concrete patch (up to 1" wide). Your local hardware or home improvement store maybe able to supply you with the correct product.

Before filling a crack with vinyl concrete patch mix, prepare the crack by using a chisel to undercut the edges of the crack making it wider at the base than at the surface, providing a mechanical method of "keying" the patch in place for a more secure and permanent repair. By performing maintenance it is possible to extend the life of your sidewalk, saving you money in the long run.





Crack in Sidewalk (Wide)

If your sidewalk section has a crack of more than 1" in width, measured $\frac{1}{2}$ " below the surface, it will be marked with a **Pink Dot** of paint. These sections have deteriorated beyond the point of repair and needs to be replaced.



Vertical Displacement along a Side Edge

If the driveway or apron adjacent to the sidewalk is vertically displaced more than 1", causing a potential ankle rolling hazard to pedestrians, the affected sections (sidewalk or apron) will be marked with a **Pink Dot** of paint. As appropriate for other vertical displacements, you may be able to correct the problem by Mud Jacking or Saw Cutting. Before performing any repairs you should contact one of the Director of Public Works to take a look at your particular sections and

see if they are able to be repaired or if they must be replaced. **At no time shall the side edge of the sidewalk be Saw Cut to match a lower displaced object.**



Gap at Edge of Sidewalk

In some cases when a driveway was installed, the contractor may have provided a very wide (more than 1") expansion joint between the sidewalk and driveway or apron. After a number of years the expansion material may have deteriorated leaving a wide, unsafe gap. Rather than replacing the concrete sidewalk or driveway sections, you may fill the void with an asphaltic filler material, concrete, or caulk designed for such an application. If caulk is used, it may be placed over sand fill or a backer rod instead of full depth caulk. **If you choose not to fill the gap, the City's contractor will be directed to replace the sidewalk or driveway apron as is most appropriate.**



Obstruction of Sidewalk

Per City Ordinances 8.06(1), Other than as permitted under Section 7.09, City of Lake Geneva Ordinances, no person may encroach upon or in any way obstruct or encumber any street, alley, sidewalk, public grounds or land dedicated to public use, or any part thereof, or permit such encroachment or encumbrance to be placed or remain on any public way adjoining the premises of which he or she is the owner or occupant, except as provided in subsection (2) hereof. Specifically, no person may discharge upon any street, alley or sidewalk, or permit to be discharged thereon, any mud, sand, gravel or other material. Sidewalk shall be kept clear for the use of persons on foot, as provided in Wis. Stat. s. 66.0907(1).

20.05(2)Trimming. Trees and shrubs standing on either **public** or **private** property and

overhanging any public right of way shall be kept trimmed so that the lowest branches provide a clearance of at least fourteen (14) feet above the ground. The City Forester may waive this requirement for newly planted trees if he or she determines that any such tree does not interfere with public travel, obstruct street lighting or endanger public safety. Clearance from sidewalk to tree branches shall be not less than ten (10) feet. Shrubs planted on private property adjacent to sidewalks shall be pruned so as to not encroach upon the walk right of way. Trees shall be trimmed so as to allow the proper diffusion of light from any public lamp.

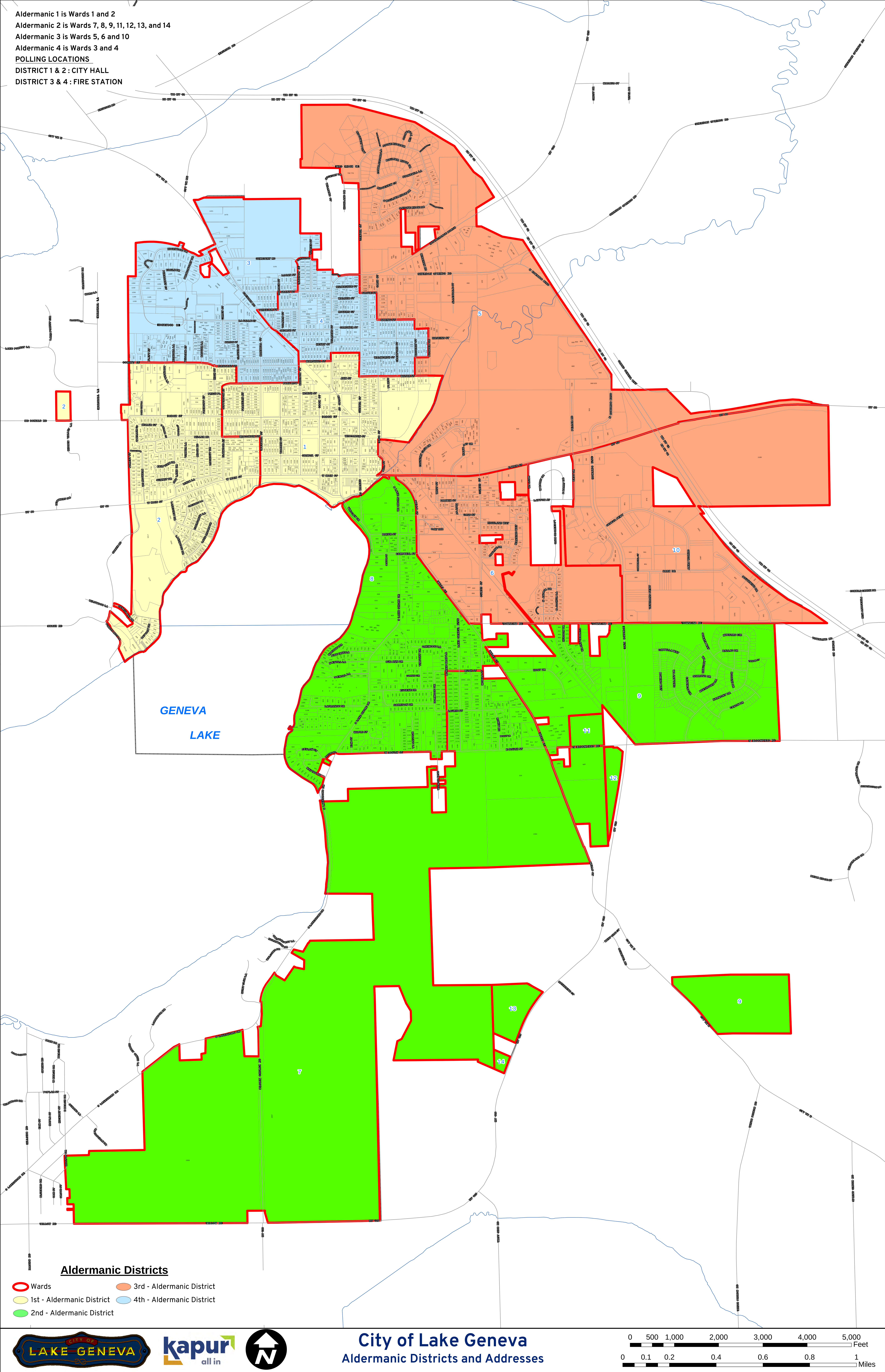
The City Forestry Department is responsible for trimming limbs of terrace trees. If you see a terrace tree in need of pruning please contact the City Forester.

Water On Sidewalk

In some instances the terrace grassy areas over time have filled in and are now higher than the sidewalks, thus causing water to pond. Instead of raising the sidewalk, the adjoining property owner may remove soil in the terrace area, so that it will allow for water to drain off the sidewalk. Please contact the Director of Public Works prior to commencing this work, since this work is in the Right Of Way a Street Opening Permit is required. (No Permit Cost involved)



Aldermanic 1 is Wards 1 and 2
Aldermanic 2 is Wards 7, 8, 9, 11, 12, 13, and 14
Aldermanic 3 is Wards 5, 6 and 10
Aldermanic 4 is Wards 3 and 4
POLLING LOCATIONS
DISTRICT 1 & 2 : CITY HALL
DISTRICT 3 & 4 : FIRE STATION



















RESOLUTION OF THE COMMON COUNCIL			
A resolution establishing Ward Boundaries to reflect population changes according to the 2020 Census of Population			
Committee:	Finance, Licensing, and Regulation Committee to consider on October 5, 2021		
Fiscal Impact:	N/A		
File Number:	21-R65	Date:	October 11, 2021

WHEREAS, Wisconsin Statutes 5.15 (1) requires municipalities, following each decennial Census, to adjust the boundaries of wards which have either gained or lost population and as a result no longer fit within the statutory population ranges; and

WHEREAS, municipalities are further required to make a good faith effort to accommodate the tentative plans submitted by the county and to ensure that each ward shall, to the extent practicable, be kept compact, contiguous, and observe the community of interest of existing neighborhoods.

NOW, THEREFORE, BE IT RESOLVED that the City of Lake Geneva does hereby recognize the population of wards in the City as follows:

<u>Ward Number</u>	<u>Ward Population</u>
Ward 1	975
Ward 2	918
Ward 3	906
Ward 4	963
Ward 5	624
Ward 6	839
Ward 7	729
Ward 8	939
Ward 9	477
Ward 10	905
Ward 11	0
Ward 12	2
Ward 13	0
Ward 14	0
Ward 15	0

BE IT FURTHER RESOLVED that the City of Lake Geneva does hereby adopt the ward plan according to the map and listing of census blocks which are hereto attached and herein incorporated by reference.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to forward a copy of the ward plan to the County Clerk of Walworth County within five days after the adoption of the plan by the Common Council.

Granted by action of the Common Council of the City of Lake Geneva this 11th day of October, 2021.

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

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

Charlene Klein, Mayor _____ Date

Attest:

Lana Kropf, City Clerk _____ Date

Ward 1

Population: 975

Polling Location: City Hall Building, 626 Geneva Street, Lake Geneva, WI

Specifically described as: commencing at a point at the northwest corner of the junction of the center of the river channel of the White River and Geneva Lake; continuing northeasterly along the center of the main channel of the White River to the centerline of Mill Street; continuing northerly along the centerline of Mill Street to the centerline of Sage Street; thence northerly along the centerline of Sage Street extended as a line to the intersection with the centerline of Wisconsin Street; thence easterly along the centerline of Wisconsin Street to the intersection with the center of the main channel of the White River; thence northeasterly along the center of the river channel of the White River to a point at which it is intersected by the centerline of Water Street extended eastward; thence westerly along the centerline of Water Street to the centerline of Center Street; thence northerly along the centerline of Center Street to the centerline of the alley north of Marshall Street; thence westerly along the centerline of that alley to the centerline of Williams Street; thence southerly along the centerline of Williams Street to the centerline of Marshall Street; thence westerly along the centerline of Marshall Street to the centerline of Madison Street; thence southerly along the centerline of Madison Street to the centerline of Park Row; thence westerly along the centerline of Park Row to the centerline of Franklin Avenue; thence southerly along the centerline of Franklin, thence westerly along the centerline of Dodge Street, thence southerly along the centerline of Elmwood Avenue to the centerline of Wisconsin Street; thence easterly along the centerline of Wisconsin Street to the centerline of Maxwell Street; thence southerly along the centerline of Maxwell Street to a point at which the line of Maxwell Street extended southward intersects with the shore of Geneva Lake; thence easterly along the shore of Geneva Lake to the point of origin.

Census Tracts included: 551270015031002, 551270015031004, 551270015031005, 551270015031006, 551270015031007, 551270015031008, 551270015031023, 551270015031024, 551270015031025, 551270015031026, 551270015031027, 551270015031028, 551270015031029, 551270015031030, 551270015031031, 551270015031032, 551270015031033, 551270015031034, 551270015031035, 551270015031036, 551270015031037, 551270015031038, 551270015031039, 551270015031040, 551270015032046, 551270015032047, 551270015032048, 551270015032049, 551270015032050, 551270015041000, 551270015041001, 551270015041002, 551270015041003, 551270015041004, 551270015041005, 551270015041017, 551270015041018, 551270015041019, 551270015041020, 551270015041021, 551270015041022, 551270015042004, 551270015042009, 551270015042010, 551270015042011, 551270015042012, 551270015042013, 551270015042014, 551270015042015, 551270015042016, 551270015042018, 551270016051008, 551270016051009, 551270016051010, 551270016062000, and 551270016062001

Ward 2

Population: 918

Polling Location: City Hall Building, 626 Geneva Street, Lake Geneva, WI

Specifically described as: commencing at a point at which the centerline of Conant Street intersects with the western City limit and continuing easterly along the centerline of Conant Street to the centerline of High Street; continuing easterly along the centerline of Pleasant Street to the centerline of Clover Street; thence southerly along the centerline of Clover Street to the centerline of Park Row; thence easterly along the centerline of Park Row to the centerline of Franklin Avenue; thence southerly along the centerline of

Franklin Avenue, thence westerly to the centerline of Dodge Street; thence southerly to the centerline of Elmwood Avenue to the centerline of Wisconsin Street; thence easterly along the centerline of Wisconsin Street to the centerline of Maxwell Street; thence southerly along the centerline of Maxwell Street to a point at which the centerline of Maxwell Street extended southward intersects with the shore of Geneva Lake; thence southwesterly along the shore of Geneva Lake to the western City limit; thence northwesterly along the western City limit to a point then northerly along the western city limit to a point then southeasterly along the western city limit to a point, then northeasterly along the western city limit to a point then northwesterly along the western city limit to a point then southeasterly along the western city limits to a point then northerly along the western city limits to a point then westerly along the western city limit to a point then northerly along the western city limit to a point then easterly along the western city limits to a point then northerly along the western city limit to the point of origin; including the area commonly known as Cobb Park.

