



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

CITY OF LAKE GENEVA REGULAR COMMON COUNCIL
MONDAY, AUGUST 26, 2024 - 6:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

Mayor Todd Krause, Council President, Mary Jo Fesenmaier, Council Vice President, Cindy Yager, Alderpersons: Sherri Ames, Peg Esposito, Linda Frame, Joel Hoiland, Ken Howell, and Shari Straube

CITY HALL WILL BE OPEN TO THE PUBLIC DURING ALL MEETINGS. IF YOU WISH TO LISTEN OR WATCH THE MEETING YOU MAY DO SO BY USING THE FOLLOWING:

1. Links to the City of Lake Geneva's live video stream can be found at <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. Mayor Krause call the meeting to order
2. Pledge of Allegiance – Alderperson Yager
3. Roll Call
4. Awards, Presentations, Proclamations, and Announcements
5. Re-consider business from previous meeting
6. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda, except for public hearing items. Comments will be limited to 5 minutes
7. Acknowledgement of Correspondence
8. Approve the Regular Council Minutes of August 14, 2024
9. **CONSENT AGENDA**– Any item listed on the consent agenda may be removed at the request of any member of the Council. The request requires no second, is not discussed, and is not voted upon.
 - a. Carriage Company License Application filed by Eclectic Shire Farm LLC
 - b. Original Class "A" Beer / "Class A" Liquor license filed by Revir Hospitality Lake Geneva, LLC d/b/a Fairfield Inn & Suites
 - c. Tier-2 Event Permit filed by the Lake Geneva Business Improvement District for the

event of Oktoberfest

10. Items removed from the Consent Agenda

11. Discussion/Action on the authorization for construction of the Big Foot Lift Station Forcemain Replacement Project

12. Recommendation of the Finance, Licensing, and Regulation Committee- Ald. Howell

- a. Discussion/Action regarding the bid award for the Veterans Park Storage Building Project (*Recommendation of approval failed at the Finance, Licensing, & Regulation Committee meeting on August 20, 2024*)
- b. Discussion/Action regarding proposed changes to Section 54-61 of the City of Lake Geneva Municipal Code relating to the Composition of the Board of Park Commissioners
- c. Discussion/Action regarding proposed changes to Subsection 3 of Section 54-68 of the City of Lake Geneva Municipal Code relating to the Composition of the Tree Board
- d. Discussion/Action regarding proposed changes to Section 2-313 of the City of Lake Geneva Municipal Code relating to the Composition of the Plan Commission
- e. Discussion/Action regarding a Master Services Agreement with GovHR, USA for Executive Recruitment for the City Administrator position
- f. Discussion/Action regarding a Request for Proposal for Short-Term Rental Software
- g. Discussion/Acceptance of the Pre-Paid Check and Regular Check Reports from August 20, 2024

13. Recommendation of the Plan Commission- Ald. Esposito

- a. Discussion/Action regarding **Resolution 24-R55**, a resolution authorizing the issuance of a Precise Implementation Plan (PIP) for the construction of a new single-family home for Bryan and Mary Durkin, 817 N. Knoll Ln. in the Planned Development (PD) zoning district Tax Key No. ZA442700001 & ZA442700002
 - b. Discussion/Action regarding a Proposed Certified Survey Map (CSM) for Stahli USA, Inc. 200 Sheridan Springs Rd, Lake Geneva, dedicating public road right-of-way along Allendale Avenue and establishing Lot 1 and Lot 2 to the West and East of Allendale Avenue, tax parcels ZGC00001 & ZGC00002
- 14.** Discussion/Action regarding an amendment to the Interim City Administrator Employee Leasing Agreement with GovTempsUSA, increasing the hours from an average of 20 hours per week to up to, but not exceeding, 30 hours per week

15. 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 REGULAR COMMON COUNCIL MINUTES
WEDNESDAY, AUGUST 14, 2024 - 6:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members: Mayor Todd Krause, Council President, Mary Jo Fesenmaier, Council Vice President, Cindy Yager, Alderpersons: Sherri Ames, Peg Esposito, Linda Frame, Joel Hoiland, Ken Howell, and Shari Straube

Mayor Krause call the meeting to order
Mayor Krause called the meeting to order at 6:00 pm.

Pledge of Allegiance – Alderperson Fesenmaier
Alderperson Fesenmaier led the Council in the Pledge of Allegiance.

Roll Call
Present: Fesenmaier, Yager, Ames, Straube, Frame, Esposito, Hoiland, Howell
Absent:

Awards, Presentations, Proclamations, and Announcements
Mayor Krause made an announcement regarding the removal of item 14 from the agenda due to changes in the laws pertaining to advisory referendum requirements.

Re-consider business from previous meeting

Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda, except for public hearing items. Comments will be limited to 5 minutes
Cindy Fueredi, 1010 Geneva St, spoke on items 16-18, stating that the Park Board should have been notified of the changes.

Acknowledgement of Correspondence

Approve the Regular Council Minutes of July 22, 2024, and the Special Council Minutes of July 25, 2024
Motion by Howell to approve, second by Hoiland.
No discussion. Motion carried 8-0 on a voice vote.

CONSENT AGENDA– Any item listed on the consent agenda may be removed at the request of any member of the Council. The request requires no second, is not discussed, and is not voted upon.

Temporary "Class B" Wine / Class "B" Beer License application filed by St. Francis de Sales Parish for the event of: 2024 Annual Fall Festival on September 29, 2024, from 11:00 am to 5:00 pm, located at 148 W Main St

Fireworks Application filed by the Badger Student Council for October 4, 2024, at approximately 9:00 pm

Public Event Permit application filed by the Friends of Hillmoor for the event of: Star Party on Thursday, October 3, 2024, from 6:45 pm to 10:00 pm, located at the Hillmoor clubhouse parking lot; rain date Sunday, October 13, 2024

Alcohol License Premises Extension application filed by the American Legion Post 24 for the 17th Annual Car Show on September 7, 2024, from 8:00 am to 4:00 pm

Alcohol License Premises Extension application filed by Lake City Social for the 3rd Annual Cars & Company Pediatric Cancer Fundraiser on Sunday, September 22, 2024, from 12:00 pm to 7:00 pm
Motion by Howell to approve, second by Yager.
No discussion. Motion carried 8-0 on voice vote.

Items removed from the Consent Agenda

First Reading of **Ordinance 24-05**, an ordinance creating subsection (b)(3) of Section 10-67, Running at Large, of Article III, Dogs and Cats, of Chapter 10, Animals, of the City of Lake Geneva Municipal Code; permitting dogs on their leashes on pathways at Harold Fritz Veterans Park

Mayor Krause offered a first reading of Ordinance 24-05.

Motion by Howell to suspend the rules and move to a Second reading, second by Fesenmaier.

No discussion. Motion carried 8-0 on a voice vote.

Mayor Krause offered a second reading of Ordinance 24-05.

Motion by Frame to approve, second by Straube.

Attorney Draper suggested the removal of Harold Fritz Veterans Park from subsection (a).

Motion to amend by Frame to remove Harold Fritz Veterans Park from subsection (a), second by Esposito.

Motion to amend carried 8-0 on a voice vote.

Main motion as amended carried 8-0 on a voice vote.

Discussion/Action regarding rejection of two proposals received for Project 2024-14, City Hall Carpet Replacement

Comptroller Pisarcik explained the need for the rejection.

Motion by Yager to reject the proposals received, second by Ames.

Motion by Yager to amend to allow for rebidding, second by Ames.

Motion to amend carried 8-0 on a voice vote.

Original motion as amended carried 8-0 on a voice vote.

Discussion/Action regarding a land acquisition proposal from Wisconsin Power and Light Company (Alliant Energy) for approximately 362 square feet on the south side of the existing substation located on Parcel ZA 312100002 (approval recommended by the Utility Commission on June 17, 2024, and the Finance, Licensing, & Regulation Committee on July 2, 2024)

Motion by Frame to approve, second by Esposito.

No discussion.

Motion carried 8-0 on a voice vote.

Recommendation of the Finance, Licensing, and Regulation Committee- Ald. Howell

Discussion/Acceptance of the Pre-Paid Check and Regular Check Reports from August 6, 2024

Motion by Howell to approve, second by Esposito.

No discussion. Motion carried 8-0 on voice vote.

Discussion/Action regarding proposed changes to Section 54-61 of the City of Lake Geneva Municipal Code relating to the Composition of the Board of Park Commissioners

Mayor Krause introduced the proposed changes, including clarifying verbiage on voting vs non-voting members, and member composition.

Motion by Fesenmaier to refer to the Finance, Licensing, & Regulation Committee, second by Straube.

Motion carried 8-0 on a voice vote.

Discussion/Action regarding proposed changes to Subsection 3 of Section 54-68 of the City of Lake Geneva Municipal Code relating to the Composition of the Tree Board

Mayor Krause introduced the proposed changes.

Discussion followed on the voting vs non-voting member makeup and total number of members.

Motion by Howell to refer to the Finance Licensing, & Regulation Committee, second by Frame.

Motion carried 8-0 on a voice vote.

Discussion/Action regarding proposed changes to Section 2-313 of the City of Lake Geneva Municipal Code relating to the Composition of the Plan Commission

Mayor Krause introduced the proposed changes.

Clarification offered that the Alderperson and Mayor serving on the Plan Commission are voting members.

Motion by Frame to refer to the Finance, Licensing, & Regulation Committee, second by Hoiland.
Motion carried 7-1 on voice vote with Howell voting no.

Adjournment

Motion by Ames to adjourn second by Howell.
No discussion. Motion carried 8-0 on voice vote.
The meeting adjourned at 6:20 pm.

These minutes are unofficial until approved by the Council.

Vanessa Jahns
Deputy City Clerk

CITY OF LAKE GENEVA CARRIAGE COMPANY LICENSE APPLICATION



Please Check:

- ☒ Original Application
☐ Renewal of Current License

PLEASE FILL IN ALL BLANKS COMPLETELY. AS INCOMPLETE APPLICATIONS WILL BE REJECTED. ANNUAL LICENSE EXPIRES JUNE 30TH EACH YEAR. FEES OF \$50.00 FOR FIRST CARRIAGE AND \$25.00 FOR EACH ADDITIONAL ARE DUE UPON APPLICATION.

