



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

**FINANCE, LICENSING & REGULATION COMMITTEE
TUESDAY, NOVEMBER 2, 2021 – 4:30 PM
CITY HALL, COUNCIL CHAMBERS**

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

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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 October 19, 2021 Finance, Licensing, and Regulation Committee meeting as prepared and distributed
5. **Licenses & Permits**
 - a. Discussion/Recommendation regarding a Tier II Event Permit application filed by VISIT Lake Geneva for the Lake Geneva Winterfest and U.S. National Snow Sculpting Championship
6. Discussion/Recommendation concerning 2022 Employee Health Insurance Program
7. Discussion/Recommendation regarding Employee Health Insurance premium contribution
8. Discussion/Recommendation regarding selection of "McGrath Human Resources Group" to undertake City's proposed Wage and Compensation Study
9. Discussion/Recommendation regarding implementation of four percent (4%) cost of living wage increase for all non-represented City employees effective January 1, 2022
10. Discussion/Recommendation regarding City Employee full-time and part-time wage scales for 2022
11. Discussion/Recommendation concerning the proposed Riviera Janitor job description
12. Discussion/Recommendation regarding updated job description for City Administrator to include ADA Compliance
13. Discussion/Recommendation regarding adopting a Sidewalk Maintenance Program in 2022
14. Discussion/Recommendation regarding PROWAG ordinance adoption

15. Discussion/Recommendation regarding City Snow Plowing Policy
16. Discussion/Recommendation regarding **Ordinance 21-11** an ordinance creating Article VIV, Meetings, Section 2-500, Remote Attendance at Meetings, and Section 2-501, Meetings to be Televised of Chapter 2, Administration, of the Lake Geneva Municipal Code; as it relates to remote attendance of Committee, Board, Commission, or Council meetings via telephone or teleconference
17. Discussion/Recommendation regarding **Resolution 21-R71** a resolution authorizing the use of Contingency funds for a NIF Grant Application for Veteran's Park to be prepared by MSA in an amount not to exceed \$8,000
18. Discussion/Recommendation regarding **Resolution 21-R72** a resolution authorizing the use of Contingency funds for a Wage & Benefit Study in an amount not to exceed \$40,000
19. Discussion/Recommendation regarding 1st Floor Riviera Concourse Leases rate and rental terms for 2022
20. Discussion/Recommendation regarding proposals for the City Wide Access Control System
21. Discussion/Recommendation regarding YMCA request to rehabilitate Veteran's Park Ballfields with Tourism Commission grant funds
22. Discussion/Recommendation regarding Downtown Business Improvement District request to waive fees for the use of the Riviera Ballroom on December 5, 2021 and December 19, 2021 for Holiday Events
23. **Presentation of Accounts**
- a. Prepaid Bills in the amount of \$188,919.37
 - b. Regular Bills in the amount of \$142,714.88

24. **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>

cc: Committee Members, Mayor, Council, Administrator, Attorney, Media

FINANCE, LICENSING & REGULATION COMMITTEE MINUTES
TUESDAY, OCTOBER 19, 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: None

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

Carol Pearson; 932 George St; Spoke in regards to the conditions of various City sidewalks.

Cindy Yaeger; 1284 Edgewood Dr; Spoke in opposition to the proposed increase of the slip and buoy rates.

Buzz Yaeger; 1284 Edgewood Dr; Spoke in regards to the proposed down payment for slips and buoys.

Approve the minutes of the October 5, 2021 Finance, Licensing, and Regulation Committee meeting as prepared and distributed

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

Licenses & Permits

Discussion/Recommendation regarding a Tier II Event Permit application filed by VISIT Lake Geneva for the 46th Annual Electric Christmas Parade

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

Discussion/Recommendation regarding a Taxi Company License application filed by Need a Ride Taxi Service, 319 E South St Unit #7, Lake Geneva

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

Discussion/Recommendation regarding Utility Commission and Public Works Department joint project located on Lakeview Dr and Lake Shore Dr using the American Rescue Act Funds- *Utilities Director Gajewski & Public Works Director Earle*
Utilities Director Gajewski and Public Works Director Earle addressed the committee regarding this project. They have worked together to identify the areas of concern including water, sanitary, storm water, and road work. Gajewski asked that the committee refer this to Council to hopefully gain approval, to then start the engineering process. Finance Director Hall explained that this project would qualify for the ARPA funds. Gajewski added that this area was selected based on a number of factors including lead line replacement, water main replacement, storm water management and the need for curb and gutter.

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

Discussion/Recommendation regarding Change Order #1 filed by Selzer-Ornst for the Library Restoration Project in an amount not to exceed \$2,918.00- *Library Director Kornak*

Motion by Yunker to approve, second by Halverson. Hedlund stated that this will be covered by the Library construction contingency fund. Motion carried 5-0.

Discussion/Recommendation regarding **Resolution 21-R68** amending the City of Lake Geneva Fee Schedule- *Clerk Kropf*
Clerk Kropf explained that one Riviera Ballroom rate was not added to the fee schedule by mistake and this would remedy this error. Motion by Hedlund to approve, second by Yunker. Motion carried 5-0.

Discussion/Recommendation regarding designating City Administrator as the ADA Compliance Officer –*Administrator Nord*
Motion by Halverson to approve, second by Hedlund. City Administrator Nord stated that if this is approved it would be added to the ordinance and job description. Motion carried 5-0.

Discussion/Recommendation regarding proposed policy for vendor contract management - *Administrator Nord*

City Administrator Nord stated that this was at the request of another committee and included what department would oversee which contract. He added that this is draft policy that needs careful language review from the City Attorney. Fesenmaier would like to see one place on the City website to obtain those contracts.

Motion by Halverson to suspend the rules to allow Alderperson Flower to speak, second by Fesenmaier. Motion carried 5-0.

Flower inquired how those vendors who respond to several departments such as the City Planner and City Engineer. City Administrator Nord stated that the next steps would be to identify what vendors do or not have contracts. No action taken.

Discussion/Recommendation regarding Sidewalk Maintenance Policy- *DPW Director Earle*

DPW Director Earle stated that this should be back to the Public Works Committee for further discussion.

Motion by Howell to refer to the Public Works Committee, second by Hedlund. Public Works Director Earle added that some time would need to be taken to verify that this policy wouldn't contradict any existing ordinances. Motion carried 5-0.

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*

Motion by Howell to refer to the next meeting, second by Hedlund. Flower requested that this be added to the Street Improvement Project as borrowed money cannot be used in this manner. Motion carried 5-0.

Discussion/Recommendation regarding Agreement for 2022 Lifeguard Services with the Water Safety Patrol- *Approved by the Piers, Harbors, and Lakefront Committee on October 12, 2021*

Harbormaster Russell addressed the committee regarding the new 2022 contract, that includes an approximate 3% increase.

Motion by Yunker to approve, second by Hedlund. Motion carried 5-0.

Discussion/Recommendation regarding possible increase of buoy/slip rate for 2022- *Approved by the Piers, Harbors, and Lakefront Committee on October 12, 2021*

Russell explained that he had presented all of this data to the Piers, Harbors, and Lakefront Committee and that his recommendations were in the packet. Yunker stated that West End Pier needs serious work and this would increase would go to funding this. He recommended that a 5% increase be implemented for the residents and that non-residents/non-resident property owners should be increased at a high rate. Russell explained that his recommendation would be resident rate for the West End Pier and the Riviera slips have a 5% increase and that all others have a 10% increase. Fesenmaier stated that it would be easier for there to only be a resident and non-resident rate.

Motion by Yunker to increase the slip and buoy rate for 2022 for residents by 5%, for non-residents a 10% increase, and the Riviera slips increase by 5%, second by Hedlund. Fesenmaier stated that she would like to see written documentation to justify the cost increase.

Motion by Fesenmaier to continue to the next Finance meeting, second by Halverson. Motion failed on a roll call vote 2-3, with Hedlund, Yunker, and Howell voting no.

Motion to amend by Fesenmaier that the resident rate have no increase, no second was offered. Motion failed. Original motion carried 4-1, with Fesenmaier voting no.

Discussion/Recommendation regarding possible addition of rate classification for kayak, buoy, and slip rates- *Approved by the Piers, Harbors, and Lakefront Committee on October 12, 2021*

Motion by Hedlund to approve, second by Yunker. No discussion. Motion carried 4-1, with Fesenmaier voting no.

Discussion/Recommendation regarding possible requiring buoy/slip deposits no later than January 31 of the year- *Approved by the Piers, Harbors, and Lakefront Committee on October 12, 2021*

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

Discussion/Recommendation regarding possibly increasing beach pass rate to \$10- *Approved by the Piers, Harbors, and Lakefront Committee on October 12, 2021*

Russell stated that he would like to see this stay the same, but would like the future to have a cashless system.

Motion by Fesenmaier to approve the beach pass rate at \$8 and move towards a cashless system, second by Hedlund. Howell stated that he would not be in favor of the cashless system. Russell stated that most resident children, who may not have access to a cashless payment option, would more than likely have a resident pass or they could use their phone to use the VIPLY App. Finance Director Hall agreed with the cashless system for reconciliation purposes and security. Motion carried 5-0.

Discussion/Recommendation regarding possibly extending the kayak rack rental by one month; terminating on November 15 instead of October 15- *Approved by the Piers, Harbors, and Lakefront Committee on October 12, 2021*

Russell stated that this would not have an impact to the current operation and this had come as a request from the kayak rack renters.

Motion by Yunker to approve, second by Hedlund. Fesenmaier stated that this would also increase the rental rate. Motion carried 5-0.

Discussion/Recommendation regarding a proposed partnership with CGI Communication INC for creation of educational videos- *Administrator Nord*

City Administrator Nord stated that this company is endorsed by the League of WI Municipalities and this company would create videos to promote the City. This would not cost the City any money, but would be paid for by advertisements. It would spotlight on not only the businesses, but the schools and residential areas as well. Fesenmaier stated that she would not be in favor of businesses being advertised on the City website. No action taken.

Discussion regarding September Treasurer's Report and Budget versus Actual- *Finance Director Hall*

Finance Director Hall gave an overview of the September Treasurer's Report and the budget versus actual. No action taken.

Presentation of Accounts

Prepaid Bills in the amount of \$945,180.64

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

Regular Bills in the amount of \$151,618.10

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

Adjournment

Motion by Hedlund to adjourn, second by Yunker. Motion carried 5-0. The meeting adjourned at 5:38 p.m.



CITY OF LAKE GENEVA EVENT PERMIT APPLICATION

Please fill in all blanks completely, as incomplete applications will be rejected.

Applications must be submitted

AT LEAST 4 WEEKS prior to the proposed event date for approval.

Section I- APPLICANT INFORMATION

Name of Applicant: VISIT Lake Geneva

Name of Event Organizer/Producer: VISIT Lake Geneva

Production Company/Organization: VISIT Lake Geneva FEIN #: 39-1158855

Street Address: 527 Center St.

City: Lake Geneva State: WI Zip code: 53147

E-mail Address: winterfest@visitlakegeneva.com

Are you a ☐ For-Profit OR ☒ Non-Profit Organization 501(c) 6

EIN # (Tax Exempt Number): n/a

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

Section II- EVENT INFORMATION- Check the proper category

☐ **Public Assembly Permit- *Non-Profit: No Charge; Otherwise: \$60.00 per day Fee**

(Meet one or more criteria) Single day event use of City of Lake Geneva facilities with NO street, parking or intersection closures, attendance under 500, NO serving of alcohol in public space.

☐ **Block Parties or use of Gazebo for 1 Hour Photo Ops: * Non-profit: No Charge; Otherwise: \$75.00 Fee**

Small event limited to one street with 4 barricades in a neighborhood or gazebo in Flat Iron Park.

☐ **Tier 1 Events: *Non-Profit: No Charge; Otherwise: \$250.00 Fee for an event up to seven days; additional \$50.00 per day thereafter**

(Meet one or more criteria) Rolling closure of streets, public walkway, limited parking stalls or intersection closures that do not impact public use, attendance of 501 to 3,000, four (4) hours or less of alcohol sales or serving, majority use of a city park(s), or other municipal facility.

☒ **Tier 2 Events: *Non-Profit: No Charge; Otherwise: \$500.00 Fee for an event up to seven days; additional \$100.00 per day thereafter**

(Meets one or more criteria) Non-profit or not-for-profit organization offering multiple-day events, attendance of more than 3,000+, more than four (4) hours of alcohol sales or serving, and/or exclusive use of City park(s), street(s), limited parking stalls, or other municipal facility.

Note: Seminary (includes the use of the Shelter) and Flat Iron Park (includes the use of Brunk Pavilion) have 3 available picnic tables and 10 benches which you can select as part of your event permit. Any additional picnic tables, benches, or barricades needed should be directed to a rental company.

1. Title of Event: Lake Geneva Winterfest & U.S. National Snow Sculpting Championship
2. Date(s) of Event: February 2 - 6, 2022
3. Location(s) of Event: Riviera Building/Plaza/Beach, Flat Iron Park, Wrigley Dr (Broad-Center)
4. Hours: Competition starts 11am Wed 2/2 & concludes 11am Sat 2/5; viewing through 2/6
Note: Start Time & End Time

5. Event Chair/Contact Person: Cherie Setteducate / Nan Elder

6. Day of Event Contact Name: Cherie Setteducate / Nan Elder

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

8. Will you charge an admission fee? ☐ Yes ☒ No

9. Estimated Attendance Number: 60,000

10. Basis for estimate: prior years' event attendance estimates

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

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

20 x 60' warming tent located in one lane on Wrigley Dr. -OR- plan B, behind Visitor Center adjacent to Center St. parking lot. Step It Up Rental (same as 2021).

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

If yes, what type and how many: _____

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

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

VISIT Lake Geneva staff and/or volunteers to ensure refuse disposal and clean-up. Dedicated garbage receptacles will be placed at Visitor Center for vendor use.

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

Provided by City Public Works, paid by VISIT Lake Geneva. Coverage during overnight (6pm to 6am) plus daytime hours Friday, Saturday, and Sunday

16. Will there be fireworks or pyrotechnics at your event?

☐ Yes ☒ No

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

17. Will your event include the sale of beer and/or wine?

☐ Yes ☒ No

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

18. Will you or any other vendors be selling food or merchandise?

☒ Yes ☐ No

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

19. *Do you intend to use the available picnic tables and benches in the location?*

☐ Yes ☒ No

Continue to next page...

Section III- STREET USE

☐ Check if this section does not apply

Required for any event using a public street. Per Sec. 62-243 of the municipal code, this application must include the following attachments:

■ Certificate of Comprehensive General Liability Insurance with the City, its employees and agents as additional insured with coverage for contractual liability with minimum limits of \$500,000 per occurrence for bodily injury and property damage limits of \$250,000 per occurrence.

☐ Petition signed by more than half of the residential dwelling units and/or commercial units residing along that portion of the street designated for the proposed use or whose property is denied access by virtue of the granting of the permit.

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

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

Wrigley Drive between Broad and Center Streets. Elements on road to include snow sculpture, cylinder snow form, Boy Scout Warming/Concessions Tent, Kunes (sponsor) vehicles, and Oscar Meyer Mobile display. Utilizing city barricades on Wrigley entrance and exit/
Closure to begin at 8:00 am on Monday January 31

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

■ Yes ☐ No

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

Dates of Use: **Monday, Jan. 31 - Sunday, Feb. 6, 2022**

Total Number of Parking Stalls being Requested: _____
Center St. parking lot closed - to be used for warming/concession tent and staff/sculptor parking.

Parking Stall Number(s) and Location: **Center Street parking lot**

3. Description of Signage to be used during event: _____

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

4. Anticipated Services

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

■ **Electricity;** Explain: **Portable light towers in Flat Iron Park & Riviera Plaza, along Wrigley Dr. for night snow sculpting**

☐ **Water;** Explain: _____

☐ **Traffic Control;** Explain: _____

■ **Police Services;** Explain: **Police/CSO foot patrol during span of event**

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

☐ **Other;** Explain: _____

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

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

Name on Card

Credit Card #:

Expiration Date

Billing Address

City, State, Zip

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

Applicant Signature:

Deanna Goodwin

Date: 10/10/21

For Office Use Only

Date Filed with Clerk: 10/11/21 Payment Amount: \$ N/A

Receipt #: N/A

City Clerk/Administrator Signature: [Signature] Date: 10/11/2021

☒ Approve ☐ Denied Notes: *Need to determine start date of road closures

Police Chief Signature: [Signature] Date: 10/18/21

☒ Approve ☐ Denied Notes: _____

Fire Chief Signature: [Signature] Date: 10/20/21

☒ Approve ☐ Denied Notes: _____

DPW Signature: [Signature] Date: 10/20/21

☒ Approve ☐ Denied Notes: _____

Parking Signature: [Signature] Date: 10/18/21

☒ Approve ☐ Denied Notes: REQUESTING DONATION OF CENTER ST. PARKING LOT

\$20 * 25 STALLS = \$500 * 6 DAYS = \$3,000 TOTAL = \$3,250

\$10 * 25 STALLS = \$250 * 1 DAY = \$250

Harbormaster Signature: _____ Date: _____

☐ Approve ☐ Denied Notes: _____

Tier I & Tier II Events Only:

FLR Meeting Date: _____

Council Meeting Date: _____



FEBRUARY 2 – 6, 2022

2022 marks Winterfest's 27th year as Lake Geneva's most prominent winter event. VISIT Lake Geneva is proud to welcome the 2022 U.S. National Snow Sculpting Championship, as well as local residents and visitors from around the Midwest to this epic event. We are planning for safe, outdoor experiences for our event guests and will implement pandemic safety guidelines at the time of the event.

EVENT LAYOUT

The layout of Winterfest 2022 will essentially be the same as in past years, utilizing Riviera Plaza and Flat Iron Park as the sites for the U.S. National Snow Sculpting Championship, with Wrigley Drive between Broad and Center Streets as the "connector" between the two. This footprint has proven optimal in the pedestrian flow and snow sculpting viewers. We anticipate a total of 15 sculpting teams to compete with six teams located at the Riviera Plaza circling the fountain, and the other 9 will be at Flat Iron Park along the sidewalk. As in prior years, we will work with City staff to address traffic flow and adjust as necessary or advised if need be.

Set up for the event will begin Monday, January 31, with snow being delivered by the Grand Geneva Resort and competition snow blocks being set in place at Riviera Plaza and Flat Iron Park with assistance from City Public Works staff. Once blocks are set, sculpting areas will be roped off and team flags and signs installed in preparation for the competition start on Wednesday, February 2.

With construction on the Riviera building now complete, VISIT Lake Geneva would like to return to using both the lower and upper levels of the building during Winterfest 2022. The lower level will house staff operations and meeting space, plus a warming/hospitality station for sculptors. The Riviera Ballroom will be used once again for a private team/sponsor dinner and the weekend Winterfest Marketplace and competition awards ceremony.

Storage pods for event and sculptor tools and equipment will be placed next to the Riviera and Visitor Center buildings. Additional equipment to be brought in include light towers around the sculpting areas; see map for location specifics.

The closure of Wrigley Drive between Broad Street and Center Street will also provide optimal space to place vendors who will sell coffee, hot chocolate, snacks and winter-themed products. (See Vendor Area below).

VENDOR AREA

A limited number of vendors will be placed in an outdoor "vendor mall" area Friday through Sunday. We are currently soliciting vendors and will provide a full vendor list to the City before the start of the event.

The vendors will be stationed along the south parking lane of Wrigley Drive between Broad and Center Streets (closed to traffic) facing Flat Iron Park and allowing plenty of road space for pedestrians and emergency vehicles. Vendors will provide their own tents and other supplies to vend. Fiddlesticks Bistro's 18 x 7-foot trailer will be stationed on Wrigley Drive for food and beverage service to the snow sculptors and the general public. The returning Boy Scouts concession/warming tent will be stationed in the Center Street parking lot, and Pearce's Farm Stand will be placed in the Visitor Center parking lot. A limited number of spaces with electrical access will be offered via light poles and/or portable light stations as designated by Public Works staff.

ASSOCIATED ACTIVITIES

We are looking forward to hosting the Winterfest Marketplace on the second level of the Riviera as in past years and selling Winterfest merchandise, as well as hosting the private Sponsor/Team Dinner in the Riviera Ballroom on Wednesday evening, February 2.

Bonfires on the Beach – We would like to host bonfires and other entertainment on Riviera Beach again in 2022, on Friday and Saturday evenings from 5:00 to 8:00 pm. Fire pits will be spread out to encourage smaller groups and will be placed a safe distance from the water's edge. VISIT Lake Geneva will partner with local organizations or sponsors to manage the fires, sale of s'mores supplies and hot chocolate/coffee, etc. Firewood will be delivered and stacked earlier in the week. Use of the Beach House is also requested for concessions as noted above (no restrooms or plumbing) and VISIT Lake Geneva will ensure they're cleaned and secured after each night's use. Entrance to the bonfires will be via the gate entrance at Riviera Plaza.