Census Tracts included: 551270015041006, 551270015041007, 551270015041008, 551270015041009, 551270015041010, 551270015041011, 551270015041012, 551270015041013, 551270015041014, 551270015041015, 551270015041016, 551270015042007, 551270015042008, 551270015042017, 551270015043001, 551270015043009, 551270016062003, 551270016062004, 551270016062005, 551270016062006, 551270016062008, 551270016062010, and 551270016062011

Ward 3

Population: 906

Polling Location: City Hall Building, 626 Geneva Street, Lake Geneva, WI

Specifically described as: commencing at a point a which the centerline of Conant Street intersects with the western City limit and continuing easterly along the centerline of Conant Street to the centerline of High Street; continuing easterly along the centerline of Pleasant Street to the centerline of Clover Street; thence southerly along the centerline of Clover Street to the centerline of Park Row; thence easterly along the centerline of Park Row to the centerline of Madison Street; thence northerly along the centerline of Madison Street to a point at which Madison Street is intersected by the centerline of Elkhorn Road extended as a line southeastward; thence northwesterly along the centerline of Elkhorn Road to the centerline of Wheeler Street; thence easterly along the centerline of Wheeler Street to the centerline of Horace Street; thence northerly along the centerline of Horace Street to the centerline of Grant Street; thence easterly along the centerline of Grant Street to the centerline of Madison Street; thence northerly along the centerline of Madison Street to the centerline of Oak Hill Drive; thence easterly along the centerline of Oak Hill Drive and continuing along the centerline of Oak Hill Drive extended by a line eastward to the northern City limit; thence northerly along the eastern City limit to a point; thence easterly along the northern city limits to a point, then northerly along the northern city limits to a point, then westerly along the northern city limits to a point then northerly along the northern city limits to a point then westerly along the northern city limits to a point then southeasterly along the northern city limits to a point then southwesterly along the northern city limits to a point then southeasterly along the northern city limits to a point then northwesterly along the northern city limits to a point then northerly along the northern city limits to a point then westerly along the northern city limits to a point then southerly along the northern city limit to a point then westerly along the northern city limits to a point then southerly along the western city limits to a point then westerly along the western city limits to a point then southerly along the western city limits to the point of origin; excluding the Town of Geneva island located therein.

Census Tracts included: 551270015032001, 551270015032017, 551270015032018, 551270015032019, 551270015042000, 551270015042001, 551270015042002, 551270015042003, 551270015042005, 551270015042006, 551270015043004, 551270015043006, 551270015043007, 551270015043012, 551270015043013, and 551270015043014

Ward 4

Population: 963

Polling Location: City Hall Building, 626 Geneva Street, Lake Geneva, WI

Specifically described as: commencing at the northeast corner of the intersection of the centerline of Madison Street and the centerline of Marshall Street and continuing easterly along the centerline of Marshall Street to the centerline of Williams Street; thence northerly along the centerline of Williams Street to the centerline of the alley north of Marshall Street; thence easterly along the centerline of that alley to the centerline of Center Street; thence southerly along the centerline of Center Street to the centerline of Water Street; thence easterly along the centerline of Water Street to the centerline of Waverly Street; thence northerly along the centerline of Waverly Street to the centerline of Walworth Street; thence easterly along the centerline of Walworth Street to the centerline of Pioneer Drive; thence northerly along the centerline of Pioneer Drive to the northern terminus of Pioneer Drive; thence westerly along a line extended westward from the northern terminus of Pioneer Drive to the centerline of Waverly Street; thence northerly along the centerline of Waverly Street to the centerline of Spring Street; thence westerly along the centerline of Spring Street to the centerline of Sage Street; thence northerly along the centerline of Sage Street to the centerline of Grove Street; thence westerly along the centerline of Grove Street to the centerline of Center Street; thence northerly along the centerline of Center Street to the centerline of Sheridan Springs Road; thence westerly along the northern City limit to a point; then northerly along the northern city limits to a point then westerly along the northern city limits to a point; then northerly along the City limit to a point at which the City limit is intersected by the centerline of Oak Hill Drive extended by a line eastward; thence westerly along the centerline of Oak Hill Drive to the centerline of Madison Street; thence southerly along the centerline of Madison Street to the centerline of Grant Street; thence westerly along the centerline of Grant Street to the centerline of Horace Street; thence southerly along the centerline of Horace Street to the centerline of Wheeler Street; thence westerly along the centerline of Wheeler Street to the centerline of Elkhorn Road; thence southeasterly along the centerline of Elkhorn Road and continuing southeasterly along the centerline of the line of Elkhorn Road extended southeastward to the centerline of Madison Street; thence southerly along the centerline of Madison Street to the point of origin.

Census Tracts included: 551270015031009, 551270015031010, 551270015031011, 551270015031012, 551270015031013, 551270015031014, 551270015031015, 551270015031016, 551270015031017, 551270015031018, 551270015031019, 551270015031020, 551270015031021, 551270015031022, 551270015032014, 551270015032015, 551270015032016, 551270015032020, 551270015032021, 551270015032022, 551270015032026, 551270015032027, 551270015032029, 551270015032030, 551270015032031, 551270015032032, 551270015032033, 551270015032034, 551270015032036, 551270015032037, 551270015032038, 551270015032039, 551270015032040, 551270015032041, 551270015032042, 551270015032043, 551270015032044, 551270015032045, and 551270015032051

Ward 5

Population: 624

Polling Location: City Hall Building, 626 Geneva Street, Lake Geneva, WI

Specifically described as: commencing at the intersection of the centerline of Mill Street and the centerline of Main Street and continuing easterly along the centerline of Main Street; continuing easterly along the centerline of Highway 50 to the eastern City limit; thence continuing northwesterly along the eastern City limit to a point; then northerly along the eastern city limit to a point; then northwesterly along the eastern city limit to a point, then westerly along the northern city limit to a point then northerly along the northern city limit to a point then easterly along the northern city limit to a point then northwesterly along the northern city limit to a point then southerly along the northern city limits to a point then easterly along the northern city limits to a point then southerly along the northern city limit to a point then easterly along the northern city limits to a point then southerly along the northern city limits to a point where the centerline of Sheridan Springs Road intersects with the centerline of Center Street; thence southerly along the centerline of Center Street to the Centerline of Grove Street; thence easterly along the centerline of Grove Street to the centerline of Sage Street; thence southerly along the centerline of Sage Street to the Centerline of Spring Street; thence easterly along the centerline of Spring Street to the centerline of Waverly Street; thence southerly along the centerline of Waverly Street to a point at which Waverly Street is intersected by a line extended eastward to the northern terminus of Pioneer Drive; thence southerly along the centerline of Pioneer Drive to the centerline of Walworth Street; thence westerly along the centerline of Walworth Street to the centerline of Waverly Street; thence southerly along the centerline of Waverly Street to the centerline of Water Street; thence easterly along the centerline of Water Street and continuing easterly along the centerline of Water Street extended to the middle of the river channel of the White River; thence southwesterly along the center of the river channel of the White River to a point at which it is intersected by the centerline of Wisconsin Street extended by a line eastward; thence westerly along the centerline of Wisconsin Street extended by a line eastward to the centerline of Sage Street; thence southerly along the centerline of Sage Street to the centerline of Mill Street; thence southerly along the centerline of Mill Street to the point of origin; excluding the Town of Geneva islands located therein.

Census Tracts included: 551270010003052, 551270010003053, 551270010003054, 551270015031001, 551270015031003, 551270015032004, 551270015032008, 551270015032009, 551270015032010, 551270015032023, 551270015032024, 551270015032025, and 551270015032035

Ward 6

Population: 839

Polling Location: City Hall Building, 626 Geneva Street, Lake Geneva, WI

Specifically described as: commencing at the southeast corner of the intersection of the centerlines of Main Street and Wells Street and continuing southeasterly along the centerline of Wells Street to the centerline of Townline Road; thence easterly along the centerline of Townline Road to the centerline of Edwards Boulevard (Hwy 120) then northerly along the centerline of Edwards Boulevard to the centerline of Highway 50 then westerly along the centerline of Highway 50 continuing westerly along the centerline of Main Street to the point of origin excluding the Town islands located therein.

Census Tracts included: 551270016051000, 551270016051001, 551270016051002, 551270016051004, 551270016051006, 551270016053013, 551270016053015, 551270016053016, 551270016053017, and 551270016053018

Ward 7

Population: 729

Polling Location: City Hall Building, 626 Geneva Street, Lake Geneva, WI

Specifically described as: commencing at the northeast corner of the intersection of the centerlines of Bonnie Brae Lane and South Street and continuing northerly along the centerline of Bonnie Brae Lane to the centerline of Rush Street; thence easterly along the centerline of Rush Street extended by a line eastward to the centerline of Wells Street; thence southeasterly along the centerline of Wells Street to the southern City limit; thence westerly along the southern City limit to a point; thence southerly along the southern City limit to a point; thence westerly along the southern City limit to a point; thence southerly along the southern City limit to a point; thence westerly along the southern City limit to a point; thence northerly along the southern City limit to a point; thence westerly along the southern City limit to a point; thence southerly along the southern City limit to a point; thence westerly along the southern City limit to a point; thence northerly along the western City limit to a point; thence westerly along the western City limit to a point; thence northerly along the western City limit to a point; thence easterly along the western City limit to a point; thence northerly along the western City limit to a point; thence westerly along the western City limit to a point; thence northerly along the western City limit to a point; thence easterly along the western City limit to a point; thence northerly along the western City limit to a point; thence northeasterly along the western City limit to a point; thence southerly along the western City limit to a point; thence easterly along the western City limit to a point; thence northerly along the western City limit to a point; thence easterly along the western City limit to a point; thence southerly along the western City limit to a point; thence easterly along the western City limit to a point; thence northerly along the western City limit to a point; thence northeasterly along the western City limit to a point; thence southeasterly along the western City limit to a point; thence northeasterly along the western City limit to a point; thence easterly along the western City limit to a point; thence northeasterly along the western City limit to a point; thence easterly along the western City limit to a point; thence northerly along the western City limit to a point; thence northwesterly along the western City limit to a point; thence northerly along the western City limit to a point; thence easterly along the western City limit to a point; thence northeasterly along the western City limit to a point; thence easterly along the western City limit to a point; thence northerly along the western City limit to a point; thence westerly along the western City limit to the shore of Geneva Lake; thence northerly along the shore of Geneva Lake to the western City limit; thence easterly along the western City limit to a point; thence northerly along the western City limit to a point; thence easterly along the western City limit to a point; thence northerly along the western City limit to a point; thence easterly along the western City limit to a point; thence southerly along the western City limit to a point; thence easterly along the western City limit to a point; thence southerly along the western City limit to a point; thence westerly along the western City limit to a point; thence southerly along the western City limit to a point; thence easterly along the western City limit to a point; thence northerly along the western City limit to a point; thence westerly along the western City limit to a point; thence easterly along the western City limit to a point; thence northerly along the western City limit to a point; thence easterly along the western City limit to a point; thence northerly along the western City limit to a point; thence westerly along the western City limit to a point; thence northerly along the western City limit to a point; thence easterly along the western City limit to a point; thence northerly along the western City limit to the centerline of

South Street; thence westerly along the centerline of South Street to the point of origin; excluding the Town of Bloomfield island located therein.

Census tracts included: 551270016052003, 551270016052004, 551270016052006, 551270016052007, 551270016052008, 551270016052009, 551270016052010, 551270016052012, 551270016052018, 551270016061000, 551270016061002, 551270016061003, 551270016061047, and 551270016061064

Ward 8

Population: 939

Polling Location: City Hall Building, 626 Geneva Street, Lake Geneva, WI

Specifically described as: commencing at a point at the southeast corner of the junction of the center of the main channel of the White River and Geneva Lake; continuing northeasterly along the center of the main channel of the White River to the centerline of Main Street; thence easterly along the centerline of Main Street to the centerline of Wells Street; thence southerly and southeasterly along the centerline of Wells Street to the centerline of Townline Road; thence easterly along the centerline of Townline Road to its intersection with the centerline of Curtis Street; thence southerly to the centerline Wells Street, thence easterly to a point, thence northerly to a point, thence easterly to a point, thence southerly to a point, thence westerly to the centerline of Wells St, thence southeasterly along the centerline of Wells Street to a point; thence westerly to the centerline of Mobile Street; thence southerly to the intersection of the centerline Mobile Street and the centerline Rush Street thence westerly along the centerline of Rush Street to the centerline of Bonnie Brae Lane; thence southerly along the centerline of Bonnie Brae Lane to the western City limit; thence westerly along the western City limit to a point; thence southerly along the western City limit to a point; thence westerly along the western City limit to a point; thence northerly along the western City limit to a point; thence westerly along the western City limit to a point; thence southwesterly along the western City limit to a point; thence easterly along the western City limit to a point; thence southerly along the western City limit to a point; thence northwesterly along the western City limit to a point; thence southwesterly along the western City limit to a point; thence southeasterly along the western City limit to a point; thence southwesterly along the City limit to the shore of Geneva Lake; thence continuing generally northeasterly along the shore of Geneva Lake to the point of origin; excluding the Town of Bloomfield island located therein.