BUSINESS INFORMATION

Business Name: Eclectic Shire Farm LLC
Bus. Address (Physical): N 8932 Hillside Drive
Mailing Address (if different): _____
City, State, Zip: Watertown, Wisconsin 53094
Bus. Phone: 920-245-5226 Fax: _____
E-Mail: eclecticshirefarm@gmail.com

BUSINESS OWNER/AGENT INFORMATION

Owner/Agent Name: Michelle Cheever
Owner/Agent Address: Above
City, State, Zip: _____
Phone: _____
Date of Birth: _____
Owner/Agent Drivers License #: _____

CARRIAGE OPERATOR(S)

Operator Name: Scott McKinster
Address: Above
Date of Birth: _____
Drivers License: _____

**Attach information on any additional drivers on a separate page.

Carriage Company License Application Page 1 of 2

Revision Date: 01/2011

PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY

- Have you provided the City of Lake Geneva with proof of liability insurance?
☒ YES ☐ NO
- Have you maintained the condition of all carriages in a clean and sanitary manner and are carriages in good repair and maintenance?
☒ YES ☐ NO
- Are carriages equipped with operative brakes and a harness attachment so the horses cannot break away from harness of carriage?
☒ YES ☐ NO
- Please list number of carriages to be operated in the City: _____
- Have you provided route information for the review and approval of the Police Department?
☒ YES ☐ NO
- Have you provided the City Clerk with a current veterinary certificate that the animal(s) pulling all carriages are in good health?
☐ YES ☒ NO
- If this is a renewal, are there any changes to your carriage operation that the City should be aware of? If yes, please explain: _____

APPLICANT SIGNATURE

Scott McKinster DATE: 24 July 2024

For Office Use Only

Date Filed: 7/25/24
Receipt No: _____
Total Amount: _____

Forwarded to Police Chief: 8/1/24
Recommendation: Approved Denied

FLR Approval: _____ License Issued: _____
Council Approval: _____ License Number: _____

Carriage Company License Application Page 2 of 2

Revision Date: 01/2011

Eclectic Shire Farm Elliot Brown Wedding Carriage Arrangements

September 6, 2024

Contact:

Scott McKinster

eclecticshirefarm@gmail.com

Eclecticshirefarm.com

920-245-5226

Elliot Brown Wedding proposed routing

- Park truck/trailer/setup at Seminary Park
 - ETA 2pm on 6 September 2024
- Wedding Party to meet us at setup location, after ceremony
 - Eta 4:30 to 5 pm
- Pictures in the park
 - Can we drive the horses on the grass to get photos?
- Travel to Reception
 - Seminary Park to Baker Street to Wrigley Drive to Broad Street
 - We thought to go down the alley between Guac Star and Bob's Beach Shack rather than around to Main to avoid some traffic but can stay on main roads if preferred
 - Wrigley Drive to the Riviera Ballroom, pulling up in front of the building for photos, and then wedding party moves into the building
 - Our horses do not have metal shoes, and the carriage has rubber shod wooden wheels
 - We should not scrape the concrete
 - Our preferred exit (blue arrows) would be to follow the sidewalk back to the street
 - We can turn the horses in front of the building and exit down the building access road if preferred
 - Return to Seminary Park Lot to tear down and load equipment and horses

Proposed Route

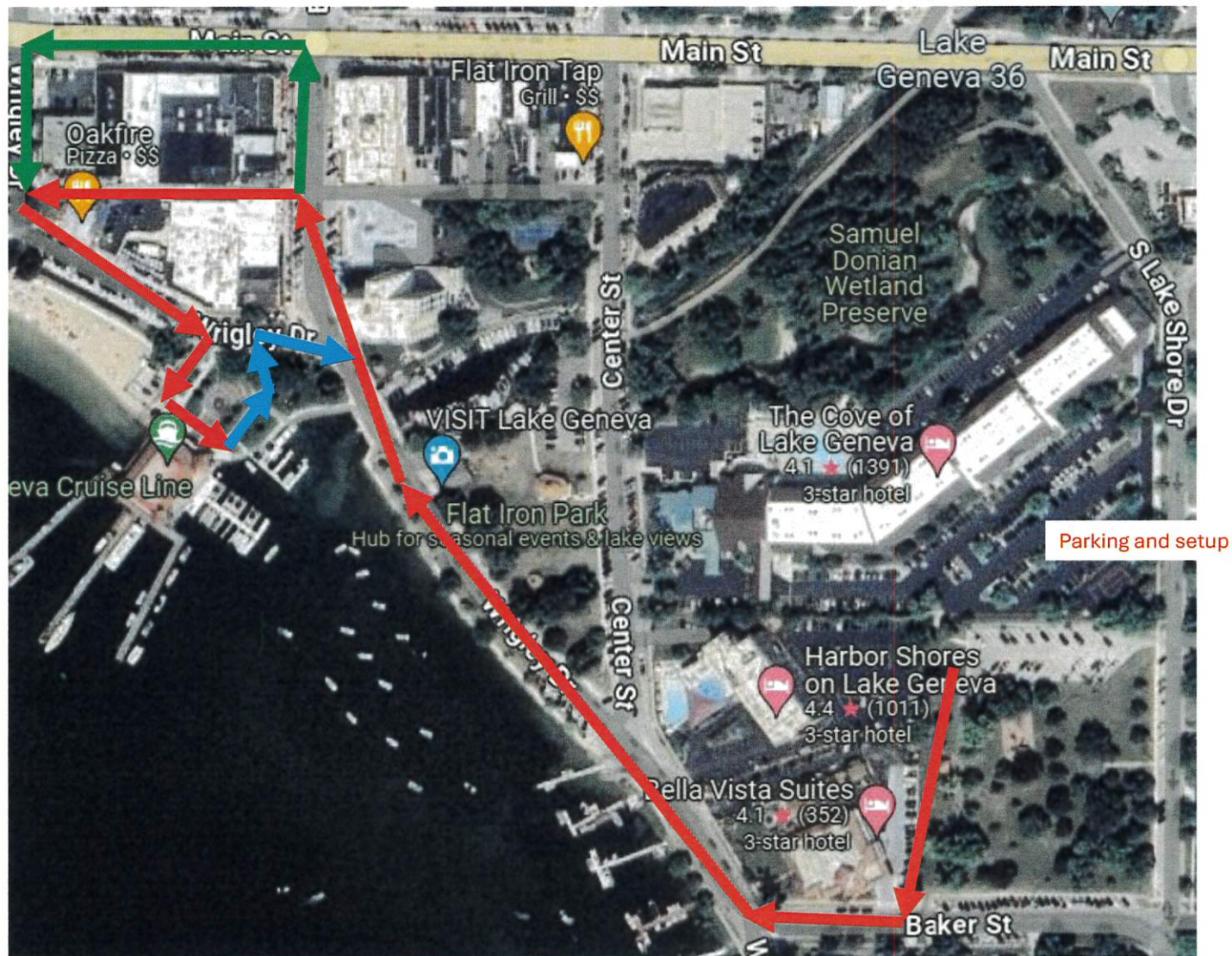
Ingress



Alternate



Egress



[illegible]

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Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	Lake Geneva
License Period	2024-2025

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

- ☒ Class "A" Beer \$ _____ ☐ Class "B" Beer \$ _____
- ☒ "Class A" Liquor \$ _____ ☐ "Class B" Liquor \$ _____
- ☐ "Class A" Liquor (cider only) \$ _____ ☐ Reserve "Class B" Liquor \$ _____
- ☐ "Class C" Liquor (wine only) \$ _____

Fees	
License Fees	\$ 600.00
Background Check Fee	\$
Publication Fee	\$ 25.00
Total Fees	\$ 625.00

Part A: Premises/Business Information			
1. Legal Business Name (Individual name if sole proprietorship) REVIR HOSPITALITY LAKE GENEVA, LLC			
2. Business Trade Name or DBA FAIRFIELD INN & SUITES			
3. FEIN [REDACTED]		4. Wisconsin Seller's Permit Number [REDACTED]	
5. Entity Type (check one) ☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization			
6. State of Organization WI		7. Date of Organization 03/26/2024	
8. Wisconsin DFI Registration Number R089714			
9. Premises Address 1111 N EDWARDS BOULEVARD			
10. City LAKE GENEVA		11. State WI	12. Zip Code 53147
13. County Walworth		14. Governing Municipality: ☒ City ☐ Town ☐ Village of: LAKE GENEVA	
15. Aldermanic District			
16. Premises Phone 262-348-9000		17. Premises Email travis@scarletthotelgroup.com	
18. Website			
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Guests can purchase sealed beverages at the Pantry/Shop located in the lobby and consume the beverages in their guestrooms, 1st floor sitting (lounge area and outdoor patio). Stocked alcohol is located in a locked storage closet on the 2nd Floor. Invoices/records are electronically stored. Retail Liquor serves for special events.			
20. Mailing Address (if different from premises address) 1141 Randolph Street, Second Floor			
21. City Chicago		22. State IL	23. Zip Code 60607
Part B: Questions			
1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No If yes, list the details of violation below. Attach additional sheets if necessary.			
Law/Ordinance Violated		Location	
Trial Date			
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No	
Law/Ordinance Violated		Location	
Trial Date			
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol or beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No

If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No

If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity

4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

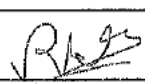
Last Name	First Name	Title	Phone
SHAH	RUSHI	MEMBER/MANAGER	

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name	First Name	M.I.
SHAH	RUSHI	
Title	Email	Phone
MANAGER		
Signature	Date	
	August 2, 2024	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
8/2/24			
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Alcohol Beverage
Appointment of Agent

Date

Agent Type (check one)

☐ Original (no fee) ☐ Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (Individual name if sole proprietor)

REVIR HOSPITALITY LAKE GENEVA, LLC

2. Business Trade Name or DBA

3. Entity Type (check one)

☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

☐ Municipal Retail License ☐ State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

Part B: Agent Information

1. Last Name

Perkins

2. First Name

Darleen

3. M.I.

4. Email

6

7

8. State

WI

9.

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? ☒ Yes ☐ No
Submit proof of completion.2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire*? ☒ Yes ☐ No
Submit a completed Form AB-100 with this form.3. Have you been a Wisconsin resident for at least 90 continuous days? ☒ Yes ☐ No
See instructions for exceptions.

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature <i>Warleen Perrens</i>	Date <i>6/7/24</i>
----------------------------------	--------------------

8-10.24 - 87# 275
ETG#160 08/10/2024



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: Lake Geneva Business Improvement District & Downtown Lake Geneva Inc.