Downtown Ice Sculpture Walk – In its third year, the Downtown Ice Sculpture Walk will be an associated event/activity during Winterfest 2022. An estimated 30 Downtown businesses will sponsor professionally carved ice sculptures that will be placed in front of their storefronts as an artful public art display. The Ice Walk will be promoted with dedicated marketing and within Winterfest's overall promotion. This activity has been successful in drawing additional interest and visitation to Downtown Lake Geneva and moving pedestrians to/from the snow sculpting activity along the lakefront to patronize local businesses. Sculptures will be installed at business locations on Thursday morning, February 3 (weather permitting) and will remain on display until they melt.

Additional Local Events & Activities - More special events, activities and promotions by local businesses and attractions will be promoted as part of the Winterfest weekend festivities as in prior years.

EVENT TIMELINE

Monday, January 31

- Winter Fun staff arrives and sets up operations (lower Riviera)
- Snow delivered and snow blocks set
- Tool storage pods delivery and setup (Riviera/Flat Iron Park)

Tuesday, February 1

- Snow delivered and snow blocks set (cont'd)
- Team sculpting areas set up (flags/signs/roping)

- Boy Scout Concession/Warming tent delivery and setup
- Portable restroom delivery and setup

Wednesday, February 2

- Event opens and sculpting competition begins 11am
- Team/Sponsor Dinner in Riviera Ballroom

Thursday February 3

- Sculpting competition continues
- Ice Sculpture Walk installed Downtown

Friday, February 4

- Sculpting continues
- Outdoor vendor setup 8-10am; vendors open 10am-4pm
- Marketplace setup 2-4pm in Riviera Ballroom
- Bonfires on the Beach 5-8pm

Saturday, February 5

- Outdoor vendor setup 8am-10am; vendors open 10am-4pm
- Marketplace setup 7:30-9am in Riviera Ballroom
- Marketplace open 9am-5pm
- People's Choice Voting 9am-2pm
- Sculpting ends at 11am
- Awards Ceremony at 3pm in Riviera Ballroom
- Bonfires on the Beach 5-8pm

Sunday, February 6

- Outdoor vendor setup 8-10am; vendors open 10am-2pm
- Public viewing of completed sculptures

Flat Iron Park & Wrigley Drive



Riviera Plaza



City of Lake Geneva

2022 Renewal Discussion

November 1, 2021

Presented By | Matt Chadwick, Vice-President

Cottingham & Butler

AGENDA

- Current State of Healthcare
- WPS/Difference Card Renewal
- Marketing Efforts
- Historical View
- Questions

CURRENT STATE OF HEALTHCARE

Healthcare in the US was already expensive and inefficient, the recent happenings in the economy hold has only added to it.

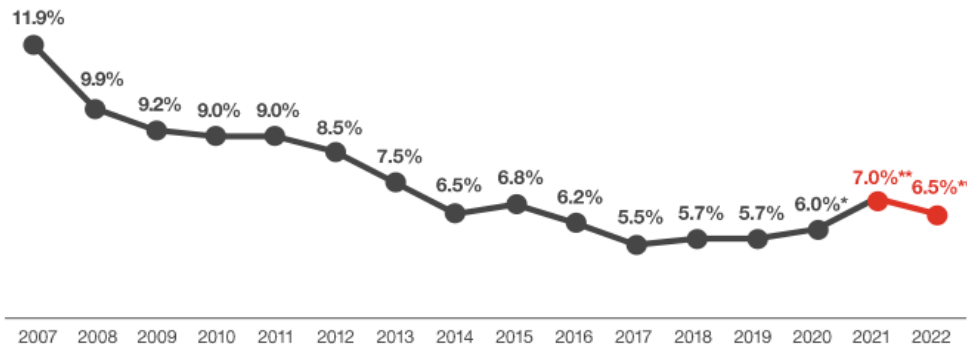


When COVID first hit, hospitals shut down for three months. Many hospitals saw up to a 50% reduction in revenue for those month. The lack of access to care, created a pent up demand for care once things started to reopen. Coupling the increased demand with inflationary pressures on wages, supplies, etc is leading to higher than previous renewals.

HEALTHCARE OUTLOOK AND TREND

- According to the 2021 Milliman Medical Index, healthcare costs are projected to increase by 8.4%. This is being driven by a recovery in healthcare utilization, regular healthcare cost increase, and GDP growth.
- Healthcare spending is expected to return to pre-pandemic trends. However, there is still a lot of uncertainty regarding the future as many preventive services and screenings were delayed or not done. If conditions such as cancer are missed and diagnosed at later stages, this could have long-term impacts on both health outcomes and costs. Similar patterns can be seen for other serious and chronic diseases.

PwC's medical cost trend



- Based on a PWC report, they are projecting a 6.5% medical cost trend increase in 2022.

Source: PwC Health Research Institute medical cost trends, 2007-22

*Projected medical cost trend. Does not account for the effects of the pandemic on actual 2020 spending.

**Growth in spending expected over prior-year spending, with the effects of the pandemic removed from the prior-year spending. See report Appendix for details.

Note: The 7% medical cost trend for 2021 was revised from a range of scenarios, from 4% to 10%, originally projected in PwC Health Research Institute's "Medical Cost Trend: Behind the Numbers 2021" report in June 2020. See report Appendix for details.

WPS RENEWAL

Effective Date: 01/01/2022

		WPS Copay, PPO, \$5,000	
Rates		Current	Renewal
Single	30	\$901.97	\$1,018.52
Employee + 1	23	\$1,799.87	\$2,032.44
Family	24	\$2,445.35	\$2,761.33
Estimated Monthly Premium	77	\$127,145	\$143,574
Estimated Annual Premium		\$1,525,734	\$1,722,884
Percentage Change			12.9%
Annual Dollar Change			\$197,150

	In-Network	Out-of-Network
Deductible		
Individual	\$5,000	\$10,000
Family	\$10,000	\$20,000
Deductible Embedded	Yes	
Coinsurance	20%	40%
Out-of-Pocket Maximum		
Individual	\$7,350	\$16,000
Family	\$14,700	\$32,000
Emergency Room	\$300 Copay	
Urgent Care	\$35 Copay	40% after deductible
Office Visits	PCP: \$35 SPC: \$70	
Preventative Care	100% covered, deductible waived	
Outpatient Labs & Xrays	20% after deductible	
Major Imaging (CT, MRI, PET)		
Prescription Drugs	\$10/\$35/\$60/25% up to \$350	

After two straight years of renewals under 3%, WPS is requesting a 12.9% increase for 2022. WPS is holding firm to this renewal for the following reasons:

- Uptick in overall claims from the City – 93.2% MLR.
- Two newly discovered very large claimants that will be around in 2022
- Medical Trend higher than recent history.

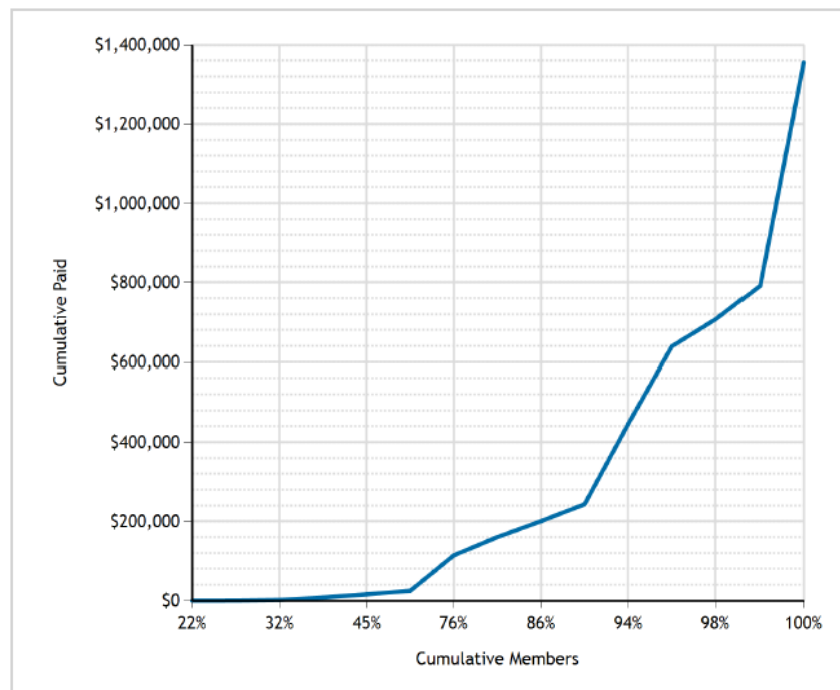
WPS EXPERIENCE

Incurred 7/1/2020 through 6/30/2021
Paid 7/1/2020 through 8/31/2021

HEALTH INSURANCE • HEALTH PLAN

Claims Strata

Paid Strata	Unique Members	Percent of Unique Members	Percent of Total Paid
Less than \$1	47	22.5%	0.0%
\$1 - \$100	9	4.3%	0.0%
\$101 - \$250	10	4.8%	0.1%
\$251 - \$500	16	7.7%	0.4%
\$501 - \$750	13	6.2%	0.6%
\$751 - \$1,000	10	4.8%	0.6%
\$1,001 - \$2,500	54	25.8%	6.6%
\$2,501 - \$5,000	13	6.2%	3.4%
\$5,001 - \$7,500	7	3.3%	3.0%
\$7,501 - \$10,000	5	2.4%	3.1%
\$10,001 - \$25,000	13	6.2%	14.9%
\$25,001 - \$50,000	6	2.9%	14.3%
\$50,001 - \$75,000	1	0.5%	5.0%
\$75,001 - \$100,000	1	0.5%	6.2%
\$100,001 - \$250,000	4	1.9%	41.6%
Total	209	100.0%	100.0%



DIFFERENCE CARD RENEWAL

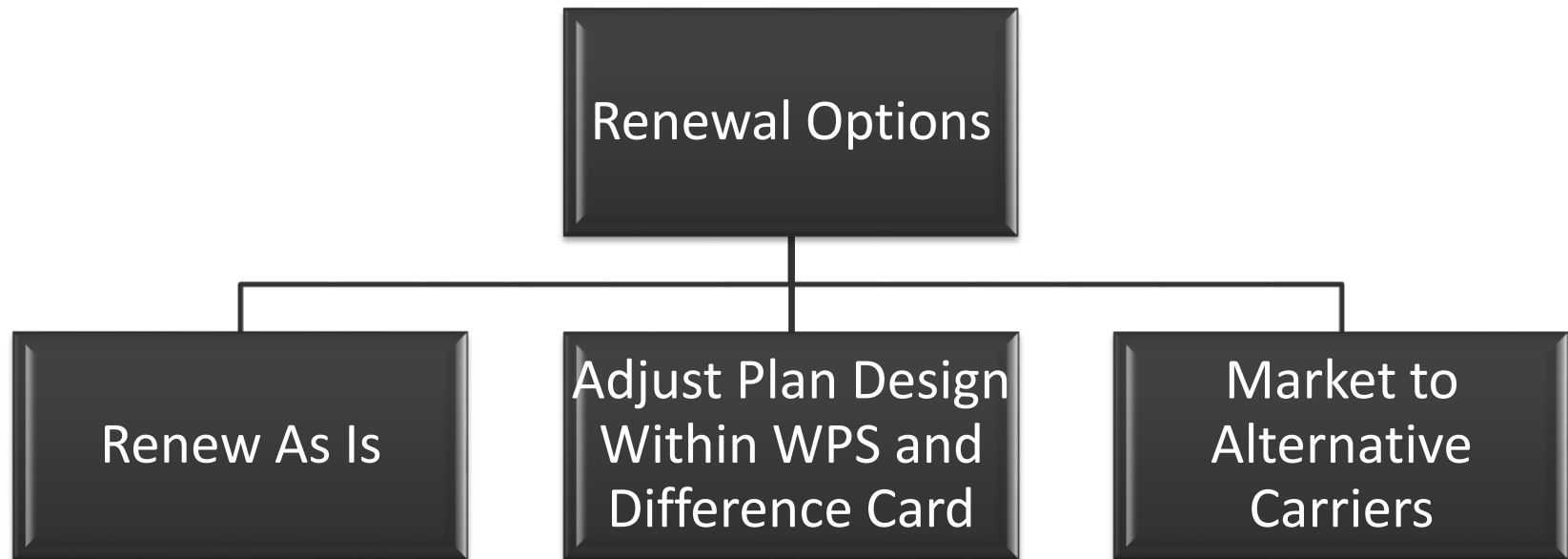
General Plan Information	WPS Current		WPS Renewal	
	In-Network	Out-of-Network	In-Network	Out-of-Network
Network	Statewide/First Health		Statewide/First Health	
Base Deductible	Single \$5,000 Family \$10,000	Single \$10,000 Family \$20,000	Single \$5,000 Family \$10,000	Single \$10,000 Family \$20,000
Your Deductible	Single \$1,000 Family \$2,000	Single \$2,000 Family \$4,000	Single \$1,000 Family \$2,000	Single \$2,000 Family \$4,000
Coinsurance	0% After Deductible	40% After Deductible	0% After Deductible	40% After Deductible
Out-of-Pocket Maximum (Including Deductible and Copays)	Single \$7,350 Family \$14,700	Single \$16,000 Family \$32,000	Single \$7,350 Family \$14,700	Single \$16,000 Family \$32,000
Physician Services				
Office Visits	PCP \$15 / SPC \$50	40% After Deductible	PCP \$15 / SPC \$50	40% After Deductible
Preventive Care	100%	40% After Deductible	100%	40% After Deductible
Diagnostic X-Ray & Lab	0% After Deductible	40% After Deductible	0% After Deductible	40% After Deductible
Hospital Services				
Inpatient	0% After Deductible	40% After Deductible	0% After Deductible	40% After Deductible
Outpatient	0% After Deductible	40% After Deductible	0% After Deductible	40% After Deductible
Emergency and Urgent Care				
Emergency Room	\$150 copay		\$150 copay	
Urgent Care/Walk-in Clinic	\$50 copay	40% After Deductible	\$50 copay	40% After Deductible
Prescription Drugs				
Retail	Tier 1: \$0 Copay Tier 2: \$20 Copay Tier 3: \$45 Copay Tier 4: 25% to \$235		Tier 1: \$0 Copay Tier 2: \$20 Copay Tier 3: \$45 Copay Tier 4: 25% to \$235	
Difference Card Base Premium	Current		Current	
PEPM	\$73.44		\$73.44	
Monthly Premium	\$5,655		\$5,655	
Annual Premium	\$67,859		\$67,859	
Percent Change			0%	
Difference Card Agg Factors	Current		Current	
PEPM	\$234.77		\$256.73	
Monthly Premium	\$18,077		\$19,768	
Annual Premium	\$216,927		\$237,219	
Percent Change			9%	
WPS/DC Expected Premium	Current		Current	
Base Premium				
Single	\$1,045.27		\$1,175.49	
Employee + Child(ren)	\$2,085.84		\$2,345.70	
Family	\$2,833.86		\$3,186.91	
Monthly Premium	\$147,345		\$165,702	
Annual Premium	\$1,768,141		\$1,988,420	
Percent Change			12.46%	
Percent Change			\$220,279	

The Difference Card is asking for a flat renewal for Fixed Costs, but projecting a 9% increase to Agg Factors (Worst Case Scenario Funding)

Historically, the City has run well underneath the worst case:

2021: Worst Case \$215k, actual claims expected to be \$163k.

MARKETING EFFORTS



ADJUSTING PLAN DESIGN

Effective Date: 01/01/2022						
	WPS Copay, PPO, \$5,000		WPS Copay, PPO, \$6,000		WPS Copay, PPO, \$6,500	
Rates	Current	Renewal	Option 3		Option 3	
Single	\$901.97	\$1,018.52	\$1,013.33		\$1,012.82	
Employee + 1	\$1,799.87	\$2,032.44	\$2,022.07		\$2,021.06	
Family	\$2,445.35	\$2,761.33	\$2,747.25		\$2,745.87	
Estimated Monthly Premium	\$127,145	\$143,574	\$142,842		\$142,770	
Estimated Annual Premium	\$1,525,734	\$1,722,884	\$1,714,098		\$1,713,238	
Percentage Change		12.9%	12.35%		12.29%	
Annual Dollar Change		\$197,150	\$188,364		\$187,504	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Deductible						
Individual	\$5,000	\$10,000	\$6,000	\$12,000	\$6,500	\$13,000
Family	\$10,000	\$20,000	\$12,000	\$24,000	\$13,000	\$26,000
Deductible Embedded	Yes		Yes		Yes	
Coinsurance	20%	40%	20%	40%	20%	40%
Out-of-Pocket Maximum						
Individual	\$7,350	\$16,000	\$7,350	\$18,000	\$7,350	\$19,000
Family	\$14,700	\$32,000	\$14,700	\$36,000	\$14,700	\$38,000
Emergency Room	\$300 Copay		\$300 Copay		\$300 Copay	
Urgent Care	\$35 Copay	40% after deductible	\$35 Copay	40% after deductible	\$35 Copay	40% after deductible
Office Visits	PCP: \$35 SPC: \$70		PCP: \$35 SPC: \$70		PCP: \$35 SPC: \$70	
Preventative Care	100% covered, deductible waived		100% covered, deductible waived		100% covered, deductible waived	
Outpatient Labs & Xrays	20% after deductible		20% after deductible		20% after deductible	
Major Imaging (CT, MRI, PET)	20% after deductible		20% after deductible		20% after deductible	
Prescription Drugs	\$10/\$35/\$60/25% up to \$350		\$10/\$35/\$60/25% up to \$350		\$10/\$35/\$60/25% up to \$350	

C&B requested plan design alternatives from WPS to attempt to find savings opportunities.

Unfortunately, WPS gave very little credit to buying down the deductible (and increasing the City's liability)

Total savings would max out to be roughly \$10k.