Census Tracts included: 551270015032006, 551270016051003, 551270016051005, 551270016051007, 551270016051011, 551270016051012, 551270016051013, 551270016051014, 551270016051016, 551270016051019, 551270016051025, 551270016051026, 551270016051027, 551270016051028, 551270016051029, 551270016051030, 551270016051031, 551270016052000, 551270016052001, 551270016052005, 551270016052014, 551270016052017, 551270016053028, and 551270016053038

Ward 9

Population: 477

Polling Location: City Hall Building, 626 Geneva Street, Lake Geneva, WI

Specifically described as: commencing at the southeast corner of the intersection of the centerlines of Curtis Street and Townline Road and continuing easterly along the centerline of Townline Road to the eastern City limit; thence southerly along the eastern City limit to a point; thence westerly along the southern City limit to a point; thence northwesterly along the southern City limit to a point; thence southerly along the

southern City limit to a point; thence westerly along the southern City limit to a point; thence southerly along the southern City limit to a point; thence easterly along the southern City limit to a point; thence southerly along the southern City limit to a point; thence westerly along the southern City limit to a point; thence northerly along the southern City limit to a point; thence westerly along the southern City limit to the centerline of Wells Street; thence northwesterly along the centerline of Wells Street to a line extended northward to the centerline of Curtis Street; thence northerly along the centerline of Curtis Street to the point of origin; including the area commonly known as Four Seasons Nature Preserve; excluding the Town of Bloomfield islands located therein.
Census Tracts includes: 551270016053022, 551270016053026, 551270016053034, 551270016053035, 551270016053036, 551270016053040, 551270017011037, 551270017011039, and 551270017011043

Ward 10

Population: 905

Polling Location: City Hall Building, 626 Geneva Street, Lake Geneva, WI

Specifically described as: commencing at the northeast corner of the intersection of the centerlines of Townline Road and Edwards Boulevard (Highway 120) and continuing easterly along the centerline of Townline Road to the eastern City limit; thence northwesterly along the eastern City limit to a point; thence easterly along the eastern City limit to a point; thence northerly along the eastern City limit to the centerline of Highway 50; thence westerly along the centerline of Highway 50 to the intersection of the centerline of Highway 50 and the east edge of East Drive, thence southerly to the southern terminus of East Drive, and then south along a line extended south from the southern terminus from East Drive, thence westerly along City limits to a point, thence southerly along the City limits to a point, thence easterly along the City limits to a point, thence southerly to a point, thence easterly to the centerline of Edwards Blvd, thence southerly along the centerline of Edwards Blvd (Hwy 120) to the point origin; excluding the Town of Lyons island located therein.

Census Tracts included: 551270010003042, 551270010003055, 551270010003056, 551270010003071, 551270010003072, 551270016053000, 551270016053001, 551270016053002, 551270016053003, 551270016053004, 551270016053006, 551270016053007, and 551270016053033

Ward 11

Population: 0

Polling Location: City Hall, 626 Geneva St, Lake Geneva, WI

Specifically described as: PT NW 1/4 SEC 6 T1N R18E Desc As: COM SE COR NW 1/4 SEC 6, N2D29'W 726', S86D04'05"W TO NE COR Geneva Meadows Apartments, S3D3'55"E 694.07', E TO POB. 12.49 A Annexed to the City of Lake Geneva Under #852281 Omits MB 6-7A

Census Tracts includes: 551270016053025

Ward 12

Population: 2

Polling Location: City Hall, 626 Geneva St, Lake Geneva, WI

Specifically described as: Lot 1 Certified Survey No. 4330 Aa Recorded in Vol. 28 of C.S. on page 51 WCR. Located in NW 1/4 SE 1/4 & SW 1/4 SE 1/4 SEC 6 T1N R18E. 506305 sq ft omits MA3187-1 Annexed to the City of Lake Geneva Under #852918 Omits MA4330-1

Census Tracts includes: 551270017011036

Ward 13

Population: 0

Polling Location: City Hall, 626 Geneva St, Lake Geneva, WI

Specifically described as: PT SE 1/4 SEC 12 T1N R17E & SW 1/4 SEC 7 T1N R18E

Desc As: COM NW COR SE 1/4 SEC 12, N89D30'05"E 550' TO POB, N89D30'05"E 2096.67', N87D35'59"E 840.72', S54D29'21"E 367.95', ALG Curve Chord S30D43'08"W 954.55', S20D30'W 330.61', N66D04'07"W 597.95', S29D07'18"W 354.14', S76D15'35"W 129.30', ALG Curve Chord S40D26'21"E 152.17', S10D26'W 175.04', S13D06'43"E 82.46', N66D18'34"W 102.17', N10D36'58"E 48.66', S89D26'56"W 1911.36', N11D20'17"E 440.24', N61D37'54"E 111. 80', N27D33'16"E 458.94', N1D48'12"W 225', N31D32'53"W 201. 56', N22D15'40"W 429.57' TO POB. Exc lying in part of Town of Linn. Also ZYUP 197A. City of Lake Geneva. Out of I L 12-15 & MB 7-6 PER #746699

Census Tracts includes: 5512700196061058

Ward 14

Population: 0

Polling Location: City Hall, 626 Geneva St, Lake Geneva, WI

Specifically described as: That PT of Lot 1 Certified Map NO. 4088 as recorded in VOL 25 OF C.S. on page 272 WCR that is located in SW 1/4 NW 1/4 SEC 7 T1N R18E.

111692 SQ FT (Lake Geneva School District), City of Lake Geneva. Out of MB 7-6, I L 12-15 Omits MA1878-2 & IA1878-2

Census Tracts includes: 551270016061063

Ward 15

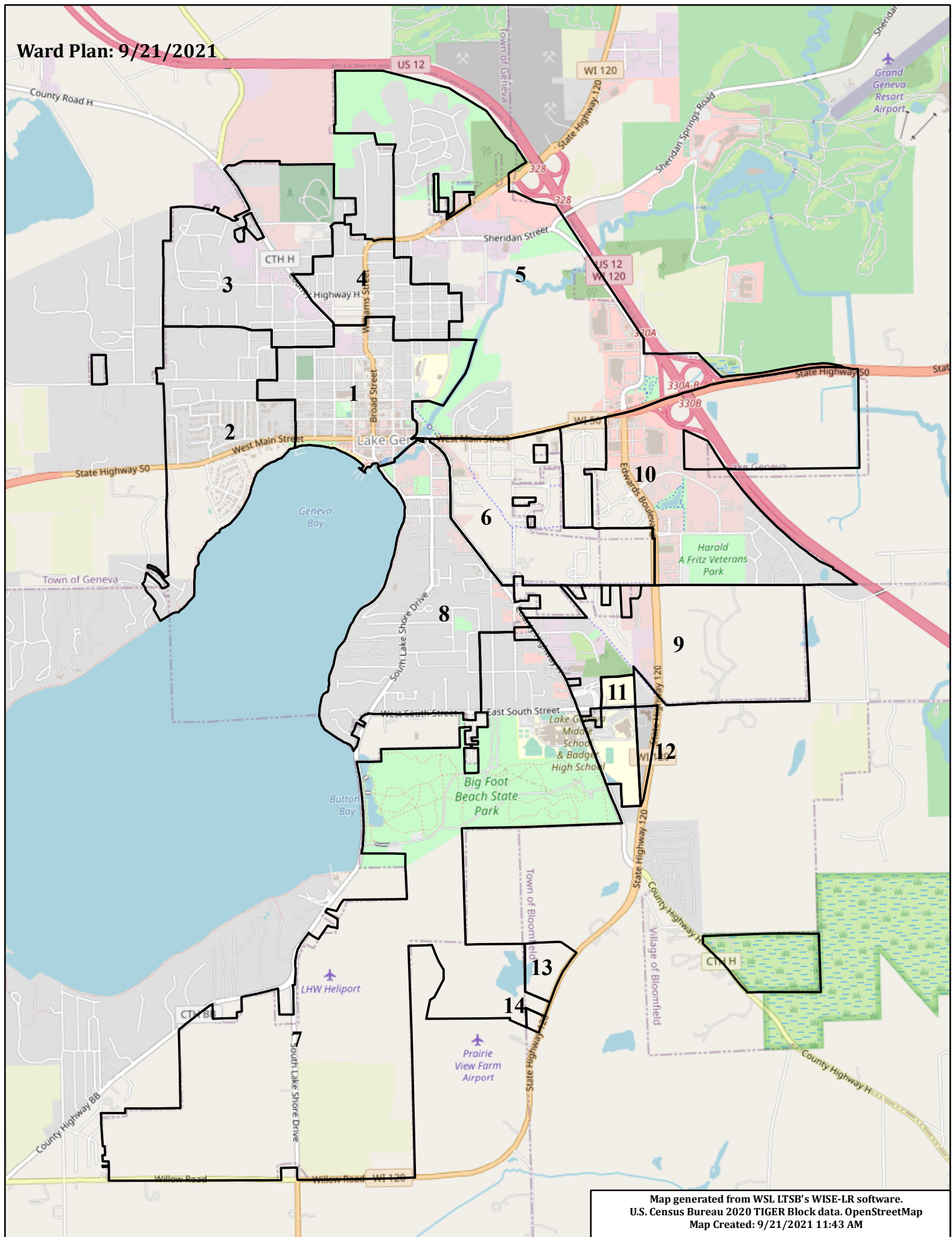
Population: 0

Polling Location: City Hall, 626 Geneva St, Lake Geneva, WI

Specifically Described as: A parcel of land in the Northeast ¼ of Section 25, Township 2 North, Range 17 East, Town of Geneva, Walworth County, Wisconsin, described as follows: Commencing at the Northeast corner of Section 25; thence West 1596.00 feet; thence South 1 degree 30' West, 1165.48 feet to the place of beginning; thence North 89 degrees 51' West, 100 feet; thence South 848.17 feet; thence East 100 feet; thence North 850.52 feet to the point of beginning.

Census Tracts includes: 5512740015032006

Ward Plan: 9/21/2021



The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.

Sec. 2-377 Public records retention policy.
[Ord. No. 99-9, § I, 6-14-1999]

- (a) Purpose. The purpose of this section is to establish a City records retention schedule and authorize destruction of City records pursuant to the schedule on an annual basis. Records custodians may destroy a record prior to the time set forth in the schedule only if such a record has been photographically reproduced as an original record or converted to optical disk format pursuant to W.S.A. § 16.61(7).

Any record not covered by this or any regulation or law shall be retained seven years unless the record is added by amendment into the ordinance and the shorter time period approved by the state Public Records and Forms Board.

- (b) Definitions. As used in this article, the following terms shall have the meanings indicated.

LEGAL CUSTODIAN

The individual responsible for maintaining records pursuant to W.S.A. § 19.33.

RECORD

Has the meaning defined in W.S.A. § 19.32(2).

- (c) General provisions.

- (1) Historical records — Notification to State Historical Society of Wisconsin. Under W.S.A. § 19.21(4)(a), municipalities must notify the State Historical Society of Wisconsin (SHSW) prior to destroying records. However, the SHSW has waived the required statutory sixty-day notice for any record designated in the retention schedule with "waived" (waived notice). The SHSW must be notified prior to destruction of any record designated with "notify" (not waived). "N/A" indicated not applicable and applies to any record designated for permanent retention with the original custodian.

Notice to the SHSW is also required for any record not listed in this ordinance.

- (2) Microfilming or optical imaging of records. Local units of government may keep and preserve public records through the use of microfilm or optical imaging providing the microfilm or optical imaging meets the applicable standards in W.S.A. §§ 16.61(7) (microfilm) and 16.612 (optical imaging). Retention periods and estimated costs and benefits of converting records between different media should be considered in deciding which records to microfilm or store in the optical disk format. After verification, records converted to microfilm or optical imaging should be destroyed. The retention periods identified in this ordinance apply to records in any media.
- (3) Destruction after request for inspection. No requested records may be destroyed until after the request is granted or 60 days after the request is denied. If an action is commenced under W.S.A. § 19.37, the requested record may not be destroyed until after a court order is issued and all appeals have been completed. See W.S.A. § 19.35(5).
- (4) Destruction pending litigation. No record subject to pending litigation shall be destroyed until the litigation is resolved.

- (5) ~~Review and approval by Public Records and Forms Board. This section and the retention periods of less than seven years have been reviewed and approved by the Public Records and Forms Board. Adoption of Schedule. Except records maintained by the City of Lake Geneva Police Department, the City of Lake Geneva hereby adopts and incorporates herein the General Records Schedule for Wisconsin Municipal and Related Records approved by the Public Records Board, including all definitions and subsequent revisions, amendments, and additions.~~

(d) Records retention schedules.