Name of Event Organizer/Producer: Alexandria Binanti

Production Company/Organization: Lake Geneva BID & Lake Geneva Rotary

FEIN #:

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: Lake Geneva Oktoberfest
2. Date(s) of Event: October 12-13, 2024 (With set up Friday October 11th from 6pm on)
3. Location(s) of Event: Downtown Lake Geneva Broad & Geneva Streets (see attached map)
4. Hours: 10 am - 10pm Saturday; 10 am - 9pm Sunday

Note: Start Time & End Time

5. Event Chair/Contact Person: Alexandria Binanti Phone: [REDACTED]

6. Day of Event Contact Name: Alexandria Binanti Phone: [REDACTED]

7. Is the event open to the public? Yes ☐

8. Will you charge an admission fee? No

9. Estimated Attendance Number: 15000

10. Basis for estimate: Previous year totals

11. Will you be setting up a tent? Yes ☐

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

10x10 popups for vendor fair and food stalls; 30x30 tent from Dunn Lumber for Bar; 10x10 for check in gate for volunteers and security. (Indicated on attached map)

12. Will there be any animals? Yes ☐

If yes, what type and how many: Pony rides within the family area - 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:

Volunteer and staff collection throughout the day. Vendors responsible for trash disposal in our designated dumpster rental which will be located on Geneva Street. All food handling refuse will be required to be disposed of off premises.

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

Volunteer crew of 6 for daytime operations along with 2 hired third party contractors with communication plan designed with public safety and police department.

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? Yes ☐

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

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

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

Please see attached map indicating closures of Broad Street from Main and Geneva Street locations.

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



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: October 11-13, 2024 (with 5 spots near Topsy Turvy until noon on Monday the 14th)

Total Number of Parking Stalls being Requested: _____

Parking Stall Number(s) and Location: _____

3. Description of Signage to be used during event: Banners at entry, flags at corners of Broad and Main

Oktoberfest banners to be posted on City Street Banner Poles

**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: use for string lighting across the block; potential need for stage plug ins of lights as well

☐ **Water;** Explain: _____

☐ **Traffic Control;** Explain: _____

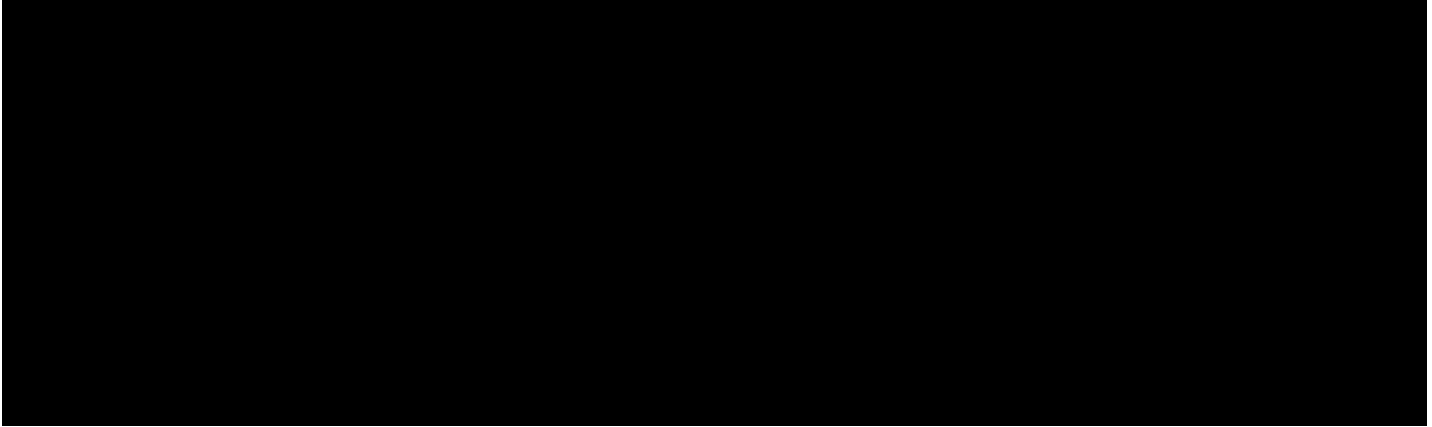
☐ **Police Services;** Explain: _____

☒ **Fire/EMS Services;** Explain: first aid station

☐ **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.**



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:** 7/24/2024

For Office Use Only

Date Filed with Clerk: 7/31/24 Payment Amount: \$ NIA

Receipt #: NIA

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

☒ Approve ☐ Denied Notes: Temporary Beer/Wine license needed

Police Chief Signature: [Signature] Date: 08/20/2024

☒ Approve ☐ Denied Notes: _____

Fire Chief Signature: [Signature] Date: 8/22/24

☒ Approve ☐ Denied Notes: _____

DPW Signature: [Signature] Date: 8/22/24

☒ Approve ☐ Denied Notes: _____

Princessree [Signature] Date: 8.20.24
Happme [Signature] Date: 8.20.24
Parking Signature: [Signature]

☒ Approve ☐ Denied Notes: 90 parking spaces Oct 11-13 \$10,800 5 on Mon \$100

Harbormaster Signature: _____ Date: _____

☐ Approve ☐ Denied Notes: _____

Tier I & Tier II Events Only:

FLR Meeting Date: 8/20/24

Council Meeting Date: _____



PO BOX 910, Lake Geneva WI 53147 | 262.220.8916 | www.downtownlakegeneva.org

Annual Lake Geneva Oktoberfest Event Plan

Date: Friday October 11, 2024 for set up. Event Dates Saturday October 12th & 13th 2024

Time: Set up Friday at 6-8PM; Event Hours Saturday 10am-10pm, Event Hours Sunday 10am-9pm. Few items to be picked up Monday morning off of sidewalk/curb.

Location: Broad Street from Main and Geneva Streets with Partial closure of Geneva Street

Intended Attendees: Approximately 15000 from past event analysis (referencing 2023 on Broad Street). Heads and Beds estimate at 137 based vendor needs and estimate of previous year occupancy metrics and APG formula conversion.

Event Overview:

This annual community event is designed to celebrate the area's German history as well as drive foot traffic to the downtown business improvement district. The goal is to host a community centered event with local entertainment, family fun opportunities, unique local vendors for crafts and food, and to serve Wisconsin made beers including Lake Geneva's own brewery. All marketing is directed towards our business's participation, our local traditions, and promoting the area as a year-round destination.

This is a free event to attend; there will be a designated beer tent with service for both Saturday and Sunday. The liquor license is being sponsored by Downtown Lake Geneva, Inc.'s nonprofit and all beer garden operations and sales with staffing will be managed by the BID purchasing beer from CJW. We anticipate 8-10 food vendors including the Rotary and Boy Scouts.

All health and fire safety considerations have been made and discussed at previous City and Fire meetings. Additionally, we anticipate approximately 20 crafters which include face painters, pony rides, and children's activity stations. A full vendor list will be supplied prior to the event; vendor applications are open until August 30th.

Based on council precedence and past event approval, we are requesting that parking fees be waived as this is a non-profit cohosted community event for the City of Lake Geneva and this event operates as a fiscal loss traditionally. We are also asking for assistance with garbage removal throughout the weekend on the side walk cans. Requesting trash cans and 10 panels of orange fencing from Public Works to secure children's inflatable areas based on recommendation from police department for safety reasons.

Set Up/Security/Tear Down:

Included in the map are locations for porta-potties, dumpsters, and barricade placements. After speaking with Public Works, we have ensured rental of additional 3 point reflective traffic barricades. Set up of street closures will begin Friday am and BID necessary rentals and vendors will be allowed to begin setting up their designated areas from 6-8pm. All vendors are aware that there is no staking in of 10x10 or 10x20 pop up tents, that sandbags or other weight options are required. Some city light pole use for electricity is requested for our stage lighting but vendors are guaranteeing a generator for any electrical needs.

At the beer ticket tents there will also be first aid stations and security personnel to check ID's, wristband those of legal age to consume alcohol, and sell beer tokens. We supply third party contractors to handle event security during peak hours and to ensure alcohol consumption remains in the designated areas fenced off with barricades. Police and Public Works have constructed the plan for additional barricades for secure street closure. The family area will also have barricades with some fencing and hay bales to optimize sightlines for families while enjoying the activities. There will be three bouncy houses and free pumpkins to decorate and take home with families. Face painting, pony rides, and story hours will be featured as well.

Loading and unloading of musician equipment will be done on Broad Street behind the stage, and a turn around is provided to get all personnel in and out of the area in case of emergency.

Tear down will begin Sunday evening after the event ends at 9pm. All vendors and majority of rentals will have to be removed by 10:30PM. Clean up crews will be hired throughout the event, but this staff will do a final sweep through the area following tear down. Garbage will be disposed of from garbage cans to the dumpster and the dumpster will be picked up Monday morning. Porta-potties will be picked up Monday by 7 am. Large beer tent will be picked up by 6am Monday morning. Beer trailer will be parked in front of Topsy Turvy and picked up before noon Monday.



Lake Geneva Utility Commission

MUNICIPAL WATER AND WASTEWATER SERVICES

361 W Main Street
P.O. Box 187
Lake Geneva, WI 53147
262-248-2311
www.lgutilitycommission.com

Dennis Lyon – President
Josh Gajewski – Utility Director
Jeff Ecklund – Water Superintendent
Ken Bauman – Wastewater Superintendent

TO: Public Works Committee
Lake Geneva City Council
FROM: Josh Gajewski, Utility Director
SUBJECT: Request for Construction Authorization

BACKGROUND

In 2023 the Board of Utility Commissioners authorized an evaluation of a sanitary sewer force main that services a portion of the collection system that begins at the Big Foot Lift Station. The force main had experienced numerous failures over its +60 years of service and developing a plan for the replacement and potential relocation were the primary goals of the evaluation.

Late in 2023, the Board authorized the project to proceed into design and bidding, which continued through July 2024, when the project was advertised for bidding.

A bid opening for the project was held on August 19, 2024, and the Board of Commissioners authorized the awarding of the work, excluding the bid alternate, to the lowest responding bidder, PTS Contractors Inc.

CURRENT ACTION

The Utility is required through Ordinance 78-8(5) to proceed with projects that will cost more than \$250,000 to the Public Works Committee for review, and to the City Council for authorization of the proposed spending, before beginning construction on the project.

REQUESTED ACTION

1. The Utility is requesting the Public Works Committee to review the subject project, in accordance with the Ordinance.
2. Subsequent to the review by PWC, the Utility is requesting review and authorization of the Big Foot Lift Station Forcemain Replacement Project from the City Council.

