



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

CITY OF LAKE GENEVA FINANCE, LICENSING, AND REGULATION COMMITTEE

TUESDAY, FEBRUARY 20, 2024 - 4:30 PM

LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

Committee Members: Chairperson Ken Howell, Alderpersons: Joan Yunker, Mary Jo Fesenmaier, Cindy Yager, and Tim Dunn

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1. Links to the City of Lake Geneva's live video stream can be found at <https://cityoflakegeneva.gov/319/City-Meetings-Video-Stream>
2. Television: Watch live broadcast of the meeting on Spectrum Cable Channel 25
3. Listen to audio via phone: (602) 333-2017 (Long distance rates may apply) (888) 204-5987 (Toll Free)
Access Code: 9746153

AGENDA

1. Call to Order by Chairperson Howell
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the Finance, Licensing, and Regulation Committee minutes from February 6, 2024, as prepared and distributed
5. **Licenses & Permits**
 - a. Discussion/Recommendation regarding a Tier-1 Event Permit filed by the Bager High School Student Council for the event of Badger Homecoming Parade to take place on October 4, 2024, from 4:15 pm to 5:30 pm, located on various streets in downtown Lake Geneva
 - b. Discussion/Recommendation regarding a Tier-1 Event Permit application filed by the Alzheimer's Association for the event of Walk to end Alzheimer's-Walworth County to take place on September 14, 2024, from 6:30 am-2:00 pm, located at Library Park
 - c. Discussion/Recommendation regarding an Alcohol License Premesis Extension application filed by L.G. Axe Throwing LLC D/B/A L.G. Axe Throwing, 253 Center St #900, Lake Geneva
 - d. Discussion/Recommendation regarding a Temporary Class B Wine License application filed by Geneva Lake Manor for the event of Wine Tasting (Fundraiser) to take place on

March 3-8, 2024, located at the rehab dining room & activity room in Geneva Lake Manor, 211 S Curtis St, Lake Geneva

- e. Discussion/Recommendation regarding a Temporary Operator License filed by Nicole Weber for the event of Wine Tasting Fundraiser to take place on March 3-8, 2024, located at Geneva Lake Manor, 211 S Curtis St, Lake Geneva
- 6. Discussion/Possible Recommendation regarding the City's vehicle parking sticker policy; Seth Elder, Parking Manager
- 7. Discussion/Recommendation regarding a Complimentary Riviera Ballroom Event Request filed by the Lake Geneva Public Library for the event of Backyard Wildlife Management to be held on Thursday, April 11, 2024, from 6:30pm-8:00pm
- 8. Discussion/Recommendation regarding the bid award for the Lagoon Pier Removal to Bruceskis Inc in an amount not to exceed \$24,900 (*recommended by the Piers, Harbors, and Lakefront Committee on February 13, 2024*)
- 9. Discussion/Recommendation regarding Gage Marine Estimate for repairing 2023 season damage to piers (*recommended for approval by the Piers, Harbors, and Lakefront Committee on February 13, 2024*)
- 10. Discussion/Possible Recommendation regarding a request for a donation of beach passes to the Friends of Woods School for the Woods School Annual Silent Auction
- 11. Discussion/Possible Recommendation regarding the City's Purchasing Procedure-Purchasing Policy

12. Presentation of Accounts

- a. Pre-Paid Checks: \$77,291.19
- b. Regular Checks: \$809,860.80

13. Adjournment

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.

CITY OF LAKE GENEVA FINANCE, LICENSING, AND REGULATION COMMITTEE
Tuesday, February 6, 2024 - 4:30 P.M.
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

Committee Members: Chairperson Ken Howell, Alderpersons: Joan Yunker, Mary Jo Fesenmaier, Cindy Yager and Tim Dunn.

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

Roll Call

Present: Chairperson Ken Howell, Alderpersons: Joan Yunker, Mary Jo Fesenmaier, Cindy Yager,
Absent: Alderperson Cindy Yager (excused)

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

Alexandria Binanti advised the committee that she was present at the meeting to answer any questions the committee may have on agenda items nine and ten

Approval of the Finance, Licensing, and Regulation Committee minutes from January 16, 2024, as prepared and distributed. Motion by Yunker to approved, second by Fesenmaier. Motion carried by unanimous voice vote.

Licenses & Permits

Discussion/Recommendation regarding a Temporary Class "B" Fermented Malt Beverage License application filed by St Francis de Sales Catholic Church, for the event of Spaghetti Dinner to take place on February 24, 2024, from 6:00 pm to 8:30 pm, located at St Francis de Sales, 148 W Main St, Lake Geneva.

Motion by Yunker to approve, second by Dunn.

No discussion. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding a Temporary Operator License application filed by Robert McCormick for the event of Spaghetti Dinner to take place on February 24, 2024, located at St Francis de Sales, 148 W Main St, Lake Geneva.

Motion by Yunker to approve, second by Dunn

No discussion. Motion carried 5-0.

Discussion/Recommendation regarding extending the Solid Waste Contract with John's Disposal through December 31, 2029 (recommended by the Public Works Committee on January 22, 2024).

Motion by Dunne to approve, second by Yunker

Discussion was held among the committee members. Yunker so moved to allow Nate Austin of Johns Disposal to address the committee, seconded by Dunn. Motion carried by unanimous voice vote. Mr. Austin answered questions posed by members of the committee. After some additional questions, the motion to approve the contract extension was approved by unanimous voice vote.

Discussion/Recommendation regarding Task Order #31 filed by Kapur & Associates, Inc for the 2024 Street Program (recommended by the Public Works Committee on January 22, 2024)

Motion by Yunker to approve, second by Dunn. General discussion was held among the committee as well as Bridget Berry of Kapur and Associates.

Motion carried by unanimous voice vote.

Discussion/Recommendation regarding a proposed amendment to the 2024 Business Improvement District Budget adding \$3,000 to the General Expenditures for Accounting Services (approved by the Business Improvement District on January 10, 2024)

Motion by Yunker to approve, second by Fesenmaier.

No discussion. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding the proposed amended Business Improvement District bylaws and 2024 Operating Plan to allow for two additional board seats and to include term limits with a maximum of three two-year terms (approved by the Business Improvement District on January 10, 2024)

Motion by Fesenmaier to approve, second by Dunn.

No discussion. Motion carried by unanimous voice vote.

Discussion regarding the November 2023 Treasurer's Report and Budget versus Actual Report.
Comptroller Pisarcik reviewed the November report with the committee and answered various questions posed by the members. In addition to the November report, Alder Fesenmaier asked about the City's Fund Balance Reserve, and the Street program funding. The comptroller replied to her questions.

Presentation of Accounts

Pre-Paid Bills: \$100,361.78

Motion by Yunker to approve, second by Dunn

No discussion. Motion carried by unanimous voice vote.

Regular Bills: \$296,249.61

Motion by Yunker to approve, second by Dunn

No discussion. Motion carried by unanimous voice vote.

Adjournment

Motion by Dunn to adjourn, second by Fesenmaier

No discussion. Motion carried by unanimous voice vote.

The Committee adjourned at 4:48 p.m.

These minutes are unofficial until approved by the Committee

Dave Nord
City Administrator



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: Badger High School - Student Council

Name of Event Organizer/Producer: Emily Volk & Ben Nugent

Production Company/Organization: BHS FEIN #: _____

Street Address: 200 South St.

City: Lake Geneva State: WI Zip code: 53147

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

EIN # (Tax Exempt Number): _____

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

Section II- EVENT INFORMATION- 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: Badger Homecoming Parade
2. Date(s) of Event: Oct. 4th, 2024
3. Location(s) of Event: Downtown Lake Geneva
4. Hours: Staging 4:15 Parade Start time 4:45 - 5:30 PM
Note: Start Time & End Time
5. Event Chair/Contact Person: Emily Koltz + Ben Nugent Phone: [REDACTED]
6. Day of Event Contact Name: Emily Koltz Phone: [REDACTED]
7. Is the event open to the public? ~~No~~ Yes
8. Will you charge an admission fee? No
9. Estimated Attendance Number: 300 - 500
10. Basis for estimate: history of event
11. Will you be setting up a tent? No

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

12. Will there be any animals? ~~No~~ Yes - maybe
If yes, what type and how many: horses 2-3

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:

Floats will be taken away by each group sponsor to be dismantled.

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

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

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

South on Broad, Right on Main / 50, Right on Cook St.
- Staging on Marshall & Henry - both sides if necessary End @ Central-Denison

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

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: Oct. 4th, 2024

Total Number of Parking Stalls being Requested: 0

Parking Stall Number(s) and Location: 0

3. Description of Signage to be used during event: 0

**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: _____

☐ **Water;** Explain: _____

☒ **Traffic Control;** Explain: to help close roads & set up detours

☒ **Police Services;** Explain: lead parade / end parade and ↑

☒ **Fire/EMS Services;** Explain: participate in the parade

☐ **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 #: _____

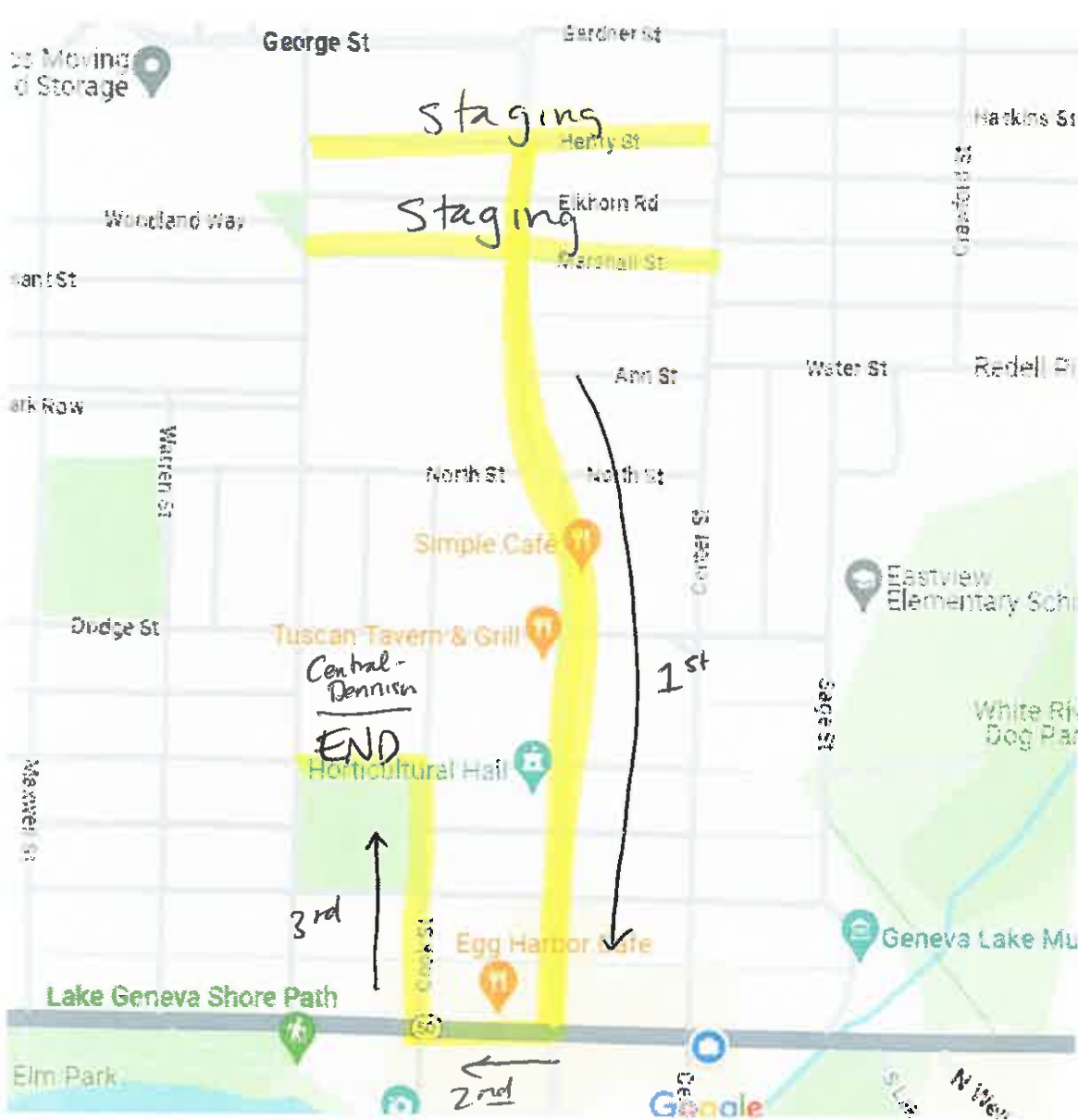
Expiration Date: ____/____ **CVV#:** _____

Billing Address: _____

City, State, Zip Code: _____

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

Applicant Signature:  _____ **Date:** 12-20-2023



Badger HoCo
Parade
Oct. 4th
2024

- We would like to stage the floats, bands, court, etc. @ Marshall & Henry.
- ROUTE
 - Stage 1 - South on Broad
 - 2 - Right onto 50 / Main St.
 - 3 - Right onto Cook St.
 - 4 - End @ Central Dennison
- Ending @ Cen-Den is a nice safe & controlled environment for the floats to stop and release their human passengers as well as take down the floats.