ADJUSTING THE DIFFERENCE CARD PLAN DESIGN

General Plan Information	Renewal		Renewal		Renewal	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Network	Statewide/First Health		Statewide/First Health		Statewide/First Health	
Base Deductible	Single \$5,000 Family \$10,000	Single \$10,000 Family \$20,000	Single \$5,000 Family \$10,000	Single \$10,000 Family \$20,000	Single \$5,000 Family \$10,000	Single \$10,000 Family \$20,000
Your Deductible	Single \$1,000 Family \$2,000	Single \$2,000 Family \$4,000	Single \$1,500 Family \$3,000	Single \$2,000 Family \$4,000	Single \$2,000 Family \$4,000	Single \$2,000 Family \$4,000
Coinsurance	0% After Deductible	40% After Deductible	0% After Deductible	40% After Deductible	0% After Deductible	40% After Deductible
Out-of-Pocket Maximum (Including Deductible and Copays)	Single \$7,350 Family \$14,700	Single \$16,000 Family \$32,000	Single \$7,350 Family \$14,700	Single \$16,000 Family \$32,000	Single \$7,350 Family \$14,700	Single \$16,000 Family \$32,000
Physician Services						
Office Visits	PCP \$15 / SPC \$50	40% After Deductible	PCP \$15 / SPC \$50	40% After Deductible	PCP \$15 / SPC \$50	40% After Deductible
Preventive Care	100%	40% After Deductible	100%	40% After Deductible	100%	40% After Deductible
Diagnostic X-Ray & Lab	0% After Deductible	40% After Deductible	0% After Deductible	40% After Deductible	0% After Deductible	40% After Deductible
Hospital Services						
Inpatient	0% After Deductible	40% After Deductible	0% After Deductible	40% After Deductible	0% After Deductible	40% After Deductible
Outpatient	0% After Deductible	40% After Deductible	0% After Deductible	40% After Deductible	0% After Deductible	40% After Deductible
Emergency and Urgent Care						
Emergency Room	\$150 copay		\$150 copay		\$150 copay	
Urgent Care/Walk-in Clinic	\$50 copay	40% After Deductible	\$50 copay	40% After Deductible	\$50 copay	40% After Deductible
Prescription Drugs						
Retail	Tier 1: \$0 Copay Tier 2: \$20 Copay Tier 3: \$45 Copay Tier 4: 25% to \$235		Tier 1: \$0 Copay Tier 2: \$20 Copay Tier 3: \$45 Copay Tier 4: 25% to \$235		Tier 1: \$0 Copay Tier 2: \$20 Copay Tier 3: \$45 Copay Tier 4: 25% to \$235	
Difference Card Base Premium	Current		Renewal		Negotiated	
PEPM	\$73.44		\$73.44		\$73.44	
Monthly Premium	\$5,655		\$5,655		\$5,655	
Annual Premium	\$67,859		\$67,859		\$67,859	
Percent Change	0%		0%		0%	
Difference Card Agg Factors	Current		Renewal		Negotiated	
PEPM	\$256.73		\$245.88		\$233.35	
Monthly Premium	\$19,768		\$18,933		\$17,968	
Annual Premium	\$237,219		\$227,193		\$215,615	
Percent Change	9%		5%		-1%	
WPS/DC Expected Premium Base Premium	Current		Renewal		Negotiated	
Single	\$1,175.49		\$1,170.56		\$1,164.85	
Employee + Child(ren)	\$2,345.70		\$2,335.85		\$2,324.47	
Family	\$3,186.91		\$3,173.53		\$3,158.07	
Monthly Premium	\$165,702		\$165,006		\$164,202	
Annual Premium	\$1,988,420		\$1,980,073		\$1,970,424	
Percent Change	12.46%		11.99%		11.44%	
Percent Change	\$220,279		\$211,932		\$202,283	

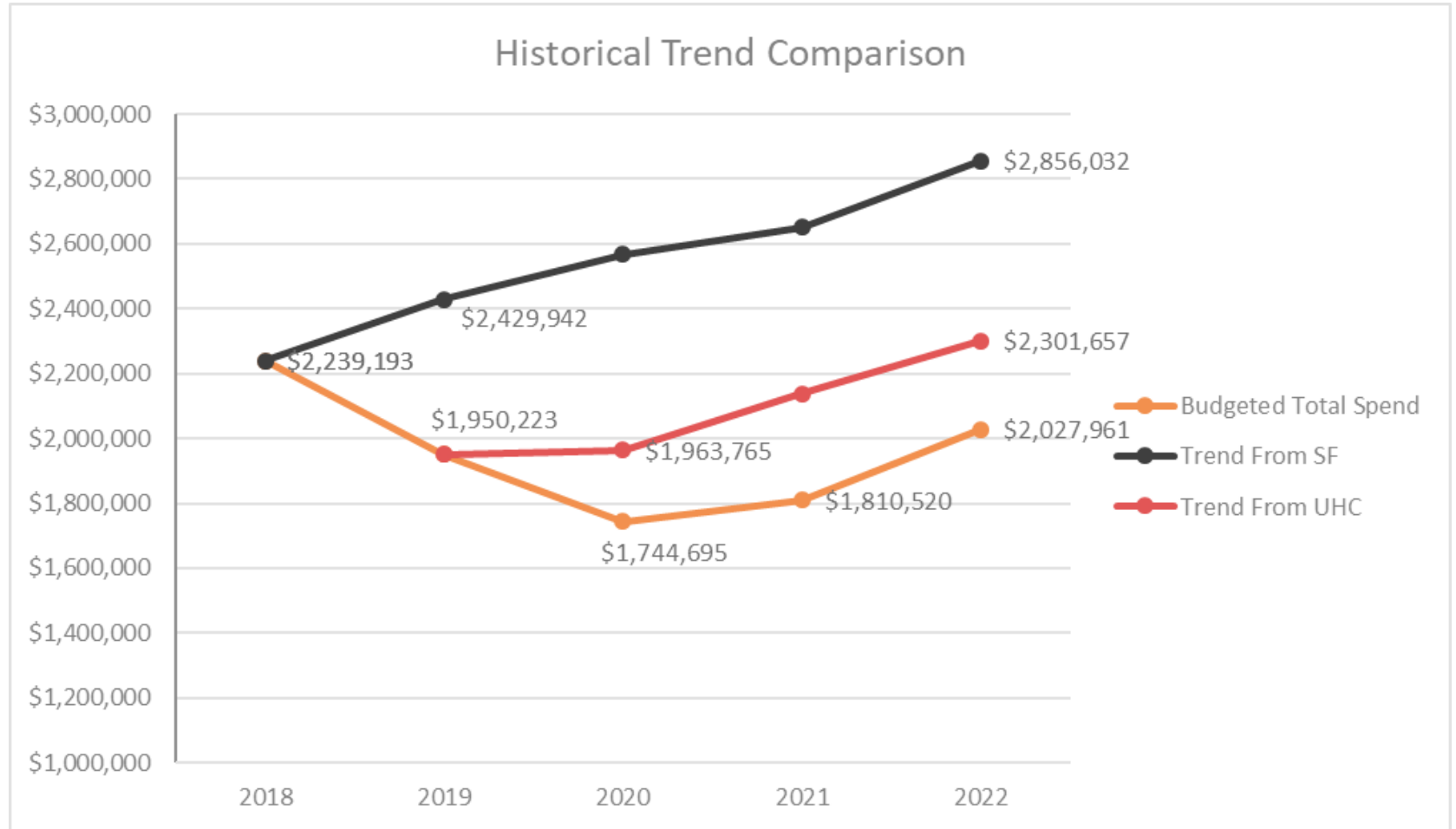
Increasing the EE deductibles did not show significant savings compared to the increase.

An increase to \$1,500 would potentially save the city \$9k.

MARKET TO ALTERNATIVE CARRIERS

Carrier	Anthem	UHC	Quartz	NeuGen
Result	Responded to C&B that their best rates would be 20%-30% higher than current.	Back in 2019, UHC wanted a 19% increase to rates, which would have resulted in higher rates than the City is paying today. UHC's underwriters cited poor experience and the large cancer as reasons they are uncompetitive	Declined to offer a quote because of the lack or reporting from WPS and the concern of high cost claimants.	Claimed rates would be "uncompetitive" to renewal

HISTORICAL VIEW



HISTORICAL VIEW

Plan Year	2018	2019	2020	2021	2022
Carrier	Self-Funded	UHC w DC	WPS w DC	WPS w DC	WPS w DC
Employee	77	75	75	77	77
Est Insurance Costs		\$1,470,770	\$1,494,414	\$1,525,734	\$1,722,884
Difference Card Max Funding		\$179,453	\$250,281	\$284,786	\$305,077
S/F Run Out Costs		\$300,000			
Budgeted Total Spend	\$2,239,193	\$1,950,223	\$1,744,695	\$1,810,520	\$2,027,961
Percent Change	n/a	-12.9%	-10.5%	3.8%	12.0%
National Medical Trend	5.5%	5.7%	5.7%	6.0%	7.7%
Trend From SF	\$2,239,193	\$2,429,942	\$2,568,449	\$2,651,840	\$2,856,032
Trend From UHC		\$1,950,223	\$1,963,765	\$2,137,100	\$2,301,657
PEPY	\$29,080	\$26,003	\$23,263	\$23,513	\$26,337
	n/a	-10.6%	-10.5%	1.1%	12.0%

As difficult as it is to deal with a 12.9% increase, the City is still paying less for the insurance program than it was back in 2018.

SUMMARY

Recent claims history has not been favorable to the City of Lake Geneva. WPS has historically been willing to reduce rates and partner with the city, but the unwillingness during this renewal cycle indicates added pressures from hospital systems, the increase in the severity of claims, and the real likelihood of increased costs along the entire supply chain.

The only option available to the City is to renew with WPS. The risk of high cost claimants and uncertainty in the healthcare fields are making alternative options difficult, not just for the City, but for the Wisconsin marketplace.

The City will continue to explore other strategies C&B has mentioned in the past:

- Pay in lieu
- Family Advantage Health Plan
- Recalibration of contributions
- ETF

QUESTIONS?

**AGREEMENT BETWEEN THE CITY OF LAKE GENEVA, WISCONSIN
AND MCGRATH HUMAN RESOURCES GROUP FOR A
WAGE AND COMPENSATION STUDY**

THIS AGREEMENT made the by and between McGrath Human Resources, hereinafter called the consultant, and the City of Lake Geneva, WI hereinafter called the City.

WHEREAS, the consultant submitted a proposal, dated October 2021, to the City to conduct a Wage and Compensation Study. WHEREAS the City selected the consultant to perform this study.

NOW, THEREFORE, the parties (the City and the Consultant) do mutually agree to the following:

The City shall engage the consultant to perform the work described in its proposal of October referred to as the PROJECT, which is incorporated herein by reference.

The project shall be undertaken and completed in such sequence as to assure the expeditious completion of the project and by the best means necessary to carry out the purposes of the agreement.

The Consultant agrees to complete the project within a reasonable time, for a total compensation of \$24,250 in consultation fees and expenses. The City agrees to pay the Consultant for work on the Wage and Compensation Project (\$20,250) and expenses incurred, as the performance of such work is demonstrated by submission of an invoice for \$5,000 upon receipt of the signed contract; \$10,250 upon submission of the draft report; and the balance of \$5,000 upon submission of the final report.

The job description project will be invoiced in two payments: \$1,000 at the start of the project; and the balance \$3,000 upon submission of all draft job descriptions.

The City shall remit payment within 30 days of receipt of said billing. In consideration of this agreement, the City agrees to:

- Assure reasonable access to the members of the organization, i.e., City Managers, selected supervisors, and other appropriate employees.
- Afford prompt decisions on matters affecting the progress of the work.

GENERAL CONSIDERATIONS

1. **The City Ownership and Proprietary Information** - The parties expressly agree that all data, documents, records, studies, or other information generated, created, found or otherwise completed by consultant in the performance of consultant's duties under the terms of this contract shall at all times remain the proprietary information of and under the ownership of the City. All data, documents, records, studies, or other information generated, referred to above, with the exception of the raw market data, shall be provided to the City by consultant upon request.

2. **Nondiscrimination** – In consideration of the signing of this Agreement, the parties hereto for themselves, their agents, officials, employees, and servants agree not to discriminate in any manner on the basis of race, color, ancestry, national origin, religious creed, sex, sexual orientation, disability, age, marital status, political affiliation, or membership or non membership in any organization with reference to the performance of this Agreement.

3. **Termination and Suspension**

a. This Agreement will continue in full force and effect until completion of the Project as described in the proposal unless it is terminated for nonperformance as outlined below.

b. If either party fails to perform as required by this Agreement, the other party may terminate it by giving written notice of such failure to perform and the intent to terminate. If the party receiving such notice does not cure its failure to perform within 20 days of such notice, the party issuing such notice may then terminate the Agreement by giving written notice of termination to the other party.

c. In the event of termination, the Consultant will be paid by the City for all services actually, timely, and faithfully rendered up to the receipt of the notice of termination and thereafter until the date of termination, provided, however, that City shall not in any manner be liable for lost profits which might have been made by Consultant had Consultant completed the services required by this Contract. The Consultant will provide all work documents developed up to the time of termination upon request by the City.

d. Consultant shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to this agreement and such other records as may be deemed necessary by City to assure proper accounting for all project funds. These records shall be made available for audit purposes to state and federal authorities, or any authorized representative of City. Consultant shall retain such records for three (3) years after the expiration of this agreement, unless prior permission to destroy them is granted by City

4. **Successors and Assigns**- The City and the Consultant each bind the other and assigns, in all respects, to all of the terms, conditions, covenants, and

provisions of this Agreement, and any assignment or transfer by the Consultant of it interest in this Agreement without the written consent of the City shall be void.

5. **Compliance with Law** – The Consultant will comply with any and all applicable federal, state, and local laws as the same exist and may be amended from time to time.

6. **Amendment of Agreement** – This Agreement shall not be altered, changed or amended except by mutual written agreement of the parties.

7. **Waiver of consequential damages**–For purposes of this section, work performed is described as the preparation of studies and recommendations pertaining to the scope of services contained in this Agreement, as presented to the City for review and approval. Notwithstanding anything herein to the contrary, to the maximum extent permitted by law, the Consultant shall not be liable to the City for consequential damages for actions resulting from work performed on behalf of the City in evaluating and developing the compensation plan.

Any confidential information provided to or developed by the Consultant in the performance of the agreement shall be kept confidential and not made available to any individual or organization by the Consultant without the prior written approval and consent of the City.

8. **Whole Agreement** – This agreement constitutes the entire agreement between the City and the Consultant. Any modification must be in writing and approved by the City and the Consultant. The agreement incorporates all the agreements, covenants, and understanding between the parties concerning the subject matter hereof, and all such covenants, agreements, and understands have been merged into this written agreement.

9. **Independent Contractors** – The Consultant and its agents and employees are independent contractors performing professional services for the City and are not employees of the City. Nothing herein shall be construed as incurring for the City any liability for Worker's Compensation, FICA, withholding tax, unemployment compensation, or any other payment, which would be required to be paid by the City if the City and the Consultant were standing in an employer/employee relationship, and the Consultant hereby agrees to assume and pay all such liabilities.

10. **Subcontract** – The Consultant shall not subcontract any portion of the services to be performed under this agreement without the prior written prior approval of the City.

11. **No third parties** - No provision of this agreement is intended to, or shall be for the benefit of, or construed to create rights in, or grant remedies to, any person or entity not a party hereto.

The parties have executed this Agreement, the day and year first above written.

Approved By:

By:



City of Lake Geneva, WI

Victoria McGrath, CEO
McGrath Human Resources Group

Date

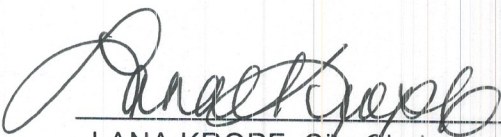
Date

Resolution 20-R83

The Common Council of the City of Lake Geneva hereby establishes the following Pay Scale Grades and Pay Scale for the following Part-time Non-Represented Employees for the 2021 Budget Year effective January 1, 2021:

			Grade Salary Range		
Position	% Pro Rated	Assigned Pay Scale Grade	Min	Mid	Max
Permanent Part Time Salaried Staff:					
City Attorney	60%	22	57,152.39	65,725.25	74,298.11
City Judge	15%	20	12,716.36	14,623.81	16,531.26
Fire Chief	50%	17	35,589.66	40,928.11	46,266.56
Deputy Fire Chief	8%	12	4,255.15	4,893.42	5,531.69
Assistant Fire Chief	5%	10	2,366.92	2,721.95	3,076.99
Emergency Mgmt Deputy Director	30%	10	14,201.49	16,331.72	18,461.94
Permanent Part Time Hourly Staff:					
PD Part time Patrol Officer		9	21.4706	24.6912	27.9117
Financial Analyst		9	21.4706	24.6912	27.9117
Harbormaster		7	19.1087	21.9750	24.8413
City Hall Counter Clerk		7	19.1087	21.9750	24.8413
FD Confidential Administrative Assistant		7	19.1087	21.9750	24.8413
Part-time Tele-Communicator		6	18.0271	20.7312	23.4352
Parking Maintenance Lead Supervisor		6	18.0271	20.7312	23.4352
Lead Booking Officer		4	16.0441	18.4507	20.8573
Assistant Court Clerk		4	16.0441	18.4507	20.8573
PD Booking Officer		3	15.1359	17.4063	19.6767
Parking Maintenance Lead		2	14.2792	16.4210	18.5629
Parking Enforcement		1	13.4709	15.4915	17.5122
Videographer		1	13.4709	15.4915	17.5122
Chief Inspector poll workers per hour		0.4	9.4965	10.9209	12.3454
Poll Workers per hour		0.2	8.4518	9.7196	10.9874
Seasonal Part-time Hourly Staff:					
Beach Supervisor		1	13.4709	15.4915	17.5122
Street Seasonal Lead		1	13.4709	15.4915	17.5122
Asst Beach Supervisor		0.9	12.7084	14.6147	16.5209
Street Seasonal		0.9	12.7084	14.6147	16.5209
Boat Launch Attendants		0.8	11.9891	13.7874	15.5858
Riviera Security Guards		0.8	11.9891	13.7874	15.5858
Beach Attendants		0.5	10.0662	11.5762	13.0861
Crossing Guards		0.5	10.0662	11.5762	13.0861


CHARLENE KLEIN, Mayor


LANA KROPF, City Clerk

Resolution 20-R84

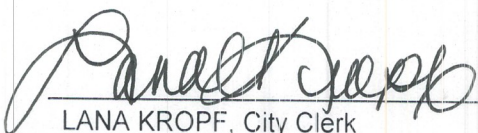
The Common Council of the City of Lake Geneva hereby establishes the following Pay Scale Grades and Pay Scale for the following Full-time Non-Represented Employees for the 2021 Budget Year effective January 1, 2021:

		Grade Salary Range		
Position	Assigned Pay Scale Grade	Min	Mid	Max
Full Time Salaried Staff:				
City Administrator	23	100,969.22	116,114.61	131,259.99
Police Chief	19	79,977.08	91,973.64	103,970.21
Finance Director (Comptroller)	18	75,450.08	86,767.59	98,085.10
Director of Public Works	18	75,450.08	86,767.59	98,085.10
Police Administrative Lieutenant	17	71,179.32	81,856.22	92,533.11
Police Patrol Lieutenant	16	67,150.30	77,222.84	87,295.39
Building & Zoning Administrator	15	63,349.34	72,851.74	82,354.14
Police Sergeant*	14	59,763.53	68,728.06	77,692.59
City Clerk	13	56,380.69	64,837.79	73,294.89
Parking Manager	12	53,189.33	61,167.73	69,146.13
PD Communications Supervisor*	10	47,338.31	54,439.06	61,539.81
PD Data Systems Administrator*	7	39,746.16	45,708.08	51,670.01
PD Confidential Administrative Assistant*	7	39,746.16	45,708.08	51,670.01
Telecommunicators*	6	37,496.38	43,120.83	48,745.29
Data Specialist*	6	37,496.38	43,120.83	48,745.29
Full time Hourly Staff:				
DPW Superintendent	14	28.7325	33.0423	37.3522
Lead Financial Analyst/Treasurer	11	24.1243	27.7430	31.3616
Human Resources/Benefits Specialist	11	24.1243	27.7430	31.3616
DPW Arborist/Lead	11	24.1243	27.7430	31.3616
DPW Lead Operator	10	22.7588	26.1726	29.5864
Assistant City Clerk	9	21.4706	24.6912	27.9117
Cemetery Sexton	8	20.2553	23.2935	26.3318
Heavy Equipment Operators	8	20.2553	23.2935	26.3318
Equipment Operators	7	19.1087	21.9750	24.8413
Cemetery Equipment Operator	7	19.1087	21.9750	24.8413
Riviera Maintenance Engineer	7	19.1087	21.9750	24.8413
Building & Grounds Administrator	7	19.1087	21.9750	24.8413
Municipal Court Clerk	7	19.1087	21.9750	24.8413
Front Desk Counter Clerk	7	19.1087	21.9750	24.8413
Assistant Building Inspector/Code Enforcement	7	19.1087	21.9750	24.8413
Building & Zoning Adm. Asst.	7	19.1087	21.9750	24.8413
Parking Clerk	7	19.1087	21.9750	24.8413
Cemetery Laborer / Operator	6	18.0271	20.7312	23.4352
DPW Laborer / Operator	6	18.0271	20.7312	23.4352
Custodian	5	17.0067	19.5577	22.1087

Notes:

* Salaried Employees that receive Overtime.


CHARLENE KLEIN, Mayor


LANA KROPF, City Clerk

Riviera Janitor Position (Part of Lakefront Staff)

Dept/Div: Public Works

FLSA Status: Non-Exempt

General Definition of Work

Performs semiskilled work performing building and grounds work related to the cleanliness, sanitation and overall appearance of the Riviera and the adjoining Driehaus Plaza. Also responsible for stocking of restroom supplies within the Riviera Building restrooms. Primary work season will be Memorial Day through Labor Day with a seasonal closing date of November 1st of each year. Typical work days are Friday through Sunday, along with Monday holidays when applicable. Thursday – Sunday during the annual Venetian Festival.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Sweeping

Wet mopping

Clean up of dry and wet spills

Cleaning of common area windows and common area doors (not tenant windows or doors)

Stocking of toilet paper and hand soap in the restrooms

Pick up of trash

Dusting

Maintain overall appearance and sanitation of the area

The position will not undertake any manner of maintenance, but will report repair issues to the Public Works Department

Position will immediately notify police and/or fire department of any illegal or unsafe activity if observed.

Knowledge, Skills and Abilities

Thorough knowledge of building and grounds cleaning and sanitation; ability to understand and carry out oral and written instructions; ability to carry out required tasks without supervision.

Education and Experience

High school diploma or GED with relevant experience, or combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, occasional exertion of up to 25 pounds of force.

Work with continual standing, walking, bending or sitting. Position also involves, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting. Work requires vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications. Exposure to outdoor weather conditions. May be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light – heavy pedestrian traffic).

Special Requirements

None

Last Revised: 10/22/2021

City Administrator

Dept/Div: Administration

FLSA Status: Exempt

General Definition of Work

Performs complex professional work directing all operations and activities of the City government, ensuring ordinances, resolutions and policies adopted by the Common Council are implemented and consistently applied, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Common Council. Organizational supervision is exercised over Director of Public Works, Comptroller, City Clerk, Building Inspector, Parking Supervisor and Harbor Master.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Directs and manages the operations of the City; provides direction to all City functions falling under the authority of the Common Council.

Works with department heads and senior management to ensure effective coordination and cooperation among departments; coordinates the continuous review of interdepartmental processes for quality control and improvement; facilitates problem solving at all levels in the organization.

Serves as a liaison between City staff, the Mayor, and the City Council; attends all meetings of the City Council and various council Standing Committees; briefs Council members on pending agenda items and other City issues; provides analysis as needed to assist the Council in making informed policy decisions; oversees the preparation of meeting agendas; provides administrative support to Mayor and Council members as needed.