Utility staff will be present at the PWC and Council meetings to address any questions that may be requested about the project.



220 East Buffalo Street
Suite 201
Milwaukee, WI 53202
608-242-6608

www.msa-ps.com

August 19, 2024

Dennis Lyon, President
Lake Geneva Utility Commission
361 W. Main Street
Lake Geneva, WI 53147

Re: Big Foot Force Main Replacement
Lake Geneva Utility Commission

Dear Mr. Lyon:

Upon review of the bids received on August 19, 2024, for the above-referenced project, it was found that they were submitted by qualified contractors. It is our recommendation that the low responsive bidder listed below be accepted and award made at your next meeting.

PTS Contractors, Inc.
4075 Eaton Road
Green Bay, WI 54311

Bid Amount \$1,152,700.00

Please execute the enclosed Notice of Award for the contract. Once the form is signed, please email a copy back to tmeyerhofer@msa-ps.com. After receiving the executed copy, we will forward one copy of the Notice of Award and the remaining contract package to the Contractor.

Sincerely,

MSA Professional Services, Inc.

A handwritten signature in black ink that reads "Terri Meyerhofer". The signature is written in a cursive style and is positioned over a light yellow rectangular background.

Terri Meyerhofer, PE
Project Manager Public Works

smm
Enc.

Big Foot Force Main Replacement (#9217442)
Owner: Lake Geneva Utility Commission
Solicitor: MSA Professional Services - Madison
08/19/2024 10:00 AM CDT

					PTS Contractors, Inc		Mid City Corporation	
Section Title	Line Item	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension
GENERAL								
	1	Mobilization, Bonds & Insurance	LS	1	\$142,502.50	\$142,502.50	\$75,000.00	\$75,000.00
	2	Traffic Control	LS	1	\$23,350.00	\$23,350.00	\$75,000.00	\$75,000.00
	3	Erosion Control	LS	1	\$8,350.00	\$8,350.00	\$15,000.00	\$15,000.00
	4	Utility Line Opening (ULO)	EA	47	\$530.00	\$24,910.00	\$450.00	\$21,150.00
	5	Dewatering	LS	1	\$1.00	\$1.00	\$25,000.00	\$25,000.00
						\$199,113.50		\$211,150.00
DEMOLITION								
	6	Clearing & Grubbing	LS	1	\$6,550.00	\$6,550.00	\$5,000.00	\$5,000.00
	7	Concrete Curb & Gutter Removal	LF	30	\$27.00	\$810.00	\$10.00	\$300.00
	8	Concrete Drainage Flume Removal	LF	80	\$27.00	\$2,160.00	\$15.00	\$1,200.00
	9	Concrete Driveway Removal (Undistributed)	SF	480	\$4.00	\$1,920.00	\$4.00	\$1,920.00
	10	Asphalt Pavement Removal	SY	1825	\$1.50	\$2,737.50	\$5.00	\$9,125.00
	11	Remove Storm Pipe (12-Inch PVC)	LF	60	\$14.00	\$840.00	\$15.00	\$900.00
	12	Salvage Existing Riprap	SY	14	\$135.00	\$1,890.00	\$50.00	\$700.00
	13	Remove & Salvage Fence	LS	1	\$3,275.00	\$3,275.00	\$2,000.00	\$2,000.00
						\$20,182.50		\$21,145.00
STREETS								
	14	Concrete Curb & Gutter, 30-Inch	LF	30	\$106.00	\$3,180.00	\$100.00	\$3,000.00
	15	Concrete Drainage Flume	LF	75	\$101.00	\$7,575.00	\$100.00	\$7,500.00
	16	Concrete Driveway Apron, 6-Inch Thick (Undistributed)	SF	480	\$12.00	\$5,760.00	\$15.00	\$7,200.00
	17	Asphaltic Pavement, Type 4MT 58-28S	TON	540	\$197.00	\$106,380.00	\$135.00	\$72,900.00
	17a	Temporary Patch (Asphaltic Cold Patch or Concrete)	SY	1825	\$1.00	\$1,825.00	\$12.00	\$21,900.00
	18	Dense Graded Base	TON	1220	\$24.00	\$29,280.00	\$35.00	\$42,700.00
	19	Excavation Below Subgrade (EBS)	CY	60	\$40.00	\$2,400.00	\$50.00	\$3,000.00
	20	Breaker Run for EBS	TON	120	\$20.00	\$2,400.00	\$35.00	\$4,200.00
	21	Pavement Marking, Epoxy, 6-Inch Yellow	LF	600	\$9.00	\$5,400.00	\$10.00	\$6,000.00
	22	12-Inch PVC Storm Sewer	LF	60	\$210.00	\$12,600.00	\$120.00	\$7,200.00
						\$176,800.00		\$175,600.00
SANITARY SEWER								
	23	6-Inch DR11 HDPE Force Main	LF	3176	\$133.00	\$422,408.00	\$195.00	\$619,320.00
	24	6-Inch 45-Degree Ductile Iron Bend	EA	4	\$690.00	\$2,760.00	\$800.00	\$3,200.00
	25	6-Inch 22.5-Degree Ductile Iron Bend	EA	4	\$680.00	\$2,720.00	\$800.00	\$3,200.00
	26	6-Inch 11.25-Degree Ductile Iron Bend	EA	4	\$685.00	\$2,740.00	\$800.00	\$3,200.00
	27	8-Inch PVC Sanitary Sewer	LF	516	\$192.00	\$99,072.00	\$275.00	\$141,900.00
	28	Connect to Existing Sanitary Sewer (Big Foot Lift Station)	LS	1	\$40,850.00	\$40,850.00	\$20,000.00	\$20,000.00
	29	Connect to Existing Sanitary Sewer (M7010)	LS	1	\$5,775.00	\$5,775.00	\$10,000.00	\$10,000.00
	30	Connect to Existing Force Main (La Grange Dr)	EA	2	\$11,500.00	\$23,000.00	\$15,000.00	\$30,000.00
	31	Air Release Manhole Structure, Complete (60-Inch)	EA	2	\$21,500.00	\$43,000.00	\$25,000.00	\$50,000.00
	32	Air Release Valve Assembly, Complete (6-Inch)	EA	2	\$22,350.00	\$44,700.00	\$7,500.00	\$15,000.00
	33	Bypass Piping Assembly, Complete (6-Inch)	EA	1	\$22,350.00	\$22,350.00	\$6,500.00	\$6,500.00
	34	Bypass Manhole Structure, Complete (7-Ft Dia.)	EA	1	\$20,550.00	\$20,550.00	\$40,000.00	\$40,000.00
	35	Trench Backfill, Force Main	TF	350	\$1.00	\$350.00	\$35.00	\$12,250.00
	36	Abandon Existing Force Main	LS	1	\$5,800.00	\$5,800.00	\$10,000.00	\$10,000.00
	37	Insulation, 2-Inch Thick	SF	64	\$6.00	\$384.00	\$10.00	\$640.00
	38	Bypass Pumping	LS	1	\$9,250.00	\$9,250.00	\$25,000.00	\$25,000.00
						\$745,709.00		\$990,210.00
RESTORATION								
	39	Salvage Topsoil, Seed, Fertilize, Mulch	SY	880	\$11.00	\$9,680.00	\$15.00	\$13,200.00
	40	2025 Turf Restoration Touch-up	SY	45	\$27.00	\$1,215.00	\$100.00	\$4,500.00
						\$10,895.00		\$17,700.00
BASE BID TOTAL:						\$1,152,700.00		\$1,415,805.00
BID ALTERNATE A								
	A1	6-Inch C900 PVC Force Main (add this cost)	LF	3176	\$500.00	\$1,588,000.00	\$5.00	\$15,880.00
						\$1,588,000.00		\$15,880.00
BASE BID + BID ALT A TOTAL:						\$2,740,700.00		\$1,431,685.00



To: FLR Committee
City of Lake Geneva
From: DPW/Parks

Re: Veterans Park Storage Building

The DPW has received bids based on a Request for Proposals (RFP) which was posted per State Statute as a Class II notice for a storage building at Veterans Park.

Overcrowding and limited space of the existing maintenance shop have proven difficult. In the last 10 years new equipment has been purchased including a 16' wide mower to replace an 11' model, a loader tractor with 3 point implements as well as smaller equipment pieces. The crowded shop makes it very difficult to perform any maintenance work on the equipment as there is no room to extend the implements. Due to lack of current space, several pieces of park equipment are stored in multiple areas at the Street Department and Cemetery. This creates an inefficient practice for staff as equipment needs to be transported back and forth between locations in order to securely store the equipment. When there is not enough time for transport, the remaining option is to leave equipment outside, which is not ideal for its security or longevity. The new building would provide cold storage for equipment currently in the heated shop, creating additional space for maintenance work year-round and eliminating the need to transport the equipment to the DPW Shop.

The Lake Geneva Fire Department has also expressed concerns due to overcrowding in the event of an emergency.

Pictures of the current maintenance shop are included to demonstrate the limited space available.

The location for the building was laid out in the original park plans for future expansion needs and was chosen because it is located close to existing utilities;



City of Lake Geneva

Department of Public Works

1065 Carey St.
Lake Geneva, WI 53147
262.248.6644

centrally located in the park and is adjacent to the existing maintenance structure. The building does not interfere with any sports area, future building area or existing or proposed playground area. One tree will be removed and replaced with two similar trees which were included in the construction budget.

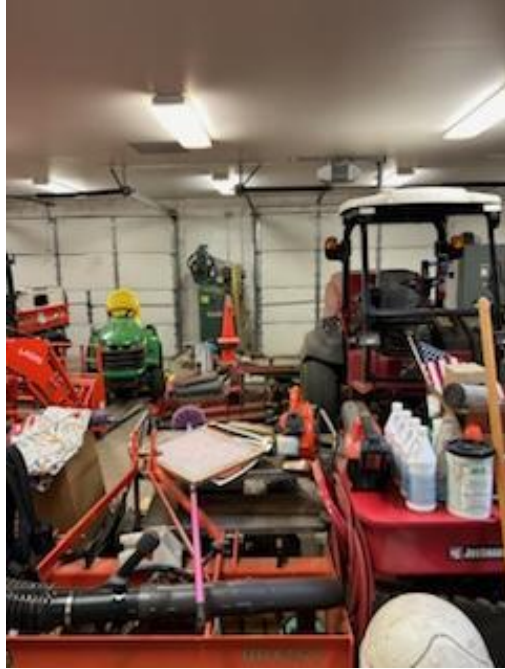
The building was proposed over four years ago and was included in the Capital Improvement Program at the 2023 Budget Hearings and subsequently passed by the Council.