For Office Use Only

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

Receipt #: _____

City Clerk/Administrator Signature: [Signature] Date: _____

☒ Approve ☐ Denied Notes: _____

Police Chief Signature: E. [Signature] Date: 01/30/2024

☐ Approve ☐ Denied Notes: _____

Fire Chief Signature: [Signature] Date: 2/15/24

☒ Approve ☐ Denied Notes: _____

DPW Signature: [Signature] [Signature] Date: 2-7-24

☒ Approve ☐ Denied Notes: _____

Parking Signature: _____ Date: _____

☐ Approve ☐ Denied Notes: _____

Harbormaster Signature: _____ Date: _____

☐ Approve ☐ Denied Notes: _____

Tier I & Tier II Events Only:

FLR Meeting Date: _____

Council Meeting Date: _____



CITY OF LAKE GENEVA EVENT PERMIT APPLICATION

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

Applications must be submitted

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

Section I- APPLICANT INFORMATION

Name of Applicant: Rachel Skowronski

Name of Event Organizer/Producer: Rachel Skowronski

Production Company/Organization: Alzheimer's Association FEIN #: [REDACTED]

Street Address: 620 S 76th street

City: Milwaukee State: WI Zip code: 53214

Are you a ☐ For-Profit OR ☒ Non-Profit Organization 501(c) 3

EIN # (Tax Exempt Number): [REDACTED]

*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.

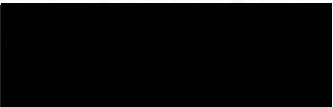
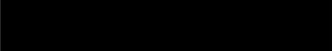
☒ **Tier 1 Events: *Non-Profit: No Charge; Otherwise: \$250.00 Fee for an event up to seven days; additional \$50.00 per day thereafter**

(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: Walk to end Alzheimer's - Walworth County
2. Date(s) of Event: September 14, 2024
3. Location(s) of Event: Library Park
4. Hours: 6:30 am - 2:00 pm
Note: Start Time & End Time
5. Event Chair/Contact Person: Rachel Skowronski Phone: 
6. Day of Event Contact Name: Rachel Skowronski Phone: 
7. Is the event open to the public? ☒ Yes ☐ No
8. Will you charge an admission fee? ☐ Yes ☒ No
9. Estimated Attendance Number: more 700
10. Basis for estimate: 100 person increase from 2023
11. Will you be setting up a tent? ☒ Yes ☐ No

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

Use of 10x10 tents - if needed 10x15 tent provided by Dunn Lumber.

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

If yes, what type and how many: Dogs on leashes present

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:

All garbage will be picked up & thrown away in a rented dumpster offsite. Signage will be removed following the event.

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

We will have 2 contracted security guards who are armed on site during the event.

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

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

No

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

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

No

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

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

No

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

Continue to next page...

Section III- STREET USE

☒ Check if this section does not apply

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

- ☐ Certificate of Comprehensive General Liability Insurance with the City, its employees and agents as additional insured with coverage for contractual liability with minimum limits of \$500,000 per occurrence for bodily injury and property damage limits of \$250,000 per occurrence.
- ☐ Petition signed by more than half of the residential dwelling units and/or commercial units residing along that portion of the street designated for the proposed use or whose property is denied access by virtue of the granting of the permit.

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

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

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

☒ Yes ☐ No

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

Dates of Use: 9/14/24

Total Number of Parking Stalls being Requested: 10

Parking Stall Number(s) and Location: near library park

3. Description of Signage to be used during event: Signage will be placed along route of the stage.

**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: for amplified sound at stage

☐ **Water**; Explain: _____

☐ **Traffic Control**; Explain: _____

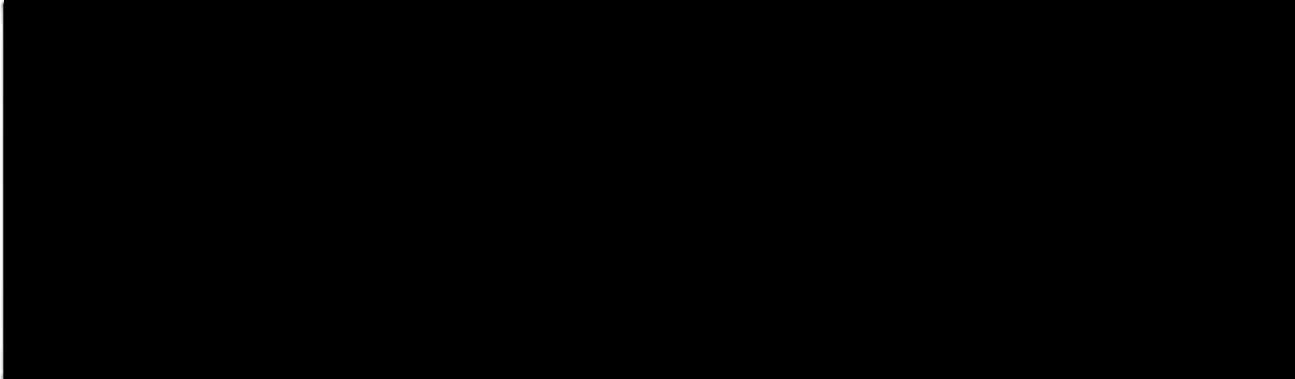
☒ **Police Services**; Explain: Police at Main & Maxwell from 9:30-11:30 to assist walkers.

☒ **Fire/EMS Services**; Explain: LG rescue from 8:00-11:30

☒ **Other**; Explain: 20 cattle fences to help with signage

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

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



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

Applicant Signature:  Date: 11/3/2024

Detailed description of proposed event w/map of exact location/route:

The walk is to raise awareness about the disease and provide funds to the Alzheimer' Association. The walk is a 3-mile loop around the lake short path or 1 mile walk in historic Maple Park neighborhood.



Description of signage:

Signs along the walk route to guide walkers. Information banner signs at Library Park.

For Office Use Only

Date Filed with Clerk: 1/5/24 Payment Amount: \$ N/A

Receipt #: N/A

City Clerk/Administrator Signature: [Signature] Date: _____

☒ Approve ☐ Denied Notes: _____

Police Chief Signature: E. [Signature] 01/25/2024 Date: 01/25/2024

☐ Approve ☐ Denied Notes: _____

Fire Chief Signature: [Signature] Date: 2/6/24

☒ Approve ☐ Denied Notes: _____

DPW Signature: [Signature] Date: 1-30-24

☒ Approve ☐ Denied Notes: _____

Parking Signature: [Signature] Date: 1/30/24

☒ Approve ☐ Denied Notes: REQUESTING DONATION OF 10 STALLS;

10 * \$40.00 = \$400.00

Harbormaster Signature: _____ Date: _____

☐ Approve ☐ Denied Notes: _____

Parks: Rec [Signature] Date: 2-16-24

Tier I & Tier II Events Only: Approve Denied Notes: _____

FLR Meeting Date: _____

Council Meeting Date: _____



CITY OF LAKE GENEVA

ALCOHOL LICENSE PREMISES EXTENSION APPLICATION

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

Please Check:

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

Application Checklist:

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

APPLICANT INFORMATION

Applicant Name: Madelyna Kelly

Establishment Name: LG Axe throwing

Address: 253 center st #900 Lake Geneva WI 53147

Alcohol License No. Beer/Wine 18 Phone: 262 203 5520

Describe area of premises extension: UPDATE NEW ALCOHOL STORAGE Area

Alcohol (Beer + wine) to be stored in Bar and kitchen
(

SPECIAL EVENT INFORMATION (For Temporary Premises Extension Only)

Event Title: _____

Date and Time of Event: _____

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

Event Description:

Maddy Kelly 1/17/24
SIGNATURE OF APPLICANT DATE

For Office Use Only

Date Filed with Clerk: 1/18/24
Total Amount: \$ _____ Receipt No.: _____

Date Forwarded to Police Chief: 1/19/24
Police Chief Signature: E. [Signature] Approved Denied

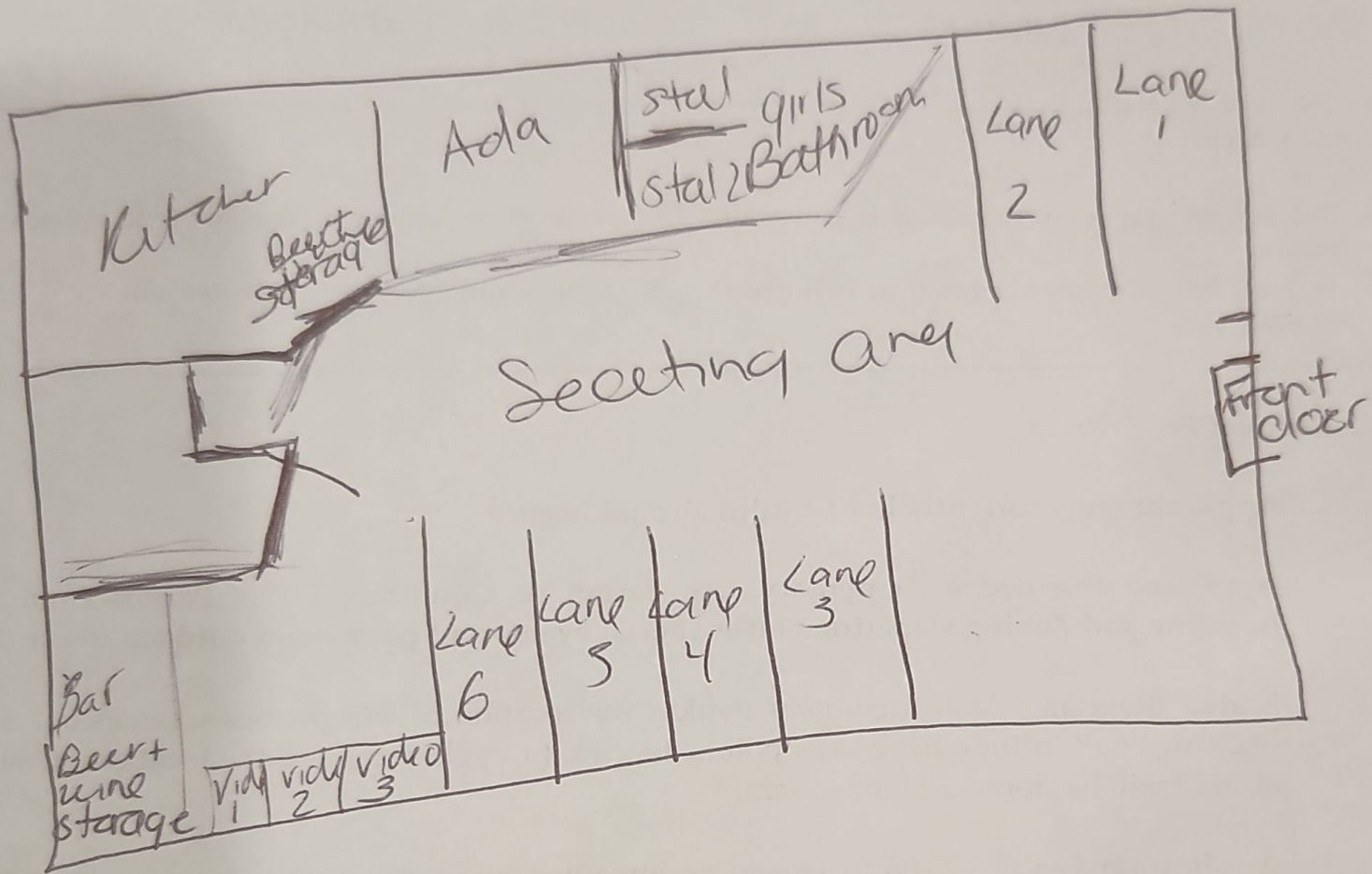
Date Forwarded to Zoning Administrator: _____ (for non-sidewalk café applications)
Zoning Administrator Signature: _____ Approved Denied

Date of FLR/Council Approval: _____

Copies Provided to: Police Chief

* including copy of current premises description; license

Diagram



**City of Lake Geneva
Combination Form
Class "B" And "Class C"**

For the sale of FERMENTED MALT BEVERAGES and WINE

**License no:
BBeerCWine 9
Fee:
\$200.00**

WHEREAS, the local governing body of the City of Lake Geneva, County of Walworth, Wisconsin, has, upon application, duly made, granted and authorized the issuance of a Retail Class "B" and "Class C" License to:

L.G. Axe Throwing LLC, Madelyna Kelly, Agent

253 Center ST #900
Lake Geneva, WI 53147

to sell Fermented Malt Beverages as defined by and pursuant to Section 125.26 of the Statutes of the State of Wisconsin and Local Ordinances, and the said applicant has paid to the treasurer the sum of \$100.00 for such Class "B" Retailers Fermented Malt Beverage License as required by local ordinances,

AND WHEREAS, the local governing body has granted and authorized the issuance of a "Class C" Wine License to said applicant to sell Wine as defined in and pursuant to Chapter 125 of the Statutes of the State of Wisconsin and local ordinances, and the said applicant has paid to the Treasurer the sum of \$100.00 for such "Class C" Wine License as provided by local ordinances and has complied with all the requirements necessary for obtaining such licenses,

NOW THEREFORE, Licenses are hereby issued to said applicant to sell, deal and traffic in, at retail, Fermented Malt Beverages and Wine at the following described premises:

L.G. Axe Throwing
253 Center St #900
Lake Geneva, WI 53147

Location:

Alcohol beverages will be sold & stored by the back door of our place to the right in the kitchen is where we store back up alcohol, backroom we store back up and left to the back door is the bar where we also store and serve. Along with serving the customers at the tables where they are sitting.

for the period from 7/01/2023 to 6/30/2024.