Oversees the development and administration of the annual budget and capital improvement program.

Assists the Mayor and City Council with strategic and long-range planning for the City; participates in planning efforts at the local and regional levels; keeps City Council apprised of developments at the State and Federal levels that impact the City; monitors pending legislation for impact on the City; oversees compliance with new legislation.

Represents the Mayor, City Council and the City at various meetings, functions and events; serves as a liaison to various civic or governmental organizations and committees, taskforces, boards, and commissions; confers regularly with officials from other units of local government and business and community organizations; provides information about City operations.

Coordinates special projects; oversees professional contractors and/or consultants providing services to the City.

Serve as City's "Americans with Disabilities Act" (ADA) Compliance Officer.

Oversees and participates in the resolution of inquiries and complaints from the public and other organizations.

Knowledge, Skills and Abilities

Comprehensive knowledge of public administration principles and practices; comprehensive knowledge of municipal corporation laws, ordinances and regulations; thorough knowledge of municipal finance practices; thorough knowledge of election laws and procedures; thorough skill operating a personal computer and applicable hardware and software; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with department heads, the Common Council and the general public.

Education and Experience

Bachelor's degree in Public Administration, Political Science, or related field and considerable experience as an assistant city administrator or department head, or equivalent combination of education and experience.

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 \(ADA\)](#)
- **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
 - [Municipal Code](#)
 - [Section 62-2](#) – Street and sidewalk grades
 - [Section 62-96](#) – Sidewalks, Construction and repair
 - [Section 62-223](#) – Snow and ice Removal; sidewalks to be kept clear
 - [Section 82-63](#) - Trees in lawn parks and public rights-of-way

Related Resources

[Aldermanic District 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.

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 per the following (except as a result of a parkway tree – parkway tree impacts will be covered 100% by the City of Lake Geneva):

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. 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. 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. In the Downtown Overlay District 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.

5. 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.

6. Per a decision of the Public Works Committee on **October XX, 2021**, the City of Lake Geneva adopts an annual sidewalk maintenance program.

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 **Orange 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 an **Orange Cross**. 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 the Director of Public Works so they can facilitate your coordination with the City Forester.

Heaved or Subsided



Your sidewalk will be marked with an **Orange 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 the 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 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 an **Orange 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.

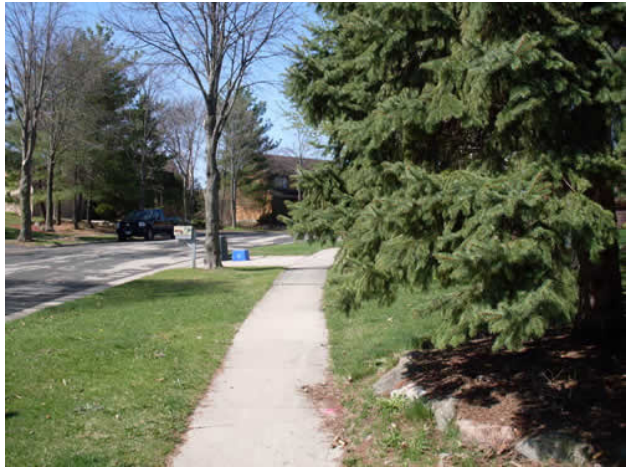
Before filling a crack with vinyl concrete patch mix, prepare the crack by using a chisel to undercut the edges of the crack making it wider at the base than at the surface, providing a mechanical method of "keying" the patch in place for a more secure and permanent repair. By performing maintenance 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 ½" below the surface, it will be marked with a **Orange Dot** of paint. These sections have deteriorated beyond the point of repair and need to be replaced.

Obstruction of Sidewalk



Per [Section 82-63](#) - Trees in lawn parks and public rights-of-way, City of Lake Geneva Ordinances, Required pruning. Trees planted within any lawn park or public right-of-way shall be trimmed so that any branches or foliage projecting over any public right-of-way which is the subject of vehicular traffic provide a clearance of not less than 12 feet from the pavement and any branches or foliage projecting over any public right-of-way which is the subject of pedestrian traffic provide a clearance of not less than eight feet from the pavement or ground. Sidewalk shall be kept clear for the use of persons on foot, as provided in Wis. Stat. s. 66.0907(1).

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)



Sec. 62-96**Construction and repair.**

[Code 1992, § 8.11; Ord. No. 95-18, § 8.11, 9-11-1995]

(a)

Regulated. No person, whether owner, builder or contractor, shall build any new sidewalk or rebuild, repair or renew or cause to be rebuilt, repaired or renewed any existing sidewalk contrary to the provisions of this section.

(b)

State law adopted. In addition to the provisions of this section, W.S.A., §§ 66.615 and 66.616, and Americans With Disabilities Act Accessibility Guidelines (ADAAG) 14.0, public rights-of-way, relating to the construction and repair of sidewalks and curb ramps, so far as applicable to the City, is adopted by reference.

esource: November 23, 2005 draft PROWAG at:
<http://www.access-board.gov/prowac/draft.htm>.

The DOJ and U.S. Department of Transportation (DOT) are authorized by law to adopt standards consistent with the Access Board's guidelines for use in enforcing the ADA. The DOT has a similar authority under its Rehabilitation Act/504 regulation. The DOJ reviews 504 regulations issued by Federal agencies. When standards consistent with the final PROWAG guidelines are adopted by the DOJ, they will become the new minimum design standards under the ADA for both new construction and alterations of pedestrian facilities in the public right-of-way. The DOT has already indicated its intent to adopt the PROWAG, when completed, into its 504 standard.

In the interim, jurisdictions must continue to design and construct new and altered pedestrian facilities that are accessible to and usable by people with disabilities. The 2005 draft PROWAG has been identified by DOT as the current best practice in accessible pedestrian design under the Federal Highway Administration's Federal-aid (504) regulation. Therefore at this time the City of Lake Geneva adopts the Nov 23, 2005 draft PROWAG document as our standards until such time as it is updated and adopted by the DOT/DOJ.

(c)

Sidewalk requirements. The City Council may, from time to time, require that sidewalks be laid, and this requirement may vary from street to street as conditions and circumstances require, and may order by resolution sidewalks

to be laid in the manner provided in this article. Unless otherwise ordered by the Council, the width of all sidewalks shall not be narrower than those now constructed or laid, except as otherwise provided in the construction manual as provided herein.

(d)

Permit required. No person shall build any sidewalk within the City without first obtaining a permit from the City. Application for such permit shall be to the Department of Public Works on a form provided by the City and shall contain a full statement of the materials to be used in construction and the width thereof and shall also request the line and grade for the construction of such walk be furnished by the City.

(e)

Sidewalk standards. All sidewalks shall be constructed to standard specifications established by the City and as stated in the State of Wisconsin Standard Specifications for Road and Bridge Construction, plus Supplemental Specifications, Section 602. Unless otherwise permitted, sidewalks shall be not less than four feet in width and constructed of concrete not less than four inches thick except where crossing a driveway, where a six-inch minimum thickness is required. Cross slopes on sidewalks shall, in general, be 2%, or as allowed by ADAAG.

(f)

Protection to the public. The public shall be afforded protection during construction or repair of sidewalks as follows:

1.

City may repair. Any sidewalk which is unsafe, defective or insufficient shall be repaired or removed and replaced with a sidewalk in accordance with the standard fixed by this section, and the City Council may by resolution, order such sidewalk so repaired or removed and replaced.

2.

Procedure where City makes repairs. The City shall make repairs as follows:

a.

Notice. A copy of the resolution or order directing such laying, removal, replacement or repair shall be served upon the owner of each lot or parcel of land in front of which such work shall have been ordered by the City after personally delivering the resolution or order to the owners or his agent or, if such owner or agent cannot be found, by publishing the resolution or order in the official newspaper.

b.

Failure to obey notice. Whenever any such owner shall neglect, for 20 days after such service, to lay, remove, replace or repair any such sidewalk, the City may cause such work to be done at the expense of such owner. All work for the construction of sidewalks shall be let by contract to the lowest responsible bidder unless otherwise provided by the Council pursuant to W.S.A., § 62.15(1).

c.

Costs assessed. The City shall keep an accurate account of the expenses of laying, removing and repairing sidewalks in front of each lot or parcel of land whether the work is done by contract or otherwise, and shall annually prepare a statement of the expense so incurred in front of each lot or parcel of land, the expense to be on file with the City Clerk. The amount therein charged to each lot or parcel of land shall be entered by the Clerk on the tax roll as a special tax against the lot or parcel of land, and the amount shall be collected in all respects as other taxes upon real estate.

Sec. 62-96**Construction and repair.**

[Code 1992, § 8.11; Ord. No. 95-18, § 8.11, 9-11-1995]

(a)

Regulated. No person, whether owner, builder or contractor, shall build any new sidewalk or rebuild, repair or renew or cause to be rebuilt, repaired or renewed any existing sidewalk contrary to the provisions of this section.

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State law adopted. In addition to the provisions of this section, W.S.A., §§ 66.615 and 66.616, and Americans With Disabilities Act Accessibility Guidelines (ADAAG) 14.0, public rights-of-way, relating to the construction and repair of sidewalks and curb ramps, so far as applicable to the City, is adopted by reference.

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(c)

Sidewalk requirements. The City Council may, from time to time, require that sidewalks be laid, and this requirement may vary from street to street as conditions and circumstances require, and may order by resolution sidewalks

to be laid in the manner provided in this article. Unless otherwise ordered by the Council, the width of all sidewalks shall not be narrower than those now constructed or laid, except as otherwise provided in the construction manual as provided herein.

(d)

Permit required. No person shall build any sidewalk within the City without first obtaining a permit from the City. Application for such permit shall be to the Department of Public Works on a form provided by the City and shall contain a full statement of the materials to be used in construction and the width thereof and shall also request the line and grade for the construction of such walk be furnished by the City.

(e)

Sidewalk standards. All sidewalks shall be constructed to standard specifications established by the City and as stated in the State of Wisconsin Standard Specifications for Road and Bridge Construction, plus Supplemental Specifications, Section 602. Unless otherwise permitted, sidewalks shall be not less than four feet in width and constructed of concrete not less than four inches thick except where crossing a driveway, where a six-inch minimum thickness is required. Cross slopes on sidewalks shall, in general, be 2%, or as allowed by ADAAG.

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2.

Procedure where City makes repairs. The City shall make repairs as follows:

a.

Notice. A copy of the resolution or order directing such laying, removal, replacement or repair shall be served upon the owner of each lot or parcel of land in front of which such work shall have been ordered by the City after personally delivering the resolution or order to the owners or his agent or, if such owner or agent cannot be found, by publishing the resolution or order in the official newspaper.

b.

Failure to obey notice. Whenever any such owner shall neglect, for 20 days after such service, to lay, remove, replace or repair any such sidewalk, the City may cause such work to be done at the expense of such owner. All work for the construction of sidewalks shall be let by contract to the lowest responsible bidder unless otherwise provided by the Council pursuant to W.S.A., § 62.15(1).

c.

Costs assessed. The City shall keep an accurate account of the expenses of laying, removing and repairing sidewalks in front of each lot or parcel of land whether the work is done by contract or otherwise, and shall annually prepare a statement of the expense so incurred in front of each lot or parcel of land, the expense to be on file with the City Clerk. The amount therein charged to each lot or parcel of land shall be entered by the Clerk on the tax roll as a special tax against the lot or parcel of land, and the amount shall be collected in all respects as other taxes upon real estate.



3.4 SNOW & ICE CONTROL

1. Purpose
2. Ordinances
3. Responsibilities
4. Downtown snow removal
5. Storm classification
6. Priorities
7. Private streets
8. General
9. Property damage

Adopted by Common Council	01/??/1996
Amended by Common Council	??/??/2011
Amended by Common Council	x/x/2021

SECTION 1: INTRODUCTION, PURPOSE, AND GOAL

Introduction

Lake Geneva is a progressive and rapidly growing community of approximately 7900 people, located forty-five miles southwest of Milwaukee near the intersection of STH 120, STH 50 and US 12. The City is recognized as one of the premier vacation destinations in Wisconsin and the Mid West and attracts world-wide visitors. Many festivals can attract 10-50,000 visitors in any season. Area resorts capitalize on rolling acres of pristine landscape that meet the shores of Geneva Lake. Its proximity to Milwaukee, Madison, Chicago and Rockford also provide a very popular destination for one day visitors. It is essential that our community provides the best and most efficient snow and ice control possible. Although efforts have been made to be as specific as possible, *it should be noted that due to the unpredictable nature of snow and ice events in the State of Wisconsin, any plan needs to be flexible to accommodate a variety of circumstances. This document should be viewed as a general guide for snow and ice response with the understanding that responses differ with each event as each has unique characteristics.*

Background

Due to its geographic location, Lake Geneva is subject to freezing rain, ice, and snow anytime during the fall, winter, and spring months. Normally, winter storms can be expected during the months of November through April. The responsibility for keeping vehicular and pedestrian traffic moving safely on Lake Geneva's apx 45 miles of city streets following snow and ice storms lies with the Public Works Department.

Purpose

The purpose of a good snow and ice removal policy is to ensure the roadways are safe and passable* for the motoring public and for public service vehicles; however, there is a general awareness that chlorides have a negative environmental impact on Geneva Lake as well as nearby soils, vegetation, waterways, infrastructure and vehicles. There is also damage to the pavement itself. Every effort shall be made to minimize salt usage and still provide safe travel ways. The City does not maintain a 'bare/dry road' policy.

*According to Wisconsin Department of Transportation's Passable Roadways in a Winter Storm Event article, a passable roadway is defined as a roadway surface that is free from drifts, ridges and as much snow and ice as is practical and can be travelled at a reasonable speed. Reasonable speed is defined as a speed a vehicle can travel without losing traction. This means during and after a snow/ice storm, reasonable speed will be lower than the posted speed limit.

Goal

The City's overall goal is to plow all of its roadways curb to curb, from arterial and collector streets, to local residential streets and alleys of snow accumulation within twelve (12) hours after the snow has stopped. However storms with a long duration will take substantially longer to clear.

SECTION 2: CITY ORDINANCES FOR SNOW AND ICE CONTROL

Notice

An updated City snow and ice control policy may be available on the City website, DPW Offices and the Clerks Office about 01 Nov. of each year..

Snow Emergency Declaration

PER MUNICIPAL CODE:

SECTION 74-10(a). DECLARATION. "The Emergency Manager or his/her designee, Mayor or in the Mayor's absence the President of the City Council shall have the authority to declare a snow emergency whenever conditions arise which in their judgment necessitate the same. The person declaring the snow emergency shall first consult with the DPW and Fire/EMS services if appropriate.

SECTION 74-10(b). AUTHORIZED ACTIONS. Upon the declaration of a snow emergency, the Police and Fire Chiefs are authorized to hire tow trucks, require snowplows to accompany emergency vehicles both inside and outside the corporate limits of the City, establish a public information telephone reception center, advise radio station WLKG of declaration of snow emergency, and take any other action necessary.

SECTION 74-10(c). PLOWING. The Street Department "shall first clear and keep clean all primary routes and entrances and exits to the emergency facilities, then all secondary routes shall be cleared and maintained." A map of streets designating facilities is in the office of the City Clerk, Fire Dept. and Police communications center.

SECTION 74-10(d). PARKING. "During a snow emergency, there shall be no parking on all primary and secondary routes. Any vehicles parked on such routes shall be towed away at the owner's expense as provided in Section 74-37."

SECTION 74-10(e). TERMINATION. "The snow emergency may be terminated by the

Emergency Manager, Mayor or City Council. The snow emergency shall be limited to the time during which such snow emergency conditions exist.”

SECTION 74-60(a). NO PARKING SIGNAGE FOR SNOW REMOVAL. “For the purpose of removing snow from the streets and surrounding areas, the Street Department may erect signs prohibiting parking in the particular area where snow is intended to be removed.”

SECTION 74-60(b). PENALTY FOR VIOLATION. “The Police Department may tow away all vehicles parked in violation pursuant to this subsection.”

Sidewalks

Property owners are responsible for the sidewalks adjacent to their property on all sides. This includes ADA ramps to the travelled portion of the roadway. If sidewalks are not cleared within 24 hours, or 12 hours in the Central Business District, the following procedure will be employed in accordance with Section 62-223:

- a. The City may schedule removal of snow any time after the 12 or 24 hour time period has lapsed. The downtown has heavy pedestrian usage; therefore the risk of public health, safety, and welfare is an overriding consideration.
- b. upon expiration of the time limit a forfeiture shall be levied in accordance with the City Code. Each 24 hour period shall cause a separate offense.
- c. the sidewalk shall be cleared by a City hired contractor at the direction of the Code Enforcer.

Contractor shall provide before and after photographs to the City for documentation purposes.

- d. twice the City cost of removal shall normally be charged to the property owner in accordance with City Ordinance. *CE is checking on this. Is it allowed?*
- e. deposit of snow in streets prohibited in accordance with Section 62-221, “No person shall cause to be deposited snow from his premises onto the sidewalk abutting thereon or onto any street...”

this includes pushing, placing or throwing snow across a street, ROW and/or alleyway. Snow shall stay on the side of the street/alley/right-of-way from where it originated.

Bike Paths

As certain bike paths are multi-use paths used as sidewalks, it is acknowledged that these areas need to be cleared of snow and ice. A map of these areas will be made available from time to time by the Common Council outlining which areas will be the responsibility of the adjacent property owners to maintain all year including snow/ice removal. The responsibilities will mirror that of the sidewalk snow maintenance ordinances. These areas shall be reviewed by the City from time to time and maps adjusted accordingly. (I am assuming an Ordinance would be in order)

The City DPW will plow certain bike paths as time and resources allow. These areas include the paths in and around Vet's Park, sections of Edwards Blvd and Townline Rd. It shall be noted that when frost is neither present in the soil nor deep enough to withstand plowing equipment, the DPW shall at its discretion allow snow to remain on the bike paths until such time conditions allow removal. As a general rule, the City does not chemically treat bike paths.

SECTION 3: RESPONSIBILITIES OF CITY PERSONNEL

Public Works Department

The task of keeping vehicular traffic moving on the City of Lake Geneva's 40 plus miles of streets during and following snow storms is the duty of the Public Works Department. The Department is responsible for the coordination and supervision of the entire snow and ice control operation. Tracking of storm warnings, making decisions as to type and timing of a snow and ice control operation, alerting personnel, tracking costs (Ice and Snow Control Report) and the continual observation of ice and snow operations are all part of the responsibilities. Although the Public Works Department directs snow plowing and ice control under the direction of the Director of Public Works, it depends heavily upon the continual support and cooperation of all other municipal departments within the City.

Lake Geneva Police Department

Two primary functions of the Police Department are assistance with deteriorating road conditions and the ticketing and towing of the vehicles in violation of Sections 74-10(d) and 74-60 of the Municipal Code of the City of Lake Geneva. The Police Department provides the first notice of hazardous conditions to Public Works particularly during the late evening and early morning hours. The Police Department also is responsible for communicating snow emergencies to the media.

City Code provides the Police Department may tow away all vehicles parked in violation of this subsection. During a snow emergency the vehicles in violation will be towed immediately or as soon as possible under existing conditions. In times of extreme emergency, the City may opt to tow all cars to a central location such as a public parking lot or the City Garage on Carey Street. (Illegally parked cars in violation SIGNIFICANTLY hinder safe plowing and removal operations)

Water, Wastewater & Cemetery Departments

Wastewater and Cemetery employees may be called upon during snow emergencies to supplement manpower shortages for reasons to include: illness of DPW personnel, inability to get to work, or extended storm fighting conditions. Water Department employees shall ensure that substations, wells, towers, and hydrants (UC would like hydrants to be responsibility of property owner adjacent to hydrant) are clear of snow and ice. In extreme circumstances, the City may call upon all employees with valid CDLs to plow during manpower shortages.

Code enforcement

DPW relies heavily on Code Enforcement to ensure sidewalk shoveling and ADA ramps are properly cleared by property owners, and private individuals or contractors are not causing unsafe conditions by plowing or placing snow in roadways or other areas. Per Ordinance, if downtown walks/ramps are not cleared by property owners prior to crews clearing the area, there will be snow left behind in the parking stalls. If the property owners place snow in the parking lane after crews clear the area, it will be the property owners responsibility to remove such snow and they may be ticketed. City plows cannot clear stall areas when parked cars are present. CE ensures these rules are obeyed.

Repair Shop

The function of the Street Department Repair Shop in Lake Geneva's Snow and Ice Control Plan is to prepare all the equipment needed well in advance of the winter season. Included are repairs to any equipment that breaks down during any class storm either in the shop or in the field.

Preventative maintenance is also done on the trucks and equipment. Whenever possible, an additional employee is assigned to the mechanic shop to assist with two-man repairs. As the Department does not have a full time mechanic, repairs and maintenance are performed by staff as time allows during their normal duties and also private repair shops.