The fund for the building is \$150,000.00. Two bids were received, and both were under budget. Humphreys Contracting; \$117,450.00. Glen Fern Construction; \$129,390.00. The remaining balance is to be used to repair the concrete under the player benches at the ball fields, update the existing asphalt/concrete adjacent to the maintenance buildings; and the purchase of two replacement trees. Construction would start this fall.

The Park Board recommends the addendum of adding the wainscoting to the building.

Staff recommend approval of the RFP from Humphreys Contracting for \$117,450.00.

Respectfully submitted,
Tom Earle, DPW





2024--09 Veterans Park Storage Building		7/17/2024 at 10:00 am
<u>Company</u>		<u>Amount</u>
<u>Glen Fern Construction</u>		
Base Amount		\$122,590
Add 1		\$2,900
Add 2		\$3,900
Total		\$129,390
<u>Humphreys Construction</u>		
Base Amount		\$84,500
Add 1		\$19,050
Add 2		\$13,900
Total		\$117,450.00

City of Lake Geneva

Request for Proposals, Storage Building Project, 2024-09

Veterans Park, 901 E. Townline Rd, LG WI.

Sec. 1. General

- a. Building use; Park cold storage.
- b. Location; Veterans Park
- c. Size; 40' x 30' Pole type building or approved alternate. Flush roof design, no overhang. (typ)
- d. 4/12 pitch. Median height of building shall not exceed 15'.
- e. Standard lower chord truss system.
- f. Truss clearance at heel and center; minimum 11'
- g. End walls shall be purlin blocked.
- h. Roof line wind bracing included.
- i. 2x4 purlins min 24" o/c.
- j. 2x10 headers. Double.
- k. 6"x6" treated posts 8'o/c. set on appropriate concrete footing, uplift protection. Columns shall be three (3) ply unspliced, reinforced spliced or solid wood and shall not be less than 6 inch by 6 inch nominal size.
- l. Building Code enforced; IBC 2015
- m. Wind speed; 90
- n. Wind exposure; C
- o. Any and all required State Approved Plans shall be the responsibility of the proposer. None required.
- p. Local permits to include but not limited to, building, plumbing, electrical, etc. shall be the responsibility of the proposer and supplied 'no-fee' by the City.
- q. All State and local code compliance shall be followed including but not limited to; energy (IECC), electrical, plumbing, building, snow and wind loads, etc.
- r. All electrical, plumbing, HVAC, door and building systems shall have a minimum of a 1 year warranty starting from the day of final payment.
- s. The City is exempt from Federal Excise Tax and State Sales tax therefor proposals shall be made exclusive of these taxes. Proper tax exempt certifications shall be made available to the successful proposer.
- t. The City shall reserve the right to reject any and/or all proposals and to accept the proposal deemed most advantageous to the City.

Furnish, provide, perform, build and install the following for the City to take possession of a fully functional building.

7 pages.

Sec. 2. Excavation, foundation, heating, electrical, garage doors, insulation.

1. Excavation/site prep:

- a. All excavation spoils shall become the property of and the responsibility of the contractor. Saw cutting, spoils, asphalt and/or concrete removal/disposal shall be included. Finish floor elevation shall be set by the City. Asphalt disturbed around building replaced in kind.

2. Foundation, floor:

- a. 6" thick 4000psi concrete floor with 6ml vapor barrier on min. 8" CA6 grade 8 gravel base. Fiber mesh.
- b. Smooth finish, saw cut joints max 100sq/ft.
- c. Cure and seal.
- d. West side of building shall have a 6' wide, 6" thick approach along entire side between building and asphalt path, match grade. North, east and west walls shall have a 3' wide, 4" thick (min) concrete strip pitched away from building min. 1%. Approach and/or strip may be separate or conjoined with floor. Exterior concrete shall have tooled joints, broom finish. Rebar and expansion joint where appropriate. Fiber mesh.
- e. Cure and seal.
- f. Backfilled with black dirt, seed and mulch to industry standard.
- g. NE corner of inside floor shall have (2) 2" pvc sch 80 pipes stubbed 1' above floor against interior wall and 2' past concrete ribbon, 18" below grade. Capped. Pipe supplied by City.

3. Heat:

N/A

4. Electrical:

N/A. City shall provide electrical.

5. Garage doors:

- a. (1) insulated 12'w x 10'h CHI R-17.54 Model 3216 with heavy duty commercial Lift Master Model T 1/2hp opener. White. Or approved alternate. West wall, south.
- b. (1) insulated 10'w x 10'h CHI R-17.54 Model 3216 with heavy duty commercial Lift Master Model T-1/2hp opener. White. Or approved alternate. West wall, middle.
- c. (4) 2 button remote operators shall be included. Programmed.
- d. (1) Hard wired opener push button station for each door located inside next to man door entrance as appropriate.
- e. No windows. Insulated.
- f. OH doors shall include mechanism to be mechanically locked from the inside.

6. Insulation:

See Addendum 1.

Sec. 3. Roof, venting, ceiling, walls, man doors.

1. Roof;

- a. FABRAL Grand Rib 3 Plus or approved alternate. Lifetime film integrity warranty, 35 year fade and chalk warranty. G-90 galvanizing. Matching screw fasteners. Appropriately trimmed, flashed and sealed. Color to match existing building roof, approved by Park Super.

2. Venting;

- a. Marco LP2 Weather-Tite ridge vent, low profile or approved alternate.

b. Ceiling;

- a. None

c. Exterior walls;

- a. FABRAL Grand Rib 3 Plus or approved alternate installed on Tyvek Commercial Wrap or approved alternate on ½" osb. 2x6 nailers appropriately spaced. Lifetime film integrity warranty, 35 year fade and chalk warranty. G-90 galvanizing. To industry standard. Appropriately trimmed, flashed and sealed. Matching screw fasteners. Color to match existing building as close as possible to Parks Superintendents satisfaction.
- b. All trim to be Lake Geneva Green approved by Park Super.
- c. Skirt boards shall be double 2x6 T&G treated
- d. West wall;
 - 1. Man door; Plyco series 20 blocked 3' 0" x 6' 8". 4" 304 stainless steel fixed pin hinge. 2x6 frame. 3 ½" jamb. Lockset to be supplied by City. RH swing out. No window. Centered north side between OH door and building edge. White.
 - 2. Overhead doors; (2) Door specs in Sec 2-5.
- e. North, East and South wall. No improvements.
- f. Any exterior wall/nailer shall be 2x6 lumber.

d. Interior of outside walls.

- a. All walls shall have 16" o/c 2"x4" Nailers.
- b. 5/8" cdx plywood around inside perimeter, screwed to nailers. From ½' above floor to bottom of joists/trusses.
- c. All cutouts included and shall be coordinated with all contractors.

Sec. 4. Remarks

The successful proposer shall be pre-qualified by the City by obtaining and submitting an approved Pre-Qualification packet including Insurance information from the City Clerk. The City may accept proposals without pre-qualification, but the contract shall not be awarded until pre-qualification is approved.

1. All RFP holders shall submit an email address for anyone wishing to be copied on all questions/answers asked by holders regarding the RFP. Questions shall be accepted by the DPW Director at tearle@cityoflakegeneva.com up to five (5) days prior to due date and all answers shall be sent to all email addresses provided a minimum of three (3) days prior to due date.
2. This RFP shall be considered all-inclusive with no aspects being considered as to be 'done by others' unless specifically stated in RFP.
3. Substantial completion shall be within eight (8) months of acceptance by the City with extensions being approved as needed at the sole discretion of the City DPW.
4. The Advertisement for this RFP shall be part of this contract/proposal.
5. All work shall be performed in a substantial professional workmanlike manner to industry standards.

Sec. 5. Insurance and Liabilities

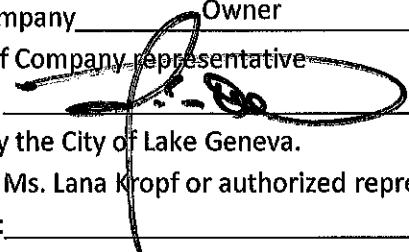
1. The successful proposer shall have Liability Insurance as outlined in the pre-qualification packet naming the City as an additional insured. Minimum \$1 million liability coverage.
2. Proposer agrees to save, defend, indemnify and hold harmless the City of Lake Geneva against all demands, liabilities, costs and expenses connected with the furnishing of any material or labor, or because of any injury to persons or property, or from the violation of law and infringement patents. The City of Lake Geneva in consideration for the proposer complying with the contract as provided for by the specifications, agrees to pay the proposer at the times and in the manner set forth in said specifications the sum and amounts set forth in said specifications the sum and amounts set forth in said proposal, pursuant hereof the contract was awarded to him, it being understood that such payment shall be upon invoices furnished by the contractor. It is further agreed by and between the parties hereto that all differences arising out of increase or diminution of contractors shall be adjusted by the City, the understanding being that the material and workmanship shall be free from all defects which might be caused by the use of poor materials, or improperly done. If during that period it is found that workmanship is defective or that there has been work improperly performed, the contractor shall at his own cost and expense upon written order from the City, entirely remove any defective portion of the work or repair the same under City direction.

Sec. 6. Payments

1. 15% down prior to start.
2. Monthly draws approved by City.

3. Minimum 5% retainage until final approval.

Sec. 7. Agreement

1. The proposer shall hereby agree to provide to the City all of the items in the request for proposals including the advertisement for same.
2. Bid bond included. 5% \$ 3,000
3. Total contract price in numbers \$ 122,590
4. Total contract price in words ONE HUNDRED TWENTY TWO THOUSAND, FIVE HUNDRED, NINETY
5. Submitted by, Company, Glen Fern Construction, LLC
6. Representative (print name) Greg Odden
7. Position in company Owner
 - a. Signature of Company representative  Date 7 / 17 / 2024
8. Acceptance by the City of Lake Geneva.
 - a. City Clerk Ms. Lana Kropf or authorized representative.
Signature: _____ Date ____ / ____ / 2024
 - b. Mayor.
Signature: _____ Date ____ / ____ / 2024
9. Witnesseth that whereas the City, under provision of Sec.62.29 wis stats, and by virtue of authority vested in the said City Council has awarded the contractor the work.
10. The City confirms that adequate funds are available and dedicated for this project.
 - a. City of Lake Geneva Comptroller Ms. Laura Pisarcik.
Signature: _____ Date ____ / ____ / 2024

Addendum 1
Required
City of Lake Geneva Project 2024-09

Sec. 1A. Insulation.