Given under my hand and the Great Seal of the City of Lake Geneva, County of Walworth, State of Wisconsin, this 15th day of June, 2023.



Lana C Kropf, City Clerk

This license must be FRAMED and POSTED IN A CONSPICUOUS PLACE in the room where Fermented Malt Beverages and Intoxicating Liquors are sold or served.

**SUPPLEMENTAL APPLICATION FORM
TEMPORARY CLASS "B" / "CLASS B" RETAILER'S LICENSE
CITY OF LAKE GENEVA**

This form needs to be submitted as an attachment to the Application for Temporary Class "B" / "Class B" Retailer's License Form (Form AT-315) and returned to the City Clerk.

Applicant Organization: Geneva Lake Manor

Name of Event: Wine Tasting (Fundraiser)

Date of Event: March 3, 2024 - March 8, 2024

Time of Event: 2pm 4pm
(Beginning) (Ending)

Event Contact Person: NICOLE WEBER

Will a Licensed Operator be serving or supervising the service of alcohol?
***This includes Temporary Operator's who have completed the Responsible Beverage Servers class.**

☒ Yes

☐ No

**PLEASE FILL ALL BLANKS COMPLETELY.
THIS INFORMATION IS NEEDED TO COMPLETELY PROCESS YOUR
TEMPORARY RETAILER'S LICENSE APPLICATION.**

For Office Use Only

Date Filed: <u>2/8/24</u>	Receipt No: <u>15-010513</u>
Total Amount: <u>\$10.00</u>	
Forwarded to Police Chief: _____	
Recommendation: _____	Approved _____ Denied _____
Verification that not more than 2 temporary wine licenses have been issued to this applicant within the last 12 months: _____	
FLR Approval: _____	License Issued: _____
Council Approval: _____	License Number: _____
MAIL TO: _____	License Expires: _____
Organization _____	

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: 2/8/24

☐ Town ☐ Village ☐ City of Lake Geneva

County of Walworth

The named organization applies for: (check appropriate box(es).)

☐ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning March 3, 2024 and ending March 8, 2024 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☐ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Geneva Lake Manor

(b) Address 211 S. Curtis St Lake Geneva WI 53147
(Street)

☐ Town ☐ Village ☐ City

(c) Date organized _____

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Carmen Clark acting administrator

Vice President _____

Secretary _____

Treasurer Teri Russo

(g) Name and address of manager or person in charge of affair: NICOLE WEBER

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 211 S. Curtis St Lake Geneva WI 53147

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? _____

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: rehab dining room / activity room

3. Name of Event

(a) List name of the event Wine Tasting (Resident Council Fundraiser)

(b) Dates of event Sunday, March 3, 2024

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Nicole Weber 2/8/24
(Signature / Date)

Geneva Lake Manor
(Name of Organization)

Date Filed with Clerk 2/8/24

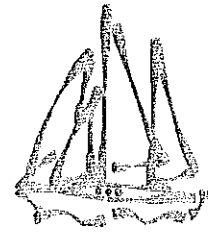
Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____



CITY OF LAKE GENEVA TEMPORARY OPERATOR LICENSE

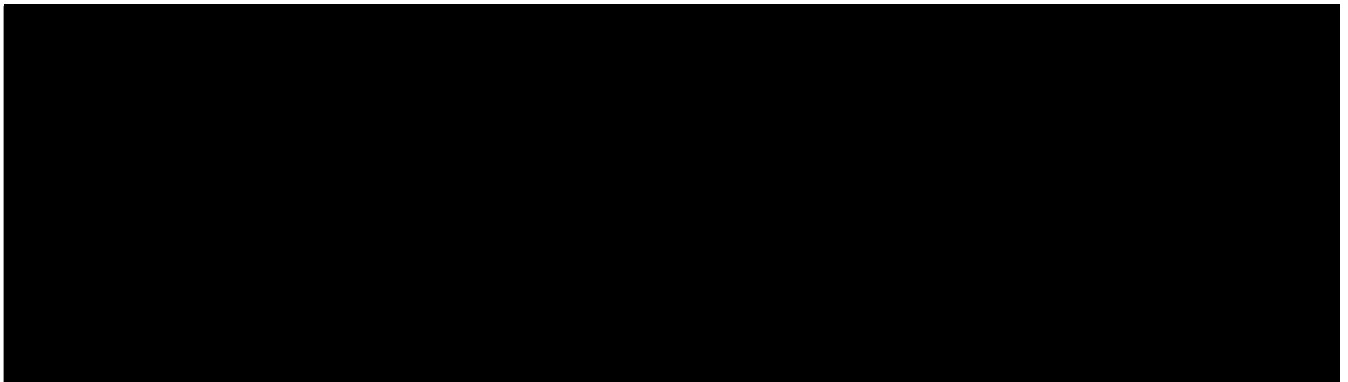


PLEASE FILL IN ALL BLANKS COMPLETELY, AS INCOMPLETE APPLICATIONS WILL BE REJECTED. FEE OF \$10.00 IS PAYABLE TO CITY OF LAKE GENEVA AND DUE UPON APPLICATION.

NOTE: This license shall be issued to persons under the terms of Wisconsin State Statutes 125.17 (4). License shall be issued only to operators employed by or donating their services to non-profit corporations. A maximum of two temporary operator licenses will be issued to any individual per year. This license shall be valid only for the period of time specified on the license, which time period shall not exceed fourteen (14) days.

APPLICANT INFORMATION

Name: Weber Nicole C
Last First Middle



Is your Certificate of Completion of a Beverage Server Training Course Attached? YES ☒ NO
If No, will a Licensed Operator be serving or supervising the service of alcohol? ☒ YES NO

ORGANIZATION WHERE SERVICES OF LICENSEE WILL BE EMPLOYED

Organization Name: Geneva Lake Manor
Address: 211 S. Curtis St Lake Geneva, WI 53147
Name of Event where licensee will work: Wine Tasting Fundraiser
Date of Event: March, 3, 2024 - March 8, 2024

APPLICANT SIGNATURE

Nicole Weber DATE: 2/8/24

APPROVED BEVERAGE SERVER TRAINING COURSES

Serverlicense.com
Servingalcohol.com
TIPS

Learn2serve.com
\$8 Server Training
CARE

Wisconsin Technical Colleges
ServSafe Alcohol (WRAEF/NRAEF)
TEAM

For Office Use Only

Date Filed: <u>2/8/2024</u>	Receipt No: <u>15. 010513</u>
Total Amount: <u>10.00</u>	
Forwarded to Police Chief: _____	
Background Completed: _____	
Recommendation: _____	Approved _____ Denied _____
Verification that no other temporary licenses have been issued to this applicant in the current year: _____	
FLR Approval: _____	License Issued: _____
Council Approval: _____	License Number: _____
	License Expires: _____
MAILTO: _____	Individual, Organization _____

2/16/2024

Current Ordinance re: Resident Parking Permits

h. Authorized City parking stickers. Parking sticker fees may be modified by the Common Council from time to time. Parking stickers are nontransferable and may become invalid if the holder loses his or her resident status by moving out of the City of Lake Geneva or Walworth County. It shall be a violation of this subsection to park in an unpaid metered stall with an expired parking sticker, park in an unpaid meter stall with a parking sticker not registered to the designated vehicle, park in an unpaid meter stall with an altered parking sticker, or park in an unpaid meter stall with the parking sticker not properly displayed, i.e., displayed on the wrong side of the windshield, taped to the windshield, or otherwise not displayed as noted on any disclaimers provided when the sticker is issued. Forfeiture for violations of this section shall be determined by resolution by the City Council from time to time.

[Amended 4-25-2016 by Ord. No. 16-04; 5-22-2017 by Ord. No. 17-09; 7-10-2017 by Ord. No. 17-11; 2-11-2019 by Ord. No. 19-02]

4. Resident. Any person who is a resident homeowner or resident tenant eligible to vote in the City of Lake Geneva with a vehicle registered to that person at his/her City address shall be eligible for this type of parking sticker. This sticker allows parking for up to three consecutive hours per day without depositing payment. This sticker also allows for up to 10 consecutive hours per day (9:00 a.m. to 7:00 p.m.) in the 227 South Shore Drive Parking Lot I. This sticker renews every even-numbered year. The fee and the requirements for this sticker shall be established from time to time by resolution of the City Council.

[Amended 7-13-2020 by Ord. No. 20-07]



Complimentary Riviera Ballroom Event Request

Date of Event: Thursday, April 11, 2024

Hours of Event: 6:30-8 PM plus setup time (approximately 5:30-6:15)

Name of Event: Backyard Wildlife Management with Scott Craven

Person(s) Responsible: Ellen Ward-Packard, Emily Kornak

Address: 918 W Main Street, Lake Geneva, WI 53147

Phone Number: 262-249-5299

Email: ewardpac@lglibrary.org, ekornak@lglibrary.org

Estimated number of guests attending : 300

Food to be served? No

Liquor to be served? No

Value of Request (See The Riviera Ballroom website for rental rates) : \$1,000 (non-profit weekday event)

*Valid for no charge events that will be open to the public or part of a community enrichment special event. Special event permit to be applied for separately, if applicable.

Completed forms to be submitted to lakegenevariviera@gmail.com to begin the approval process.

Approval from Finance, Licensing & Regulations Committee, Date: _____ Approval from
Common Council, Date: _____

**CITY OF LAKE GENEVA
OFFICIAL NOTICE TO BIDDERS
LAGOON PIER REMOVAL
PROJECT NO: 2024-05**

OFFICIAL NOTICE TO BIDDERS

Sealed proposals will be accepted by the City of Lake Geneva in the City Clerk's office at 626 Geneva Street, Lake Geneva, WI 53147 until FEBRUARY 9, 2024 at 10:00 A.M. Project number 2024-05 to remove the pier structure referred to as the Lagoon Pier and Boat Slips. The City is not responsible for late or misdirected mail or cartage, therefore, hand delivery of bid proposal is recommended.

GENERAL:

Proposals must be sealed and submitted on the attached proposal form and returned clearly marked with the date and time of opening. No undated, unsigned, faxed or emailed proposals will be considered.

Bid documents are available by calling the office of the Harbormaster at 262-249-4086. Bid documents are also available for pickup at the City Clerk's office at 626 Geneva Street, Lake Geneva, WI 53147.

The City of Lake Geneva is exempt from Federal Excise Tax and State Sales Tax, therefore, proposals should be made exclusive of these taxes.

Contractor shall furnish evidence of Worker's Compensation, public liability and property damage insurance. Limits of insurance may be found in the bidding documents.

Successful bidder shall properly hold the City of Lake Geneva harmless from all damages occurring in any way by his/her acts or negligence, or that of his/her employees, agents or workers. A current Certificate of Insurance will be required of the successful vendor.

LEGAL PROVISIONS:

Letting of the work described herein is subject to the provisions of Section 62.15, 66.0901 and 66.0903 of the Wisconsin State Statutes and all applicable local, state and federal requirements pertaining to public works projects.

PREVAILING WAGE RATES: This project is not subject to Wisconsin State Statutes which requires all Contractors and Subcontractors to comply with the prevailing wage rates, hours of labor and hourly basic pay rates in all trades contemplated as determined by the Wisconsin Department of Workforce Development.

BID SECURITY:

No bid shall be received unless accompanied by a Certified Check, Bid Bond, Cashier's Check or Money Order equal to at least 5% of the total bid, payable to the City of Lake Geneva as a guarantee that if his/her Bid is accepted the Contractor will execute and file the Contract and Insurance Certificates that are required by the Contract Document within the time limit set by the City.

CONTRACT SECURITY:

Performance Bond and Payment Bonds are NOT required.

BID REJECTION/ACCEPTANCE:

The City reserves the right to reject any or all bids, waive or not waive any informality in the bids received and to accept any proposal, which they deem most favorable to the interests of the the City. The acceptance or rejection of any bid submitted is final and binding on all bidders without recourse by rejected bidders against the City. **No Bid shall be withdrawn for a period of sixty (60) days after the opening of the Bids without the consent of the City.**

Published by authority of the City of Lake Geneva

**CITY OF LAKE GENEVA
INSTRUCTIONS TO BIDDERS
LAGOON PIER REMOVAL
PROJECT NO: 2024-05**

1. DOCUMENTS:

- a. Contract documents shall consist of **Notice to Bidders, Instructions to Bidders, Bid Proposal Form, Specifications and Plan Sheets.**

2. Description of Work:

- a. The contractor shall furnish all materials, labor, tools, supplies, equipment, supervision, insurance, taxes, permits, fees and any or all other services whatsoever necessary to complete the scope of work as specified herein. Award will be made to the lowest bid or to the bid most advantageous to the City. The City reserves the right to reject all bids. All work shall include the Contractor furnishing all materials and appurtenances required for a complete installation.
- b. Time is of the essence, and the work shall be completed by March 15, 2024.
- c. Any work not specifically described herein or shown but required for proper completion shall be considered part of the scope of work included in the Contractor's bid. Bid is to be inclusive with no part or parts being proposed as to be 'done by others'.