SECTION 4, DOWNTOWN SNOW REMOVAL

Downtown Snow Removal

Downtown snow removal is a difficult task. Crews cannot safely perform this function when traffic and/or pedestrians are present. Typically, except in extreme cases this will be performed between midnight and 6am depending on but not limited to; timing of a storm, duration, type, future forecast, amount of snow and the implementation of a snow emergency. DOT/FMCSA regulations also play a factor in the schedule. Priority lies with the entire apx 45 miles of roadway being plowed and treated before stalls will be cleared.

There are no official rules that allow downtown properties to place their snow in the street. Historically the City has allowed this practice to alleviate the buildup of snow in the terrace section of the ROW downtown as a convenience to property owners even though it conflicts with City Ordinances. (the terrace section can be earth, lawn, pavement, brick, concrete, etc) Sidewalks must be cleared a minimum of 4' wide, if the property owners wish to clear a wider path, paths to the curb line or clear the terrace sections adjacent to their sidewalks they may do so but they must have this snow in the parking lanes before the crews clear the area or it will remain in the stalls at the responsibility of the property owner. (City and ADA rules mandate a 4' clear sidewalk only) If the snow event is significant or of a long duration, it is possible crews will not windrow and pick up the downtown area for a few days. Staffing, machine availability and many other factors come into play.

Crews clear all downtown City parking lots to allow late night guests, early morning workers and visitors an area to park while the removal is in progress. Parked cars can significantly hinder the removal process; every effort should be made by property owners on the snow removal route to make certain parked cars are not present. If too many vehicles or pedestrians are near, crews will abandon the effort until the removal can be done safely.

Many factors contribute to the decision on whether to windrow the snow downtown, push it into piles, or simply plow it to the curb line. Amounts, temperature, type of snow, future forecasts, time of day, day of week, road conditions in other parts of the City, availability of staff, etc., all play a part. The decision on how to address this issue lies with the Street Superintendent as he/she is most cognoscente of the circumstances involved.

Property owners must accept realistic expectations of how and when snow removal can occur. Crews cannot remove snow in the parking lane when traffic and/or parked vehicles are present, therefore snow may remain in the gutter line and/or parking lane for a few days before it is removed. City crews make an effort not to pile snow over the curb onto the terrace where it would in fact be the property owners responsibility, (same as snow piled at the end of a driveway) this is why snow is left in the parking lane. Furthermore, if the snow is pushed onto the terrace, crews would not be able to collect it for future removal. Another misconception regarding windrows on the curb line or terrace is that it is against ADA rules. This is false; ADA ramps are at the intersections, not mid-block. If a property owner prefers a mid-block walkway, generally referred to as a carriage walk, it is at their discretion and responsibility to clear it.

As stated at the beginning of this section, there are many factors that contribute to any decision. Safety must be considered at all times.

SECTION 5: STORM CLASSIFICATIONS

Class “A” Storm (Less than 2 inches total accumulation)

This is a snow storm with an accumulation of less than 2 inches in depth and may include plowing and material application. Crews are dispatched to City buildings, walks, lots and all routes, addressing the arterial and collector streets, including hills, curves, controlled intersections on local roadways that serve the Police Station, Fire Stations, DPW and schools. However, during a freezing rain when extremely dangerous conditions exist, the entire City may be treated at the Superintendents discretion.

The Street Superintendent shall determine the need to call in employees if he/she feels the conditions require it. In the absence of the Street Superintendent, the Foreman or the Director of Public Works may call in staff. It then will be the Superintendent, Foreman or DPW’s decision whether to upgrade to a Class “B” storm or continue the Class “A”.

Class “B” Storm (2” To 8” Inches total accumulation)

This storm is a snowfall of two (2) inches to eight (8) inches in depth and may involve a full plowing and material application operation.

Under a Class “B” Storm, the DPW begins by dispatching plow trucks to each of the routes including all City buildings and lots servicing first any EMS/Fire and Police Dept. areas, parking lots, arterial and collector streets. During normal business hours downtown, the plows may have to place snow to the backs of parked cars. In this event, stalls shall be cleared as soon as safely possible depending on time of day and availability of staff. Every effort is made to keep open as many parking places as possible. Snow amounts, time of day and many other factors shall dictate if the snow will be piled in the parking lane or windrowed to the street center. Parking stalls cannot be cleared safely when traffic is present

A snow emergency will be declared during a Class “B” Storm if conditions continue to deteriorate and accumulations significantly increase. The Street Superintendent or his/her designee will stay in close contact with the Police Dept., who in turn will notify the Chief or his/her designee who acts as the City Emergency Manager and has the authority to call a Snow Emergency based on actual conditions. Generally accumulations of 3” or more, blowing and drifting, severe temperatures and future forecasts can all affect the decision. The Emergency Manager will also be in close contact with Fire and EMS services as to their need. The City

Emergency Manager or His/Her designee, the Mayor or in his/her absence the President of the Common Council shall have the authority to call or cancel a snow emergency.

All downtown lots shall be plowed and treated as soon as possible so as to be available for downtown traffic while the stalls are being plowed to the extent possible. This snow is moved into piles or pushed into windrows for removal later as the Superintendent directs per Sec 4.

Residential streets will be cleared after all Arterial and Collector roads are clear. As drivers clear their zones they may be instructed to pull off the residential streets from time to time to check the arterial and collector streets for buildup and then return to residential streets.

Drivers are instructed to plow and treat their arterial and collector streets first before entering residential areas. Drivers are to return to the arterial and collector streets from time to time to check if they are still clear. The Street Superintendent may assign a plow to keep certain streets clear if staff is available. This action would allow zone drivers to continue plowing on residential streets.

The Street Superintendent will be on patrol as time permits to watch for hazardous conditions. He/She will call drivers off of residential streets when he/she feels that the arterial and collector streets need immediate attention. He/She will remain in contact with the Police Department to relay messages to drivers of trouble spots. The Director of Public Works may also reclassify a storm as appropriate. He/She will remain aware of the forecasted weather and work with the Street Superintendent to call in employees as needed.

Employees from other Departments may also be called in as needed.

If in a Class "B" Storm the need arises, the Street Superintendent or Director of Public Works can authorize outside contractors to assist. All streets, parking lots, alleys, and municipal building sidewalks should be cleared in about 10-12 hours for a Class "B" Storm. In this case certain drivers may be kept back after normal hours to keep arterial and collector streets open and treated. As all storms are unique and many factors contribute to any decision, this will be evaluated on a per-storm basis.

Class "C" Storm (8" or more total accumulation)

This storm is extremely heavy snowfall, eight (8) inches or more in depth, occurring in a period of twenty-four hours or less. In this storm, life threatening situations can arise as emergency vehicles can become bogged down and stranded, therefore it is recommended that a Snow Emergency be called. When existing conditions and weather forecasts indicate a Class "C" Storm event is imminent, the Street Superintendent and Director of Public Works will maintain close communication with Police, EMS and Fire. The Street Superintendent or Director of Public Works may also arrange for outside contractors to assist City Employees. Primary and secondary route lanes along with PD, FD, EMS and DPW locations shall be the focus during these types of events with all other areas being done when time and resources permit.

SECTION 6: SNOW REMOVAL PRIORITIES

Appropriate Level of Service

Matching the level of service to roadway classification and vehicular volume will effectively provide a high quality winter travel-way for our citizens and visitors. The priorities are as follows:

- 1) Arterial roadways
- 2) Major and minor collectors
- 3) Local residential streets
- 4) Cul-de-sacs and dead end streets
- 5) Sidewalks in front of City property
- 6) Bike paths, certain areas.

The extreme cost and negative environmental impacts of a “bare pavement” policy at all times for each and every roadway is not feasible. If a citizen drives carefully for 1-2 blocks on their local street to a collector or major roadway with a higher level of service, then travel throughout Lake Geneva is easy and safe. Balancing level of service with resources is the more efficient use of Lake Geneva tax dollars and minimizes damage to our environment and vehicles. Local streets will not generally be treated during the plowing operation (except maybe certain intersections) but will be treated appropriately during freezing rain and where the forecast is for continued low temperatures. However, hills curves, and intersections will be treated in each of the Class A, B, or C Storm.

Cul-de-sacs and Dead Ends

Cul-de-sacs and dead ends require special equipment and are difficult to clear; therefore they are last on the street cleaning list. Drivers shall plow past cul-de-sacs and dead ends if they intersect with a through street. When a driver has completed all arterial, collector, and through residential streets, he then returns and plows cul-de-sacs and dead ends. Other drivers who have completed their zones will assist in any other zone with cul-de-sacs and dead ends.

Parking Lots and Alleys

Alleys and parking lots shall be plowed soon after the snow stops to allow residents, visitors, and employees to park their vehicles off-street.

Sidewalks

The Street Department is responsible for snow removal on sidewalks adjacent to City owned buildings and property. These will be addressed as soon after the City streets, parking lots and alleys are plowed as time allows.

Private sidewalk snow removal issues are those sidewalks adjacent to private property which, under City ordinance, are the responsibility of the abutting property owner for snow removal. City ordinance authorizes the City to initiate sidewalk snow removal for public safety and welfare if the snow and/or ice have remained on the surface for a period in excess of 24 hours after the termination of the storm. (except in the downtown area, see Ordinances) The procedure is set forth under the Public Notice section of the policy and is administered by Code Enforcement.

NOTE: In any storm event, Sidewalks that are the responsibility to be maintained by City crews will not be done until all streets are passable.

SECTION 7, PRIVATE STREETS

Private Streets

Snow removal from private streets shall not be provided except in an emergency situation ordered by Police, Fire or EMS.

SECTION 8, GENERAL

General.

Per USDOT/FMCSA Hours of Service regulations, no CDL driver shall work more than sixteen (16)

consecutive hours without ten (10) hours off duty. This includes non-driving hours. If needed, employees from other Departments may be called in to supplement Street Department employees. The DPW operates with enough staff for one shift only, many of the DPW's functions, including downtown snow removal, require the entire departments involvement. Crews will be scheduled accordingly.

Salt/brine may be applied to roadways before the snow falls and/or packs to enable easier snow/ice removal. At times the Superintendent at his/her discretion may dispatch several salt/brine trucks to specific areas prior to precipitation to help keep the impending snow from getting packed onto the roadway.

The City of Lake Geneva does not have a 'bare/dry road' policy.

DPW is also cognoscente of the tourist nature of the City and may at times increase levels of service in certain areas for anticipated traffic volumes during winter holidays and festivals.

The items below shall be applied using Best Management Practices from the Wisconsin Transportation Center, WisDOT, WisDNR and the Salt Smart Collaborative. All City of Lake Geneva DPW employees attend several seminars on an annual basis regarding salt/brine application. The Superintendent shall be in charge of ordering the proper use of all materials. Application patterns shall be generally applied towards the center line of a crowned roadway, or the uphill side of a slope. Intersections shall be broadly treated as to allow safe travel. As per the BMP's above, application rates will generally be kept to <500lbs per mile with traffic volume, weather and temperature being factors in increasing or decreasing rates at the discretion of the Superintendent.

Use of Abrasives

Abrasives do not prevent nor do they remove buildup of snow pack, to the contrary they can compound the problem by allowing the temporary melting and then rapid refreezing of the snow/ice. Abrasives can damage vehicles with a "sand blasting" effect as the sand is thrown up off the tires onto the body of the vehicle. Studies have shown they can also be very detrimental to the environment. They can be an advantage when temperatures are extremely low, however, they must be mixed with rock salt in an apx 5:1 ratio to prevent stockpile caking and freezing. This material also needs to be swept/cleaned from the roadways and catch basins and disposed of in a licensed landfill which can be very expensive. It shall be at the discretion of the Street Superintendent to properly order the use of abrasives.

Calcium Chloride

Studies have shown that straight salt or salt treated with calcium chloride is more economical to use and has better results than abrasives. It has been proven that one ton of salt can give the same results as three tons of sand. Even better results have been accomplished by pre-treating the salt with calcium chloride. This starts the salt working as soon as it hits the pavement. Because it is wet, calcium chloride is not thrown to the side of the road by the spreader or traffic. City trucks shall use 100% salt and brine unless directed otherwise by the Superintendent.

Salt Brine

Salt brine may be applied at the discretion of the Superintendent when situations warrant. Brine will be applied in accordance with industry standards generally between 25-60 gallons per mile. Primary routes, secondary routes and the downtown snow removal route shall be the primary focus of brine application along with certain hills, curves and intersections throughout the City.

Winter Street Sweeping

The street sweeper may be sent out whenever above freezing temperature opportunities allow the safe removal of accumulated sand and salt on bare pavement streets.

SECTION 9, Property Damage

Mailboxes

If contacted by a property owner about damage to mailboxes, the City will by policy pay the property owner a maximum of \$50.00 to replace damaged mailboxes if the actual plow struck the box or post. If the damage occurred because the box was not installed in accordance with Post Office Requirements (see Exhibit below) or because it was damaged by snow from a plow or in a current state of disrepair then repairs will be the responsibility of the property owner. It shall be at the discretion of the DPW Superintendent's investigation as to

when or if restitution is warranted. Property owners must contact DPW within 24 hours of damage in order to request an investigation. If replacement is found to be in order, DPW may place a temporary box until weather permits installation of permanent box.

Exhibit;

A Guide to USPS Mailbox Regulations;

The United States Postal Service (USPS) requires residential mailboxes to conform to a number of rules and regulations. The standardization of mailboxes helps to ensure the safety of mail carriers and the items they deliver. While some rules apply to all mailboxes in general, there are separate, specific regulations for locking, package or wall mount mailboxes.

General USPS Requirements for Curbside Residential Mailboxes

USPS Mailbox Regulations

USPS mailbox regulations for in ground and surface mount post installation.

All manufactured mailboxes must meet the internal and external dimension requirements of the USPS.

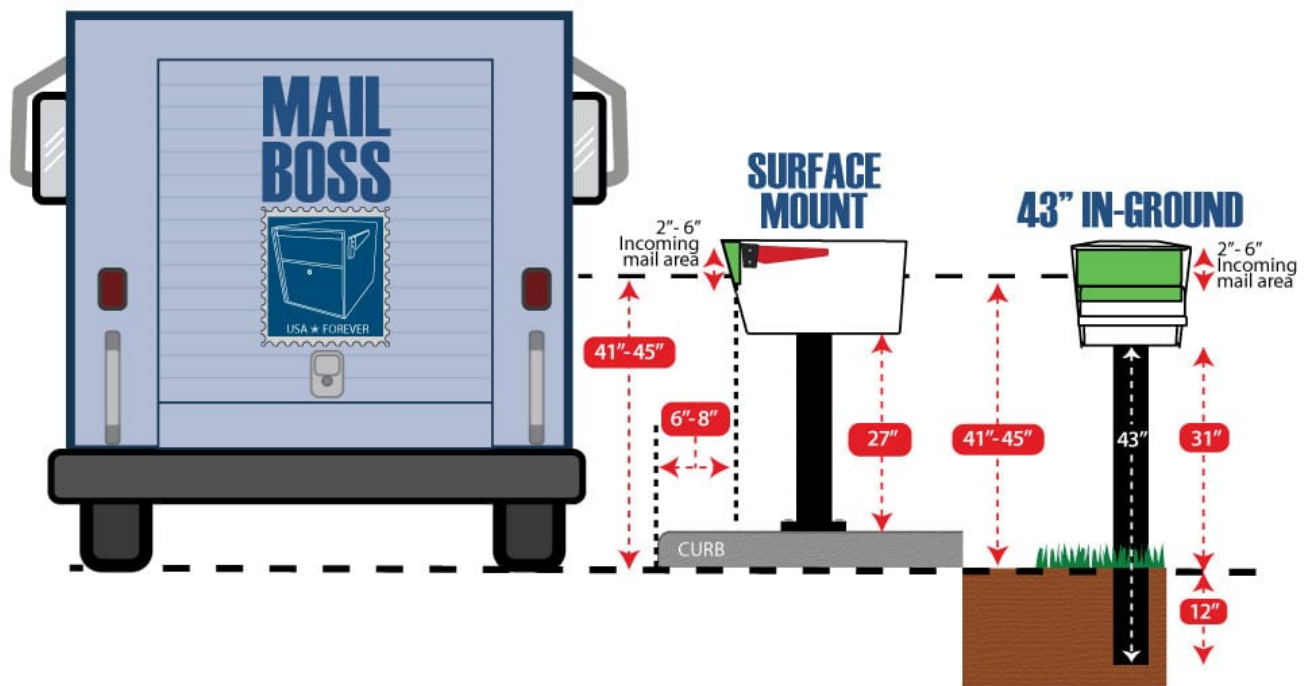
Curbside mailboxes must be placed on the right-hand side of the road and facing outward so that mail carriers can access it easily without leaving their vehicle.

The box or house number on a mailbox must be represented in numbers that are at least 1 inch tall. Numbers must be positioned visibly on the front or flag side of the box.

Mailboxes must be placed 6 to 8 inches away from the curb; the incoming mail slot or door must be 41 to 45 inches from the ground.

Curbside mailbox posts should be buried less than 24 inches deep and made from wood no larger than 4 inches high by 4 inches wide. Steel or aluminum pipes with a 2-inch diameter are also acceptable.

Newspaper receptacles may be mounted on the same post as the mailbox, but they must not contact it directly or be supported by it.



Rights-of-Way

It is understood that many property owners care for the ROW like private property. However, ROW's are designed among other things to provide storage for snow from the streets in the winter months. Many times during snow events crews must push snow in the ROW areas in order to open the roadways, especially in heavy amount events. This may cause damage to grass areas. The Superintendent will investigate these areas in the spring for repair. If it is found private companies or residents caused the damage it will be the property owners responsibility to repair. If it is found DPW is responsible, the areas will be repaired when weather and material availability allow in the spring in order of reporting. Mainly after 01 May of each year. At no time will private landscaped areas placed in the ROW be repaired by the City, this includes trees, flowers, bushes, artwork, etc. It is against City ordinances to place anything in the ROW without a permit except a USPS approved mailbox and post.

SECTION 10, RULES

If they can do so safely, City crews are instructed to plow around any stranded or disabled vehicle and inform the Police Dept Communications Center of the location of the stranded vehicle. Any driver finding a vehicle completely blocking a street will radio the Police Communications Center and Street Superintendent or Foreman for immediate removal. Crews are instructed to continue plowing their routes or zone until they are sure that all roads are passable*. Crews shall not stop to assist any motorist or pedestrian unless an emergency exists which threatens public safety. Crews shall not plow or treat any private property unless directed by the Superintendent, Director, Police or Fire Dept. while assisting police, ambulance or fire department emergency response personnel. Crews are instructed to continue to plow past any driveway even if the accumulated snow from their plow blocks the end of the driveway. It is the responsibility of the private property owner to clear any snow from their driveway. This includes sidewalks and ADA ramps that enter or connect to the travelled portion of the roadway. Crews shall not stop to clear any private drive or sidewalk connecting to the roadway unless they meet the emergency criteria above.

*See section 1.

ORDINANCE OF THE COMMON COUNCIL			
An ordinance creating Article VIV, Meetings, Section 2-500, Remote Attendance at Meetings, and Section 2-501, Meetings to be Televised of Chapter 2, Administration, of the Lake Geneva Municipal Code; as it relates to remote attendance of Committee, Board, Commission, or Council meetings via telephone or teleconference			
Committee			
Fiscal Impact:	N/A		
File Number:	21-11	First Reading :	November 8, 2021
		Second Reading :	November 22, 2021

The Common Council of the City of Lake Geneva, Wisconsin, does hereby ordain as follows:

The creation of:

Article VIV: Meetings

Section 2-500: Remote attendance at Meetings

- (a) Remote attendance permitted. Any City employee, member of a governmental body, or any invited guest/speaker may appear at any meeting, as defined in Wis. Stats. § 19.82, by telephone, video conference, or other remote method of participation.
- (b) Remote attendance by members. Any member of a City governmental body desiring to attend a meeting remotely shall be entitled to participate and vote to the fullest extent possible.
 - (1) Exception. No member shall participate or vote on any matter that requires the visual assessment of physical evidence or exhibits that have not been previously reviewed by the member.
 - (2) Quorum. A member who appears remotely under this section shall count toward a quorum during said appearance.
 - (3) Proper equipment. Appropriate equipment shall be used so that the attending public can readily observe or hear such person's participation in the meeting.
- (c) Notice. The agenda for any meeting of a governmental body shall specifically and conspicuously provide information concerning all available methods of attendance.

Section 2-501: Meetings to be Televised

- (a) City Council, Committee of the Whole, Finance, Licensing, and Regulation Committee, Plan Commission, Public Works Committee, Piers, Harbors, and Lakefront Committee, and Utility Commission meetings will be televised.

That this ordinance shall take effect upon passage and publication, as provided by law.

Approved by the City of Lake Geneva Common Council on this 22nd day of November, 2021.