Police Department		
Brief Description	Retention Period	SHSW Notify
911 ANI/ALI lookups and 911 records	EVT + 5	Waived
Accident reports	EVT + 3	Waived
Accommodation requests	CR + 1	Waived
Alcohol tickets	EVT + 3	Waived
Arrest records	EVT + 3	Waived
Arrest statistics	CR + 3	Waived
Big Brother tapes	CR + 120 days	Waived
Bond receipt log book	CR + 7	Waived
Case files—Arrest felonies	EVT + 6	Waived
Case files—Arrest misdemeanors	EVT + 3	Waived
Case files—Non-arrest, felonies	EVT + 6	Waived
Case files—Non-arrest, misdemeanors	EVT + 3	Waived
Case files—Non-arrest, no victims or charges	EVT + 3	Waived
CIB/NCIC entry log	CR + 2	Waived
Citizen complaints against personnel	CR + 7	Waived
Compensatory time/vacation/admin. leave requests	3 years after leave ends	Waived
Complaint sheets	CR + 3	Waived
Criminal history log	CR + 2	Waived
Daily incarceration reports and related documents	CR + 8	Waived
Dispatch rolling logs	CR + 7	Waived
Employment references	CR + 1	Waived
Evidence sheets	CR + 3	Waived
Exposure records	30 years after term of employment	Waived
Fingerprint cards	Indefinite	
Housewatch forms	CR + 1	Waived
Industrial accident forms and files	CR + 5	Waived
Internship records	CR + 2	Waived
Job advertisements	CR + 6	Waived
Job applications	6 years from receipt	Waived
Job evaluations	CR + 6	Waived
Lockout forms	CR + 2	Waived
Medical exams	30 years and duration of	Waived

Brief Description	Police Department	SHSW Notify
	Retention Period employment	
Missing person reports (non-active)	CR + 3	Waived
MMT hit sheets	CR + 1	Waived
Mug shots	CR + 8	Waived
Notices for overtime	CR + 1	Waived
Officer alert sheets	CR + 2	Waived
Officer daily activity reports	CR + 7	Waived
Open records requests	CR + 3	Waived
Ordinance tickets	EVT + 3	Waived
Parking violation tickets	EVT + 2	Waived
Payroll (overtime/holiday sheets)	CR + 3	Waived
Personnel rosters	CR + 7	Waived
Police and Fire Commission reports	CR + 3	Waived
Promotion opportunity ads	CR + 6	Waived
Protective custody forms	EVT + 3	Waived
Radar certifications/report	CR + 4	Waived
Receipt books	CR + 2	Waived
Resumes	1 year after receipt	Waived
Ride along records	CR + 1	Waived
Roll call sheets	CR + 1	Waived
Schedules	CR + 3	Waived
Sick leave records	CR + 1	Waived
Traffic tickets	EVT + 3	Waived
Traffic/equipment violation warnings	EVT + 2	Waived
Training notices/signups	CR + 1	Waived
Triple-A reports	CR + 3	Waived
TTY log sheets	CR + 1	Waived
Validation verification	CR + 2	Waived
Wrecker rotation list	CR + 2	Waived

LEGEND:

Brief description: Provide a brief description of the records. Group specific items such as forms into logical groups that have the same function or purpose.

Retention period: Refers to the time that the identified record must be kept until destruction.

- CR stands for creation which usually refers to receipt or creation of the record.
- EVT stands for event and refers to an occurrence that starts the retention clock ticking. Close of contract, termination of employee, and disposition of a case are common events.

Period of time: Is expressed in years unless specifically identified as months or days.

SHSW notification: Refers to whether or not a City must notify the State Historical Society of Wisconsin of its intention to destroy records.

- Waived means that the requirement notification has been waived.

Again, notice to the SHSW is required for any record not listed in this section.

**CITY OF LAKE GENEVA, WISCONSIN
REQUEST FOR PROPOSAL (RFP)
FORENSIC AUDIT SERVICES
LAKE GENEVA BUSINESS IMPROVEMENT DISTRICT (BID)
RFP DUE: Friday, November X AT 4:00 PM**

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I. INTRODUCTION

A. GENERAL INFORMATION

The City of Lake Geneva (herein after referred to as “City”) requests proposals from qualified independent and certified fraud examiners (herein after referred to as “firms”, “auditor”, “proposers”, or “responders”) with CPA credentials, to conduct a “Forensic Audit” for the CITY relating to the activities and accounts of the Lake Geneva Business Improvement District (BID) **for calendar years 2017, 2018 and 2019** as detailed in the scope of work contained herein. The certified public accounting firm selected must have an established capability to perform forensic accounting procedures for municipalities and to conduct a forensic investigation of BID activity and support subsequent legal action if required on behalf of the city. There is no express or implied obligation for the CITY to reimburse responding firms for any expenses incurred in preparing or submitting proposals in response to this request.

Questions related to the RFP may be directed to City Administrator, David Nord no later than one week prior to the deadline for submitting proposals.

In the event that the selected respondent(s) fails to execute a contract with the City within fifteen (15) days after notification of an award by the City the City may cancel the Award without penalty and reconsider other proposals submitted for this request or solicit new proposals. The successful respondent(s) shall not be allowed to assign the contract or delegate any responsibilities or duties to any third party without prior express written consent of the City. Proposals submitted shall be evaluated by City staff and representatives of the Common Council. During the evaluation process, the City reserves the right, where it may serve the best interest of the CITY, to request additional information from proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process. The City reserves the right to retain all proposals submitted and to use any elements of a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request, without limitation, unless specifically noted in the proposal submitted and confirmed in the contract between the City and the selected firm.

B. PREPARATION OF PROPOSALS

1. One (1) ORIGINAL and six (6) EXACT COPIES of your proposal shall be submitted. All proposals should be submitted in a clear, concise and legible manner to permit proper evaluation. Proposal shall also be provided as a pdf via email or flash drive.
2. Proposers may also submit, under separate cover with their proposal, any additional reports and documents that are necessary to meet the requirements (deliverables) of this request.
3. If a proposal does not meet or better the required specifications on all points that must be outlined in a letter otherwise it will be presumed that a proposal is in accordance with the required specifications.

C. PROPOSAL SUBMISSION

Proposals are to be submitted in a sealed envelope no later than 4:00 PM on Friday, November X, 2021 and addressed as follows:

**City of Lake Geneva
Attention City Clerk
626 Geneva Street
Lake Geneva, WI. 53147**

No oral, telephone or telegraphic responses will be considered. Proposals received after the advertised time and date due shall not be opened or considered. Please be advised that the person(s) signing the formal proposal must be authorized to contractually bind your firm with regard to prices and related contractual obligations.

D. PROPOSAL TIME

1. Proposals shall be received at the office of the City Clerk, Lake Geneva City Hall, prior to the advertised hour. Any proposal received after that time will not be opened or considered. Proposals will be opened at 4:30 PM in Lake Geneva's Council Chambers on Friday, November X, 2021.
2. A proposal may be withdrawn at any time prior to the above scheduled date.

E. CITY OPTIONS

The City reserves the right to reject any or all proposals and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the City.

F. TAXES

All purchases made by the City, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in proposal prices. A City Tax Exemption Certificate shall be furnished upon request.

G. INQUIRIES

All inquiries regarding the technical or accounting nature of this request may be directed to David Nord, City Administrator 262-249-4098 cityadmin@cityoflakegeneva.com. No questions will be responded to later than one week prior to the proposal submittal deadline. To ensure consistent interpretation of certain items, answers to questions the City deems to be in the interest of all proposers will be made available to all proposers. Additionally, after proposals are received, the City reserves the right to communicate with any or all of the proposers to clarify the provisions of this request. The City further reserves the right to request additional information at any time after proposals are opened.

H. AWARD AND AUTHORITY

The Lake Geneva City Administrator shall issue notification of award in writing.

I. PRICING

All pricing quoted shall remain firm fixed for a period of one (1) year from date of proposal opening.

J. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

Any assignment or subcontracting for work to be performed related to this request, in whole or in part, and any other interest in conjunction with City procurement shall not be permitted without the express written consent of the City of Lake Geneva.

K. HOLD HARMLESS CLAUSE

Any contractor or subcontractor of the CITY agrees to indemnify, hold harmless and defend the CITY from and against any and all liability for loss, damage or expense which the CITY may suffer or for which the CITY may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this request and subsequent Contract, whether or not due in whole or in part of any act, omission or negligence of the CITY or any of its representatives or employees.

L. WORK REGULATIONS AND STANDARDS

All work activities performed in association with this request must be performed and completed for the City in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

M. INSURANCE

The successful proposer shall provide the CITY Purchasing Agent with a Certificate of Insurance before work commences. The CITY shall be named as an additional insured with an Insurance Company licensed to write such insurance in Wisconsin, against the following risks and in not less than the following amounts: SEE APPENDIX B of this Request for specific information regarding Insurance requirements.

N. CONTACTS AND KEY PERSONNEL

The Auditor's principal contact with the CITY shall be with the City Administrator, or its designated representative(s), who will coordinate the assistance to be provided by the City to the Auditor.

A list of key personnel associated with this request is as follows:

David Nord; City Administrator

(Need to designate additional personnel / elected officials)

Contact information for additional personnel shall be provided upon request.

II. DESCRIPTION OF SERVICES REQUIRED

A. Scope of Work to be Performed

1. The auditor shall perform such forensic accounting procedures as necessary to identify and quantify any and all abnormal contractual or financial activity, past or present relating to the execution of the aforementioned Lake Geneva High Business Improvement District (BID) from January 1, 2017 to December 31, 2019. **(BID President desires a seven-year time span)**

2. The goal is to identify:

Identify any irregularities during the state time span.

Find any misappropriated funds during the stated time span.

All Possible mismanagement leading to potential fraud.

Identify all inappropriate related party transactions.

Identify and recommend modifications to any existing written procedures necessary to reduce the risk of future fiscal mismanagement.

3. After completion of the service contracted within this request, further forensic investigation may be requested. Furthermore, the auditor must be available as an expert witness to support legal action for asset recovery restitution on behalf of the City or its insurer. Compensation for these services should be quoted on the proposal form.

4. During the course of the initial investigation, the scope of work may be further expanded or altered at the recommendation of the auditor, with written approval by the City. Such changes would be subject to stated limitations on supplemental expenditures at rates quoted in Appendix C.

5. After completion of the service contracted within this request, further forensic investigation may be requested. Furthermore, the auditor shall be available as an expert witness to support legal action for asset recovery or restitution on behalf of the City its insurer. The compensation for these services should be quoted in Appendix C.

B. Reports to be issued

1. Following the completion of the audit, the auditor shall issue a written report communicating all discovered abnormal activity, past or present, its quantification, cause and consequence.
2. Immediately upon completion of the Forensic Audit, the auditor shall orally report its findings to the Lake Geneva Common Council.
3. For the forensic activity so engaged, the auditor will be required to quantify and document its results to a level sufficient to enable the City to collect any potentially recoverable losses.
4. It is further expected that the auditor will advise and recommend to the City appropriate actions to prevent future abnormal activities relating to forthcoming contracts of a similar nature.
5. All working papers and reports must be retained, at the auditor's expense for a minimum of seven (7) years unless the firm is notified by the City in writing to extend that time period. In addition, the auditor shall respond to reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting and contractual significance.

III ASSISTANCE PROVIDED TO AUDITOR AND REPORT PREPARATION

A. Data and Other Pertinent Information to be provided by the City of Lake Geneva

City staff shall be available during the audit to assist the Auditor by providing information and documentation as required by the Auditor. The staff of the City of Lake Geneva shall provide the following to the Auditor the following:

1. All BID related correspondence with the City.
2. All BID budgets.
3. BID meeting agendas and minutes
4. BID audits / financial statements
5. All pertinent minutes of the BID Committee.
6. Detail of vendor payments, invoices, requests, bank statements, supporting documentation and related account activity.
7. Invoices matched to bank statements.
8. Any and all other information, reports, correspondence, records and documentation deemed necessary and/or appropriate by the auditor to fully complete the tasks contained herein.

B. General

Office space will be provided in close proximity to the financial records as required. Telephones will be made available as well as the use of a copy machine during the engagement. The auditor is required to provide its own equipment and other office materials.

IV NATURE OF SERVICES REQUIRED OF AUDITOR

A. General – Technical Proposal

1. The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the Lake Geneva BID in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

2. The technical proposal should address all the points outlined in the request for proposals (excluding any cost information, which should only be included in Appendix D). The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional items may be presented, the following subjects, items Nos. 2 through 8, must be included. They represent the criteria against which the proposal will be evaluated.

City of Lake Geneva

B. Professional Qualifications Required

1. General Requirements

Firms submitting proposals must be qualified to perform independent audits of municipalities of the State of Wisconsin and have certification in financial forensics (CFF) as well as Certified Fraud Examiner (CFE). The firm must have been engaged during the last five (5) years, as independent Forensic Auditors. The selected firm shall be retained for the express purpose of rendering an opinion on the activity and procedures related to the City of Lake Geneva BID from 2017 to 2019.

2. Independence

a. The firm should provide an affirmative statement that it is independent of the City of Lake Geneva and the BID as defined by generally accepted accounting standards and the U.S. Comptroller General's Government Auditing Standards.

b. The firm should also list and describe the firm's professional relationships involving the City of Lake Geneva as well as the BID for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

c. In addition, the firm shall give the City of Lake Geneva written notice of any professional relationships entered into during the period of this agreement.

3. License to Practice in Wisconsin

An affirmative statement should be included indicating that the firm and its municipal partner are qualified to practice in Wisconsin.