3. Plans and Specifications:

- a. Refer to any Drawings and Specification that included as part of the Contract Documents. Prior to submitting a Bid, the Contractor will be held to have examined the work sites and premises, the Drawings and Specifications for the work and to have fully acquainted himself/herself with the existing conditions, facilities, difficulties and restrictions governing the work and under which he/she will be obligated to operate and complete the work. The Bidder shall be responsible to verify all dimensions in the field.
- b. No additional compensation will be allowed for the Contractor's failure to thoroughly inform himself/herself regarding all matters involved in the performance of the work. The submission of a Bid will be taken as evidence of compliance with this requirement.
- c. If any errors and/or omissions in the Drawings and/or Specifications are discovered before the bids are submitted, the Bidder shall immediately report such error and/or

omission to the City, who will issue the necessary instructions to all Bidders in the form of an Addendum. All such Addenda will become a part of the Contract Documents.

4. Bids: Will be received for the following work at the following:

- a. Contractor shall provide and furnish all labor, materials, necessary tools, expendable equipment, and all utility, transportation, and services necessary to complete the removal of all pier decking, stringers, supports of both the main pier and finger piers.

5. Bid Signing Instructions:

- a. Bids shall be delivered to the place designated by the time specified. Bids shall be plainly identified with project name, number and bid opening time and date.
- b. Bids must be signed by the individual(s) making them, or shall have attached thereto a Power-of-Attorney evidencing authority to sign the bid in the name of the person for whom it is signed. The Bid Form shall be completely filled out in ink or typewritten. No bid may be withdrawn for a period of sixty (60) days after the time of bid opening.
- c. Bids signed for a partnership shall be signed by all partners or by an Attorney-in-Fact. If signed by an Attorney-in-Fact, there shall be a Power-of-Attorney attached to the Bid evidencing authority to sign the Bid executed by the partners.
- d. Bids signed for a corporation shall have the correct corporate names thereof and the signature of the president or other authorized officer of the corporation, handwritten below the corporate name and followed by a Certificate of Corporate Authority.

6. Interpretation of the Contract Documents and City of Lake Geneva Contact:

- a. Any questions concerning the true meaning of any part of the Plans and Specifications should be transmitted to the City of Lake Geneva in writing via mail or email. All valid interpretations will be in the form of an Addendum, mailed or delivered to all who have received Contract Documents. Questions are to be addressed to:

Harbormaster
City of Lake Geneva
626 Geneva Street
Lake Geneva, WI 53147
Phone: 262-249-4086
Email: harbormaster@cityoflakegeneva.com

Bidders shall refrain from contacting and discussing this project with any City of Lake Geneva elected official. Failure to comply may result in dis-qualification of any Bid submitted.

7. Examination of the Work Site:

- a. Before submitting the proposal for his/her work, the Contractor shall visit the work site. He/she shall have full knowledge as to the transportation, disposal, handling and storage of materials, availability of water, electric power and all other facilities in the work area which will have a bearing on the performance of his/her work and the contract for which he/she submits his/her proposal.
- b. All dimensions shown on any plans and existing conditions are to be field verified. It is the Contractor's responsibility to examine the plans and specifications thoroughly and visit the site to become familiar with and satisfy him/her as to the general, local, and site conditions that may affect cost, progress, performance and finishing of the work.
- c. Bidder shall promptly notify the City of any and all conflicts, errors, ambiguities or discrepancies which Bidder has discovered in or between the contract documents and such other related documents. Access will be provided Monday through Friday between 8:30am and 4:00pm upon prior arrangement by calling the City's Harbormaster at 262-249-4086. Slight deviations between existing conditions and those depicted on plans are to be expected.
- d. Any failure of the Contractor to acquaint himself/herself with all available information shall not relieve him/her from any responsibility for performing his work properly.
- e. No additional compensation shall be allowed for conditions increasing the Contractor's cost which were not known to or appreciated by him/her when submitting his/her proposal if the conditions were obvious and could have been discovered by him/her if he/she had visited the project site and had thoroughly informed himself/herself of all existing conditions which would affect his/her work.
- f. Submission of a proposal will be conclusive evidence that the Bidder has made adequate examination and has included in the proposal a sum to cover the cost of all items included in the contract.
- g. Contact the City of Lake Geneva Harbormaster for site access. Access will be provided Monday – Friday during regular business hours.

8. Bid Bond:

- a. No Bid shall be received unless accompanied by a Certified Check, Bid Bond, Cashier's Check or Money Order equal to at least 5% of the total Bid, payable to the City of Lake Geneva as a guarantee that if his/her Bid is accepted, the Contractor will execute and file the Contract and the Insurance Certificates that are required by the Contract Documents within the time limit set by the City.

9. Performance and Payment Bond: Not Required

10. Consideration of Proposals and Award:

- a. The City reserves the right to reject any or all bids, to waive any technicalities and to advertise for new proposals.

- b. The City of Lake Geneva is scheduled to award the work on February 9, 2024. The Contractor shall receive a copy of the signed contract and a notice to proceed in writing from the City. A performance bond will not be required.

11. Discrepancies:

- a. If obvious errors or omissions appear in Drawings, Specifications or other documents or instruments, the Contractor shall, during the bidding process, notify the City in writing of such errors or omissions.
- b. Whenever the Drawings and/or Specifications are in conflict or do not agree, the better quality, or greater quantity, thickness or strength shall apply.
- c. The Contractor cannot claim extra cost due to discrepancies between Contract Documents after submitting his/her proposal.
- d. Direct questions to harbormaster@cityoflakegeneva.com 262-249-4086

12. Commencement and Completion of Work:

- a. The Contractor shall begin work upon receipt of written notice to proceed from the City. Time is of the essence and the work shall be completed by March 15, 2024. Time extensions will be considered by the City due to unfavorable weather conditions or for other reasons as approved by the City.

13. Workmanship:

- a. All work shall be in accordance with the plans, the specifications and all applicable codes and ordinances. The Contractor shall not be required to pay for any required permits. The site shall be left in a clean and restored condition upon completion of the project. All materials used or furnished for the project shall be of the best quality offered by the manufacturer or supplier. All labor shall be performed in the best and most workmanlike manner by individuals skilled in their respective trades. The standard of work required throughout shall be indicative of skilled workers and any and all defective work will be rejected.

14. Performance of the Work:

- a. Extreme care shall be taken by the Contractor to coordinate his/her activities in such a manner as to minimize the disruption of normal downtown activities taking place in the immediate vicinity of the project.

15. Warranty:

- a. All work shall be warranted for a period of one (1) year from the recognized date of final acceptance by the City. In the absence of an established date, the date of the final payment shall be considered the date of acceptance. The City shall consider the work covered under this contract accepted and payable when all items covered under the contract are completed and approved by the Harbormaster. Payment shall be made within thirty (30) days of final acceptance.

16. Permits:

- a. Contractor shall obtain all local permits, certificates and licenses required to execute the work and arrange for all inspections required by local authorities. All local permit fees shall be waived by the City

17. Laws and Ordinances:

- a. Contractor shall, at his/her own expense, comply with all laws, ordinances, rules and regulations of the State and all local authorities or departments thereof and any other legal authorities having jurisdiction relative to or affecting the work to be performed under his/her contract or any part thereof.

18. Substitutions:

- a. Substitutions of items of material equal to those specified in quality, performance, design and suitability for intended use, may be made only if approved by the City. Any savings made in substitution of any item for that specified shall be passed onto the City at the Contract Unit Prices.

19. Taxes:

- a. Contractors shall pay all legal Federal, State and local sales taxes in effect on date of contract at the time of purchase on all materials and items incorporated in the finished work or used in its completion by him/her, unless noted otherwise. The State of Wisconsin passed a sales tax exemption law which may exempt the Contractor of State sales taxes for this public project.

20. Pilferage:

- a. The City shall not be held liable for lost or stolen materials and/or equipment.

21. Clean Up:

- a. The Contractor shall keep all work sites reasonably clean at all times from accumulations of waste materials in or around the Lagoon premises. At the completion of work, the Contractor shall remove all rubbish and waste material caused by his/her work. Any and all material removed during the execution of this project or any waste/excess material shall become the property of the Contractor and must be disposed of in accordance with all applicable waste/refuse laws.
- b. Contractor shall keep his/her work site protected with appropriate traffic barricades which will be provided by the City.

22. Payments, Final Inspection and Acceptance:

- a. The City shall consider the work covered under this contract accepted and payable when all items covered under this contract are completed and approved by the City Administrator or his/her authorized representative. Payment shall be made within thirty (30) working days of acceptance.
- b. The City will cooperate with the Contractor in providing progress payments on the work, if requested by the contractor on a form provided by the City.
- c. The date of final payment by the City shall, in the absence of any other agreed upon date, constitute acceptance of the work by the City.

23. Time is of the Essence:

- a. The City and Contractor recognize that time is of the essence for this work and the City requires all work to be completed by March 15, 2024.
- b. Accordingly, in lieu of expense and difficulties involved in proving in a legal or arbitration proceeding the actual loss incurred by the City, if the work is not completed by the date specified in 23.a, the Contractor shall pay the City \$50.00/day for each subsequent working day that the project is late.

24. Insurance:

- a. Contractor shall provide and pay for Public Liability, Property Damage and Workmen's Compensation Insurance with the following minimum limits of liability approved by the City of Lake Geneva:
 - i. Workmen's Compensation and Employer's Liability
 - 1. Liability limits shall not be less than:
 - a. Workmen's Compensation Statutory
 - b. Employer's Liability \$100,000 each occurrence
 - ii. Comprehensive Motor Vehicle Liability
 - 1. Liability limits shall not be less than:
 - a. Bodily Injury \$500,000/person, \$1,000,000/occurrence
 - b. Property Damage \$250,000/occurrence
 - iii. Comprehensive General Liability
 - 1. Liability limits shall not be less than:
 - a. Personal Injury \$1,000,000 Aggregate
 - b. Bodily Injury \$500,000/Occurrence, \$1,000,000 Aggregate
 - c. Property Damage \$250,000/Occurrence
 - d. Completed Operations and Products Liability coverage for the life of the Contract and maintain coverage for one (1) year after final acceptance by the City
 - iv. Owner's Protective Liability (Independent Contractor's Insurance)
 - 1. Liability limits shall not be less than:
 - a. Bodily Injury \$500,000/Occurrence
 - b. Property Damage \$250,000/Occurrence, \$250,000 Aggregate
 - v. Umbrella Excess Liability
 - 1. Liability limits shall not be less than:

- a. \$1,000,000 Each Occurrence

25. Pre-qualification of Bidders:

- a. All Bidders shall comply with the “contractor Qualification Ordinance of the City of Lake Geneva” requiring pre-qualification of Bidders prior to submitting bids or to act as a Contractor or Subcontractor who act as a general contractor on any public improvement project. Application of Qualification forms may be obtained from the Director of Public Works, 1065 Carey Street, Lake Geneva, WI 53147 or by calling 262-248-6644.
Proposals received from contractors who are not pre-qualified may not be opened, but in any event award shall not be made unless the contractor is pre-qualified.

**CITY OF LAKE GENEVA
SPECIFICATIONS SHEET
LAGOON PIER REMOVAL
PROJECT NO: 2024-05**

DETAILED SPECIFICATIONS & PLANS

1. Location:

- a. The project is located at the Lagoon Pier, located adjacent to the Geneva Lake dam and spillway, Lake Geneva, WI 53147

2. Scope of Work:

- a. The project involves removing all existing deck boards, stringers, and supports (including pilings driven into the Lagoon/lake bed) that constitute the main pier and finger piers. The contractor shall remove all wood and debris and dispose of per State and Local requirements.
- b. The main pier consists of approximately 300' of pier that is constructed over the water.
- c. The boat slips are configured with thirty – three (33) Finger Piers that are approximately 14" wide by 14' in length.

3. Area of Work:

- a. The Contractor shall have access to an agreed upon number of parking stalls in Parking Lot B, located on Center Street next to the Lagoon and to a designated area in Flat Iron Park for storing materials and equipment.

4. General Notes:

- a. The Contractor shall furnish all necessary tools, materials and equipment required in order to complete the job.
- b. Contractor shall comply with and obtain all necessary permits. Cost for local City permits shall be waived by the City.
- c. During periods of construction, the work site shall be maintained in a neat and safe condition to the extent possible. The Contractor shall be responsible for ensuring all barricades are in place at the end of work each day to ensure no access to the work site by the general public.

- d. Material stored at the work site shall be the responsibility of the Contractor. The City shall not be responsible for theft of material, tools or equipment.
- e. Any and all material removed during the execution of this project or any waste/excess material shall become the property of the Contractor and must be disposed of in accordance with all applicable waste/refuse laws.

**CITY OF LAKE GENEVA
BID PROPOSAL FORM
LAGOON PIER REMOVAL
PROJECT NO: 2024-05**

CITY OF LAKE GENEVA
626 GENEVA STREET
LAKE GENEVA, WI 53147
262-249-3673

PROPOSAL FOR: Lagoon Pier Removal
City of Lake Geneva
Walworth County, Wisconsin

DATE, TIME & PLACE: 10:00 AM, FEBRUARY 9, 2024 City Hall 626 Geneva Street
Lake Geneva, WI 53147

BID:

The undersigned, having familiarized himself/herself with the local conditions affecting the cost of the work, including the Notice to Bidders, Instructions to Bidders, Plans and Specifications, and this Proposal; including any or all addenda thereto, as prepared by the City of Lake Geneva, hereby referred to as City. Contractor proposes to provide and furnish all labor, materials, necessary tools, equipment, and all utility, transportation and services necessary to remove the wooden pier and boat slip finger piers on the entirety of the Lagoon Pier in its current configuration as called for in the Contract Documents measured and paid for lump sum as specified for the lump sum amount of:

(Write Bid amount in Words)

_____ Dollars

\$ _____

I hereby certify that all statements herein are made on behalf of _____

_____ (enter name of Corporation, Partnership or Person submitting bid)
and that I have examined and carefully prepared this Proposal from the specifications and that I
have full authority to make such statements and submit this Proposal.