1. Install single bubble vapor barrier above roof purlins. Foil up, white inside.

Cost \$ 2,900=.

Signature Allen Feen Construction date 7/17/2024

1. Acceptance by the City of Lake Geneva.

- a. City Clerk Ms. Lana Kropf or authorized representative.

Signature: _____ Date ____/____/2024

- b. Mayor/Administrator.

Signature: _____ Date ____/____/2024

Addendum 2
Required

Sec. 2A. Wainscoting.

1. Wainscoting around perimeter. Color Lake Geneva Green or as close as possible to Parks Superintendents satisfaction. To match trim.

Cost \$ \$3,900=

Signature Alan Ford Conservation Dept date 2/17/2024

1. Acceptance by the City of Lake Geneva.

a. City Clerk Ms. Lana Kropf or authorized representative.

Signature: _____ Date ____/____/2024

c. Mayor/Administrator.

Signature: _____ Date ____/____/2024

CITY OF LAKE GENEVA ADVERTISEMENT FOR PROPOSALS

PROJECT 2024-09

Veterans Park Storage Building

The City of Lake Geneva is soliciting sealed proposals for a 30x40 foot storage building at Veterans Park in Lake Geneva. Sealed proposals shall be accepted until 10am, 17 July 2024 in the Office of the Lake Geneva City Clerk, 626 Geneva St. Lake Geneva WI 53147 and will be opened at that time in room 2A of City Hall.

Proposals shall be exclusive of sales tax, the City will furnish a tax exempt certificate to the successful proposer. Proposals shall be plainly marked with City of Lake Geneva Veterans Park Storage Building 2024-09, name of proposer and date due. No unsealed, faxed, emailed, electronic, late, unmarked or postage due proposals shall be accepted. The City is not responsible for late or misdirected mail or cartage therefor hand delivery is recommended. This project requires a 5% Bid Bond.

Proposers shall not contact any City Official or Elected representative other than the contact person or persons named in this advertisement. Contact or discussion with any other City Official or elected representative shall be grounds for disqualification.

Successful Proposer shall properly hold the City of Lake Geneva harmless from all damages occurring in any way by proposer's acts or negligence, or that of his employees, agents or workers. Completed Pre-Qualification Packet must be submitted before project is awarded. Proposer must provide indemnity and acceptable insurance in amounts approved by the City in the pre-qualification packet.

For questions on this proposal and bid packets contact Ms. Kassy Vina, DPW Administrative Specialist, (262)248-6644.

City of Lake Geneva

Request for Proposals, Storage Building Project, 2024-09

Veterans Park, 901 E. Townline Rd, LG Wi.

Sec. 1. General

- a. Building use; Park cold storage.
- b. Location; Veterans Park
- c. Size; 40' x 30' Pole type building or approved alternate. Flush roof design, no overhang. (typ)
- d. 4/12 pitch. Median height of building shall not exceed 15'.
- e. Standard lower chord truss system.
- f. Truss clearance at heel and center; minimum 11'
- g. End walls shall be purlin blocked.
- h. Roof line wind bracing included.
- i. 2x4 purlins min 24" o/c.
- j. 2x10 headers. Double.
- k. 6"x6" treated posts 8'o/c. set on appropriate concrete footing, uplift protection. Columns shall be three (3) ply unspliced, reinforced spliced or solid wood and shall not be less than 6 inch by 6 inch nominal size.
- l. Building Code enforced; IBC 2015
- m. Wind speed; 90
- n. Wind exposure; C
- o. Any and all required State Approved Plans shall be the responsibility of the proposer. None required.
- p. Local permits to include but not limited to, building, plumbing, electrical, etc. shall be the responsibility of the proposer and supplied 'no-fee' by the City.
- q. All State and local code compliance shall be followed including but not limited to; energy (IECC), electrical, plumbing, building, snow and wind loads, etc.
- r. All electrical, plumbing, HVAC, door and building systems shall have a minimum of a 1 year warranty starting from the day of final payment.
- s. The City is exempt from Federal Excise Tax and State Sales tax therefor proposals shall be made exclusive of these taxes. Proper tax exempt certifications shall be made available to the successful proposer.
- t. The City shall reserve the right to reject any and/or all proposals and to accept the proposal deemed most advantageous to the City.

Furnish, provide, perform, build and install the following for the City to take possession of a fully functional building.

7 pages.

Sec. 2. Excavation, foundation, heating, electrical, garage doors, insulation.

1. Excavation/site prep:

- a. All excavation spoils shall become the property of and the responsibility of the contractor. Saw cutting, spoils, asphalt and/or concrete removal/disposal shall be included. Finish floor elevation shall be set by the City. Asphalt disturbed around building replaced in kind.

2. Foundation, floor:

- a. 6" thick 4000psi concrete floor with 6ml vapor barrier on min. 8" CA6 grade 8 gravel base. Fiber mesh.
- b. Smooth finish, saw cut joints max 100sq/ft.
- c. Cure and seal.
- d. West side of building shall have a 6' wide, 6" thick approach along entire side between building and asphalt path, match grade. North, east and west walls shall have a 3' wide, 4" thick (min) concrete strip pitched away from building min. 1%. Approach and/or strip may be separate or conjoined with floor. Exterior concrete shall have tooled joints, broom finish. Rebar and expansion joint where appropriate. Fiber mesh.
- e. Cure and seal.
- f. Backfilled with black dirt, seed and mulch to industry standard.
- g. NE corner of inside floor shall have (2) 2" pvc sch 80 pipes stubbed 1' above floor against interior wall and 2' past concrete ribbon, 18" below grade. Capped. Pipe supplied by City.

3. Heat:

N/A

4. Electrical:

N/A. City shall provide electrical.

5. Garage doors:

- a. (1) insulated 12'w x 10'h CHI R-17.54 Model 3216 with heavy duty commercial Lift Master Model T 1/2hp opener. White. Or approved alternate. West wall, south.
- b. (1) insulated 10'w x 10'h CHI R-17.54 Model 3216 with heavy duty commercial Lift Master Model T-1/2hp opener. White. Or approved alternate. West wall, middle.
- c. (4) 2 button remote operators shall be included. Programmed.
- d. (1) Hard wired opener push button station for each door located inside next to man door entrance as appropriate.
- e. No windows. Insulated.
- f. OH doors shall include mechanism to be mechanically locked from the inside.

6. Insulation:

See Addendum 1.

Sec. 3. Roof, venting, ceiling, walls, man doors.

1. Roof;

- a. FABRAL Grand Rib 3 Plus or approved alternate. Lifetime film integrity warranty, 35 year fade and chalk warranty. G-90 galvanizing. Matching screw fasteners. Appropriately trimmed, flashed and sealed. Color to match existing building roof, approved by Park Super.

2. Venting;

- a. Marco LP2 Weather-Tite ridge vent, low profile or approved alternate.

b. Ceiling;

- a. None

c. Exterior walls;

- a. FABRAL Grand Rib 3 Plus or approved alternate installed on Tyvek Commercial Wrap or approved alternate on ½" osb. 2x6 nailers appropriately spaced. Lifetime film integrity warranty, 35 year fade and chalk warranty. G-90 galvanizing. To industry standard. Appropriately trimmed, flashed and sealed. Matching screw fasteners. Color to match existing building as close as possible to Parks Superintendents satisfaction.
- b. All trim to be Lake Geneva Green approved by Park Super.
- c. Skirt boards shall be double 2x6 T&G treated
- d. West wall;
 - 1. Man door; Plyco series 20 blocked 3' 0" x 6' 8". 4" 304 stainless steel fixed pin hinge. 2x6 frame. 3 ½" jamb. Lockset to be supplied by City. RH swing out. No window. Centered north side between OH door and building edge. White.
 - 2. Overhead doors; (2) Door specs in Sec 2-5.
- e. North, East and South wall. No improvements:
- f. Any exterior wall/nailer shall be 2x6 lumber.

d. Interior of outside walls.

- a. All walls shall have 16" o/c 2"x4" Nailers.
- b. 5/8" cdx plywood around inside perimeter, screwed to nailers. From ½' above floor to bottom of joists/trusses.
- c. All cutouts included and shall be coordinated with all contractors.

Sec. 4. Remarks

The successful proposer shall be pre-qualified by the City by obtaining and submitting an approved Pre-Qualification packet including Insurance information from the City Clerk. The City may accept proposals without pre-qualification, but the contract shall not be awarded until pre-qualification is approved.

1. All RFP holders shall submit an email address for anyone wishing to be copied on all questions/answers asked by holders regarding the RFP. Questions shall be accepted by the DPW Director at tearle@cityoflakegeneva.com up to five (5) days prior to due date and all answers shall be sent to all email addresses provided a minimum of three (3) days prior to due date.
2. This RFP shall be considered all-inclusive with no aspects being considered as to be 'done by others' unless specifically stated in RFP.
3. Substantial completion shall be within eight (8) months of acceptance by the City with extensions being approved as needed at the sole discretion of the City DPW.
4. The Advertisement for this RFP shall be part of this contract/proposal.
5. All work shall be performed in a substantial professional workmanlike manner to industry standards.

Sec. 5. Insurance and Liabilities

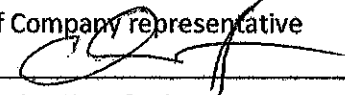
1. The successful proposer shall have Liability Insurance as outlined in the pre-qualification packet naming the City as an additional insured. Minimum \$1 million liability coverage.
2. Proposer agrees to save, defend, indemnify and hold harmless the City of Lake Geneva against all demands, liabilities, costs and expenses connected with the furnishing of any material or labor, or because of any injury to persons or property, or from the violation of law and infringement patents. The City of Lake Geneva in consideration for the proposer complying with the contract as provided for by the specifications, agrees to pay the proposer at the times and in the manner set forth in said specifications the sum and amounts set forth in said specifications the sum and amounts set forth in said proposal, pursuant hereof the contract was awarded to him, it being understood that such payment shall be upon invoices furnished by the contractor. It is further agreed by and between the parties hereto that all differences arising out of increase or diminution of contractors shall be adjusted by the City, the understanding being that the material and workmanship shall be free from all defects which might be caused by the use of poor materials, or improperly done. If during that period it is found that workmanship is defective or that there has been work improperly performed, the contractor shall at his own cost and expense upon written order from the City, entirely remove any defective portion of the work or repair the same under City direction.