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

Date

Date

RESOLUTION OF THE COMMON COUNCIL			
Resolution authorizing the use of Contingency funds for a NIF Grant Application for Veteran's Park to be prepared by MSA in an amount not to exceed \$8,000.			
Committee:	Finance considered on November 2, 2021		
Fiscal Impact:	\$8,000		
File Number:	21-R71	Date:	November 8, 2021

Whereas, the Lake Geneva Common Council approved the 2021 Operating Budget for the General Fund, and,

Whereas, a Contingency account was budgeted at \$150,204 for 2021 unbudgeted, approved expenditures, and, the current balance in that account is \$146,848, and

Whereas, the Finance, Licensing and Regulation Committee approved the request for the NIF Grant Application for Veteran's Park in an amount not to exceed \$8,000, and

Whereas, this expenditure was not included in the 2021 General Fund Operating Budget and utilizing Contingency funds for this purpose would be appropriate, and

Now Therefore be it Resolved that the Lake Geneva Common Council approve this resolution to adopt a budget amendment allowing for a transfer of the amount of \$8,000 in the 2021 General Fund Operating Budget as follows:

Increase Acct #11-10-00-51500, Other Professional Services, by \$8,000

Decrease Acct #11-10-00-57800, Contingency Fund, by \$8,000

Granted by action of the Common Council of the City of Lake Geneva this 8th day of November, 2021.

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

Mayoral Action: ☐ Accept ☐ Veto

Charlene Klein, Mayor

Date

Attest:

Lana Kropf, City Clerk

RESOLUTION OF THE COMMON COUNCIL			
Resolution authorizing the use of Contingency funds for a Wage & Benefit Study in an amount not to exceed \$40,000			
Committee:	Finance considered on November 2, 2021		
Fiscal Impact:	\$40,000		
File Number:	21-R72	Date:	November 8, 2021

Whereas, the Lake Geneva Common Council approved the 2021 Operating Budget for the General Fund, and,

Whereas, a Contingency account was budgeted at \$150,204 for 2021 unbudgeted, approved expenditures, and, the current balance in that account is \$146,848, and

Whereas, the Finance, Licensing and Regulation Committee approved the request for the Wage and Benefit Study in an amount not to exceed \$40,000, and

Whereas, this expenditure was not included in the 2021 General Fund Operating Budget and utilizing Contingency funds for this purpose would be appropriate, and

Now Therefore be it Resolved that the Lake Geneva Common Council approve this resolution to adopt a budget amendment allowing for a transfer of the amount of \$40,000 in the 2021 General Fund Operating Budget as follows:

Increase Acct #11-10-00-51500, Other Professional Services, by \$40,000
Decrease Acct #11-10-00-57800, Contingency Fund, by \$40,000

Granted by action of the Common Council of the City of Lake Geneva this 8th day of November, 2021.

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

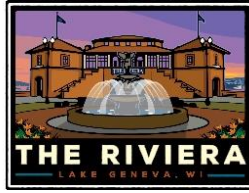
Mayoral Action: ☐ Accept ☐ Veto

Charlene Klein, Mayor

Date

Attest:

Lana Kropf, City Clerk



CITY OF LAKE GENEVA RIVIERA CONCOURSE LEASE

THIS AGREEMENT made this day of November 1, 2021 by and between the CITY OF LAKE GENEVA, a municipal corporation, whose principle place of business is 626 Geneva St., Lake Geneva, WI 53147, Lessor, hereinafter referred to as the CITY, and John Smith whose address is 123 Main Street, Lake Geneva, WI. 53147, LESSEE.

WITNESSETH

1. The CITY does hereby lease and let to the LESSEE and the LESSEE hereby agrees to lease from the CITY, under all the terms and conditions hereinafter set forth, the following described area of the Riviera Concourse, to-wit:

That portion of the Riviera Concourse shown on the attached Exhibit A as Space "M", being an area of 196 square feet, for the sole purpose of selling products to consumers. The City reserves the right to approve any and all items to be sold by LESSEE.

2. The term of this Lease shall be **3 years**. The LESSEE'S occupancy period under the lease shall be from April 1st through November 1st, 2022.
3. LESSEE shall pay as annual rent as follows:

- 2022 season 2021 rate + 5% (**increase determined by council (\$43.50 x 5% = \$45.67 per sq.ft.)**)
- 2023 season: 2022 rate adjusted by Consumer Price index
- 2024 season: 2023 rate adjusted by Consumer Price Index

In no case will annual increases be less than two percent (2%) more than five percent (5%)

The rent shall be payable in four (4) equal installments, the first installment to be paid on or before June 15th of each year and the remaining installments to be paid on or before the 15th day of July, August and September.

4. A security deposit in the amount of \$2,000.00 shall be filed with the City prior to occupancy. The security deposit may be used to pay any utility bills of LESSEE that are delinquent for a period of more than thirty (30) days, any damages to the leased premises, and past due rent. The security deposit shall be returned to LESSEE upon termination of this lease if the premises are vacated in the same condition as commencement of the lease and provided no other obligations are due to the City.

5. It is understood and agreed by the LESSEE that their interest in the leased premises shall not be assigned or transferred to any other party without the express written consent of the CITY.

6. The said LESSEE shall provide liability insurance in the aggregate amount of Two Hundred Fifty Thousand Dollars and No Cents (\$250,000.00) covering the event of death or injury to one (1) person, in the aggregate amount of Five Hundred Thousand Dollars and No Cents (\$500,000.00) covering the event of death or injury to more than one (1) person, and in the amount of One Hundred Thousand Dollars and No Cents (\$100,000.00) covering the event of property damage naming the CITY as an additional insured. LESSEE shall furnish a Certificate of Insurance to the City Clerk of the CITY OF LAKE GENEVA upon the execution of this Lease. Said Certificate of Insurance shall provide for minimum thirty (30) day notice in case of cancellation.

7. LESSEE fully understands and agrees that LESSEE is solely responsible for all their equipment, merchandise, and personal property and releases the City from any damages that may occur from any source, including, but not limited to theft, vandalism and elements. Winter storage of fixtures and/or equipment is permissible, but the CITY will not be responsible for any damage or loss that may occur from any source, including, but not limited to, theft, vandalism and the elements. Winter storage of merchandise or goods is not permitted.

8. Signs. (a) It is fully understood by the LESSEE that no improvement of any kind shall be made to the leased premises including, but not limited to, the erection of signs or other form of advertisement without the express written consent of the CITY.

(b) No signs shall be permitted on the exterior of the building. All permitted signs shall be approved by the CITY and conform to local ordinances

(c) No signs, posters, banners, flags or any other items will be allowed to be placed in exterior (outside) facing windows.

(d) Individual commercial spaces will be allowed one (1) business identification sign (blade sign) in the front of their store, within the common area of the first floor. The size and design of the blade sign will be established by the City of Lake Geneva.

(e) Signs and displays are allowed in tenants' interior windows but only to a maximum coverage of forty percent (40%). Illuminated signs are allowed in interior windows but may not be flashing signs or signs with simulated movement.

(f) Signs on any store doors are prohibited other than the businesses name, hours of operation, phone number and web address. Maximum coverage of the door cannot exceed 10% of the area of the door.

(g) Non-traditional retail spaces (those without customer access inside their store; specifically spaces G&H, L&K and M) are allowed to install menu boards within the interior of their tenant space. Common area facing windows may be utilized for displays up to a maximum of forty percent (40%) of the area of the window.

9. In the event LESSEE makes improvements without the consent of the CITY, the CITY may at its option consider this lease null and void and require LESSEE to pay for removal of all unauthorized improvements and restoration of the premises to the condition prior to the unauthorized improvements.

10. The City reserves the right to review and approve all services or products offered by Lessee on or from the leased premises. Prior to occupancy, the Lessee shall submit a comprehensive list of all products and services offered on or from the leased premises. The City shall approve the services and products offered by Lessee on or from the leased premises prior to Lessee's occupancy of the leased premises. The sale of services or products not approved by the City will be deemed a breach of this lease and subject to termination as provided in paragraph 13.

11. LESSEE shall not permit any unattractive or unsanitary accumulation of trash, debris or litter on the leased premises. The CITY agrees to provide normal janitorial services for the Riviera Concourse. Said services are included in the basic rent for the leased premises. The CITY shall have the sole discretion in the selection of janitorial personnel or service and the level of services provided.

12. The LESSEE shall operate their businesses in a clean, safe, sanitary and business-like manner at all times. Tenants shall not do any acts nor allow any of its' employees or agents to do any acts that would unduly interfere with or disrupt other businesses at the Riviera complex. The Lessee, their agents, and employees shall not display any merchandise or property of Lessee outside of their designated space as shown on Exhibit A. Failure to comply with the terms of this provision as determined in the sole discretion of the CITY, shall be deemed a default under this lease and subject to the remedies set forth in paragraph 23.

13. **DAMAGE TO RETAIL SPACE:** Renters cannot drill, nail or otherwise place holes on ceilings, floors or any walls within their retail space without prior written permission from the City of Lake Geneva Public Works Department. In no case will holes be allowed in the tiles.

14. **MUSIC OR LOUD SOUNDS:** Playing of music is allowed in individual spaces, but cannot be loud enough to be heard within the common area. Excessive loud sounds of any sort are prohibited within the building or individual shops.

15. **PAINTING PROHIBITED:** No painting of any sort will be allowed within the tenant spaces without the prior written approval of the City of Lake Geneva Public Works Department.

16. OBSTRUCTIONS IN THE COMMON AREA: No banners, chairs, displays or other obstructions of any sort will be allowed in the common area of the first floor. All tenant items must be contained within the inside of the individual stores.

17. NO STANDING OR SITTING IN THE COMMON AREA: Renters are not allowed to stand, approach visitors or otherwise advertise / hawk their items to the public within the common area.

18. MODIFICATIONS OR DAMAGE TO CITY PROPERTY: No building modifications of any sort are allowed unless approved by the City and properly permitted and inspected by the City Building & Zoning Department. This includes modifications to ceilings, walls, floors, electric, plumbing, private exhaust systems, private fire suppression systems, etc.

19. SUBJECT TO ALL APPLICABLE CODES: All spaces are subject to all applicable national, state, county and local government codes and regulations related to health, safety and building codes.

20. Failure to comply with the additional regulations outlined above may result in the business's lease being terminated immediately. Any damage incurred will be repaired by the City or its designated contractor with all related costs being paid by reduction in the tenant's security deposit.

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

22. The Lessee shall be open for business from Memorial Day Weekend through Labor Day Weekend from 10:00 AM to 5:00 PM seven days per week. During these mandated hours of operation, the LESSEE's premises shall be open for business. LESSEE is permitted to be open for additional hours at LESSEE discretion. The CITY will secure the Riviera Concourse during the hours the Concourse is closed from 10:30 PM to 8:00 AM. LESSEE will not open his/her business to the public during these "closed" hours without written consent of the City. Failure to comply with these terms shall be deemed a default under this lease and subject to the remedies in paragraph 29.

23. It is expressly understood and agreed that if the LESSEE defaults in any of the covenants and agreements herein contained or shall fail to operate and use the premises for the purposes defined herein, or operate the premises during the hours set forth in paragraph 12, or fails to pay the rent, then said LESSEE shall forfeit all right, title and interest to operate in the premises hereby leased and the lease shall be deemed null and void after five (5) days written notice from the City. It is further provided, no assignment or transfer of the LESSEE's rights under this Lease shall be made by LESSEE nor through voluntary assignment, bankruptcy, or under execution, and any such event shall immediately terminate this Lease.

24. LESSEE shall be issued a key or keys for leased premises which shall not be reproduced. LESSEE shall sign a separate "key agreement" and pay a separate key deposit as determined by the CITY. All keys shall be returned on or before November 15 of each season. LESSEE agrees to reimburse the CITY for any required locksmith services for LESSEE's loss of their key or failure to return the key at the end of the term.

25. LESSEE shall procure at their own expense all necessary and required licenses, permits, and inspections prior to opening business.

26. LESSEE shall, on the last day of the term, or on earlier termination of the Lease, return the premises to the CITY in clean and satisfactory condition including all permanent fixtures, all in good and satisfactory repair. Any trade fixtures or personal property not used in connection with the operation of the vacated premises and belonging to LESSEE, if not removed at the termination or default, shall be deemed abandoned and become the property of the CITY without any payment or offset therefore. The CITY may remove such fixtures or property from the vacated premises. In the event the LESSEE does not repair and restore the leased premises to the original condition, normal wear and tear expected, the CITY shall charge the LESSEE's security deposit for any repairs and restoration of the damage and be entitled to collect any additional costs of said repairs from the LESSEE.

27. If the premises are partially destroyed during the term of this Lease, the CITY shall determine whether repairs can be made within thirty (30) days. Written notice of the intention of the CITY to repair shall be given to LESSEE within thirty (30) days after any partial destruction. Rent will be reduced proportionately in the extent to which the repair operations interfere with the business conducted on the premises by LESSEE. If the repairs cannot be made within the time specified above, the CITY shall have the option to make them within a reasonable time or terminate the lease. Rent shall be prorated and refunded based upon the remaining term of the lease. Partial destruction of the premises by natural causes, such as fire, acts of God and other natural calamities, will not give rise to any cause of action by LESSEE for loss of business or profits by Lessee.

28. If the CITY files an action to enforce any agreement contained in this Lease, or for breach of any covenant or condition, LESSEE shall pay the CITY reasonable attorney's fees and the costs of said action.

29. In the event LESSEE breaches any portion of this Lease, the aforementioned security deposit shall be forfeited and applied against any damages sustained by the CITY as a result of breach by LESSEE. The City will not be precluded from bringing action against the Lessee for any and all damages above those sustained above the amount of the security deposit.

30. The LESSEE shall hold the CITY harmless from all claims for any damages or penalties arising out of LESSEE's use of the premises. The LESSEE shall indemnify the CITY from all suits or actions brought against the CITY or sustained by any other parties, including LESSEE's service or agents, together with all reasonable attorney's fees and costs of actions incurred by the City as a result of any such suits or actions.

31. All Notices shall be sent electronically or by first class mail prepaid and addressed as follow:

City of Lake Geneva
City Administrator
City of Lake Geneva
626 Geneva Street
Lake Geneva, WI 53147
cityadministrator@cityoflakegeneva.com

LESSEE (include name, business name, address, phone number and email):
John Smith
Operating under "Business Name"
123 Main Street. Lake Geneva, WI. 53147
262 555-5555
JSmithglassblowing@gmail.com

IN WITNESS WHEREOF, the City Council of the CITY OF LAKE GENEVA has caused this indenture to be executed by its City Administrator, and countersigned by the City Clerk, and _____ Lessee by _____ has executed this indenture on the date first above written, and all parties represent that each of the signers has full authority to execute the same and bind each other to the terms hereof.

For the CITY OF LAKE GENEVA

Lessee:

Attest:

Lana Kropf, City Clerk

City Wide Access Control System

The city currently uses two separate access control systems (a.k.a. door fobs) for Police and City Hall. Both are out of date and no longer supported.

2 years ago we began discussions with department heads, staff and vendors to replace the existing systems. The goal was one system for the entire city that would accommodate growth to all city buildings. It would allow departments to manage their respective areas while accommodating access for designated staff from other departments.

An RFP was created and we received nine responses. Each proposal was evaluated on the following criteria:

- The product's features
- The vendor's (installer's) qualifications
- The vendor's references
- Price
- Ongoing support options
- Avoidance of proprietary elements

Top three recommendations are:

Access Control Responses

Company Name		Primary Manufacturer	Notes	questions
Complex Security Solutions	Muskego, WI	Genetec	includes Server; Strong references	does this include replacing all HID?- Yes can new doors include exit recording or Door Propped open? Yes with limitations Annual Support city wide: \$1,499
Gappa Security Solutions	Waupun, WI	CA4K Continental Access Control System	We supply computer or VM server ; Check to see if this can run on Windows 10 (1 to 4 workstations for a PC; otherwise it needs a server) Gappa currently provides keys for city	Does server require SQL or SQL express? Comment on software complexity; can new doors include exit recording or Door Propped open? Annual Support?
Engineered Security Solutions	New Berlin, IW	RS2 Access Control	Does Not include Server; replacement Readers optional	includes cost to replace readers;

Based on discussions with staff and department heads the top recommendation is for Complex Security Solutions at \$24,974. The product and vendor is currently in use by Gateway and their head of security had high praise for both Genetec and Complex Security. This vendor is within our budget, and their proposal could allow including the fire department in the current budget year (dependent on scheduling).

City of Lake Geneva Tourism Commission

Tourism Promotion Grant Application

Revised September, 2021

Date Submitted: October 6, 2021 _____
Organization: Geneva Lakes Family YMCA _____
Contact Person: Mike Coolidge _____
Phone Number: 262-248-6211 x30 _____
Street Address: 203 S Wells St _____
City, State, Zip: Lake Geneva, WI 53147 _____
Email Address: mike.coolidge@glymca.org _____
Name of Event: Veterans Park Field Rehab, Fields 1-5 and Molitor Field
Date(s) of Event: Summer beginning 2022 (May thru October) _____
Location of Event: Veteran's Park – Lake Geneva _____
Type of Event: Sporting _____

(Festival, Cultural, Convention, Tour, Sporting, Other)

Estimated Number of Attendees: __19,200 Attendees per season _____

Have you Applied Before? Yes or No; Explain: _____ No _____

Where is this event physically located? (street address and governmental jurisdiction):

____ Veteran's Park in Lake Geneva _____

What other governmental bodies have been approached for support and what amount has been received? _____ NA _____

Has the City of Lake Geneva Common Council approved this event taking place? (All proposed events must be approved *prior* to applying for a tourism grant). Yes / No __ Yes __

Estimated Number of Overnight Stays: 20 family's X 2 nights X 20 weekends = 800 stays

Note: Please explain above how you estimated the number of overnight stays.

Annual Event (Yes/No): Yes

Note: In addition, if chosen, the applicant agrees to include the City of Lake Geneva logo on all marketing materials including print, banners, websites and social media and will be required to provide paid receipts, and an evaluation of the results of this promotional effort within 45 days of its completion, which is to include approximate number of room nights retained in City of Lake Geneva hotels.

Grant Amount Requested: Field 1-\$35K; Field 2 - \$35K; Field 3 – \$35K; Field 4 - \$35K; Molitor Field - \$35K; Field 5 - \$50K. Total estimate at \$225K

Provide as attachment the following:

- 1) Event Overview/Description
- 2) Event Budget (Include how grant funds will be used)
- 3) Mock-up of all Marketing Material to include City of Lake Geneva Logo
- 4) Marketing plan for the event
- 5) How will this grant generate overnight stays within the City of Lake Geneva?
- 6) How did you or your organization calculate the estimated number of overnight stays to be generated by your event?
- 7) Any other helpful information

***Please beware that the applicant is required to notify the City Administrator or Tourism Commission Chair prior to making changes to the event as proposed in this grant application in regard to event location, events planned, etc. Failure to provide notice and receive approval by the City Administrator or the Tourism Commission Chair may invalidate the grant approval.**

Please send the completed application with required additional information, one week prior to meeting, to cityadmin@cityoflakegeneva.com

**Field Renovation Project
For Vets Park Baseball/Softball Fields**

To: City of Lake Geneva Tourism Commission
From: Geneva Lakes Family YMCA

Grant Funding Use:

Renovation work on 5 multi use fields and Molitor Field at Veterans Park in Lake Geneva. These fields at Vets Park are in need of renovation work to get them back to a safe, playable and aesthetically pleasing conditions. The complete renovation work on each of the six fields would enhance Vets Park and attract more organizations to run baseball/softball tournaments every season. Possible to hold tournaments every weekend (Spring to Fall) with a high quality facility.

Benefits to the City of Lake Geneva :

As fields at Vets Park are better prepared to hold tournaments, more teams from outside our area will look to attend and stay in Lake Geneva. When not playing; attendees will enjoy the city and all its amenities from lodging, food, shopping , parking, and the lake itself.