Signature: _____

Date: _____

Title: _____

Respectively submitted,

Company Name: _____

Company Address: _____

Phone: _____

NOTE: Questions may be addressed to the City of Lake Geneva Harbormaster at:

Phone Number:	262-249-4086
Address:	City of Lake Geneva 626 Geneva Street Lake Geneva, WI 53147
Email:	harbormaster@cityoflakegeneva.com



Imagery ©2023 Airbus, Map data ©2023 Google 20 ft

Google Maps

DEEDED SLIPS TO COME ON NORTH



TO GENOVA LAKE

CITY SLIPS ON SOUTH

Map data ©2023, Map data ©2023 20 ft

TO WHITE RIVER

2024-05 Lagoon Pier Removal

2/9/2024 10:00am City Hall Room 2A
City Administrator Nord & Deputy Clerk Jahns

<u>Company</u>	<u>Total Amount</u>
Complete Piers & Lifts LLC	\$26,000.00
Janke General Contractors, Inc	\$55,996.99
Michels Construction Inc	\$30,000
Radtke Contractors Inc	\$47,284
Bruceskis Inc	\$24,900

**CITY OF LAKE GENEVA
BID PROPOSAL FORM
LAGOON PIER REMOVAL
PROJECT NO: 2024-05**

CITY OF LAKE GENEVA
626 GENEVA STREET
LAKE GENEVA, WI 53147
262-249-3673

PROPOSAL FOR: Lagoon Pier Removal
City of Lake Geneva
Walworth County, Wisconsin

DATE, TIME & PLACE: 10:00 AM, FEBRUARY 9, 2024 City Hall 626 Geneva Street
Lake Geneva, WI 53147

BID:

The undersigned, having familiarized himself/herself with the local conditions affecting the cost of the work, including the Notice to Bidders, Instructions to Bidders, Plans and Specifications, and this Proposal; including any or all addenda thereto, as prepared by the City of Lake Geneva, hereby referred to as City. Contractor proposes to provide and furnish all labor, materials, necessary tools, equipment, and all utility, transportation and services necessary to remove the wooden pier and boat slip finger piers on the entirety of the Lagoon Pier in its current configuration as called for in the Contract Documents measured and paid for lump sum as specified for the lump sum amount of:

Twenty four thousand nine hundred dollars _____
(Write Bid amount in Words)

Dollars \$ 24,900.⁰⁰

I hereby certify that all statements herein are made on behalf of BRUESKIS INC.,

_____ (enter name of Corporation, Partnership or Person submitting bid)
and that I have examined and carefully prepared this Proposal from the specifications and that I
have full authority to make such statements and submit this Proposal.

Signature: Ryan B...

Date: 2-7-2024

Title: PRESIDENT

Respectively submitted,

Company Name: BRUESKIS INC.

Company Address: 1106 S. CRYSTAL LAKE RD

MCHENRY IL 60050

Phone: 847-366-4540

NOTE: Questions may be addressed to the City of Lake Geneva Harbormaster at:

Phone Number:	262-249-4086
Address:	City of Lake Geneva 626 Geneva Street Lake Geneva, WI 53147
Email:	harbormaster@cityoflakegeneva.com

**CITY OF LAKE GENEVA
BID PROPOSAL FORM
LAGOON PIER REMOVAL
PROJECT NO: 2024-05**

CITY OF LAKE GENEVA
626 GENEVA STREET
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Twenty Six Thousand Dollars

(Write Bid amount in Words)

Dollars

\$ 26,000.00

**CITY OF LAKE GENEVA
BID PROPOSAL FORM
LAGOON PIER REMOVAL
PROJECT NO: 2024-05**

CITY OF LAKE GENEVA
626 GENEVA STREET
LAKE GENEVA, WI 53147
262-249-3673

PROPOSAL FOR: Lagoon Pier Removal
City of Lake Geneva
Walworth County, Wisconsin

DATE, TIME & PLACE: 10:00 AM, FEBRUARY 9, 2024 City Hall 626 Geneva Street
Lake Geneva, WI 53147

BID:

The undersigned, having familiarized himself/herself with the local conditions affecting the cost of the work, including the Notice to Bidders, Instructions to Bidders, Plans and Specifications, and this Proposal; including any or all addenda thereto, as prepared by the City of Lake Geneva, hereby referred to as City. Contractor proposes to provide and furnish all labor, materials, necessary tools, equipment, and all utility, transportation and services necessary to remove the wooden pier and boat slip finger piers on the entirety of the Lagoon Pier in its current configuration as called for in the Contract Documents measured and paid for lump sum as specified for the lump sum amount of:

fifty-five thousand, nine hundred ninety-six and
(Write Bid amount In Words)

forty-nine cents Dollars \$ 55,996.⁴⁹

I hereby certify that all statements herein are made on behalf of Janke General Contractors, Inc.

(enter name of Corporation, Partnership or Person submitting bid)
and that I have examined and carefully prepared this Proposal from the specifications and that I
have full authority to make such statements and submit this Proposal.

Signature:

Stev J. Janke

Date: 2/9/2024

Title:

President

Respectively submitted,

Company Name: Janke General Contractors, Inc.

Company Address: 1224 Mount View Lane

Athens, WI 54411

Phone: 715-257-7901

NOTE: Questions may be addressed to the City of Lake Geneva Harbormaster at:

Phone Number:	262-249-4086
Address:	City of Lake Geneva 626 Geneva Street Lake Geneva, WI 53147
Email:	harbormaster@cityoflakegeneva.com

**CITY OF LAKE GENEVA
BID PROPOSAL FORM
LAGOON PIER REMOVAL
PROJECT NO: 2024-05**

CITY OF LAKE GENEVA
626 GENEVA STREET
LAKE GENEVA, WI 53147
262-249-3673

PROPOSAL FOR: Lagoon Pier Removal
City of Lake Geneva
Walworth County, Wisconsin

DATE, TIME & PLACE: 10:00 AM, FEBRUARY 9, 2024 City Hall 626 Geneva Street
Lake Geneva, WI 53147

BID:

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Thirty Thousand Dollars and 00/100

(Write Bid amount in Words)

Dollars

\$ 30,000.00

**CITY OF LAKE GENEVA
BID PROPOSAL FORM
LAGOON PIER REMOVAL
PROJECT NO: 2024-05**

CITY OF LAKE GENEVA
626 GENEVA STREET
LAKE GENEVA, WI 53147
262-249-3673

PROPOSAL FOR: Lagoon Pier Removal
City of Lake Geneva
Walworth County, Wisconsin

DATE, TIME & PLACE: 10:00 AM, FEBRUARY 9, 2024 City Hall 626 Geneva Street
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BID:

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FORTY SEVEN THOUSAND TWO HUNDRED EIGHTY FOUR

(Write Bid amount in Words)

Dollars

\$ 47,284.⁰⁰

I hereby certify that all statements herein are made on behalf of RADTKE CONTRACTORS INC

_____ (enter name of Corporation, Partnership or Person submitting bid)
and that I have examined and carefully prepared this Proposal from the specifications and that I
have full authority to make such statements and submit this Proposal.

Signature: Jim Friedrich

Date: 2-7-24

Title: CFO

Respectively submitted,

Company Name: Radtke Contractors, INC.

Company Address: 6408 Cross Rd

Winneconne, WI 54986

Phone: 920-582-4114

NOTE: Questions may be addressed to the City of Lake Geneva Harbormaster at:

Phone Number:	262-249-4086
Address:	City of Lake Geneva
	626 Geneva Street
	Lake Geneva, WI 53147
Email:	harbormaster@cityoflakegeneva.com



1 Liechty Drive
P.O. BOX 220
Williams Bay, WI 53191
PH: (262)245-5501
FAX: (262)245-9052

Estimate # : 570753 Retail
Written by : Jessica Ackman

ID/Pier# : 0000000583 Pier 0
Lake : Lake Geneva
Land Address : 626 Geneva St., LG
Boat Co. :
Canvas Co. : LAKGEN

0000000460 * City of Lake Geneva
626 Geneva St.
Lake Geneva, WI 53147

Home
Work (262) 248 - 3673
Cell
Email harbormaster@cityoflakegeneva.com

Operation	Description
NOTE	LAUNCH PIER

Job Total 0.00 ☐ Approval

50.H REPAIR DAMAGED/BAD PIER PARTS: 2 Horses

Job Total 2,383.56 ☐ Approval

50.S REPAIR DAMAGED/BAD PIER PARTS: 1 Stringer

Job Total 548.57 ☐ Approval

50.D REPAIR DAMAGED/BAD PIER PARTS: 10 Pallets of Decking

Job Total 2,558.60 ☐ Approval

50.B REPAIR DAMAGED/BAD PIER PARTS: 3 No Wake Buoys

Job Total 1,417.50 ☐ Approval

Thank you for your business!

Please authorize this estimate by email to
plers@gagemarine.com

If you have any questions, please contact
Jessica at #262-245-5501 x428

Estimate Summary

WI STATE 5%
WALWORTH COUNTY .5%

Total Estimate \$6,908.23

ESTIMATES: Estimates are valid for 15 days from the date written. Gage Marine reserves the right to adjust all estimates based on changes to parts or labor costs, rates and availability pricing fluctuations. Gage Marine reserves the right to amend all estimates for damage/failure not yet found that may be discovered during repairs or runability tests. *Some approved services cannot be estimated, so the customer is approving all fees applicable to approved requested services.



1 Lechty Drive
P.O. BOX 220
Williams Bay, WI 53181
PH: (262)245-5501
FAX: (262)245-9052

Estimate # : 570751 Retail
Written by : Jessica Ackman

ID/Pier# : 0000000583 Pier 0
Lake : Lake Geneva
Land Address : 626 Geneva St., LG
Boat Co. :
Canvas Co. : LAKGEN

0000000460 * City of Lake Geneva
626 Geneva St.
Lake Geneva, WI 53147

Home
Work (262) 248 - 3673
Cell
Email harbormaster@cityoflakegeneva.com

Operation	Description
NOTE	SWIM PIER

Job Total 0.00 ☐ Approval

50.D REPAIR DAMAGED/BAD PIER PARTS: 20 Pallets of Decking

Job Total 8,156.30 ☐ Approval

50.C REPAIR DAMAGED/BAD PIER PARTS: 30' of Capping

Job Total 429.25 ☐ Approval

50.B REPAIR DAMAGED/BAD PIER PARTS: 2 Swim Area Buoys

Job Total 942.50 ☐ Approval

Thank you for your business!

Please authorize this estimate by email to
plers@gagemarine.com

If you have any questions, please contact
Jessica at #262-245-5501 x428

Estimate Summary

WI STATE 5%
WALWORTH COUNTY .5%

Total Estimate \$9,528.05

ESTIMATES: Estimates are valid for 15 days from the date written. Gage Marine reserves the right to adjust all estimates based on changes to parts or labor costs, rates and availability pricing fluctuations. Gage Marine reserves the right to amend all estimates for damage/failure not yet found that may be discovered during repairs or runability tests. *Some approved services cannot be estimated, so the customer is approving all fees applicable to approved requested services.



1 Liechty Drive
P.O. BOX 220
Williams Bay, WI 53191
PH: (262)245-5501
FAX: (262)245-9052

Estimate # : 570752 Retail
Written by : Jessica Ackman

ID/Pier# : 0000000583 Pier 0
Lake : Lake Geneva
Land Address : 626 Geneva St., LG
Boat Co. :
Canvas Co. : LAKGEN

0000000460 * City of Lake Geneva
626 Geneva St.
Lake Geneva, WI 53147

Home
Work (262) 248 - 3673
Cell
Email harbormaster@cityoflakegeneva.com

Operation	Description
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NOTE	FISHING PIER
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Job Total	0.00	☐ Approval
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50.H	REPAIR DAMAGED/BAD PIER PARTS: 1 Horse
------	--

Job Total	1,038.04	☐ Approval
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50.S	REPAIR DAMAGED/BAD PIER PARTS: 1 Stringer
------	---

Job Total	463.04	☐ Approval
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50.D	REPAIR DAMAGED/BAD PIER PARTS: 5 Pallets of Decking
------	---

Job Total	1,154.65	☐ Approval
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50.R	REPAIR DAMAGED/BAD PIER PARTS: New Railing boards
------	---

Job Total	3,022.60	☐ Approval
-----------	----------	-----------------------------------

Thank you for your business!

Please authorize this estimate by email to
plers@gagemarine.com

If you have any questions, please contact
Jessica at #262-245-5501 x428

Estimate Summary	
------------------	--

WI STATE 5%	
WALWORTH COUNTY .5%	

Total Estimate	\$5,678.33
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ESTIMATES: Estimates are valid for 15 days from the date written. Gage Marine reserves the right to adjust all estimates based on changes to parts or labor costs, rates and availability pricing fluctuations. Gage Marine reserves the right to amend all estimates for damage/failure not yet found that may be discovered during repairs or runability tests. *Some approved services cannot be estimated, so the customer is approving all fees applicable to approved requested services.