Sec. 6. Payments

1. 15% down prior to start.
2. Monthly draws approved by City.

3. Minimum 5% retainage until final approval.

Sec. 7. Agreement

1. The proposer shall hereby agree to provide to the City all of the items in the request for proposals including the advertisement for same.
2. Bid bond included. 5% \$ 4800.00
3. Total contract price in numbers \$ 84,500.00
4. Total contract price in words Eighty Four thousand Five Hundred
5. Submitted by, Company, Humphreys Contracting LLC
6. Representative (print name) Chris Humphreys
7. Position in company Owner
 - a. Signature of Company representative  Date 7 / 11 / 2024
8. Acceptance by the City of Lake Geneva.
 - a. City Clerk Ms. Lana Kropf or authorized representative.
Signature: _____ Date ____/____/2024
 - b. Mayor.
Signature: _____ Date ____/____/2024
9. Witnesseth that whereas the City, under provision of Sec.62.29 wis stats, and by virtue of authority vested in the said City Council has awarded the contractor the work.
10. The City confirms that adequate funds are available and dedicated for this project.
 - a. City of Lake Geneva Comptroller Ms. Laura Pisarcik.
Signature: _____ Date ____/____/2024

Addendum 1
Required
City of Lake Geneva Project 2024-09

Sec. 1A. Insulation.

1. Install single bubble vapor barrier above roof purlins. Foil up, white inside.

Cost \$ Nineteen Thousand Fifty \$19,050.00
Signature  date 7/11/24

1. Acceptance by the City of Lake Geneva.

a. City Clerk Ms. Lana Kropf or authorized representative.

Signature: _____ Date ____/____/2024

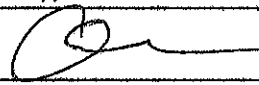
b. Mayor/Administrator.

Signature: _____ Date ____/____/2024

Addendum 2
Required

Sec. 2A. Wainscoting.

1. Wainscoting around perimeter. Color Lake Geneva Green or as close as possible to Parks Superintendents satisfaction. To match trim.

Cost \$ Thirteen thousand nine hundred \$ 13,900.00
Signature  date 7/11/24

1. Acceptance by the City of Lake Geneva.

a. City Clerk Ms. Lana Kropf or authorized representative.

Signature: _____ Date ____/____/2024

c. Mayor/Administrator.

Signature: _____ Date ____/____/2024

Sec. 54-61. Composition. [Code 1992, § 1.33(1); Ord. No. 08-02, 3-10-2008; amended 7-13-2009 by Ord. No. 09-14]

There shall be nine **total** members on the Board of Park Commissioners, **inclusive of the Mayor and an Alderman as non-voting members**. ~~One of the members shall be the Mayor, one member shall be an Alderman, and the rest~~ **All members shall** be citizens **residents** of the City.

Sec. 54-61. Composition. [Code 1992, § 1.33(1); Ord. No. 08-02, 3-10-2008; amended 7-13-2009 by Ord. No. 09-14]

There shall be nine members on the Board of Park Commissioners. One of the members shall be the Mayor, one member shall be an Alderman, and the rest shall be citizens of the City.

Sec. 54-68. Board powers and duties. [Ord. No. 08-02, 3-10-2008; amended 7-13-2009 by Ord. No. 09-14]

The Board of Park Commissioners shall have the duties and powers set forth below:

- (1) Meeting. The Board of Park Commissioners shall meet at least quarterly. The Board may meet as necessary, or as called by the Chairman or as called by a majority of the Board. The Chairperson is responsible for the preparation of the agenda and shall provide a digital or electronic copy of such agenda to the City Clerk for posting and distribution to other Board members and the public at least 48 hours prior to such meeting. All meetings shall be at City Hall. The Acting Secretary shall submit in a timely fashion a digital copy of the meeting minutes to the City Clerk for posting and distribution. If action by the City Council is desired, such action shall be so noted in the minutes. **[Amended 12-10-2012 by Ord. No. 12-26]**
- (2) Duties. The Board of Park Commissioners shall serve as an advisory board to the Common Council. The Board of Park Commissioners shall advise the Council on all matters pertaining to parks, recreation, and forestry. Areas of responsibility shall include but are not limited to: **[Amended 12-10-2012 by Ord. No. 12-26]**
 - a. Creation of subcommittees to effectively monitor and advise on specific issues regarding parks, recreation, or forestry, including the City Tree Board;
 - b. The management, improvement, and care of public parks, parkways, boulevards, and pleasure drives of the City;
 - c. The development of policies, procedures, rules, and regulations pertaining to the use of public parks, City-sponsored recreation programs, and forestry;
 - d. The development of the annual operating and capital budgets for parks, recreation, and forestry;
 - e. The development of a broad variety of recreational programs and services to meet the needs and demands of the community;
 - f. The development of a master plan for the City's park system;
 - g. Advising the Council on issues of land acquisition, use of park impact fees, and leasing and/or land sales or exchanges affecting the City's park system; and
 - h. Advising the Council on levels of staffing required by the City's park system.
- (3) Tree Board. The Board of Park Commissioners shall ~~create and~~ oversee a Tree Board who shall carry out provisions of Wisconsin Statutes and Chapter 82 of the Municipal Code for the City of Lake Geneva, Wisconsin, and such other duties as required to report to the Board of Park Commissioners. ~~There shall be seven members, inclusive of the Mayor and an Alderman, on the Tree Board. All members shall be residents of the City. The Mayor and an Alderman shall be appointed as non-voting members. The resident members shall each serve~~

three-year terms. The terms of the resident members shall be staggered to have approximately one-third of the members' terms expire each year. Appointment of members to the Tree Board shall be recommended by the Mayor and shall be confirmed by the Common Council.

[Amended 12-10-2012 by Ord. No. 12-26; 8-24-2020 by Ord. No. 20-11]

- (4) Powers. The Board of Park Commissioners shall, in accordance with the state law established in W.S.A., § 27.08, exercise the powers granted it, including:
- a. Govern and maintain all public parks and other natural enjoyment areas in the City; improve those areas; secure the quiet and orderly enjoyment of the areas; and create rules and regulations to facilitate the above purposes.
 - b. Acquire property, money, trusts, rights, and privileges through gift, devise, bequest, or condemnation for the City parks.

Gifts shall only be accepted after the Board of Park Commissioners has recommended the gift to the Common Council and the Common Council has approved acceptance by a resolution.

- c. Buy or lease lands in the name of the areas under the control of the Board of Park Commissioners, in accordance with W.S.A., § 27.08(2)(c).
- d. Change or improve all areas under the Board's control.

Sec. 2-313. Composition. [Ord. No. 08-02, 3-10-2008; amended 8-26-2019 by Ord. No. 19-13]

There shall be seven members on the Plan Commission. The membership shall include the Mayor, ~~the President of the Park Board~~, one Alderman, and ~~four~~ **five** ~~citizens~~ **residents of the City**.

MASTER SERVICES AGREEMENT

THIS MASTER SERVICES AGREEMENT (“Agreement”) is entered into as of August 16, 2024, (“Effective Date”) between GovHR USA, a division of MGT of America Consulting, LLC (“GovHR”), with offices located at 4320 West Kennedy Boulevard, Tampa, FL 33609, and the City of Lake Geneva, WI (“Client”), located at 626 Geneva St., Lake Geneva, WI 53147, collectively referred to herein as the “Parties.”

WHEREAS, GovHR offers global technological, educational, organizational and staffing consulting solutions services to the public and private sectors;

WHEREAS, Client anticipates a need within its organization for GovHR’s services; and

WHEREAS, the Parties intend for this Agreement to serve as the governing, contractual basis of GovHR’s provision of future project-level services to Client.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. THIS AGREEMENT AND STATEMENTS OF WORK. The Parties enter into this Agreement to set forth the general terms and conditions that will govern GovHR’s provision of services to Client. Such services will be subsequently agreed upon by the Parties in individual Statements of Work (“SOW”).

Each SOW will state all details required for the proper provision of project-level services, including scope, pricing, period of performance, and other required information (“Services”) each an Exhibit A, Statement of Work, attached hereto and incorporated into the Agreement. Unless otherwise stated in an SOW, all Services shall be performed remotely. Each SOW will require signature by both parties to be effective.

2. CONTRACT DOCUMENTS AND ORDER OF PRECEDENCE. The contract documents consist of this Agreement and all exhibits, attachments, amendments, and SOWs subsequently executed by the Parties and all exhibits, attachments, amendments, and other documents made a part of the SOW (“Contract Documents”). Upon signature by the Parties, all SOWs executed during the Term shall be considered incorporated into and made a part of this Agreement.

In the event of a conflict among the terms and conditions in this Agreement and any SOW, unless that SOW expressly states the intention for the SOW to control with regard to the conflicting term or condition, then this Agreement shall control. Any terms or conditions contained in documents issued by Client other than the Contract Documents, including purchase orders, shall be voidable at GovHR’s discretion.

3. TERM. The term of this Agreement shall commence on the Effective Date and will continue for a period of one (1) year or until terminated in accordance with this Agreement. This Agreement will automatically renew for additional one (1) year terms unless terminated by either party at least thirty (30) days prior to the expiration date.

4. TERMINATION. This Agreement or any individual SOW may be terminated with cause by either party: (a) if the other party materially breaches the terms of this Agreement and fails to cure the breach within thirty (30) calendar days following written notice specifying the breach, or (b) immediately

upon written notice if the other party fails to comply with applicable law or regulation.

5. INSURANCE. During the Term of this Agreement and any SOW, GovHR will maintain the minimum insurance coverages below. GovHR shall provide Certificates of Insurance to Client upon request and as required under SOWs.

a.	Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 annual aggregate
c.	Business Automobile Liability	\$1,000,000 combined single-limit, non-owned and hired. (GovHR does not own autos)
d.	Umbrella/Excess Liability	\$10,000,000 per occurrence & aggregate, follows form
e.	Worker's Compensation	Per Statute
f.	Employer's Liability	\$1,000,000 each accident
f.	Professional Liability	\$6,000,000 aggregate

6. INDEMNIFICATION. To the extent permitted by law, each Party shall fully defend, indemnify and hold harmless the other Party and its officers, directors, employees, agents, representatives, successors and assigns (collectively, "Indemnified Parties") from any and all claims, demands, causes of actions, costs, expenses, liability, losses, or damages including attorney's fees and expenses ("Claims"), whether in law or in equity, for bodily injury, death or property damage arising out of, relating to or caused by, in whole or part, the negligence, errors, omissions or willful misconduct of the indemnifying party or its officials, officers, employees, subcontractors, consultants or agents, relating to or connected with performance under this Agreement, unless Claims are caused wholly by the sole negligence or willful misconduct of the Indemnified Parties.