Cost to do all 5 fields (4 multi use fields and Molitor) estimated at \$25-35 K each. Field 5 which is need of more renovation than the others is estimated to be about \$35-50K. Again these are just estimates and have not been put out to bid. We would definitely look for 2 or more bids

Total all five fields (4 multi use and Molitor) at same time Estimate at \$175K

Include Field 5 will bring estimate to about \$225K

Estimated Number of Attendees – 19,200

- 20 tournaments (potential one every weekend – May thru October) with 20 teams each(avg)
- 400 teams x 16 members on team(players/coaches).
- 6,400 potential attendees x 3 family members(avg)

Estimated Overnight Stays – 800 per season

- Each tournament will field 20 teams(avg) with 16 players/coaches(avg) on each team.
- 20 families/coaches x 2 overnight stays
- 40 overnight stays x 20 tournaments over the season

City of Lake Geneva Tourism Commission
Tourism Promotion Grant Application

Revised September, 2021

Date Submitted: __ October 6, 2021 __
Organization: __ Geneva Lakes Family YMCA __
Contact Person: __ Mike Coolidge __
Phone Number: __ 262-248-6211 x30 __
Street Address: __ 203 S Wells St __
City, State, Zip: __ Lake Geneva, WI 53147 __
Email Address: __ mike.coolidge@glymca.org __
Name of Event: Veterans Park Fields Temporary Outfield Fencing for Fields 1-4
Date(s) of Event: __ Summer Seasons beginning 2022 __
Location of Event: __ Veteran's Park __
Type of Event: __ Sporting __

(Festival, Cultural, Convention, Tour, Sporting, Other)

Estimated Number of Attendees: __ 7,600 Attendees per season __

Have you Applied Before? Yes or No; Explain: __ No __

Where is this event physically located? (street address and governmental jurisdiction):

__ Veteran's Park in Lake Geneva __

What other governmental bodies have been approached for support and what amount has been received? __ NA __

Has the City of Lake Geneva Common Council approved this event taking place? (All proposed events must be approved *prior* to applying for a tourism grant). Yes / No __ Yes __

Estimated Number of Overnight Stays: 20 families X 2 nights X 8 weekends = 320 stays

Note: Please explain above how you estimated the number of overnight stays.

Annual Event (Yes/No): Yes

Note: In addition, if chosen, the applicant agrees to include the City of Lake Geneva logo on all marketing materials including print, banners, websites and social media and will be required to provide paid receipts, and an evaluation of the results of this promotional effort within 45 days of its completion, which is to include approximate number of room nights retained in City of Lake Geneva hotels.

Grant Amount Requested:

7,176.43

Provide as attachment the following:

- 1) Event Overview/Description
- 2) Event Budget (Include how grant funds will be used)
- 3) Mock-up of all Marketing Material to include City of Lake Geneva Logo
- 4) Marketing plan for the event
- 5) How will this grant generate overnight stays within the City of Lake Geneva?
- 6) How did you or your organization calculate the estimated number of overnight stays to be generated by your event?
- 7) Any other helpful information

*Please beware that the applicant is required to notify the City Administrator or Tourism Commission Chair prior to making changes to the event as proposed in this grant application in regard to event location, events planned, etc. Failure to provide notice and receive approval by the City Administrator or the Tourism Commission Chair may invalidate the grant approval.

Please send the completed application with required additional information, one week prior to meeting, to cityadmin@cityoflakegeneva.com

Temporary Fencing Proposal
For Vets Park Baseball/Softball Fields

To: City of Lake Geneva Tourism Commission
From: Geneva Lakes Family YMCA

Grant Funding Use:

Purchase of 4 temporary fences to be installed on Fields 1,2,3 and 4 at Vets Park in Lake Geneva. Purpose to enhance the fields, make more attractive for the players and spectators with a homerun fence (see attached)

Benefits to the City of Lake Geneva:

As fields at Vets Park are better prepared to hold tournaments, more teams from outside our area will look to attend and stay in Lake Geneva. When not playing; attendees will enjoy the City and all its amenities from lodging, food, shopping, parking, and the lake itself.

Estimated Number of Attendees – 7,680

- 8 tournaments with 20 teams each(avg)
- 160 teams x 16 members on team(players/coaches).
- 2,560 potential attendees x 3 family members(avg)

Estimated Overnight Stays - 320

- Each tournament will field 20 teams(avg) with 16 players/coaches(avg) on each team.
- 20 families/coaches x 2 overnight stays
- 40 overnight stays x 8 tournaments

Temporary Fencing Proposal For Vets Park Baseball/Softball Fields

To: City of Lake Geneva Tourism Commission
From: Geneva Lakes Family YMCA

Proposal

Grand Slam Premium Fencing – Richardson Athletics

314' Roll of fencing (Green), 200' homerun distance

Poles with ground sockets included(need 49 poles, spaced 5' apart)

Foul Pole Kit

3 Distance makers for fence

Tape Measure

18' Auger to drill holes in ground(drill not included)

Cost \$1,629.99 per fence x 4 = \$6,516

Discount (2% on every order) =\$130.40

Shipping \$431.13

No Tax

Labor to install: \$360 (3 man crew, 3 hours per field
@\$10 per hour)

Total with labor - \$7,176.73

Grand Slam Premium Fencing – On Deck Sports

314' Roll of fencing (Green), 200' homerun distance

Poles with ground sockets included(need 49 poles, spaced 5' apart)

Foul Pole Kit

3 Distance makers for fence

Tape Measure

18' Auger to drill holes in ground(drill not included)

Cost \$1,990.18 per fence x 4 = \$7,960.72

Shipping \$792

Tax \$120

Labor to install: \$360 (3 man crew, 3 hours per field
@\$10 per hour)

Total with labor - \$9,232.72

Grand Slam Fencing – On Deck Sports

314' Roll of fencing (Green), 200' homerun distance

Poles need 49 poles, spaced 5' apart)

Foul Pole Kit

Cost \$1,343.91 per fence x 4 = \$5,375.64

Ground Sockets \$363.19

Distance Markers \$300

Auger \$37

Tape Measure \$15

Shipping \$847.13

Tax \$365

Labor to install: \$360 (3 man crew, 3 hours per field
@\$10 per hour)

Total with labor - \$7,662.96

**City of Lake Geneva
Finance, License, & Regulation Committee
November 2, 2021**

**Prepaid Checks
10/20/21-11/02/21**

**Total:
\$188,919.37**

Checks over \$5,000:

\$	10,829.26	<i>US Bank-Police Credit Card Payment</i>
\$	9,194.64	<i>FEH Design-Library Architectural Services</i>
\$	142,820.00	<i>R&R Insurance Services Inc.-Liability, Workers Comp Insurance</i>

Report Criteria:

Report type: Summary

[Report].Check Issue Date = 10/22/2021,10/29/2021

Check.Type = {<->} "Adjustment"

Bank.Bank account = "043230"

Check Issue Date	Check Number	Vendor Number	Payee	Amount
10/22/2021	77723	2056	AMAZON	51.45
10/22/2021	77724	6160	AMAZON CAPITAL SERVICES	3,490.03
10/22/2021	77725	2104	AT&T	1,086.14
10/22/2021	77726	2124	AUTO TECH CENTERS INC	1,525.00
10/22/2021	77727	2138	BAKER & TAYLOR	879.94
10/22/2021	77728	6263	CHARTER COMMUNICATIONS	294.95
10/22/2021	77729	5499	COMPRESSOR SERVICES	282.50
10/22/2021	77730	6129	DE LAGE LANDEN FINANCIAL SERVICES INC	175.19
10/22/2021	77731	4764	FRIENDS OF LAKE GENEVA LIBRARY	1,582.98
10/22/2021	77732	2878	LAKE GENEVA PUBLIC LIBRARY	119.21
10/22/2021	77733	6321	OLSEN, STEPHANIE	60.00
10/22/2021	77734	3001	SECURIAN FINANCIAL GROUP	2,231.19
10/22/2021	77735	3295	SECURITY BENEFIT LIFE INS CO	.00 V
10/22/2021	77736	5874	UNIQUE	53.70
10/22/2021	77737	4973	US BANK	10,829.26
10/22/2021	77738	5001	VERIZON WIRELESS	50.71
10/22/2021	77739	5071	WE ENERGIES	1,360.04
10/22/2021	77740	3001	SECURIAN FINANCIAL GROUP	223.08
10/29/2021	77747	2104	AT&T	1,165.21
10/29/2021	77748	6331	BAUMANN, RHONDA	200.00
10/29/2021	77749	6214	CAPITAL ONE	121.52
10/29/2021	77750	6263	CHARTER COMMUNICATIONS	359.96
10/29/2021	77751	6335	ENVIRONMENTAL MANAGEMENT COUNSULTING	4,975.00
10/29/2021	77752	5709	FEH DESIGN	9,194.64
10/29/2021	77753	2555	GENEVA BAY CONSTRUCTION	3,640.47
10/29/2021	77754	2625	HALL, KAREN	598.00
10/29/2021	77755	2670	HOME DEPOT CREDIT	95.76
10/29/2021	77756	6328	INTERNAL REVENUE SERVICE	325.54
10/29/2021	77757	3209	MICHAEL RASMUSSEN	95.94
10/29/2021	77758	3199	R&R INSURANCE SERVICES INC	142,820.00
10/29/2021	77759	3233	RHYME BUSINESS PRODUCTS	395.26
10/29/2021	77760	4975	US CELLULAR	636.70
Grand Totals:				188,919.37

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
11-00-00-16250	71,784.00	.00	71,784.00
11-00-00-21100	2,671.33	170,867.42-	168,196.09-
11-00-00-21340	2,460.49	203.43-	2,257.06
11-00-00-43695	325.54	.00	325.54
11-10-00-51330	177.56	.00	177.56
11-10-10-55120	36,412.50	.00	36,412.50

GL Account	Debit	Credit	Proof
11-10-10-55160	34,623.50	.00	34,623.50
11-12-00-52210	86.13	.00	86.13
11-12-00-53100	27.76	.00	27.76
11-15-10-53100	62.97	.00	62.97
11-15-10-53320	598.00	.00	598.00
11-15-10-53990	46.18	.00	46.18
11-16-10-52210	987.74	.00	987.74
11-16-10-52240	1,032.41	.00	1,032.41
11-16-10-53100	6.52	.00	6.52
11-16-10-53500	13.75	.00	13.75
11-21-00-51380	235.40	11.44-	223.96
11-21-00-51390	290.13	.00	290.13
11-21-00-51900	212.00	.00	212.00
11-21-00-52210	899.50	.00	899.50
11-21-00-52220	5.85	.00	5.85
11-21-00-52620	417.50	.00	417.50
11-21-00-53100	48.98	.00	48.98
11-21-00-53160	146.64	.00	146.64
11-21-00-53310	1,207.25	.00	1,207.25
11-21-00-53420	327.49	.00	327.49
11-21-00-53610	1,525.00	.00	1,525.00
11-21-00-53990	29.97	.00	29.97
11-21-00-54100	6,999.06	283.60-	6,715.46
11-21-00-54110	49.00	.00	49.00
11-21-00-58100	271.93	.00	271.93
11-22-00-52210	2,577.27	2,172.86-	404.41
11-22-00-52240	110.78	.00	110.78
11-22-00-53100	28.52	.00	28.52
11-22-00-53400	175.19	.00	175.19
11-22-00-53500	104.22	.00	104.22
11-22-00-53600	282.50	.00	282.50
11-22-00-53990	17.30	.00	17.30
11-22-00-58000	2,058.84	.00	2,058.84
11-22-00-58500	3,640.47	.00	3,640.47
11-24-00-52620	70.37	.00	70.37
11-32-10-52210	318.01	.00	318.01
11-32-10-52240	67.34	.00	67.34
11-51-10-52240	25.40	.00	25.40
11-52-00-46750	60.00	.00	60.00
11-52-01-52240	20.46	.00	20.46
40-00-00-21100	.00	584.51-	584.51-
40-54-10-52210	81.33	.00	81.33
40-54-10-53100	190.00	.00	190.00
40-55-10-52210	106.98	.00	106.98
40-55-10-52240	78.62	.00	78.62
40-55-10-53500	95.76	.00	95.76
40-55-20-52210	31.82	.00	31.82
42-00-00-21100	.00	170.11-	170.11-
42-34-50-52210	170.11	.00	170.11
43-00-00-21100	.00	984.89-	984.89-
43-21-00-17010	551.74	.00	551.74
43-22-00-17010	433.15	.00	433.15
47-00-00-21100	.00	114.98-	114.98-

GL Account	Debit	Credit	Proof
47-70-00-57155	114.98	.00	114.98
48-00-00-21100	.00	104.37-	104.37-
48-00-00-52210	85.19	.00	85.19
48-00-00-52240	19.18	.00	19.18
61-00-00-21100	7.14	64.27-	57.13-
61-00-00-53100	49.99	.00	49.99
61-00-00-92630	14.28	7.14-	7.14
62-00-00-21100	12.51	160.02-	147.51-
62-00-00-67600	135.00	.00	135.00
62-00-00-92630	25.02	12.51-	12.51
99-00-00-21100	60.87	18,620.65-	18,559.78-
99-00-00-52110	25.12	.00	25.12
99-00-00-52160	14,169.64	.00	14,169.64
99-00-00-52210	190.92	.00	190.92
99-00-00-53990	1,702.19	.00	1,702.19
99-00-00-54100	1,136.72	9.99-	1,126.73
99-00-00-54110	879.94	.00	879.94
99-00-00-54140	17.97	50.88-	32.91-
99-00-00-55100	53.70	.00	53.70
99-00-00-55120	28.20	.00	28.20
99-00-00-55140	20.99	.00	20.99
99-00-00-55320	395.26	.00	395.26
Grand Totals:	<u>194,423.07</u>	<u>194,423.07-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

GL Account	Debit	Credit	Proof
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Report Criteria:
Report type: Summary
[Report].Check Issue Date = 10/22/2021,10/29/2021
Check.Type = {<>} "Adjustment"
Bank.Bank account = "043230"

City of Lake Geneva
Finance, License, & Regulation Committee
November 2, 2021

Accounts Payable

	<u>Fund #</u>	
1. General Fund	11	\$ 60,072.84
2. Debt Service	20	
3. Lakefront	40	\$ 9,202.86
4. Capital Projects	43	\$ 4,192.04
5. Parking	42	\$ 3,633.36
6. Cemetery	48/49	\$ 607.67
7. Equipment Replacement	50	\$ 20,396.11
8. Library Fund	99	
9. Impact Fees	45	\$ 7,110.00
10. Tourism Commission	47	\$ 37,500.00
11. Use of Building Funds-Library	98	\$ -
 Total All Funds		 \$142,714.88

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

FINANCE, LICENSE, & REGULATION COMMITTEE
11/2/2021

TOTAL UNPAID ACCOUNTS PAYABLE **\$ 142,714.88**

ITEMS > \$5,000

Best Truck Repair Inc.-16' Dump Body International Truck	\$ 17,482.00
Geneva Lake Environmental Agency-November Payment 2021	\$ 6,250.00
Lake Geneva Convention-4th Qtr. 2021 Payment	\$ 37,500.00
Lake Geneva Utility-Water/Sewer Impact Fees	\$ 7,110.00
Nyquist Communications Engineering LLC.-3rd Qtr. IT Svc.	\$ 6,167.88
Nyquist Engineering-3rd Qtr. IT Svc	\$ 5,411.49
YMCA-November/December 2021 Payment	\$ 9,180.00
 Balance of Other Items	 \$ 53,613.51

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Batch = "11052021","11052021A","P11052021","P11052021A","F11052021","F11052021A"

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
A+ GRAPHICS & PRINTING				
33928	10/20/2021	ENVELOPES	11-22-00-53100 OFFICE SUPPLIES	300.00
Total A+ GRAPHICS & PRINTING:				300.00
ACCURATE PLUMBING OF WALW CTY				
211012	10/17/2021	ADAPT PRS WASHER-HOSE RE	11-22-00-52410 FIREHOUSE REPAIRS	242.25
Total ACCURATE PLUMBING OF WALW CTY:				242.25
ADVANCE AUTO PARTS				
719312284034	09/30/2021	MOTOR OIL	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	59.98
Total ADVANCE AUTO PARTS:				59.98
AIR ONE EQUIPMENT INC				
171493	08/11/2021	FIRE HOOKS	11-22-00-58000 FIRE EQUIPMENT/SUPPLIES	359.00
Total AIR ONE EQUIPMENT INC:				359.00
AMERICAN INDUSTRIAL MEDICAL				
23271	10/20/2021	HEARING TESTS	11-32-10-52050 DRUG AND MEDICAL TESTING	45.00
Total AMERICAN INDUSTRIAL MEDICAL:				45.00
AMY'S SHIPPING EMPORIUM				
56087	09/13/2021	UPS-FP SOLUTIONS	11-22-00-53120 POSTAGE EXPENSE	11.20
56090	09/13/2021	UPS-FOSTER COACH	11-22-00-53120 POSTAGE EXPENSE	12.96
56593	09/24/2021	UPS-GENERAL COMMUNICATI	11-22-00-53120 POSTAGE EXPENSE	11.14
56844	09/24/2021	UPS-TODAY'S UNIFORM	11-22-00-53120 POSTAGE EXPENSE	11.14
Total AMY'S SHIPPING EMPORIUM:				46.44
ANDRES MEDICAL BILLING LTD				
252927	10/11/2021	EMS BILLING-SEP	11-22-00-52140 OUTSIDE BILLING SERVICES	3,234.24
Total ANDRES MEDICAL BILLING LTD:				3,234.24
AURORA HEALTH CARE				
851559	10/11/2021	BLOOD DRAW	11-21-00-53800 PD SPECIAL INVESTIGATIONS	75.00
975	10/18/2021	EMP CLINIC-SEP	11-10-20-51320 HEALTH AND DENTAL ADMIN CHGS	3,075.00
Total AURORA HEALTH CARE:				3,150.00
BADGER HIGH SCHOOL				
1021-115	10/12/2021	BADGER TAILGATE PARTY	11-21-00-53160 CRIME PREVENTION PROGRAM	240.00
Total BADGER HIGH SCHOOL:				240.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
BAKER TILLY MUNICIPAL ADVISORS LLC				
BTMA9545	04/15/2021	2011A-ARBITRAGE COMPLIANC	11-15-10-52120 ACCTG CONSULTANT FEES	850.00
Total BAKER TILLY MUNICIPAL ADVISORS LLC:				850.00
BEST TRUCK REPAIR INC				
32435	10/19/2021	16' DUMP BODY INTL TRK	50-32-00-58000 DPW EQUIPMENT PURCHASES	17,482.00
Total BEST TRUCK REPAIR INC:				17,482.00
BIENEMAN, SHELBY				
REFD 10/15/21	10/15/2021	SEC DEP-BIENEMAN 10/15/21	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
REFD 10/15/21	10/15/2021	SEC GRD,S/U-BIENEMAN 10/15/	40-55-10-46740 UPPER RIVIERA REVENUE	251.25-
Total BIENEMAN, SHELBY:				748.75
BOUND TREE MEDICAL LLC				
84219372	09/22/2021	EMS SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	877.80
84232100	09/30/2021	EMS SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	49.95
Total BOUND TREE MEDICAL LLC:				927.75
BUMPER TO BUMPER AUTO PARTS				
662-447759	10/07/2021	MIRROR-SKIDDER #11	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	34.80
662-448087	10/13/2021	BULBS-SKIDDER #11	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	3.59
662-448124	10/14/2021	MOTOR OIL	11-32-10-53410 VEHICLE-FUEL & OIL	125.47
662-448158	10/15/2021	UNION CONNECTOR-PLOW TR	11-32-12-53510 EQUIP MAINT SUPPL-SNOW & ICE	4.40
662-448514	10/21/2021	WIRE LOOM,TIES	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	5.69
662-448694	10/25/2021	MINI LT BULBS	11-22-00-53500 BLDG MAINT SUPPLIES-FIREHOUSE	7.18
Total BUMPER TO BUMPER AUTO PARTS:				181.13
CDW GOVERNMENT INC				
L632133	10/01/2021	RETURN-SWITCH W/STOCKING	11-21-00-58100 EQUIPMENT OUTLAY	1,030.87-
L746549	10/05/2021	2 FACTOR AUTHENTICATION-C	11-15-10-54500 COMPUTER IT SVC & EQUIPMENT	145.26
M458998	10/20/2021	RETURN-TREAS VPN	11-15-10-54500 COMPUTER IT SVC & EQUIPMENT	72.63-
Total CDW GOVERNMENT INC:				958.24-
CINTAS CORP				
5080388568	10/18/2021	FIRST AID SUPPLIES	11-32-10-53900 FIRST AID AND SAFETY SUPPLIES	164.11
Total CINTAS CORP:				164.11
CRAIG D CHILDS, PHD SC				
2940	10/07/2021	NEW HIRE PSYCH EVAL	11-21-00-54110 PD APPLICATION PROCESS	500.00
Total CRAIG D CHILDS, PHD SC:				500.00
DELANVAN LAKE BOAT SHED				
09/23/21	09/23/2021	INSTALL-SEAT BELTS,LIGHTS	50-22-00-58000 FIRE EQUIPMENT PURCHASES	2,914.11
Total DELAVAN LAKE BOAT SHED:				2,914.11
DIGNIFIED HEATING & COOLING				
9/24/21	09/24/2021	FURNACE INSPECT/CLEAN	48-00-00-52400 CEM BUILDING REPAIRS	305.98