4. Firm Qualifications and Experience

a. The proposal should state the size of the firm, the size of the firm's forensic governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the staff to be so employed on a part-time basis.

b. The firm shall also provide information on the results of the firm's latest federal or state desk reviews or field reviews of its audits. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

5. Partner, Supervisory and Staff Qualifications and Experience

a. The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in Wisconsin. The firm shall also list all credentials that indicate its ability to conduct a forensic audit and shall indicate how the quality of staff over the term of the agreement will be assured.

b. The proposer should identify the extent to which its staff reflects the City of Lake Geneva's commitment of Affirmative Action.

c. Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of CITY of Lake Geneva. However, in either case, the City of Lake Geneva retains the right to approve or reject replacements.

d. Consultants and firm specialists mentioned in response to this request for proposals can only be changed with the express prior written permission of the CITY of Lake Geneva, which retains the right to approve or reject replacements. e. Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

6. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this request for proposals. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

7. Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section IV of this request for proposal.

8. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the CITY of Lake Geneva.

C. Work Paper Retention and Access to Working Papers

All working papers and reports of the selected firm shall be retained, at the auditor's expense for a minimum of seven (7) years unless the firm is notified by the CITY in writing to extend that time period. In addition, the auditor shall respond to reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting and contractual significance.

D. Proposal Requirements - Format

The following material is required by (Proposal receipt deadline and time) for a proposing firm to be considered. The Proposal and six (6) copies are to include the following:

I Title Page

Title page showing the request for proposal's subject; the firm's name; the name, address and telephone number of a contact person; and the date of the proposal.

II Table of Contents

III Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for the period covered.

IV Detailed Proposal

The detailed proposal should follow the order set forth in Section VI B of this request for proposals.

V Guarantees and Warranties

a. Executed copies of Proposer Guarantees and Proposer Warranties attached to this request for proposals (Appendix A).

b. The proposer shall submit an original and six (6) copies of a dollar cost proposal attached to this request for proposals (Appendix C).

c. Proposers should send the completed proposal consisting of the two (2) separate envelopes to the following address:

**Lana Klopff, City Clerk
CITY of Lake Geneva
626 Geneva Street
Lake Geneva, WI. 53147**

Envelope #1: Technical Proposal

Envelope #2: Sealed Dollar Cost Proposal

V. TIME AND FEE REQUIREMENTS

A. Report Submissions

The Auditor will issue reports addressed to the City of Lake Geneva by mutually agreed to date.

The final report and 10 signed copies shall be delivered to:

**David Nord; City Administrator
City of Lake Geneva
626 Geneva Street
Lake Geneva, WI 53147**

B. Dollar Cost Proposal

1. Total All-Inclusive Maximum Price

a. The dollar cost proposal should contain all pricing information relative to performing the audit engagement as described in this request for proposals. The total all-inclusive maximum price to be proposed is to contain all direct and indirect costs including all out-of-pocket expenses.

b. The proposed pricing shall cover the audit of the Lake Geneva BID and cover the period of 2017 – 2019

c. The CITY of Lake Geneva will not be responsible for expenses incurred in preparing and submitting the technical proposal or the dollar cost proposal. Such costs should not be included in the proposal.

2. Fixed Fees by Category.

The dollar cost proposal should include a schedule of professional fees and expenses, presented in the format provided in the attachment (Appendix C) that supports the total all-inclusive price.

3. Rates for Additional Professional Services

If it should become necessary for the City of Lake Geneva to request the auditor to render any additional services requested in this request for proposals or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the CITY of Lake Geneva and the firm. Any such additional work agreed to between the CITY of Lake Geneva and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the dollar cost proposal in Appendix C.

4. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement in accordance with the firm's dollar cost proposal. Interim billings shall cover a Period of not less than a calendar month.

VII SELECTION PROCESS

A. Selection Committee

The review committee shall make its recommendation to the Common Council for final approval of the firm to be hired.

B Evaluation Criteria

The following represent the principal selection criteria that will be considered during the evaluation process of proposals.

1. Mandatory Elements

- The audit firm is independent and licensed to practice in Wisconsin.
- The audit firm's professional personnel have received adequate continuing professional education within the preceding three years.
- The firm has no conflict of interest with regard to any other work performed by the firm for the CITY.
- The firm submits a copy of its most recent external quality control review report and the firm has a record of quality audit work.
- The firm adheres to the instructions in this request for proposals on preparing and submitting the proposal.
- The firm shall submit one copy of at least two General Purpose Financial Statements issued by Wisconsin municipalities in which their opinion is contained.

2. Technical Qualifications

- Expertise and Experience:
- The firm's past experience and performance on comparable government engagements.
- The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
- Service Delivery Plan: Describe the service delivery system including what who, will do, how and where. Provide detail on staffing requirements. Describe how the services will be coordinated and monitored and how access to them will be ensured through entrance conferences, progress reporting, and exit conferences.

3. Price

Cost will not be the sole factor in the selection of an audit firm.

4. Oral Presentations

During the evaluation process, the Finance Committee of the City Council may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

5. Final Selection

The selection committee shall recommend a firm for approval to the City Council. Following notification of the firm selected, it is expected a contract will be executed between both parties within thirty (30) days of approval.

6 Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected. The CITY reserves the right without prejudice to reject any or all proposals or parts thereof for any reason, to negotiate changes to proposal terms and to waive minor inconsistencies with the request for proposal.

APPENDIX A

PROPOSER GUARANTEES AND WARRANTIES

Proposer Guarantees

The proposer certifies it can and will provide and make available, at a minimum, all services set forth in Section IV, Nature of Services Required.

Proposer Warranties

1. Proposer warrants that it is willing and able to comply with State of Wisconsin laws with respect to foreign (non-state of Wisconsin) corporations.
2. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
3. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the CITY of Lake Geneva.
4. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Company Name by (Signature)

Address Print Name

Company Name Title

Date Telephone/Fax

APPENDIX B

INSURANCE EXHIBIT - PROFESSIONAL SERVICES

The professional individual or firm shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from, or be in connection with the performance of the work hereunder by the individual or the firm, his agents, representatives, or employees. The cost of such insurance shall be included in the proposal.

For the purpose of this clause, the term "professional individual or firm" shall also include the individual's or firm's respective officers, agents, officials, employees, volunteers, boards and commissions.

A. Minimum Scope and Limits of Insurance

1. Broad Form Comprehensive General Liability \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, property damage, and products / completed operations.
2. Automobile Liability \$1,000,000 combined single limit per occurrence for bodily injury and property damage
3. Umbrella Liability \$1,000,000 per occurrence, following form.
4. Workers' Compensation Limits as required by State of Wisconsin Labor Code
5. Employers' Liability \$100,000 each accident \$500,000 disease/policy limit \$100,000 disease/each employee
6. Professional Liability (if used on a claims-made basis, insurance coverage shall be maintained for the duration of the contract and for two (2) years following contract completion.) \$1,000,000 per occurrence \$1,000,000 aggregate
7. Personal Property Coverage
8. Adequate insurance to cover the value of personal property (including but not limited to, personal computers) belonging to the Auditor while located on CITY property, while in use or in storage, for the duration of the contract.

B. Aggregate Limits

Any aggregate limits must be declared to and be approved by the CITY. At the option of the CITY, the insurer

shall increase or eliminate the aggregate limit and notify the CITY of any erosion of aggregate limits.

C. Deductibles and Self-Insured Retention's

Any deductibles or self-insured retention's must be declared to and be approved by the CITY. At the option of

the CITY, the insurer shall reduce or eliminate such deductibles or self-insured retention's as regards the CITY

or the Auditors shall procure a bond which guarantees payment of the losses and related investigations, claims

administration and defense expenses. At no time will the CITY be responsible for the payment of deductibles

or self-insured retention's.

D. Notice of Cancellation or Non-renewal

Each insurance policy required by this Exhibit shall be endorsed to state that coverage shall not be suspended,

voided, canceled, or reduced, either in coverage or in limits, except after thirty (30) days prior written notice by

certified mail, return receipt requested, has been given to the CITY.

E. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions;

1. Liability, (General, Automobile, Professional) Coverage;

a. "The CITY of Lake Geneva and its respective officers, agents, officials, employees, volunteers, boards and commissions" are to be named as additional insured with regards to liability arising out of activities performed by or on behalf of the Auditor; products and completed operations of the Auditor; premises owned, leased or used by the Auditor. The coverage shall contain no special limitations on the scope of protection afforded to the CITY.

b. The Auditor's insurance coverage shall be the primary insurance as regards the CITY.

Any insurance or self-insurance maintained by the City shall be in excess of the Auditor's insurance and shall not contribute with it.

c. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the CITY.

d. Coverage shall state that the Auditor's insurance shall apply separately to each insured against whom a claim is made or a suit is brought, except with respect to the limits of the

insurer's liability.

2. Workers' Compensation and Employer's Liability Coverage

- a. The insurer shall agree to waive all rights of subrogation against the CITY for losses arising from the work performed by the Auditor for the CITY.
- b. If State statute does not require the Auditor to obtain Workers' Compensation insurance, then the Auditor shall furnish the CITY with adequate proof of the self-employment status/ The Auditor agrees to waive all rights of claims against the CITY for losses arising from the work performed by the Auditor. In the event that during the contract this self employment status should change, the Auditor shall immediately furnish proper notice to the CITY and a certificate of insurance indicating that Workers' Compensation insurance and Employer's Liability coverage has been obtained by the Auditor as required by this Exhibit.

F. Acceptability of Insurers

1. Insurance is to be placed with insurers which have a Best's rating of at least A.
2. Insurance companies must either be licensed to do business in the State of Wisconsin or be deemed to be acceptable by the City's Finance Director.

G. Verification of Coverage

The Auditor shall furnish the CITY with certificates of insurance effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Finance Director before work commences. Renewal of expiring certificates shall be filed thirty (30) days prior to expiration. The CITY reserves the rights to require complete, certified copies of all required policies, at any time.

All insurance documents required by this Exhibit shall be mailed to the Director of Finance.

Signed: _____ Title: _____

Date; _____

APPENDIX C

PROPOSAL

To be submitted on your firm's letterhead in a separate envelope.

Firm's Name: Location of office staffing the audit: _____

Number of Municipal professional audit Number of Municipal audit staff to be assigned staff at this location: to

CITY: _____

Wisconsin Municipal audit clients (FY engagements for municipalities):

The Proposer, in compliance with this Request for Proposal, has examined the specifications and related documents and hereby proposes to provide this service in accordance with this RFP and any contract documents within the time frames set forth herein and at prices agreed to.

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

Total Cost Proposal _____

(written amount)

_____ Dollars

Rates per hour for forensic and other services to be performed outside the specified scope contained herein:

Partner: \$_____/hour

Manager: \$_____/hour

Supv. Staff: \$_____/hour

Other: \$_____/hour

Company Name by (Signature)

Address Print Name

Company Name Title

Date Telephone/Fax

APPENDIX D

SAMPLE AUDIT SERVICES PROPOSAL LETTER (To be submitted on your firm's letterhead)

CITY of Lake Geneva

626 Geneva Street

Lake Geneva, WI 53417

Dear:

We have read the Request for Proposal and fully understand its intent and contents. We certify that we have adequate personnel, insurance, equipment, and facilities to fulfill the specified requirements. We understand that our ability to meet the criteria and provide the required services shall be judged solely by the Selection Committee.

We have attached the following:

1. Proposal as outlined in Section V
2. Appendix A: Proposer Guarantees and Warranties
3. Appendix B: Insurance
4. Appendix C: Fixed Fees (separate envelope).

It is further understood and agreed that all information included in, attached to, or required by the Request for Proposal shall be public record upon delivery to the CITY of Lake Geneva.