1 Lechty Drive
P.O. BOX 220
Williams Bay, WI 53181
PH: (262)245-5501
FAX: (262)245-0052

Estimate # : 570754 Retail
Written by : Jessica Ackman

ID/Pier# : 0000000583 Pier 0
Lake : Lake Geneva
Land Address : 626 Geneva St., LG
Boat Co. :
Canvas Co. : LAKGEN

0000000460 * City of Lake Geneva
626 Geneva St.
Lake Geneva, WI 53147

Home
Work (262) 248 - 3673
Cell
Email harbormaster@cityoflakegeneva.com

Operation	Description
-----------	-------------

NOTE	WEST PIER
------	-----------

Job Total	0.00	☐	Approval
-----------	------	--------------------------	----------

50.H	REPAIR DAMAGED/BAD PIER PARTS: 13 Horses
------	--

Job Total	14,393.28	☐	Approval
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50.S	REPAIR DAMAGED/BAD PIER PARTS: 4 Stringers
------	--

Job Total	3,087.49	☐	Approval
-----------	----------	--------------------------	----------

50.D	REPAIR DAMAGED/BAD PIER PARTS: 28 Pallets of Decking
------	--

Job Total	6,393.66	☐	Approval
-----------	----------	--------------------------	----------

Thank you for your business!

Please authorize this estimate by email to
piers@gagemarine.com

If you have any questions, please contact
Jessica at #262-245-5501 x428

Estimate Summary

WI STATE 5%
WALWORTH COUNTY .5%

Total Estimate	\$23,874.43
----------------	-------------

ESTIMATES: Estimates are valid for 15 days from the date written. Gage Marine reserves the right to adjust all estimates based on changes to parts or labor costs, rates and availability pricing fluctuations. Gage Marine reserves the right to amend all estimates for damage/failure not yet found that may be discovered during repairs or runability tests. *Some approved services cannot be estimated, so the customer is approving all fees applicable to approved requested services.

END OF SEASON REPAIR EXPENSE - GAGE MARINE

Season	Launch Pier	West Swim Pier	East Swim Pier	Fishing Pier	West End Pier	End of Season Repair Amount	
2023	\$ 6,908.23		\$ 9,528.05	\$ 5,678.33	\$ 23,874.43	\$ 45,989.04	
2022	\$ 4,317.87	\$ 3,160.01	\$ 3,160.01	\$ 4,443.35	\$ 52,902.65	\$ 67,983.89	
2021	\$ 2,339.05	\$ 3,686.71	\$ 2,467.86	\$ 1,431.37	\$ 21,669.82	\$ 31,594.81	
2020	\$ 733.14	\$ 2,501.87	\$ 2,389.14	\$ 750.65	\$ 20,887.39	\$ 27,262.19	
2019					\$ 23,985.03	\$ 39,554.00	
2018					\$ 16,989.69	\$ 20,186.00	
2017					\$ 32,946.33	\$ 39,009.00	
Average					\$ 28,230.15	\$ 37,598.32	75%



Dear Fellow Friend of Woods School,

On **March 15, 2024** we will host over 200 families and community members from the Lake Geneva area as we celebrate the Woods School Annual Silent Auction, from 6-8pm.

This lively event is our largest fundraiser of the year and will feature entertainment, games, and our very popular Silent Auction.

Woods School is one of the oldest public schools in Wisconsin, opened in 1886, the Historic One Room Schoolhouse is still enriching children's lives today serving as our school Library. In addition to the distinctive history at our school, we also pride ourselves in supplying our students with a unique learning experience that goes beyond the classroom. These fundraising events, like the auction, enable the Friends of Woods to provide the following...

- Ski Program at the Grand Geneva
- After School Activities & fun events
- School Trips
- The Angel Fund, which supports our families in need
- Teacher Supports

To continue offering these extraordinary events, we are reaching out and asking for donations to showcase in our Silent Auction. We thank you for taking the time to read this letter.

We would love to hear from you, should you wish to make a donation or have additional questions, please email us at friendsofwoodsschool@gmail.com.

All donations need to be received by **March 1, 2024**. If you prefer to speak to someone please do not hesitate to contact :

Kind Regards,

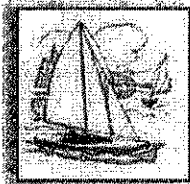
Friends of Woods

Friends of Woods is a 501 (c) (3) non-profit organization.

Our tax ID number is :

All donations are tax deductible.

Request for Beach Passes

**1.2 PURCHASING PROCEDURES****I. PURPOSE**

This policy aims at regulating the degree of formality to be followed in the purchase of goods and services, depending on the costs of the items to be purchased.

II. DEPARTMENT RESPONSIBLE

The City Comptroller and City Administrator are responsible for ensuring that the policies set by the Common Council with regard to the expenditure of public funds are met by all City departments.

III. COMMITTEE OVERSIGHT

The Finance, Licenses and Regulations (FLR) Committee is responsible for reviewing and updating this policy as deemed necessary. Final approval must be granted by the Common Council.

Adopted by Common Council	2/10/1997
Amended by Common Council	4/11/2011

PURCHASING PROCEDURES

The splitting of purchases into smaller orders to avoid these requirements is strictly prohibited. Good documentation and using extra caution to ensure that all vendors are treated fairly is in the City's best interest. The best advice in purchasing is to have a good paper trail and to treat all vendors fairly. All purchase orders are made via Municipal Software Incorporated (MSI) software.

Purchases Under \$500

Department Heads are authorized to issue a purchase order directly to vendors for any purchase in the amount of \$500 or less that is in the departmental budget. The Department Head need not secure the approval of the City Administrator in order to make purchases in this price range; however, each Department Head shall be required to obtain the approval of the City Administrator for any payments to be made payable to the Department Head. The City Administrator can reduce the amount that requires his/her approval for any department. It is the responsibility, however, of each Department Head to ensure complete control over this segment of the purchasing process. Department Heads shall designate employees who will be allowed to make purchases and to provide control procedures to ensure that all purchases are for legitimate public purposes, that monthly statements from vendors are reconciled, and that all purchases are accounted for.

Purchases from \$500 to \$2,500

For purchases less than \$2,500, the quotations may be obtained over the telephone utilizing the Telephone Quotation form. Before submitting a purchase request order, Department Heads must obtain three (3) or more quotations for the goods or services required. It is the responsibility of the Department Head to ensure that the appropriate quotation form has been completed correctly and that funds are available in the appropriate account.

If Department Heads are unable to secure three quotations, a notation explaining why less than three qualified vendors were available shall be made on the form, attached to the purchase order and forwarded to the City Administrator. The practice of "auctioneering" (disclosing to a vendor the price quoted by competitors) shall be cause for disciplinary action against an employee and cause for an ethics hearing against elected officials.

Purchases from \$2,500 to \$10,000

For purchases over \$2,500, a written Request of Quotation form must be mailed, emailed or faxed to the City Administrator. The purchase order awarding the purchase to the lowest responsible bidder shall then be forwarded to the City Administrator for his/her approval. The Mayor shall be empowered to act for the City Administrator in his/her absence.

Purchase requests for goods or services having a value of \$2,500 to \$10,000 must be submitted for approval by the City Administrator prior to placing an order with a vendor. Before submitting a purchase order, Department Heads must obtain three (3) or more quotations for the goods or services required. It is the responsibility of the Department Head to ensure that the appropriate quotation form has been completed correctly and that funds are available in the appropriate account.

If Department Heads are unable to secure three quotations, a notation explaining why less than three qualified vendors were available shall be made on the form, attached to the purchase order and forwarded to the City Administrator. The practice of "auctioneering" (disclosing to a vendor the price quoted by competitors) shall be cause for disciplinary action against an employee and cause for an ethics hearing against elected officials.

Purchases in Excess of \$10,000

All purchases over \$10,000 must be approved by the Common Council at a public meeting. Department Heads anticipating the purchase of goods or services exceeding \$10,000 in value shall prepare specifications based upon standards appropriate to meet the City's needs. Specifications shall be forwarded to the City Administrator for review, comment and approval.

Department Heads shall submit a list of such vendors along with the specifications. The list of vendors is comprised of those firms who have submitted financial and other information to the City to show their viability as a company and ability to perform the work requested in the specifications. To become pre-qualified, a firm must request an application packet for bidding of projects in the City of Lake Geneva. All firms interested in bidding municipal projects within a given year must complete and return this application packet on an annual basis. Once approved and on file with the City as a pre-qualified vendor, a firm may bid on advertised City projects. If the vendor applies and does not meet the City's qualifications, the City will not send the vendor a bid package, and if the firm submits a bid, the bid will not be opened or accepted. The City will provide advance notification of pending bids for projects included in each pre-qualified vendor's classification.

Upon City Administrator approval, the Department Head will then prepare the necessary bid package, public notices and advertisements to meet the City purchasing policy and will also send bid invitations to pre-qualified vendors via the U.S. Postal Service, e-mail or fax. A bid packet containing a bid invitation, specifications, and general bid documents will be sent to these vendors, as well as those that respond to the legal notice. When State prevailing wage requirements apply for projects over \$25,000, the City will incorporate conformance into bidding advertisements.

Formal bids will be advertised at least ten (10) business days prior to the bid opening date. The bid invitation shall be submitted to the City Clerk by 9:00 a.m. the day before the required advertisement date. Vendors shall be directed to submit bids to the City Clerk who, upon receipt, shall date and time stamp the unopened bids and maintain those materials in a designated location in his/her office until the time of the bid opening. All bids shall be opened and read aloud by the City Clerk at the date and time specified in the bid notice and in a location at City Hall accessible to the public. The City reserves the right to refuse to open any bid received without pre-qualification approval, and any such bids that are opened shall not be awarded until the vendor has qualified. If a vendor submits a bid and has not applied for prequalification, the vendor will be given ten business days to become prequalified.

After bids are opened, they will be turned over to the Department Head for review. The Department Head will prepare a written tabulation of all bids and draft a memorandum to the City Administrator, which will include the Department Head's recommendation for the bid award. The recommendation made by the City Administrator to the Common Council shall include the acknowledgment (signature) of the City Comptroller that funds are available, as well as that of the Department Head who is seeking the expenditure. In the event that only one bid is received, the Common Council may choose to either accept the bid or leave the bid unopened and authorize a re-advertisement for bids.

In accordance with Section 62.15, Wisconsin Statutes, the City must accept the lowest responsible bid for public works projects over \$25,000. For all other projects, the award will normally be made to the low bidder meeting specifications. However, there may be instances when accepting the low bid is not in the best interest of the City. When such a situation arises, it is incumbent upon the Department Head to thoroughly document the reasons why the low bidder should be disqualified or not selected. The City reserves the right to select a vendor based upon past service and experience with the vendor.

Telephone Quotation Form

Date	Time	Vendor	Contact Name	Contact Phone	Item	Quote	Notes

Purchasing Policy

208.1 INTRODUCTION

This purchasing policy applies to all departments, boards, commissions and committees of the City of Lake Geneva. This policy generalizes state law in an effort to assist in understanding and application of purchasing requirements. This policy does not address every purchasing situation. Should a City employee have any questions or when an unusual situation occurs, please consult your supervisor or City Comptroller for further guidelines.

State law supersedes the City's policy in the event of any conflict.

Purchasing Goals:

- a. Assure compliance with Federal, State and local purchasing laws.
- b. Establish policies and procedures that maintain the integrity of the purchasing process, encourage competition, and achieve cost savings.
- c. Procure goods and services of the requested quality and quantity from responsible sources using the most efficient and economical means at the best possible price with availability when and where they are needed.

208.2 AUTHORITY TO PURCHASE

Purchasing Authorization: The City Administrator pursuant to the City Council's approval of this policy, has delegated purchasing authority and responsibilities with respect to the purchasing of goods and services to certain City positions including member of the Finance Department, as well as Department Directors and their designees. City Council authorizes the City Administrator to sign contracts that are below thresholds for which explicit City Council approval is required.

General Purchase Authority: No employee may purchase products or services on behalf of the City without first seeking approval as required by this policy. All purchases require advance approval of the appropriate Department Head or City Administrator in accordance with the following guidelines:

Budget Items under \$2,500- Budget items requiring expenditures under \$2,500 do not require pre-approval or the procurement of quotes by the Department Head, but the Department Head shall approve the invoice in the City's financial software for payment prior to Finance Department processing.

Budget Items from \$2,501 to \$7,500- All budget items requiring expenditures from \$2,501-\$7,500 shall be reviewed and pre-approved by the Department Head. Price quotes shall be obtained prior to purchase.

Budget Items from \$7,501-\$24,999- All Budget items requiring expenditures of \$7,501 to \$24,999 shall be reviewed and pre-approved by the Department head and the City Administrator. In the Administrator's absence the City Comptroller shall review and pre-approve such expenditures. Price quotes shall be obtained prior to purchase,

Purchasing Policy

Exemptions to obtain price quotes:

- a. Sole Source Purchases-only one known supplier is available for that item.
- b. Redundant Purchases-the purchase of a second item that is the same or substantially the same as an item that had been recently competitively bid.
- c. Replacement Purchases-the purchase of furniture, carpeting, or other fixtures to match existing fixtures.