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total DIGNIFIED HEATING & COOLING:				305.98
DINGES FIRE COMPANY				
23231	10/25/2021	LEAK REPAIR-SCBA	11-22-00-58000 FIRE EQUIPMENT/SUPPLIES	120.95
23232	10/25/2021	PARTS INSTALL-SCBA	11-22-00-58000 FIRE EQUIPMENT/SUPPLIES	170.71
Total DINGES FIRE COMPANY:				291.66
DUNN LUMBER				
889534	09/28/2021	RATCHET STRAP	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	37.99
890218	09/29/2021	CONNECTORS	11-22-00-53500 BLDG MAINT SUPPLIES-FIREHOUSE	11.98
898826	10/06/2021	CLAMP,SPRING,ROPE-CMD VE	43-21-00-17010 PD CAPITAL PROJECTS	15.04
904175	10/12/2021	LOCKSET,PIN-SPEED TRAILER	11-21-00-53420 PD SPECIAL EQUIPMENT	25.78
904877	10/12/2021	NUTS,BOLTS	11-22-00-53500 BLDG MAINT SUPPLIES-FIREHOUSE	13.08
906550	10/14/2021	CRIMPER-SHOP SUPPLIES	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	35.99
906810	10/14/2021	BATTERIES,ROLLER COVERS	40-55-20-53500 BLDG MAINT SUPPLIES-LOWER RIV	44.75
907711	10/15/2021	AIR FITTINGS	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	6.58
910592	10/18/2021	SOFTENR SALT	11-22-00-53500 BLDG MAINT SUPPLIES-FIREHOUSE	69.90
911320	10/19/2021	PROPANE,HINGE,ROLLER	11-32-10-53990 ST DEPT MISCELLANEOUS EXP	42.96
914842	10/21/2021	STRAP FASTENER-BRINE TANK	11-32-12-53510 EQUIP MAINT SUPPL-SNOW & ICE	4.99
Total DUNN LUMBER:				309.04
EAGLE MEDIA INC				
00133287	10/06/2021	CSO UNIFORMS	11-21-00-51390 PART TIME UNIFORM EXPENSE	1,483.94
Total EAGLE MEDIA INC:				1,483.94
ELKHORN NAPA AUTO PARTS				
244349	10/04/2021	BULBS-STOCK	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	55.47
244401	10/04/2021	FILTERS-STOCK	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	345.82
244404	10/04/2021	FILTERS-STOCK	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	91.09
245955	10/19/2021	AIR FILTERS	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	63.42
246200	10/21/2021	GEAR OIL	11-32-10-53410 VEHICLE-FUEL & OIL	73.69
Total ELKHORN NAPA AUTO PARTS:				629.49
FASTENAL COMPANY				
WIELK166615	09/30/2021	BOLTS,NUTS	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	135.73
WIELK166825	10/15/2021	NUTS,BOLTS	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	27.65
Total FASTENAL COMPANY:				163.38
FEDERAL SIGNAL CORP				
7863323-1	10/01/2021	ANTENNA FOR SIRENS	11-29-00-52100 SIREN REPAIRS	370.00
Total FEDERAL SIGNAL CORP:				370.00
FIRE DEX GW, LLC				
17595	04/26/2021	GEAR WASH	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	106.25
Total FIRE DEX GW, LLC:				106.25
FORD OF LAKE GENEVA				
76621	09/23/2021	OIL CHANGE,TIRE ROTATE-#20	11-21-00-53610 PD EQUIP MAINT SERV COSTS	43.65
77146	10/06/2021	SEAT CUSHION REPLACE-#219	11-21-00-53610 PD EQUIP MAINT SERV COSTS	555.49

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
77290	09/15/2021	OIL CHANGE-#206	11-21-00-53610 PD EQUIP MAINT SERV COSTS	34.73
77292	09/15/2021	OIL CHANGE-#205	11-21-00-53610 PD EQUIP MAINT SERV COSTS	33.65
77383	09/24/2021	CONNECTION REPAIR-#211	11-21-00-53610 PD EQUIP MAINT SERV COSTS	187.50
77549	10/12/2021	OIL CHNAGE-CAR 2	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	34.73
Total FORD OF LAKE GENEVA:				889.75
GALLS LLC				
019394138	09/28/2021	UNIFORM-NELSON	11-21-00-51380 PD UNIFORM ALLOWANCE	53.88
Total GALLS LLC:				53.88
GENERAL COMMUNICATIONS INC.				
297112	09/29/2021	ANTENNA,SUPPLIES	43-21-00-17010 PD CAPITAL PROJECTS	208.63
297112	09/29/2021	ANTENNA,SUPPLIES	43-29-00-17010 EMERG MGNT CAPITAL PROJECTS	208.62
297239	08/31/2021	CONSOLE REPAIR	11-21-00-52620 PD COMMUNICATION SYS MAINT FEE	630.00
297295	09/02/2021	WIDEBAND ANTENNA	43-21-00-17010 PD CAPITAL PROJECTS	40.00
297295-1	09/02/2021	WIDEBAND ANTENNA	43-22-00-17010 FD CAPITAL PROJECTS	40.00
Total GENERAL COMMUNICATIONS INC.:				1,127.25
GENEVA LAKE ENVIRONMENTAL AGCY				
NOV PYMT	11/01/2021	NOV PAYMENT-2021	40-54-10-57300 GLAKE ENVIRONMENTAL AGENCY	6,250.00
Total GENEVA LAKE ENVIRONMENTAL AGCY:				6,250.00
GFL ENVIRONMENTAL INC.				
V20000012750	10/15/2021	ST SWEEPINGS DISPOSAL	11-36-00-52960 SOLID WASTE-STREET DEPT	206.54
Total GFL ENVIRONMENTAL INC.:				206.54
HENRY SCHEIN INC				
11384583	10/12/2021	EMS SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	22.08
11705651	10/19/2021	EMS SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	63.16
21274826	09/27/2021	EMS SUPPLIES-CREDIT	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	234.16
98905100	09/17/2021	EMS SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	193.63
99060988	09/22/2021	EMS SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	234.16
99470552	09/30/2021	EMS SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	78.88
99484994	09/30/2021	EMS SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	192.16
Total HENRY SCHEIN INC:				549.91
IDVILLE				
3837830	10/08/2021	BADGE STOCK	11-21-00-53100 PD OFFICE SUPPLIES	57.40
Total IDVILLE:				57.40
ITU ABSORB TECH INC				
7787645	10/15/2021	FLOOR MATS,TOWELS	11-32-10-53600 ST DEPT BLDG MAINT SERV COSTS	89.66
7787646	10/15/2021	MAT SERVICE	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	125.97
Total ITU ABSORB TECH INC:				215.63
JAMES IMAGING SYSTEMS INC				
1120108	10/18/2021	TOSH ES3555C-OCT	11-21-00-55310 COPY MACHINE & SHREDDING SVC	170.52
1120109	10/18/2021	TOSH ES357-OCT	11-21-00-55310 COPY MACHINE & SHREDDING SVC	41.47

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total JAMES IMAGING SYSTEMS INC:				211.99
JEFFERSON FIRE & SAFETY INC				
IN134275	10/20/2021	BOOTS	11-22-00-51380 FIRE DEPT UNIFORMS	325.00
Total JEFFERSON FIRE & SAFETY INC:				325.00
JERRY WILLKOMM INC				
278462	10/06/2021	1500.0 GALS GAS	11-32-10-53410 VEHICLE-FUEL & OIL	4,618.50
Total JERRY WILLKOMM INC:				4,618.50
KAPUR & ASSOCIATES INC				
109600	09/20/2021	MAIN ST-WIS DOT	43-32-10-17010 2020/2021 STREET IMP PROGRAM	166.00
Total KAPUR & ASSOCIATES INC:				166.00
KIESLER'S POLICE SUPPLY INC				
IN174941	09/30/2021	UNIFORM-SPRINGHORN	11-21-00-51380 PD UNIFORM ALLOWANCE	583.95
Total KIESLER'S POLICE SUPPLY INC:				583.95
KUNES COUNTRY FORD				
42091	09/30/2021	OIL CHG,TIE ROD,FILTER-CAR	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	1,192.52
42922	10/19/2021	CAM PHASER RATTLE REPR C	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	82.90
Total KUNES COUNTRY FORD:				1,275.42
LAKE GENEVA CONVENTION				
4TH QTR PMT	11/01/2021	4TH QTR 2021 PAYMENT	47-00-00-57100 HOTEL/MOTEL ASSN-CHAM OF COMM	37,500.00
Total LAKE GENEVA CONVENTION:				37,500.00
LAKE GENEVA UTILITY				
403 BEETHOV	10/13/2021	403 BEETHOVEN DR	45-00-00-24520 WATER IMPACT FEES	1,690.00
403 BEETHOV	10/13/2021	403 BEETHOVEN DR	45-00-00-24530 SEWER IMPACT FEES	1,865.00
416 BEETHOV	10/13/2021	416 BEETHOVEN DR	45-00-00-24520 WATER IMPACT FEES	1,690.00
416 BEETHOV	10/13/2021	416 BEETHOVEN DR	45-00-00-24530 SEWER IMPACT FEES	1,865.00
Total LAKE GENEVA UTILITY:				7,110.00
LANGE ENTERPRISES INC				
78079	10/19/2021	(2) STREET SIGNS	11-34-10-53740 STREET IDENTIFICATION SIGNS	108.12
Total LANGE ENTERPRISES INC:				108.12
LASER WORKS UNLIMITED LLC				
1710	10/04/2021	BANQUET AWARDS	11-22-00-53990 FIRE MISCELLANEOUS EXP	542.00
Total LASER WORKS UNLIMITED LLC:				542.00
MERCY HEALTH SYSTEM				
400010070-10/	10/09/2021	BLOOD DRAWS	11-21-00-53800 PD SPECIAL INVESTIGATIONS	18.00
Total MERCY HEALTH SYSTEM:				18.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
MEYER, AMY				
REFD 10/8/21	10/08/2021	SEC DEP-MEYER 10/8/21	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
REFD 10/8/21	10/08/2021	SEC GRD,SETUP-MEYER 10/8/2	40-55-10-46740 UPPER RIVIERA REVENUE	516.75-
Total MEYER, AMY:				483.25
MIDSTATE EQUIPMENT				
V51258	10/19/2021	V BELT-MOWER	48-00-00-52500 CEM EQUIP MAINT/REPAIRS	81.69
Total MIDSTATE EQUIPMENT:				81.69
MUNICIPAL EMERGENCY SERVICES				
IN1628828	10/05/2021	GAS DETECTORS,FILTERS	11-22-00-58000 FIRE EQUIPMENT/SUPPLIES	3,088.54
IN1632341	10/15/2021	GAS DETECTOR CALIBRATOR	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	225.00
Total MUNICIPAL EMERGENCY SERVICES:				3,313.54
NEW PIG CORPORATION				
23441166-0	09/23/2021	OIL CONTAIN KITS	11-22-00-58000 FIRE EQUIPMENT/SUPPLIES	1,663.49
Total NEW PIG CORPORATION:				1,663.49
NORTH AMERICAN CLUTCH & DRIVELINE				
320413	10/18/2021	CLUTCH-LEAF WAGON	11-32-14-54300 COMPOSTING OPERATING SUPPLIES	1,841.70
Total NORTH AMERICAN CLUTCH & DRIVELINE:				1,841.70
NYQUIST COMMUNICATIONS ENGINEERING LLC				
1260	10/18/2021	3RD QTR IT SVC	11-15-10-54500 COMPUTER IT SVC & EQUIPMENT	6,167.88
Total NYQUIST COMMUNICATIONS ENGINEERING LLC:				6,167.88
NYQUIST ENGINEERNG				
1258	10/18/2021	3RD QTR IT SVCS	11-21-00-53050 DATA PROCESSING	2,112.50
1258	10/18/2021	3RD QTR IT SVCS	11-21-00-53610 PD EQUIP MAINT SERV COSTS	2,361.49
1258	10/18/2021	3RD QTR IT SVCS	11-21-00-52620 PD COMMUNICATION SYS MAINT FEE	150.00
1258	10/18/2021	3RD QTR IT SVCS	11-21-00-58100 EQUIPMENT OUTLAY	262.50
1258	10/18/2021	3RD QTR IT SVCS	11-29-00-52100 SIREN REPAIRS	87.50
1259	10/18/2021	3RD QTR IT SVCS	11-22-00-54500 FIRE IT SERVICES	437.50
Total NYQUIST ENGINEERNG:				5,411.49
OFFICE DEPOT				
200326756001	10/06/2021	SUPPLIES-MOBILE COMMAND	43-21-00-17010 PD CAPITAL PROJECTS	21.10
200326756001	10/06/2021	SUPPLIES-MOBILE COMMAND	11-21-00-53100 PD OFFICE SUPPLIES	59.80
205862143001	10/20/2021	COMPRESSED AIR,PACKING TA	11-16-10-53100 CITY HALL OFFICE SUPPLIES	12.54
205863533001	10/21/2021	SPACE HEATER-HR	11-15-10-53100 ACCTG OFFICE SUPPLIES	20.69
Total OFFICE DEPOT:				114.13
OIL EQUIPMENT COMPANY				
0298829-IN	10/05/2021	REPAIR FUEL SYSTEM-LTNG S	11-32-10-53500 BLDG MAINT SUPPLIES-STR DEPT	1,239.54
Total OIL EQUIPMENT COMPANY:				1,239.54
PATS SERVICES INC				
A-222576	10/10/2021	PORT A POTTY SVC-SEP	48-00-00-52260 CEM WATER/SEWER EXP	220.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total PATS SERVICES INC:				220.00
PFI FASHIONS INC				
9887	10/14/2021	UNI SHIRTS-SEASONAL STAFF	11-52-00-53400 PARKS OPERATING SUPPLIES	120.98
Total PFI FASHIONS INC:				120.98
PROVEN POWER INC				
02-381861	10/21/2021	REAR FINAL DRIVE-SD1600	11-52-00-52500 EQUIPMENT REPAIR SERVICES	589.83
Total PROVEN POWER INC:				589.83
QUILL CORPORATION				
18169944	07/20/2021	OFFICE SUPPLIES	11-21-00-53100 PD OFFICE SUPPLIES	2.66
18174681	07/20/2021	OFFICE SUPPLIES	11-21-00-53100 PD OFFICE SUPPLIES	108.04
18739724	08/12/2021	OFFICE SUPPLIES	11-21-00-53100 PD OFFICE SUPPLIES	82.47
20354942	10/19/2021	OFFICE SUPPLIES	11-21-00-53100 PD OFFICE SUPPLIES	136.30
Total QUILL CORPORATION:				329.47
REINDERS INC				
1902333-00	10/05/2021	OP MANUAL-TORO	11-52-01-59520 GROUNDS MAINTENANCE SUPPLIES	476.25
Total REINDERS INC:				476.25
ROTE OIL COMPANY				
2128800205	10/15/2021	284.0 GALS DYED DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	780.72
2128800206	10/15/2021	427.0 GALS CLEAR DIESEL	11-32-10-53410 VEHICLE-FUEL & OIL	1,306.20
Total ROTE OIL COMPANY:				2,086.92
RUBOYANES, BENJAMIN				
9/30/21	09/30/2021	CIT#CN80FKD6TX-CHRG DISMI	11-12-00-45100 COURT PENALTIES & FINES	489.40
Total RUBOYANES, BENJAMIN:				489.40
RUSSELL CESCHI INSPECTIONS LLC				
SEP/OCT 2021	10/26/2021	COMM ELECTRIC INSP-SEP/OC	11-24-00-52190 CONTRACT BUILDING INSPECTOR	870.00
Total RUSSELL CESCHI INSPECTIONS LLC:				870.00
SHRED-IT				
8000054620	09/25/2021	SHREDDING SVC-JUN/SEP	11-21-00-55310 COPY MACHINE & SHREDDING SVC	103.44
8000259743	10/25/2021	SHREDDING SVC-OCT	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	23.45
Total SHRED-IT:				126.89
SOKOLIK, MIKE				
REFD 10/9/21	10/09/2021	SEC DEP-SOKOLIK 10/9/21	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
REFD 10/9/21	10/09/2021	SEC GRD,S/U-SOKOLIK 10/9/21	40-55-10-46740 UPPER RIVIERA REVENUE	334.00-
Total SOKOLIK, MIKE:				666.00
SOMAR TEK LLC/SOMAR ENTERPRISE				
102419	10/04/2021	UNIFORM-DERRICK	11-21-00-51380 PD UNIFORM ALLOWANCE	133.99

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total SOMAR TEK LLC/SOMAR ENTERPRISE:				133.99
STEPHAN, VICTORIA				
REFD 8/1/21	08/01/2021	SEC DEP-STEPHAN 8/1/21	40-55-10-23530 SECURITY DEPOSITS-UPPER RIV	1,000.00
REFD 8/1/21	08/01/2021	SEC GRD,SETUP-STEPHAN 8/1/	40-55-10-46740 UPPER RIVIERA REVENUE	327.19
Total STEPHAN, VICTORIA:				672.81
TODAY'S UNIFORMS				
207531	09/22/2021	UNIFORMS	11-22-00-51380 FIRE DEPT UNIFORMS	49.95
208031	10/04/2021	UNIFORMS	11-22-00-51380 FIRE DEPT UNIFORMS	172.35
208133	10/06/2021	UNIFORMS	11-22-00-51380 FIRE DEPT UNIFORMS	145.95
208453	10/13/2021	UNIFORMS	11-22-00-51380 FIRE DEPT UNIFORMS	27.50
208591	10/15/2021	UNIFORMS	11-22-00-51380 FIRE DEPT UNIFORMS	184.80
Total TODAY'S UNIFORMS:				580.55
TOTAL PARKING SOLUTIONS INC				
105504	10/15/2021	CMS MONITORING-NOV	42-34-50-54500 SUPPORT CONTRACTS	3,445.00
TOTAL PARKING SOLUTIONS INC:				3,445.00
TRANS UNION LLC				
09116418	09/25/2021	BACKGROUND CHECK	11-21-00-54100 PD TRAINING EXPENSES	62.19
Total TRANS UNION LLC:				62.19
TRUGREEN PROCESSING CTR				
148326148	09/30/2021	FERTILIZER SVC-SEP	11-52-00-53620 GROUNDS FERTILIZER/WEED CONTR	220.58
Total TRUGREEN PROCESSING CTR:				220.58
UNIFORM DEN EAST INC				
76217	10/02/2021	UNIFORM-BOULAND	11-21-00-51380 PD UNIFORM ALLOWANCE	13.98
Total UNIFORM DEN EAST INC:				13.98
UNITED LABORATORIES				
INV331520	10/18/2021	BAY BOMBS	40-55-20-53500 BLDG MAINT SUPPLIES-LOWER RIV	337.30
Total UNITED LABORATORIES:				337.30
UNITED OCC MED WALK IN SRV, LLC				
3209	09/29/2021	NEW HIRE PHYSICALS	11-21-00-54110 PD APPLICATION PROCESS	280.00
Total UNITED OCC MED WALK IN SRV, LLC:				280.00
VILLAGE OF SHARON POLICE DEPT				
WARRANT-MA	10/15/2021	WARRANT #21000010-MACLIN	11-12-00-24280 COURT FINES-OTHER	424.00
Total VILLAGE OF SHARON POLICE DEPT:				424.00
WALWORTH COUNTY SHERIFF				
SEP 2021	10/01/2021	RANGE USE FEES-2021	11-21-00-54100 PD TRAINING EXPENSES	150.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total WALWORTH COUNTY SHERIFF:				150.00
WAUKESHA CNTY TECH COLLEGE				
S0753011	09/27/2021	TRAINING-SPRINGHORN	11-21-00-54100 PD TRAINING EXPENSES	495.00
Total WAUKESHA CNTY TECH COLLEGE:				495.00
WEDIGE RADIATOR & AC INC				
189850	10/19/2021	BRAKE REPAIR-RANGER	42-34-50-53510 VEHICLE/EQUIPMENT MAINT	188.36
Total WEDIGE RADIATOR & AC INC:				188.36
WI DEPT OF TRANSPORTATION				
395-00002357	10/12/2021	SOUTH STREET TRAIL	43-52-00-53100 TAP GRANT CAPITAL PROJECTS	3,492.65
Total WI DEPT OF TRANSPORTATION:				3,492.65
WISCONN VALLEY MEDIA GROUP				
50788	10/13/2021	LN-REDISTRICT PUB HEARING	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	26.72
50947	10/20/2021	LN-RFP FOR BID FORENSIC AU	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	20.20
50948	10/20/2021	LN-ORD 21-08-CHG POLL LOCA	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	66.88
50949	10/20/2021	LN-ORD 21-10-RCRD RETENTIO	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	491.82
Total WISCONN VALLEY MEDIA GROUP:				605.62
YMCA				
NOV/DEC	11/01/2021	NOV/DEC PAYMENT	11-70-00-57600 YMCA-YOUTH ATHLETIC PROGRAM	9,180.00
Total YMCA:				9,180.00
ZOLL MEDICAL CORPORATION				
3384763	10/20/2021	EMS SUPPLIES	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	184.80
Total ZOLL MEDICAL CORPORATION:				184.80
Grand Totals:				142,714.88

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

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Batch = "11052021","11052021A","P11052021","P11052021A","F11052021","F11052021A"

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