Submitted by Date

Signature Title

Telephone

**City of Lake Geneva
Finance, License, & Regulation Committee
October 5, 2021**

**Prepaid Checks
9/18/2021-09/30/21**

**Total:
\$34,851.65**

Checks over \$5,000:

\$	6,956.25	<i>US Bank Credit Card PD</i>
\$	12,258.60	<i>FEH Design - Library Design Services</i>
\$	5,332.00	<i>Stephanie Lynn Lake Geneva LLC-October Pymt</i>

Report Criteria:

Report type: Summary

[Report].Check Issue Date = 09/17/2021,09/21/2021,09/24/2021,09/28/2021,09/29/2021

Check.Type = {<>} "Adjustment"

Bank.Bank account = "043230"

Check Issue Date	Check Number	Vendor Number	Payee	Amount
09/17/2021	77399	6160	AMAZON CAPITAL SERVICES	2,796.17
09/21/2021	77400	2104	AT&T	1,690.06
09/21/2021	77401	2108	AT&T LONG DISTANCE	22.94
09/21/2021	77402	6296	B'S DEMOLITION	777.00
09/21/2021	77403	6263	CHARTER COMMUNICATIONS	114.98
09/21/2021	77404	2561	GENEVA ONLINE INC	2.00
09/21/2021	77405	6297	LD'S BBQ, LLC	1,602.25
09/21/2021	77406	5021	VORPAGEL SERVICE INC	125.00
09/21/2021	77407	5042	WALLING, FRED	382.90
09/21/2021	77408	5071	WE ENERGIES	38.31
09/24/2021	77485	2104	AT&T	573.42
09/24/2021	77486	3038	NELSON, BRANDI	226.64
09/24/2021	77487	4973	US BANK	6,956.25
09/24/2021	77488	1233	WEST BEND MUTUAL INS CO	20.00
09/28/2021	77489	5428	CITY OF LAKE GENEVA POLICE DEPT	58.00
09/29/2021	77490	2046	ALLIANT ENERGY	67.76
09/29/2021	77491	6263	CHARTER COMMUNICATIONS	359.96
09/29/2021	77492	5709	FEH DESIGN	12,258.60
09/29/2021	77493	2670	HOME DEPOT CREDIT	9.74
09/29/2021	77494	2800	KORNAK, EMILY	39.02
09/29/2021	77495	3062	NORTHWIND PERENNIAL FARM	208.00
09/29/2021	77496	3233	RHYME BUSINESS PRODUCTS	559.95
09/29/2021	77497	5326	STEPHANIE LYNN LAKE GENEVA LLC	5,332.00
09/29/2021	77498	4975	US CELLULAR	630.70
Grand Totals:				34,851.65

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
11-00-00-21100	1,064.04	14,929.77-	13,865.73-
11-10-00-51390	1,602.25	.00	1,602.25
11-12-00-52210	86.44	.00	86.44
11-12-00-53100	60.04	.00	60.04
11-14-30-53100	6.49	.00	6.49
11-15-10-53100	61.82	.00	61.82
11-15-10-53990	46.54	.00	46.54
11-16-10-52210	993.76	.00	993.76
11-16-10-52400	.00	5.24-	5.24-
11-16-10-53100	99.33	.00	99.33
11-16-10-53500	10.97	10.97-	.00
11-21-00-51380	219.43	.00	219.43
11-21-00-51390	105.50	.00	105.50
11-21-00-52210	906.54	.00	906.54

GL Account	Debit	Credit	Proof
11-21-00-52620	130.44	.00	130.44
11-21-00-52910	130.76	.00	130.76
11-21-00-53100	28.35	.00	28.35
11-21-00-53120	58.00	.00	58.00
11-21-00-53160	22.47	.00	22.47
11-21-00-53300	149.80	.00	149.80
11-21-00-53310	79.90	.00	79.90
11-21-00-53420	1,278.08	.00	1,278.08
11-21-00-53610	76.84	.00	76.84
11-21-00-53800	1,764.16	882.83-	881.33
11-21-00-53990	166.93	.00	166.93
11-21-00-54100	3,578.71	165.00-	3,413.71
11-21-00-58100	519.35	.00	519.35
11-22-00-52210	363.91	.00	363.91
11-22-00-53100	245.51	.00	245.51
11-22-00-53500	1,374.14	.00	1,374.14
11-22-00-58100	39.98	.00	39.98
11-24-00-52620	58.73	.00	58.73
11-24-00-53100	3.25	.00	3.25
11-24-00-53300	262.16	.00	262.16
11-24-00-53310	120.74	.00	120.74
11-32-10-52210	263.47	.00	263.47
11-51-10-52400	14.98	.00	14.98
40-00-00-21100	.00	341.27-	341.27-
40-54-10-52210	82.05	.00	82.05
40-54-10-53100	119.99	.00	119.99
40-55-10-52210	107.37	.00	107.37
40-55-20-52210	31.86	.00	31.86
42-00-00-21100	.00	175.07-	175.07-
42-34-50-52210	171.82	.00	171.82
42-34-50-53100	3.25	.00	3.25
47-00-00-21100	.00	5,332.00-	5,332.00-
47-00-00-57210	2,666.00	.00	2,666.00
47-00-00-57212	2,666.00	.00	2,666.00
48-00-00-21100	.00	156.87-	156.87-
48-00-00-52210	89.11	.00	89.11
48-00-00-52220	67.76	.00	67.76
62-00-00-21100	.00	.29-	.29-
62-00-00-92100	.29	.00	.29
99-00-00-21100	.00	14,980.42-	14,980.42-
99-00-00-52110	279.86	.00	279.86
99-00-00-52160	12,258.60	.00	12,258.60
99-00-00-52210	192.17	.00	192.17
99-00-00-52220	163.31	.00	163.31
99-00-00-53100	35.43	.00	35.43
99-00-00-53600	208.00	.00	208.00
99-00-00-54100	990.36	.00	990.36
99-00-00-54140	166.38	.00	166.38
99-00-00-54150	69.95	.00	69.95
99-00-00-55120	9.71	.00	9.71
99-00-00-55140	46.70	.00	46.70
99-00-00-55320	559.95	.00	559.95

GL Account	Debit	Credit	Proof
Grand Totals:	36,979.73	36,979.73-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary

[Report].Check Issue Date = 09/17/2021,09/21/2021,09/24/2021,09/28/2021,09/29/2021

Check.Type = {<>} "Adjustment"

Bank.Bank account = "043230"

City of Lake Geneva
Finance, License, & Regulation Committee
October 5, 2021

Accounts Payable

	<u>Fund #</u>	
1. General Fund	11	<u>\$ 72,410.75</u>
2. Debt Service	20	<u>\$ -</u>
3. Lakefront	40	<u>\$ 4,800.48</u>
4. Capital Projects	43	<u>\$ 3,812.17</u>
5. Parking	42	<u>\$ 385.11</u>
6. Cemetery	48/49	<u>\$ 1,891.77</u>
7. Equipment Replacement	50	<u>\$ 7,853.95</u>
8. Library Fund	99	<u>\$ -</u>
9. Impact Fees	45	<u>\$ 10,665.00</u>
10. Tourism Commission	47	<u>\$ 17,116.51</u>
11. Use of Building Funds-Library	98	<u>\$ -</u>
 Total All Funds		 <u><u>\$118,935.74</u></u>

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

FINANCE, LICENSE, & REGULATION COMMITTEE
10/5/2021

TOTAL UNPAID ACCOUNTS PAYABLE **\$ 118,935.74**

ITEMS > \$5,000

Clifton Larson Allen LLP - Audit 2020-Final	\$ 5,656.50
Foremost Promotions - Crime Prevention Program PD	\$ 5,776.45
General Communications Inc. - Pagers, Boat Radios	\$ 7,349.05
Geneva Lake Arts Foundation - Tourism Grant - Art in the Park	\$ 7,116.51
Geneva Lake Museum - Budget Pymt 2 of 2	\$ 6,500.00
Lake Geneva Regional News - Tourism Grant - Taco Fest	\$ 10,000.00
Lake Geneva Utility - Water & Sewer Impact Fees	\$ 10,665.00
 Balance of Other Items	 \$ 65,872.23

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Batch = "P10082021","P10082021A","P10082021B","F10082021","F10082021B","F10082021C","10082021","10082021A"

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
ACCURATE PLUMBING OF WALW CTY				
210811	08/29/2021	2 NEW PUMPS,ALARM SYSTEM	11-22-00-53500 BLDG MAINT SUPPLIES-FIREHOUSE	3,004.64
Total ACCURATE PLUMBING OF WALW CTY:				3,004.64
ADVANCE AUTO PARTS				
719312714167	09/28/2021	BATTERY	48-00-00-53510 CEM VEHICLE MAINT/REPAIR	57.99
Total ADVANCE AUTO PARTS:				57.99
ALEX AIR APPARATUS, INC.				
4446	08/25/2021	SCBA REPAIRS	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	357.42
Total ALEX AIR APPARATUS, INC.:				357.42
AMY'S SHIPPING EMPORIUM				
55048	08/13/2021	UPS-CHI FIRE PRO DIST	11-22-00-53120 POSTAGE EXPENSE	11.18
55324	08/23/2021	UPS-MALEK & ASSOC	11-22-00-53120 POSTAGE EXPENSE	11.37
55629	08/31/2021	UPS-MALEK & ASSOC	11-22-00-53120 POSTAGE EXPENSE	10.49
Total AMY'S SHIPPING EMPORIUM:				33.04
ANDRES MEDICAL BILLING LTD				
252778	09/15/2021	EMS BILLING-AUG	11-22-00-52140 OUTSIDE BILLING SERVICES	2,787.56
Total ANDRES MEDICAL BILLING LTD:				2,787.56
APHE LLC				
145	09/09/2021	CPR CERTS	11-22-00-56100 CPR CLASS PAY	40.00
Total APHE LLC:				40.00
ASAP OFF ROAD SPECIALTY VEHICLES				
3010	09/01/2021	UTILITY 2 CABLE	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	26.72
Total ASAP OFF ROAD SPECIALTY VEHICLES:				26.72
ASPHALT CONTRACTORS INC				
21575	09/10/2021	CAPITAL STORM REPAIRS	43-32-10-17010 2020/2021 STREET IMP PROGRAM	2,772.00
Total ASPHALT CONTRACTORS INC:				2,772.00
AURORA HEALTH CARE				
348100	08/22/2021	PRE-EMPLOYMENT EXAMS	11-22-00-58400 PRE-EMPLOYMENT TESTING	930.00
550354	09/12/2021	HEARING TESTS	11-32-10-52050 DRUG AND MEDICAL TESTING	72.00
951	09/16/2021	EMP CLINIC-AUG	11-10-20-51320 HEALTH AND DENTAL ADMIN CHGS	3,000.00
Total AURORA HEALTH CARE:				4,002.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
BATZNER PEST CONTROL				
3208441	09/23/2021	PEST CONTROL-SEP	40-55-20-53600 RIV MAINTENANCE SERVICE COSTS	130.00
3221894	09/08/2021	(4) FLY STICKS	40-55-20-53600 RIV MAINTENANCE SERVICE COSTS	33.76
Total BATZNER PEST CONTROL:				163.76
BOUND TREE MEDICAL LLC				
84176160	08/20/2021	EMS SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	180.30
84176161	08/20/2021	EMS SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	672.73
84204215	09/13/2021	LARYNGOSCOPE BLADE	11-22-00-55000 COVID-19 EXPENDITURES	418.41
Total BOUND TREE MEDICAL LLC:				1,271.44
BREEZY HILL NURSERY				
I-250994	09/27/2021	PLANTING MAINT-SEP	42-34-50-52200 PARKING LOT PLANTING/MAINT	230.00
Total BREEZY HILL NURSERY:				230.00
BUMPER TO BUMPER AUTO PARTS				
662-446598	09/13/2021	LAMP-BIG MOWER	11-52-00-52500 EQUIPMENT REPAIR SERVICES	13.98
662-446638	09/14/2021	PLUG-LEAF VAC #41	11-32-13-54200 TREE & BRUSH-REPAIR	5.99
662-446833	09/17/2021	TAPE,BULB-#25	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	19.13
662-446931	09/20/2021	OIL-CAR #3	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	19.98
662-447086	09/22/2021	BATTERY TENDER-#207-15	11-21-00-53610 PD EQUIP MAINT SERV COSTS	41.99
662-447131	09/23/2021	CLAMP-SHOP	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	8.90
662-447386	09/29/2021	FLASHER-GARBAGE TRK #33	11-32-10-53410 VEHICLE-FUEL & OIL	61.76
Total BUMPER TO BUMPER AUTO PARTS:				171.73
CDW GOVERNMENT INC				
J432677	08/17/2021	APC BACKUPS	11-22-00-53100 OFFICE SUPPLIES	65.57
J485655	08/18/2021	NETWORK SW UPG-COMPUTE	11-21-00-58100 EQUIPMENT OUTLAY	1,212.79
J527659	08/19/2021	DOCKING STATION-#204	11-21-00-53610 PD EQUIP MAINT SERV COSTS	704.90
J527659	08/19/2021	DOCKING STATION-CHF NEW S	50-21-00-58000 POLICE EQUIPMENT PURCHASES	704.90
K318617	09/03/2021	SERVER UPGRADE	11-21-00-58100 EQUIPMENT OUTLAY	157.54
K730615	09/14/2021	LAPTOP-TREASURER	11-15-10-54500 COMPUTER IT SVC & EQUIPMENT	840.51
K804414	09/15/2021	BATTERY	11-15-10-54500 COMPUTER IT SVC & EQUIPMENT	32.58
K812574	09/16/2021	DVD RING SPINDLE	11-15-10-54500 COMPUTER IT SVC & EQUIPMENT	25.02
K939250	09/18/2021	VPN-TREASURER COMPUTER	11-15-10-54500 COMPUTER IT SVC & EQUIPMENT	72.63
Total CDW GOVERNMENT INC:				3,816.44
CES				
LKG/073097	09/08/2021	STREET BULB	11-34-10-52610 STREET LIGHTS REPAIRS	125.28
Total CES:				125.28
CHICO'S LLC				
29681	09/20/2021	PLOW REPAIRS	48-00-00-53510 CEM VEHICLE MAINT/REPAIR	225.38
Total CHICO'S LLC:				225.38
CINTAS CORP				
5076901117	09/20/2021	FIRST AID SUPPLIES	11-32-10-53900 FIRST AID AND SAFETY SUPPLIES	82.28
Total CINTAS CORP:				82.28