If a Department Head believes that a purchase qualifies under these exemptions, then they must provide the City Administrator with the justification for an exemption from the competitive bidding requirement. The City Administrator or authorized designee may grant an exemption from the competitive bidding requirement if they determine that the purchase qualifies under these exemptions.

208.3 NON-BUDGETED ITEM

Any purchases that have not been provided for in the current budget or will result in exceeding the applicable budgeted expense category shall require City Council approval and the designation of the funding source or budget amendments. The department head shall notify the City Administrator and City Comptroller and provide written documentation regarding the expenditure. This information will be provided to Finance, Licensing, and Regulation Committee (FLR) for a recommendation to the Common Council for approval of the purchase.

208.4 EMERGENCY PURCHASES

A Department Head or their authorized designee is authorized to make an emergency purchase of less than \$24,999 if the failure to do so could result in a immediate and apparent loss to the City. The Department Head must notify the City Administrator of the emergency purchase at the first opportunity.

208.5 MINIMUM STATE REQUIREMENTS

All budget items for public construction, the estimated cost of which exceeds \$25,000, shall be let by contract to the lowest responsible bidder pursuant to Wis. State 62.15 and 66.0901. Also, public construction exceeds \$5,000 but is not greater than \$25,000 shall give a class 1 notice, under ch. 985 of the proposed construction before the contract for the construction is executed.



City of Lake Geneva Purchasing Policy:

Current:

\$500 and under

Department Head authorized to purchase

\$501 - \$2,499

3 quotes when possible
Forward to City Administrator

\$2,500 - \$10,000

3 quotes when possible
Approval by City Administrator or Mayor

Over \$10,000

Approval by Common Council

Recommended:

\$2,500 and under

Departmental Superintendents
authorized to purchase if budgeted.

\$2,501 - \$7,500

Department Heads authorized to purchase if budgeted. (3 quotes still applies)

\$7,501 - \$24,999

City Administrator authorized to purchase if budgeted. (3 quotes still applies)

\$25,000 and over

Approval by Common Council (required by state statute for bidding over 25K)

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Bank account = "43257"

[Report].Invoice GL Account = {<>} 61

[Report].Invoice GL Account = {<>} 62

Invoice.Batch = "02022024","02082024","PP12312023G","PP12312023H","02142024","PD02142024"

Check Issue Date	Check Number	Vendor Number	Payee	Amount
02/09/2024	1323	6858	ELAN FINANCIAL SERVICES	13,520.96
02/02/2024	84726	4973	US BANK	9,122.45
02/08/2024	84802	6961	D & E AUTO RECYCLING LLC	2,000.00
02/08/2024	84803	2785	KEY BENEFIT CONCEPTS LLC	840.00
02/08/2024	84804	6763	PLAYAWAY PRODUCTS LLC	2,320.72
02/08/2024	84805	5613	TODAY'S UNIFORMS	61.95
02/08/2024	84806	2104	AT&T	380.14
02/08/2024	84807	7019	BARTHOLOMEW, NICHOLAS	445.00
02/08/2024	84808	6214	CAPITAL ONE	355.33
02/08/2024	84809	2354	CULLIGAN OF BURLINGTON	115.50
02/08/2024	84810	5294	EAN SERVICES LLC	60.00
02/08/2024	84811	6993	FINLEY, WENDY	12.06
02/08/2024	84812	5710	GREAT EDUCATIONAL EXPERIENCES	250.00
02/08/2024	84813	2800	KORNAK, EMILY	61.55
02/08/2024	84814	192	MCBRIDE, MICHAEL	175.00
02/08/2024	84815	2977	MIDWEST TAPE LLC	3,000.00
02/08/2024	84816	3024	MUTUAL OF OMAHA	3,887.88
02/08/2024	84817	3038	NELSON, BRANDI	36.93
02/08/2024	84818	3186	PROPHOENIX	8,224.19
02/08/2024	84819	3233	RHYME BUSINESS PRODUCTS	1,045.57
02/08/2024	84820	3001	SECURIAN FINANCIAL GROUP	3,107.39
02/08/2024	84821	4944	TRACTOR SUPPLY CREDIT PLAN	100.90
02/08/2024	84822	4975	US CELLULAR	723.92
02/08/2024	84823	5001	VERIZON WIRELESS	38.01
02/08/2024	84824	6456	WARD-PACKARD, ELLEN	23.40
02/08/2024	84825	5745	REBHORN, JOHN	33.98
02/08/2024	84826	5095	REGISTRATION FEE TRUST	162.00
02/08/2024	84827	5278	SPRINGHORN, KARL	30.00
02/08/2024	84828	5124	WI DEPT OF FINANCIAL	40.00
02/14/2024	84885	2046	ALLIANT ENERGY	26,623.38
02/14/2024	84886	5770	AT & T TELECONFERENCE SERVICES	64.80
02/14/2024	84887	6263	CHARTER COMMUNICATIONS	99.99
02/14/2024	84888	7020	KOCH, WILLIAM	50.00
02/14/2024	84889	7003	RENTZ, JASON	60.58
02/14/2024	84890	5071	WE ENERGIES	103.92
02/14/2024	84891	5428	CITY OF LAKE GENEVA POLICE DEPT	113.69
Grand Totals:				77,291.19

Summary by General Ledger Account Number

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
11-00-00-21100	1,935.84	65,630.58-	63,694.74-
11-00-00-21340	2,866.31	.00	2,866.31
11-00-00-21555	1,851.61	.00	1,851.61
11-00-00-21562	1,449.21	.00	1,449.21
11-00-00-21564	587.06	.00	587.06
11-10-00-51330	216.74	.00	216.74
11-10-00-51390	910.71	.00	910.71
11-12-00-52210	19.01	.00	19.01
11-14-30-53320	65.00	.00	65.00
11-15-10-52130	840.00	.00	840.00
11-15-10-54500	196.97	.00	196.97
11-16-10-52210	320.58	.00	320.58
11-16-10-52220	3,226.17	.00	3,226.17
11-16-10-53100	189.53	.00	189.53
11-16-10-55310	1,045.57	.00	1,045.57
11-21-00-51380	63.33	.00	63.33
11-21-00-52210	171.06	.00	171.06
11-21-00-52220	100.00	.00	100.00
11-21-00-53100	25.83	.00	25.83
11-21-00-53120	113.69	.00	113.69
11-21-00-53300	.00	99.00-	99.00-
11-21-00-53310	63.98	.00	63.98
11-21-00-53610	198.93	.00	198.93
11-21-00-53800	52.35	.00	52.35
11-21-00-53990	76.44	.00	76.44
11-21-00-54100	2,923.50	275.00-	2,648.50
11-21-00-58100	6,570.00	.00	6,570.00
11-22-00-51380	4,014.24	1,363.75-	2,650.49
11-22-00-51440	252.98	125.00-	127.98
11-22-00-52210	157.99	.00	157.99
11-22-00-52220	1,623.62	.00	1,623.62
11-22-00-52240	51.96	.00	51.96
11-22-00-53320	2,258.00	.00	2,258.00
11-22-00-53400	155.27	10.00-	145.27
11-22-00-53500	2,067.54	.00	2,067.54
11-22-00-53510	16.94	.00	16.94
11-22-00-53990	346.82	63.09-	283.73
11-22-00-54100	2,095.00	.00	2,095.00
11-22-00-54600	8,224.19	.00	8,224.19
11-22-00-55100	1,300.00	.00	1,300.00
11-22-00-58000	29.97	.00	29.97
11-22-00-58100	16.96	.00	16.96
11-24-00-52620	92.28	.00	92.28
11-24-00-53100	2,156.68	.00	2,156.68
11-24-00-53200	60.58	.00	60.58
11-29-00-52220	52.16	.00	52.16
11-32-10-52210	313.02	.00	313.02
11-32-10-52220	1,092.37	.00	1,092.37
11-32-10-53510	100.90	.00	100.90
11-32-12-53440	50.00	.00	50.00
11-32-13-54100	180.00	.00	180.00
11-34-10-52220	480.26	.00	480.26
11-34-10-52230	10,667.26	.00	10,667.26

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
11-51-10-52220	765.41	.00	765.41
11-52-00-52220	1,393.06	.00	1,393.06
11-52-00-59220	271.82	.00	271.82
11-52-01-52220	700.72	.00	700.72
11-52-01-59520	499.00	.00	499.00
40-00-00-21100	.00	5,203.18-	5,203.18-
40-54-10-52210	17.45	.00	17.45
40-54-10-52220	350.63	.00	350.63
40-55-10-52210	17.95	.00	17.95
40-55-20-53600	115.50	.00	115.50
40-55-30-52220	4,701.65	.00	4,701.65
42-00-00-21100	.00	230.07-	230.07-
42-34-50-46100	60.00	.00	60.00
42-34-50-52210	170.07	.00	170.07
47-00-00-21100	.00	64.68-	64.68-
47-70-00-57155	64.68	.00	64.68
48-00-00-21100	.00	17.95-	17.95-
48-00-00-52210	17.95	.00	17.95
61-00-00-21100	.00	10.73-	10.73-
61-00-00-92630	10.73	.00	10.73
62-00-00-21100	.00	13.61-	13.61-
62-00-00-92630	13.61	.00	13.61
99-00-00-21100	.00	8,056.23-	8,056.23-
99-00-00-52110	85.67	.00	85.67
99-00-00-52220	1,250.21	.00	1,250.21
99-00-00-53120	11.34	.00	11.34
99-00-00-54140	5,415.72	.00	5,415.72
99-00-00-54150	848.84	.00	848.84
99-00-00-54155	46.45	.00	46.45
99-00-00-55150	398.00	.00	398.00
Grand Totals:	81,162.87	81,162.87-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
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Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Bank account = "43257"

[Report].Invoice GL Account = {<>} 61

[Report].Invoice GL Account = {<>} 62

Invoice.Batch = "02022024","02082024","PP12312023G","PP12312023H","02142024","PD02142024"

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Batch = "02212024","12312023F","02212024A","12312023G","L02212024","L02212024A"

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
BATZNER PEST CONTROL				
56565868	01/25/2024	PEST CONTROL-FEB	40-55-10-53600 UPPER RIVIERA MAINTENANCE	157.30
Total BATZNER PEST CONTROL:				157.30
BROOKS TRACTOR INC				
T22734	02/07/2024	#128 BELT TENSIONER	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	265.76
Total BROOKS TRACTOR INC:				265.76
CINTAS CORP				
5195829813	02/02/2024	FIRST AID CABINET RESTOCK	11-32-10-53900 FIRST AID AND SAFETY SUPPLIES	121.82
Total CINTAS CORP:				121.82
CLEAN WATER ENGINEERING LLC				
1054	01/31/2024	CROSS CONNECTION INSPECT	11-24-00-52190 CONTRACT BUILDING INSPECTOR	360.00
Total CLEAN WATER ENGINEERING LLC:				360.00
DEKIND COMPUTER CONSULTANTS				
37688	12/12/2023	WIFI ACCESS FOR CITY	50-00-00-58000 MISC/COMP EQUIP PURCHASES	3,411.15
37691	12/12/2023	REPLACEMENT PRINTER-TREA	11-15-10-53100 ACCTG OFFICE SUPPLIES	284.83
38038	02/01/2024	MONTHLY O365 & IT SVC	11-15-10-54500 COMPUTER IT SVC & EQUIPMENT	7,533.00
Total DEKIND COMPUTER CONSULTANTS:				11,228.98
DUNN LUMBER				
1638021	02/06/2024	FLAG POLE CABLE PARTS	11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES	4.77
Total DUNN LUMBER:				4.77
ELKHORN NAPA AUTO PARTS				
324569	01/30/2024	TERMINAL OEM	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	31.52
324653	01/31/2024	SHOP STOCK	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	47.24
324737	02/01/2024	SHOP STOCK #23	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	62.60
324828	02/02/2024	CONNECTOR	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	5.12
325081	02/06/2024	LOADER #35	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	13.29
325082	02/06/2024	LOADER #35 BLISTER PACK CA	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	38.48
325094	02/06/2024	#35 LOADER LIGHT BULBS	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	36.78
325144	02/06/2024	FILDERS MONSOON SWEEPER	11-32-10-53510 VEHICLE/EQUIPMENT MAINTENANCE	225.23
325626	02/12/2024	LIGHTS TOWERS	11-52-00-53520 GROUNDS MAINT SUPPLIES	10.66
Total ELKHORN NAPA AUTO PARTS:				470.92
FASTENAL COMPANY				
WIELK180185	01/26/2024	USS 1.5 YZ SHOP SUPPLIES	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	340.44