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
CLIFTON LARSON ALLEN LLP				
3004077	09/21/2021	CITY AUDIT 2020-FINAL	11-15-10-52130 INDEPENDENT AUDIT FEES	5,416.50
3004077	09/21/2021	BID AUDIT 2020-FINAL	11-00-00-13900 ACCOUNTS RECEIVABLE-AUDIT	240.00
Total CLIFTON LARSON ALLEN LLP:				5,656.50
COLUMBIA CASCADE COMPANY				
53974-53	09/17/2021	DONATION BENCH-JANELLE	11-52-00-57360 PARK DONATION PURCHASES	3,575.00
Total COLUMBIA CASCADE COMPANY:				3,575.00
COMPLETE OFFICE OF WISCONSIN				
162188	09/01/2021	OFFICE SUPPLIES	11-21-00-53100 PD OFFICE SUPPLIES	43.55
173706	09/16/2021	PENS,BIZ CARD HOLDER,CLIP	11-21-00-53100 PD OFFICE SUPPLIES	15.34
178028	09/22/2021	BUDGET BOOK COVERS	11-21-00-53100 PD OFFICE SUPPLIES	40.40
Total COMPLETE OFFICE OF WISCONSIN:				99.29
CONWAY SHIELD				
0480462	09/15/2021	AC COMPRESSOR REPAIR	11-22-00-53500 BLDG MAINT SUPPLIES-FIREHOUSE	237.00
Total CONWAY SHIELD:				237.00
DINGES FIRE COMPANY				
21924	08/30/2021	BLOCKING HOODS (5)	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	513.20
21960	08/31/2021	VEHICLE WASH	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	69.67
22172	09/09/2021	(10) FLASHLIGHTS	11-22-00-58000 FIRE EQUIPMENT/SUPPLIES	668.90
Total DINGES FIRE COMPANY:				1,251.77
DUNN LUMBER				
872118	09/13/2021	(3) JUMPER CABLES-AMB 1&2	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	47.97
873022	09/14/2021	DRILL SET,BROOMS, SKIMMER	40-55-20-52400 LOWER RIVIERA REPAIRS	76.76
874248	09/15/2021	DOOR BATTERIES	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	15.99
874558	09/15/2021	FASTENER,WASP KILLER	11-22-00-53500 BLDG MAINT SUPPLIES-FIREHOUSE	16.47
879392	09/20/2021	HOSE PROP-LEAF WAGONS	11-32-13-54200 TREE & BRUSH-REPAIR	13.14
879438	09/20/2021	LANTERN	48-00-00-53400 CEM OPERATING SUPPLIES	6.99
880778	09/21/2021	RULE TAPE,CONDUIT-4 SEASO	11-32-14-54300 COMPOSTING OPERATING SUPPLIES	38.98
881325	09/21/2021	SEALANT-SALT SHED	11-32-12-53400 OPERATING SUPPLIES-SNOW & ICE	26.98
882938	09/22/2021	BATTERY TENDER SPLY-#207-1	11-21-00-53610 PD EQUIP MAINT SERV COSTS	18.98
884125	09/23/2021	WASHER FLUID	11-21-00-53420 PD SPECIAL EQUIPMENT	10.78
884370	09/23/2021	CAULK	11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES	3.79
885320	09/24/2021	SHOVELS	48-00-00-53400 CEM OPERATING SUPPLIES	48.48
886911	09/27/2021	RUST REMOVE,BULBS-DUNN	11-52-00-59500 BLDG MAINT SUPPLIES-RECREATION	31.77
887269	09/27/2021	VANDALISM-WEST END BATH	11-52-00-52410 BLDG MAINT&REPAIR-PARKS	32.97
888837	09/28/2021	SPRAY PAINT-SNOW PLOW #32	11-32-12-53510 EQUIP MAINT SUPPL-SNOW & ICE	9.98
890347	09/29/2021	EPOXY,LINCH PIN-TRK #23	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	24.43
890842	09/29/2021	ANTI FREEZE-RESTROOMS	11-52-00-59500 BLDG MAINT SUPPLIES-RECREATION	47.88
890972	09/29/2021	NUTS & BOLTS-RIV DOORS	40-55-20-53500 BLDG MAINT SUPPLIES-LOWER RIV	1.95
94603	09/27/2021	BULB-CREDIT	11-52-00-59500 BLDG MAINT SUPPLIES-RECREATION	9.49
Total DUNN LUMBER:				464.80
EAGLE MEDIA INC				
00133215	09/01/2021	UNIFORM-GRITZNER	11-21-00-51380 PD UNIFORM ALLOWANCE	32.00
00133215	09/01/2021	UNIFORM-WAY	11-21-00-51380 PD UNIFORM ALLOWANCE	152.64
00133215	09/01/2021	UNIFORM-REBHORN	11-21-00-51380 PD UNIFORM ALLOWANCE	50.88

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
00133215	09/01/2021	CSO HATS,UNIFORM RODRIGU	11-21-00-51390 PART TIME UNIFORM EXPENSE	111.00
Total EAGLE MEDIA INC:				346.52
ELKHORN CHEMICAL CO INC				
636734	09/10/2021	CAN LINERS,CLEANER	40-55-20-53500 BLDG MAINT SUPPLIES-LOWER RIV	774.07
636734-1	09/14/2021	LINERS	40-55-20-53500 BLDG MAINT SUPPLIES-LOWER RIV	45.00
636746	09/13/2021	TP,SOAP,TOWELS-PARKS	11-52-00-53500 BLDG MAINT SUPPLIES-PARKS	2,115.37
636949	09/17/2021	VACUUM PARTS	11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES	62.08
Total ELKHORN CHEMICAL CO INC:				2,996.52
ELKHORN NAPA AUTO PARTS				
241571	09/07/2021	WIPER MOTOR-#14	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	19.12
242348	09/15/2021	OIL FILTER-LEAF WAGONS	11-32-13-54200 TREE & BRUSH-REPAIR	38.52
243685	09/27/2021	LIGHT BULBS-BACKUP	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	56.90
Total ELKHORN NAPA AUTO PARTS:				114.54
FAIRWYN SB INC				
1760 STONE	09/21/2021	1760 STONE MILL CIRCLE	11-00-00-23540 DEVELOPER DEPOSITS	3,500.00
Total FAIRWYN SB INC:				3,500.00
FORCE AMERICA DISTRIBUTING LLC				
001-1573009	09/15/2021	DEICING TANK CONTROL	43-32-10-17020 DPW CAPITAL PROJECTS	1,040.17
Total FORCE AMERICA DISTRIBUTING LLC:				1,040.17
FORD OF LAKE GENEVA				
30602	08/31/2021	WEATHER TECH MATS-SQUAD	11-21-00-53610 PD EQUIP MAINT SERV COSTS	899.60
76874	08/09/2021	TIRE REPLACE-#204	11-21-00-53610 PD EQUIP MAINT SERV COSTS	59.23
76947	08/16/2021	OIL CHANGE-#207	11-21-00-53610 PD EQUIP MAINT SERV COSTS	34.73
76953	08/16/2021	TIRE REPLACE-#204	11-21-00-53610 PD EQUIP MAINT SERV COSTS	59.23
77082	08/30/2021	TIRE BALANCE,OIL CHANGE-#2	11-21-00-53610 PD EQUIP MAINT SERV COSTS	296.59
77121	08/31/2021	BATTERY REPLACE-#204-19	11-21-00-53610 PD EQUIP MAINT SERV COSTS	165.95
77123	08/31/2021	TIRE ROTATE,OIL CHANGE-#20	11-21-00-53610 PD EQUIP MAINT SERV COSTS	43.65
77135	09/01/2021	BULN REPLACE-#209	11-21-00-53610 PD EQUIP MAINT SERV COSTS	49.20
77195	09/08/2021	TIRE REPAIR-#209-19	11-21-00-53610 PD EQUIP MAINT SERV COSTS	549.23
Total FORD OF LAKE GENEVA:				2,157.41
FOREMOST PROMOTIONS				
537873	09/29/2021	COLORING BOOKS	11-21-00-53160 CRIME PREVENTION PROGRAM	825.36
537874	09/29/2021	HALLOWEEN BAG HO ITEMS	11-21-00-53160 CRIME PREVENTION PROGRAM	4,951.09
Total FOREMOST PROMOTIONS:				5,776.45
GAGE MARINE CORP				
594179	08/28/2021	VIP BOAT TRANS-RIV GALA 8/28	40-55-40-53000 TOURISM GRANT FUNDS EXP	175.00
Total GAGE MARINE CORP:				175.00
GAHL, FRED				
09/17/2021	09/17/2021	EXPENDITURES- RIV GALA 8/28	40-55-40-53000 TOURISM GRANT FUNDS EXP	1,147.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total GAHL, FRED:				1,147.00
GAPPA SECURITY SOLUTIONS LLC				
23793	09/07/2021	KEYS	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	50.00
Total GAPPA SECURITY SOLUTIONS LLC:				50.00
GENERAL COMMUNICATIONS INC.				
294600	06/07/2021	(10) PAGERS	50-22-00-58000 FIRE EQUIPMENT PURCHASES	4,985.00
294679	06/11/2021	BOAT RADIOS	50-22-00-58000 FIRE EQUIPMENT PURCHASES	1,339.05
295987	07/20/2021	BOAT RADIOS	50-22-00-58000 FIRE EQUIPMENT PURCHASES	825.00
297465	09/13/2021	CADLEPOINT MAINT-#204	11-21-00-53610 PD EQUIP MAINT SERV COSTS	200.00
Total GENERAL COMMUNICATIONS INC.:				7,349.05
GENEVA AUTO BODY				
CCB219BC	09/09/2021	RIM PAINTING REPAIR-#207-15	11-21-00-53610 PD EQUIP MAINT SERV COSTS	450.00
Total GENEVA AUTO BODY:				450.00
GENEVA LAKE ARTS FOUNDATION				
REIMB 09/23/2	09/23/2021	REIMB-TOURISM GRANT AIP	47-70-00-57150 PROMOTIONAL GRANT	7,116.51
Total GENEVA LAKE ARTS FOUNDATION:				7,116.51
GENEVA LAKE MUSEUM				
2021 PMT 2 O	10/01/2021	2021 PMT 2 OF 2	11-51-10-57350 MUSEUM-OPERATIONS SUBSIDY	6,500.00
Total GENEVA LAKE MUSEUM:				6,500.00
GFL ENVIRONMENTAL INC.				
V20000012661	09/15/2021	ST SWEEPINGS DISPOSAL	11-36-00-52960 SOLID WASTE-STREET DEPT	471.68
Total GFL ENVIRONMENTAL INC.:				471.68
GKWW LAW				
REIMB 09/09/2	09/09/2021	SEC DEP-GKWW LAW 9/9/21	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
REIMB 09/09/2	09/09/2021	SEC GRD,SETUP-GKWW LAW 9	40-55-10-46740 UPPER RIVIERA REVENUE	603.75-
Total GKWW LAW:				396.25
HENRY SCHEIN INC				
97710007	08/20/2021	EMS SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	44.16
Total HENRY SCHEIN INC:				44.16
IMPACT ACQUISITIONS, LLC				
2127780	05/10/2021	FREIGHT FOR TONER	11-22-00-53120 POSTAGE EXPENSE	19.50
2234988	08/20/2021	FREIGHT FOR TONER	11-22-00-53120 POSTAGE EXPENSE	19.50
Total IMPACT ACQUISITIONS, LLC:				39.00
ITU ABSORB TECH INC				
7770827	09/17/2021	MATS,RAGS,COVERALLS	11-32-10-53600 ST DEPT BLDG MAINT SERV COSTS	89.66
7770828	09/17/2021	MATS	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	125.97

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total ITU ABSORB TECH INC:				215.63
JAMES IMAGING SYSTEMS INC				
1091701	07/20/2021	TOSH ES3555C-JUL	11-21-00-55310 COPY MACHINE & SHREDDING SVC	195.35
1111185	09/20/2021	TOSH ES3555C-SEP	11-21-00-55310 COPY MACHINE & SHREDDING SVC	163.34
1111186	09/20/2021	TOSH ES357-SEP	11-21-00-55310 COPY MACHINE & SHREDDING SVC	43.49
Total JAMES IMAGING SYSTEMS INC:				402.18
JEFFREY, NOAH				
CIT #CN80FKD	09/13/2021	CASE DISMISSED-#CN80FKD6R	11-12-00-45100 COURT PENALTIES & FINES	313.00
Total JEFFREY, NOAH:				313.00
JERRY WILLKOMM INC				
405604	09/13/2021	GREASE	11-32-10-53410 VEHICLE-FUEL & OIL	460.56
Total JERRY WILLKOMM INC:				460.56
KAPUR & ASSOCIATES INC				
108303 CM	06/23/2021	PR LOT 11 GENEVA PKWY-CRE	11-00-00-13910 A/R BILL OUTS	686.00-
108303-REVIS	06/23/2021	PR LOT 11 GENEVA PKWY	11-00-00-13910 A/R BILL OUTS	490.00
Total KAPUR & ASSOCIATES INC:				196.00-
KEEFE VACATION RENTALS NORTHERN WATERS				
REIMB 09/28/2	09/28/2021	REIMB-DBL PYMT RM TAX PER	11-00-00-44120 BUS LIC-CIG,TAXI,AMUSE,BILLARD	10.00
Total KEEFE VACATION RENTALS NORTHERN WATERS:				10.00
KROHN, ARLENE				
ELECTRICAL	09/20/2021	REFD-ELEC PERMIT #20211419	11-24-00-44310 ELECTRICAL PERMITS	65.00
Total KROHN, ARLENE:				65.00
LAFORCE				
1170198	08/30/2021	DEPT DOOR KEYS	11-21-00-53420 PD SPECIAL EQUIPMENT	115.00
Total LAFORCE:				115.00
LAKE GENEVA ANIMAL HOSPITAL				
608644	08/23/2021	PICKUP/BOARD-2 DOGS	11-21-00-52910 CARE OF STRAY ANIMALS	50.00
Total LAKE GENEVA ANIMAL HOSPITAL:				50.00
LAKE GENEVA CRUISE LINE				
09/26/2021	09/26/2021	LG BRIDAL SHOWCASE RGTR	40-55-10-53160 PUBLICATIONS & PROMOTIONS	175.00
Total LAKE GENEVA CRUISE LINE:				175.00
LAKE GENEVA REGIONAL NEWS				
REIMB 09/29/2	09/29/2021	REIMB-TOURISM GRANT/TACO	47-70-00-57150 PROMOTIONAL GRANT	10,000.00
Total LAKE GENEVA REGIONAL NEWS:				10,000.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
LAKE GENEVA UTILITY				
1760 STONE	09/01/2021	1760 STONE MILL CIRCLE	45-00-00-24520 WATER IMPACT FEES	1,690.00
1760 STONE	09/01/2021	1760 STONE MILL CIRCLE	45-00-00-24530 SEWER IMPACT FEES	1,865.00
325 BOWING	09/06/2021	325 BOWING WAY	45-00-00-24520 WATER IMPACT FEES	1,690.00
325 BOWING	09/06/2021	325 BOWING WAY	45-00-00-24530 SEWER IMPACT FEES	1,865.00
347 BOWING	08/16/2021	347 BOWING WAY	45-00-00-24520 WATER IMPACT FEES	1,690.00
347 BOWING	08/16/2021	347 BOWING WAY	45-00-00-24530 SEWER IMPACT FEES	1,865.00
Total LAKE GENEVA UTILITY:				10,665.00
LASER ELECTRIC SUPPLY				
1484713-00	09/24/2021	LIGHT BULBS & BATTERIES	11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES	155.44
Total LASER ELECTRIC SUPPLY:				155.44
LASER WORKS UNLIMITED LLC				
1703	09/16/2021	PASSPORT TAGS	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	116.75
1704	09/16/2021	NAME PLATE-PLAN COMM	11-24-00-53990 BLDG INSPECTOR MISC EXPENSES	14.60
Total LASER WORKS UNLIMITED LLC:				131.35
MACQUEEN EQUIPMENT				
P20998	09/22/2021	SUCTION HOSE	48-00-00-52500 CEM EQUIP MAINT/REPAIRS	714.97
Total MACQUEEN EQUIPMENT:				714.97
MALEK & ASSOCIATES CONSULTANTS				
6255	08/25/2021	FA REVIEW-850 GENEVA PKWY	11-22-00-57500 SPRINKLER SYSTEMS EXPENSES	375.00
6257	09/03/2021	FA REVIEW-MEDCOIL	11-22-00-57500 SPRINKLER SYSTEMS EXPENSES	292.50
Total MALEK & ASSOCIATES CONSULTANTS:				667.50
MARED MECHANICAL				
125270	09/08/2021	AC COMPRESSOR REPLACE	11-22-00-53500 BLDG MAINT SUPPLIES-FIREHOUSE	2,432.00
Total MARED MECHANICAL:				2,432.00
MARTIN GROUP				
1278893	09/20/2021	KONICA 20-SEP	11-21-00-55310 COPY MACHINE & SHREDDING SVC	22.10
Total MARTIN GROUP:				22.10
MERCY HEALTH SYSTEM				
400010070-9/9	09/09/2021	BLOOD DRAWS	11-21-00-53800 PD SPECIAL INVESTIGATIONS	12.00
Total MERCY HEALTH SYSTEM:				12.00
MERCY WALWORTH PHARMACY				
04/01/21	04/01/2021	EMS SUPPLIES-MERCY	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	354.70
06/01/21	06/01/2021	EMS SUPPLIES-MERCY	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	658.28
07/01/21	07/01/2021	EMS SUPPLIES-MERCY	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	265.00
08/01/21	08/01/2021	EMS SUPPLIES-MERCY	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	124.75
09/01/21	09/01/2021	EMS SUPPLIES-MERCY	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	390.00
Total MERCY WALWORTH PHARMACY:				1,792.73

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
MIDSTATE EQUIPMENT				
D12524	09/28/2021	WEED TRIMMER-REPAIRS	48-00-00-53400 CEM OPERATING SUPPLIES	617.96
Total MIDSTATE EQUIPMENT:				617.96
MIKES AUTO REPAIR INC				
61086	09/17/2021	BATTERIES-AMB #1	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	599.90
Total MIKES AUTO REPAIR INC:				599.90
MINUTEMAN PRESS				
46548	07/21/2021	PARKING TICKETS	11-21-00-53100 PD OFFICE SUPPLIES	425.06
Total MINUTEMAN PRESS:				425.06
MIRAN, ALICE JENNIFER				
REIMB 09/11/2	09/11/2021	SEC DEP-MIRAN 9/11/21	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
REIMB 09/11/2	09/11/2021	SEC GRD,SETUP-MIRAN 9/11/21	40-55-10-46740 UPPER RIVIERA REVENUE	359.50-
Total MIRAN, ALICE JENNIFER:				640.50
NATL FIRE PROTECTION ASSOC				
8036788Y	09/14/2021	FIRE PREV BANNER	11-22-00-51155 FIRE SAFETY/PUBLIC ED EXP	60.35
Total NATL FIRE PROTECTION ASSOC:				60.35
OFFICE DEPOT				
194086035001	09/16/2021	DRY ERASE ERASER	11-14-20-53100 CITY ADMIN OFFICE SUPPLIES	1.86
194086035001	09/16/2021	BATTERIES, ADD MACHINE TAP	11-16-10-53100 CITY HALL OFFICE SUPPLIES	23.60
Total OFFICE DEPOT:				25.46
PATS SERVICES INC				
A-221630	09/12/2021	PORT A POTTY SVC-AUG	48-00-00-52260 CEM WATER/SEWER EXP	220.00
Total PATS SERVICES INC:				220.00
PFI FASHIONS INC				
9598	09/21/2021	PARKING UNIFORMS	42-34-50-51380 PARKING UNIFORMS	95.96
Total PFI FASHIONS INC:				95.96
POMP'S TIRE SERVICE INC				
60254683	09/23/2021	TIRES-LEAF WAGON	11-32-14-54300 COMPOSTING OPERATING SUPPLIES	598.50
60254688	09/23/2021	TIRES-LEAF WAGON	11-32-14-54300 COMPOSTING OPERATING SUPPLIES	207.50
Total POMP'S TIRE SERVICE INC:				806.00
QUILL CORPORATION				
19530804	09/15/2021	PAPER,CLOREX WIPES	11-21-00-53100 PD OFFICE SUPPLIES	262.93
19547319	09/16/2021	YELLOW TONER	11-21-00-53100 PD OFFICE SUPPLIES	233.43
Total QUILL CORPORATION:				496.36
RC ELECTRONICS				
647578	09/24/2021	(2) RADIO CHARGERS	42-34-50-53990 PARKING MISC EXPENSES	59.15

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total RC ELECTRONICS:				59.15
ROTE OIL COMPANY				
2125100011	09/08/2021	150.1 GALS CLEAR DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	421.63
2126500410	09/22/2021	298.1 GALS CLEAR DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	852.27
2126500411	09/22/2021	234.7 GALS DYED DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	598.24
Total ROTE OIL COMPANY:				1,872.14
SIREN SERVICES				
407	08/31/2021	VALVES REPAIR	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	493.01
Total SIREN SERVICES:				493.01
SOMAR TEK LLC/SOMAR ENTERPRISE				
102402	09/09/2021	UNIFORM-WAY	11-21-00-51380 PD UNIFORM ALLOWANCE	234.32
Total SOMAR TEK LLC/SOMAR ENTERPRISE:				234.32
STOP STICK				
0022084-IN	08/26/2021	(2) STOP STICK KIT	11-21-00-53420 PD SPECIAL EQUIPMENT	967.00
Total STOP STICK:				967.00
STREICHERS				
I1523338	09/08/2021	UNIFORM-NELSON	11-21-00-51380 PD UNIFORM ALLOWANCE	151.95
Total STREICHERS:				151.95
TAPCO				
I707405	09/15/2021	TRAFFIC LIGHT SUPPLIES	11-34-10-52600 REPAIRS-TRAFFIC SIGNALS,ETC	2,131.46
Total TAPCO:				2,131.46
TAYLOR'S TINS				
LGA11	08/14/2021	DOOR TAGS	11-22-00-53500 BLDG MAINT SUPPLIES-FIREHOUSE	840.00
LGA12	09/09/2021	DOOR LABELS	11-22-00-53500 BLDG MAINT SUPPLIES-FIREHOUSE	105.00
Total TAYLOR'S TINS:				945.00
TOMMI'S GARDEN BLOOMS				
AUG 2021	08/01/2021	GET WELL FLOWERS-DUCHEMI	11-15-10-53100 ACCTG OFFICE SUPPLIES	50.00
Total TOMMI'S GARDEN BLOOMS:				50.00
TOP PACK DEFENSE LLC				
6791	09/07/2021	UNIFORM-BOULAND	11-21-00-51380 PD UNIFORM ALLOWANCE	54.99
6792	09/07/2021	UNIFORM-GREETHAM	11-21-00-51380 PD UNIFORM ALLOWANCE	602.10
6815	09/08/2021	UNIFORM-NELSON	11-21-00-51380 PD UNIFORM ALLOWANCE	385.72
Total TOP PACK DEFENSE LLC:				1,042.81
TORRENCE, PIERCE				
REIMB 09/10/2	09/10/2021	SEC DEP-TORRENCE 9/9/21	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
REIMB 09/10/2	09/10/2021	SEC GRD,SETUP-TORRENCE 9/	40-55-10-46740 UPPER RIVIERA REVENUE	269.81-

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total TORRENCE, PIERCE:				730.19
TRANS UNION LLC				
08116622	08/28/2021	BACKGROUND CHECKS	11-21-00-54110 PD APPLICATION PROCESS	157.90
Total TRANS UNION LLC:				157.90
TRANSCEDENT TECHNOLOGIES				
M5368	09/17/2021	TAX PROGRAM SUPPORT-2021	11-15-10-54500 COMPUTER IT SVC & EQUIPMENT	1,186.00
Total TRANSCEDENT TECHNOLOGIES:				1,186.00
TRITECH FORENSICS INC				
546156	09/24/2021	STORAGE BOXES	11-21-00-53100 PD OFFICE SUPPLIES	618.72
Total TRITECH FORENSICS INC:				618.72
UNIFORM SHOP, THE				
314190	09/14/2021	AWARD PINS	11-21-00-51390 PART TIME UNIFORM EXPENSE	571.35
Total UNIFORM SHOP, THE:				571.35
UNITED LABORATORIES				
INV328704	09/16/2021	SALT NUTRALIZER	11-32-12-53400 OPERATING SUPPLIES-SNOW & ICE	1,221.50
Total UNITED LABORATORIES:				1,221.50
VILLAGE OF GENOA CITY				
484	09/20/2021	BEACH TESTING-SEP	40-54-10-53620 BEACH MAINTENANCE SERVICE COS	475.00
Total VILLAGE OF GENOA CITY:				475.00
WELDERS SUPPLY CO				
10236449	09/03/2021	EMS SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	289.85
10238711	09/17/2021	WELDING SUPPLIES	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	152.21
Total WELDERS SUPPLY CO:				442.06
WI DEPT OF JUSTICE				
05/19/20	05/19/2020	CRIMINAL HISTORY CHECKS	11-21-00-54110 PD APPLICATION PROCESS	21.00
Total WI DEPT OF JUSTICE:				21.00
WI SUPREME COURT				
SEMINAR 202	09/15/2021	CLERK SEMINAR-2021	11-12-00-53320 MUN CT CONFERENCES & SCHOOL	40.00
Total WI SUPREME COURT:				40.00
WISCONN VALLEY MEDIA GROUP				
49305	09/16/2021	LN-LIQ LIC NTC OVALLE-PEREZ	11-10-00-53150 PUBLICATION FEES REIMBURSABLE	24.47
49487	09/23/2021	LN-VET'S PARK FENCE	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	36.57
49488	09/23/2021	LN-FONTANA PETRO LIQ LIC	11-10-00-53150 PUBLICATION FEES REIMBURSABLE	16.73
Total WISCONN VALLEY MEDIA GROUP:				77.77

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
WITTE SUPPLY COMPANY				
116119	09/27/2021	3 YDS TOP SOIL-TREE PLANTIN	11-32-13-54300 TREE & BRUSH OPER SUPPLIES	76.50
Total WITTE SUPPLY COMPANY:				76.50
ZOLL MEDICAL CORPORATION				
3345813	08/20/2021	BATTERY & CHARGER	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	3,057.60
Total ZOLL MEDICAL CORPORATION:				3,057.60
Grand Totals:				118,935.74

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Batch = "P10082021","P10082021A","P10082021B","F10082021","F10082021B","F10082021C","10082021","10082021A"

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