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total FASTENAL COMPANY:				340.44
GFL ENVIRONMENTAL INC.				
V20000014865	11/15/2023	ST SWEEPINGS DISPOSAL	11-36-00-52960 SOLID WASTE-STREET DEPT	396.27
Total GFL ENVIRONMENTAL INC.:				396.27
GLEN FERN CONSTRUCTION LLC				
23-188	02/02/2024	OAK HILL DOOR SEALS	43-48-00-17010 CEMETERY CAPITAL PROJECTS	785.00
Total GLEN FERN CONSTRUCTION LLC:				785.00
INGRAM LIBRARY SERVICES				
20240201	02/02/2024	YOUTH MATERIALS	99-00-00-54110 LIBRARY YOUTH MATERIALS	24.12
20240201	02/02/2024	ADULT BOOKS	99-00-00-54100 LIBRARY ADULT MATERIALS	715.42
20240201	02/02/2024	ADULT NONPRINT	99-00-00-54140 LIBRARY NONPRINT MATERIALS	77.82
multiple Feb 20	02/09/2024	ADULT BOOKS	99-00-00-54100 LIBRARY ADULT MATERIALS	728.54
multiple Feb 20	02/09/2024	ADULT NONPRINT	99-00-00-54140 LIBRARY NONPRINT MATERIALS	16.10
multiple Feb 20	02/09/2024	YOUTH BOOKS	99-00-00-54110 LIBRARY YOUTH MATERIALS	45.26
Total INGRAM LIBRARY SERVICES:				1,607.26
ITU ABSORBTECH INC				
8277329	02/02/2024	FLOOR MATS SHOP	11-32-10-53600 ST DEPT BLDG MAINT SERV COSTS	94.52
8277330	02/02/2024	FLOOR MATS	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	133.03
Total ITU ABSORBTECH INC:				227.55
IWORQ SYSTEMS				
202665	02/01/2024	IWORQ SUPPORT-3/2024-2/202	11-24-00-54500 COMPUTER IT SVC & EQUIPMENT	4,575.00
Total IWORQ SYSTEMS:				4,575.00
JERRY WILLKOMM INC				
308110	12/22/2023	1700 GALS GAS	11-32-10-53410 VEHICLE-FUEL & OIL	4,860.30
308181	01/31/2024	1463 GAS	11-32-10-53410 VEHICLE-FUEL & OIL	4,182.72
Total JERRY WILLKOMM INC:				9,043.02
JOHNS DISPOSAL SERVICE INC				
1279199	02/05/2024	FEB SVC-GARBAGE	11-36-00-52940 SOLID WASTE-RESIDENTIAL	37,975.02
1279199	02/05/2024	FEB SVC-RECYCLE	11-36-00-52970 SOLID WASTE-RECYCLING	20,838.66
1279199	02/05/2024	BULK PICKUP	11-36-00-52960 SOLID WASTE-STREET DEPT	32.00
1280464	02/07/2024	OAKHILL 2YD GARBAGE FRON	48-00-00-53600 CEM MAINT SERVICE EXP	201.00
Total JOHNS DISPOSAL SERVICE INC:				59,046.68
KAESTNER AUTO ELECTRIC				
430152	01/31/2024	VETS PARK FLAGS	11-52-01-53400 VETS PARK OPERATING SUPPLIES	429.97
Total KAESTNER AUTO ELECTRIC:				429.97
KAPUR & ASSOCIATES INC				
118228.3	01/26/2024	LIBRARY PARKING LOT GEN EN	11-30-00-52160 CITY ENGINEERING FEES	934.50
123361	01/15/2024	CENTER STREET CULVERT	43-32-10-17010 STREET IMP PROGRAM	378.00
123381	01/18/2024	SUMMERHAVEN PH 3	11-00-00-13910 A/R BILL OUTS	2,158.48

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
123382	01/18/2024	SYMPHONY BAY PH 4	11-00-00-13910 A/R BILL OUTS	519.15
123383	01/18/2024	STONE RIDGE PH 3	11-00-00-13910 A/R BILL OUTS	656.00
123384	01/18/2024	SYMPHONY BAY PH 5	11-00-00-13910 A/R BILL OUTS	4,717.00
123385	01/18/2024	VISTAS SHODEEN	11-00-00-13910 A/R BILL OUTS	2,706.79
123515	01/26/2024	STREET IMPROVEMENT PROG	43-32-10-17010 STREET IMP PROGRAM	6,705.00
123587	02/02/2024	GIS SNOW/BRINE ROUTE MAP	11-32-12-53440 SNOW REMOVAL EXPENSES	318.00
123762	02/02/2024	14 GENEVA SQ-FRONT OUTLOT	11-00-00-13910 A/R BILL OUTS	126.00
123763	02/02/2024	2023 STREET PROGRAM	43-32-10-17010 STREET IMP PROGRAM	1,503.00
123764	02/02/2024	2023 LG STREET PROGRAM	43-32-10-17010 STREET IMP PROGRAM	267.00
123765	02/02/2024	PRIVATE RD ORD LANG	11-69-30-52120 OUTSIDE PROFESSIONAL PLANNING	378.00
123766	02/02/2024	URBAN AREA BNDRY UPDATE	11-69-30-52120 OUTSIDE PROFESSIONAL PLANNING	252.00
123767	02/02/2024	CIVIL PROJECT ENGINEER	11-30-00-52160 CITY ENGINEERING FEES	924.00
Total KAPUR & ASSOCIATES INC:				22,542.92
LAKE GENEVA CONVENTION				
2023-01	02/14/2024	FINAL PYMT 2023	47-00-00-57100 HOTEL/MOTEL ASSN-CHAM OF COMM	607,849.83
Total LAKE GENEVA CONVENTION:				607,849.83
LAKE GENEVA UTILITY				
1836 FOREST	01/25/2024	1836 FORESTVIEW CT	45-00-00-24520 WATER IMPACT FEES	1,690.00
1836 FOREST	01/25/2024	1836 FORESTVIEW CT	45-00-00-24530 SEWER IMPACT FEES	1,865.00
415 N STONE	01/29/2024	415 N STONE RIDGE DR	45-00-00-24520 WATER IMPACT FEES	2,530.00
415 N STONE	01/29/2024	415 N STONE RIDGE DR	45-00-00-24530 SEWER IMPACT FEES	4,103.00
Total LAKE GENEVA UTILITY:				10,188.00
LAKESIDE INTERNATIONAL LLC				
2327904P	01/31/2024	#124 BRAKE CHAMBER REPAIR	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	112.30
Total LAKESIDE INTERNATIONAL LLC:				112.30
LARRY'S TOWING & RECOVERY				
8159	02/03/2024	TOWING-DODGE NITRO	11-34-10-52900 CAR TOWING	680.00
Total LARRY'S TOWING & RECOVERY:				680.00
LASER WORKS UNLIMITED LLC				
1907	01/18/2024	NAME PLATES-THERESA WRIG	11-12-00-53100 MUNICIPAL CT OFFICE SUPPLIES	18.05
Total LASER WORKS UNLIMITED LLC:				18.05
MONROE TRUCK & EQUIPMENT				
34888	01/30/2024	#27 PUSHARM REPAIR	11-32-12-52500 SNOW & ICE CONTROL-REPAIRS	1,217.11
Total MONROE TRUCK & EQUIPMENT:				1,217.11
MOTION & CONTROL ENTERPRISES				
d41872-003	02/07/2024	BUNA RING NIPPLE	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	250.43
Total MOTION & CONTROL ENTERPRISES:				250.43
ODP BUSINESS SOLUTIONS LLC				
352544015001	01/31/2024	COPY PAPER & DYMO LABELS	11-16-10-53100 CITY HALL OFFICE SUPPLIES	227.16
352544015001	01/31/2024	COPY PAPER	42-34-50-53100 OFFICE SUPPLIES	40.32

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total ODP BUSINESS SOLUTIONS LLC:				267.48
OFFICE PRO INC				
679996-1	02/01/2024	HAND SOAP & LINERS	11-32-10-53500 BLDG MAINT SUPPLIES-STR DEPT	211.08
681065-0	02/06/2024	LINERS	11-32-10-53500 BLDG MAINT SUPPLIES-STR DEPT	131.28
681612-0	02/09/2024	MOP, FLOW FLAT	11-52-00-59500 BLDG MAINT SUPPLIES-RECREATION	121.16
Total OFFICE PRO INC:				463.52
PAL STEEL COMPANY INC				
99539S	02/05/2024	10 WHEELS #27	11-32-12-53400 OPERATING SUPPLIES-SNOW & ICE	229.43
99541S	02/05/2024	2 D RING	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	59.80
Total PAL STEEL COMPANY INC:				289.23
PESCHES GREENHOUSE				
26072	01/17/2024	FLOWERS-CITY CLERK	11-10-00-51390 STAFF APPRECIATION	75.00
26072	01/17/2024	FINANCE CHARGE	40-55-20-53500 BLDG MAINT SUPPLIES-LOWER RIV	4.50
Total PESCHES GREENHOUSE:				79.50
PETE'S TIRE SERVICE INC				
939	01/24/2024	10MM TIRE CHAIN BACKHOE	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	610.00
Total PETE'S TIRE SERVICE INC:				610.00
POMP'S TIRE SERVICE INC				
60329306	02/09/2024	LOADER TIRE REPAIR/REPLAC	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	4,200.00
60329730	02/09/2024	DISMOUNTS & TUBE	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	493.68
Total POMP'S TIRE SERVICE INC:				4,693.68
QUADIENT LEASING USA INC.				
Q1186898	02/05/2024	POSTAGE METER RENTAL DEC	11-16-10-55310 CH OFFICE EQUIPMENT CONTRACTS	898.20
Total QUADIENT LEASING USA INC.:				898.20
R&R INSURANCE SERVICES INC				
2944287	01/31/2024	2023 WORKERS COMP AUDIT	11-10-10-55160 WORKERS COMPENSATION	19,498.00
Total R&R INSURANCE SERVICES INC:				19,498.00
RHYME BUSINESS PRODUCTS				
AR706230	01/30/2024	COPIER-JAN2024	11-12-00-53610 EQUIPMENT MAINT SERVICE COSTS	35.00
Total RHYME BUSINESS PRODUCTS:				35.00
ROTE OIL				
240300408	01/30/2024	553.8 GAL ON ROAD	11-32-10-53410 VEHICLE-FUEL & OIL	1,689.09
Total ROTE OIL:				1,689.09
SCHILLER LAWN & LANDSCAPE LLC				
25049	02/02/2024	SNOW REMOVAL-1/15-1/22/2024	11-32-12-53440 SNOW REMOVAL EXPENSES	16,350.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total SCHILLER LAWN & LANDSCAPE LLC:				16,350.00
SHERWIN WILLIAMS				
5063-7	02/08/2024	PARKS PAINTING SUPPLIES	11-52-00-53520 GROUND MAINT SUPPLIES	160.47
Total SHERWIN WILLIAMS:				160.47
STATE OF WISCONSIN				
64-246 01/24	02/01/2024	COURT FINES-JAN 2024	11-12-00-24240 COURT FINES-STATE	2,947.77
Total STATE OF WISCONSIN:				2,947.77
SYSTEMS DESIGN				
25024	02/01/2024	IRRIGATION SHUTDOWN-RIVIE	40-55-20-53600 RIV MAINTENANCE SERVICE COSTS	362.50
Total SYSTEMS DESIGN:				362.50
T2 SYSTEMS ACCOUNTS RECEIVABLE				
UPS00052696	02/01/2024	UPSAFETY SUBSCRIPTIONS	42-34-50-54500 SUPPORT CONTRACTS	8,232.00
UPS00052767	01/31/2024	CHARGEBACKS	42-34-50-53990 PARKING MISC EXPENSES	80.00
Total T2 SYSTEMS ACCOUNTS RECEIVABLE:				8,312.00
TITAN PUBLIC SAFETY SOLUTIONS				
5716	12/14/2023	2024 TIPSS SUPPORT	11-12-00-53610 EQUIPMENT MAINT SERVICE COSTS	6,215.00
Total TITAN PUBLIC SAFETY SOLUTIONS:				6,215.00
VANDEWALLE & ASSOCIATES INC				
202401045	01/19/2024	CITY PLANNING	11-69-30-52120 OUTSIDE PROFESSIONAL PLANNING	157.50
202401045	01/19/2024	COST RECOVERY	11-00-00-13910 A/R BILL OUTS	2,688.75
Total VANDEWALLE & ASSOCIATES INC:				2,846.25
WALWORTH COUNTY TREASURER				
64-246 01/24	02/01/2024	COURT FINES-JAN 2024	11-12-00-24200 COURT FINES-COUNTY	1,488.20
Total WALWORTH COUNTY TREASURER:				1,488.20
WI DEPT OF TRANSPORTATION				
395-00003396	01/31/2024	MAIN ST PROJECT	43-32-10-17010 STREET IMP PROGRAM	6,358.93
395-00003396	02/01/2024	MAIN ST PROJECT	43-32-10-17010 STREET IMP PROGRAM	3,810.62
Total WI DEPT OF TRANSPORTATION:				10,169.55
WI MUNICIPAL JUDGES ASSOC				
WMJA_2024	01/29/2024	2024 WMJA DUES	11-12-00-53320 MUN CT CONFERENCES & SCHOOL	100.00
Total WI MUNICIPAL JUDGES ASSOC:				100.00
WISCONN VALLEY MEDIA GROUP				
136502	01/10/2024	BID NOTICE	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	83.84
137026	01/17/2024	BID NOTICE-LAGOON	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	82.39
137027	01/17/2024	BID NOTICE-LAGOON	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	85.29
137033	01/10/2024	CLASS C NOTICE	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	16.43
137091	01/24/2024	BID NOTICE	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	86.74

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
137273	01/24/2024	RFP NOTICE	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	86.74
137362	01/17/2024	PUBLIC NOTICE-LIQUOR	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	24.55
Total WISCONN VALLEY MEDIA GROUP:				465.98
Grand Totals:				809,860.80

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Batch = "02212024","12312023F","02212024A","12312023G","L02212024","L02212024A"

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

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