A Party's indemnity obligations under this Section are contingent upon the indemnified party: a) promptly notifying indemnifying party of each claim; provided, however, that the indemnified Parties failure to give prompt notice to the indemnifying party of any such claim shall not relieve the indemnified party of any obligation under this Section except and to the extent that such failure materially prejudices the indemnifying party's ability to defend against such claim; b) providing the indemnifying party with sole control over the defense and/or settlement thereof, provided however, that indemnifying party shall not settle any claim that includes an admission of wrongdoing by indemnified parties or otherwise adversely affects indemnified parties' interests without prior consent; and c) at the indemnifying party's request and expense, providing full information and reasonable assistance to the indemnifying party with respect to such claim.

7. LIMITATION OF LIABILITY. GovHR shall not be held liable for factors outside of its reasonable control, including losses or damages as a result of Client's provision of inaccurate data, or changing laws, regulations, political conditions.

TO THE EXTENT PERMITTED BY LAW AND EXCEPT AS EXPRESSLY PROVIDED IN THIS AGREEMENT, NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING LOSS OF PROFITS, REVENUE, DATA OR DATA USE, OR LOSS OR INTERRUPTION OF BUSINESS, ARISING OUT OF ANY OF THE TERMS OR CONDITIONS OF THIS AGREEMENT OR WITH RESPECT TO ITS PERFORMANCE HEREUNDER, WHETHER ARISING OUT OF BREACH OF CONTRACT, BREACH OF WARRANTY, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY, STRICT LIABILITY OR ANY OTHER THEORY. THE FOREGOING LIMITATION OF LIABILITY AND EXCLUSION OF DAMAGES APPLIES EVEN IF A PARTY HAD OR SHOULD HAVE HAD

KNOWLEDGE OF THE POSSIBILITY OF SUCH DAMAGES.

To the extent permitted by law, except for actions or claims resulting from GovHR's gross negligence or intentional or willful misconduct, GovHR's total aggregate liability to Client shall be limited to the amount of compensation paid by Client to GovHR under this Agreement in the twelve (12) months prior to the action giving rise to liability.

8. GOVERNING LAW, JURISDICTION AND CONSENT TO SUIT. This Agreement shall be governed by and construed and interpreted in accordance with the laws of the state of Florida, irrespective of the choice of laws principles of the state of Florida, as to all matters including validity, construction, effect, enforceability, performance, and remedies. Client submits itself and its property in any legal action or proceeding relating to this Agreement to the exclusive jurisdiction of any state or federal court within Hillsborough County, Florida and Client hereby accepts venue in each such court.

9. DISPUTE RESOLUTION PROCEDURE. In the event of a dispute, controversy or claim by and between the Parties arising out of matters related to this Agreement, the Parties will first attempt in good faith to resolve through negotiation any such dispute, controversy, or claim. Either party may initiate negotiations by providing written notice to the other party setting forth the subject of the dispute and the relief requested. The recipient of such notice will respond in writing within five (5) business days with a statement of its position on, and recommended solution to, the dispute. If the dispute is not resolved by this exchange of correspondence, then senior management representatives of each party with full settlement authority will meet at a mutually agreeable time and place within fifteen (15) business days of the date of the initial notice to exchange relevant information and perspectives and to attempt to resolve the dispute.

If the dispute is not resolved by negotiation, either party may commence mediation by written request to the other party. The Parties will cooperate in selecting a mediator and in scheduling the mediation proceedings. The mediation shall take place in Tampa, Florida. The Parties will participate in the mediation in good faith and will share equally in its costs. All offers, promises, conduct and statements, whether oral or written, made in the course of the mediation by either of the parties, their agents, employees, experts or attorneys, or by the mediator, are confidential, privileged and inadmissible for any purpose, including impeachment, in any litigation or other proceeding involving the parties; provided, however, that evidence that is otherwise admissible or discoverable shall not be rendered inadmissible or non-discoverable as a result of its use in the mediation.

Either party may seek equitable relief prior to the mediation to preserve the *status quo* pending the completion of that process. Except for such an action to obtain equitable relief, neither party shall commence a civil action with respect to the matters submitted to mediation until after the completion of the initial mediation session, at which time suit may be brought in any court of competent jurisdiction. The prevailing party shall be entitled to an award of all reasonable costs, expenses, and attorneys' fees. In addition, should the dispute under this Agreement involve the failure to pay fees, and the matter is not resolved through negotiation or mediation, Client shall pay all costs of collection, including, but not limited to, GovHR's legal fees and costs should GovHR prevail.

10. CONFIDENTIALITY. Each party shall maintain in confidence and protect from unauthorized disclosure all information exchanged between the Parties that is reasonably understood under the circumstances to be confidential, whether disclosed orally, in writing or marked as confidential ("Confidential Information").

The receiving party shall make all reasonable efforts to protect Confidential Information from disclosure

to unauthorized third parties. Confidential Information may be disclosed to third parties with a need-to-know under the circumstances and who are bound by confidentiality obligations no less restrictive than those herein. Neither party shall use such Confidential Information except in performance of the Services. GovHR may, however, disclose Client's name and the general nature of GovHR's work for Client sales proposals.

The above obligations of confidentiality shall not apply to the extent that the receiving party can show that the relevant information (a) was at the time of receipt already in the receiving party's possession; (b) is, or becomes in the future, public knowledge through no fault or omission of the receiving party; (c) was received from a third-party having the right to disclose; or (d) is required to be disclosed by law.

11. FORCE MAJEURE. Neither party shall be liable or considered at fault for any delay (except for payment) resulting from circumstances beyond the party's reasonable control, including but not limited to fire, flood, earthquake, elements of nature, epidemics, global pandemics, quarantines, acts of God, acts of war, labor disputes, and supply chain disruptions ("Excusable Delays"). The delayed party shall notify the other party in writing upon the discovery of any significant Excusable Delay. During an Excusable Delay, the delayed party shall use reasonable efforts to mitigate costs and damages and to resume performance under this Agreement.

The Parties recognize that GovHR's ability to timely perform under a SOW is contingent upon Client's timely provision of any agreed-upon data, personnel access, or other requirements. If Client's failure to provide to such data, access or other requirements causes significant delays to GovHR's progression of Services, and GovHR incurs losses or damages as a result, then the Parties shall negotiate and execute a SOW amendment for an equitable adjustment to the schedule and for additional costs. GovHR shall provide all substantiating documentation of costs reasonably requested by Client in consideration for any equitable adjustment. Excusable Delays shall not give rise to an equitable adjustment.

12. FEES AND PAYMENT. Unless otherwise set forth in a SOW, all correct invoices submitted by GovHR to Client shall be due and payable upon receipt. If Client disputes an invoice or portion thereof in good faith, then Client shall pay any undisputed portion and provide GovHR with written notice of the dispute, in reasonable detail, and the Parties shall promptly meet to resolve such dispute. GovHR reserves the right to impose an interest charge equal to the lesser of one and one-half percent (1.5%) per month or the maximum allowable by law in respect of any invoice which is outstanding for more than thirty (30) days. GovHR may stop work after sixty (60) days of Client's non-payment of undisputed invoiced amounts.

13. MODIFICATION. This Agreement and any SOW shall only be modified by written amendment signed by the Parties. All signed amendments shall be deemed incorporated into this Agreement by reference.

14. NON-SOLICITATION. During the term of this Agreement and for a period of two (2) years following termination or expiration, neither party shall knowingly, directly or indirectly, solicit nor encourage the solicitation of any person who is, or was within a 12-month period prior to such solicitation, an employee of the other party or its affiliates that became known to the other party as a result of this Agreement, except with the prior written consent of the other party. This provision shall not restrict the right of either party to solicit by public advertisement.

15. ASSIGNMENT. Neither party may assign any rights nor delegate any duties or obligations under this Agreement without the express written consent of the other party. Notwithstanding the foregoing, GovHR, or its permitted successive assignees or transferees, may assign or transfer this Agreement or

delegate any rights or obligations hereunder without consent: (i) to any entity controlled by, or under common control with, GovHR, or its permitted successive assignees or transferees; or (ii) in connection with a merger, reorganization, transfer, sale of assets or change of control or ownership of GovHR, or its permitted successive assignees or transferees.

16. INDEPENDENT CONTRACTOR. It is expressly understood that at all times, while rendering the Services, GovHR is acting as an independent contractor and not as an officer, agent, or employee of the Client. GovHR shall not be required to keep specific work hours (except in the case of specific hours required under employee leasing contracts), equipment, or a specific office, and shall use independent means and methods for performing the Services. For all purposes, including Medicare, Social Security taxes, the Federal Unemployment Act (“FUTA”), income tax withholding, worker’s compensation, and unemployment insurance, GovHR, its personnel and contractors will be treated and deemed independent contractors and not employees of Client.

17. NON-DISCRIMINATION/EQUAL EMPLOYMENT PRACTICES. Neither party shall unlawfully discriminate or permit discrimination against any person or group of persons in any matter prohibited by federal, state, or local laws. During the performance of this Agreement, neither party or their employees, agents, or subcontractors, if any, shall discriminate against any employee or applicant for employment because of age, marital status, religion, gender, sexual orientation, gender identity, race, creed, color, national or ethnic origin, medical conditions, physical disability, or any other classifications protected by local, state, or federal laws or regulations. The parties further agree to be bound by applicable state and federal rules governing equal employment opportunity and non-discrimination.

18. NOTICES. All legal notices required by this Agreement are deemed to have been given when notices are both (1) delivered by email to the email address below, and (2) following such email delivery, a mailed copy of the notice is delivered to the mailing address below.

To GovHR:

Name: GovHR, A division of MGT of
America Consulting, LLC
ATTN: Legal Notice/Contracts
Address: 4320 West Kennedy Blvd.
Tampa, FL 33609
Email: contracts@mgtconsulting.com

To Client:

Name: Lake Geneva, Wisconsin
ATTN: Todd Krause, Mayor
Address: 626 Geneva St.
Lake Geneva, WI 53147
Email: mayor@cityoflakegeneva.gov

If the email address and mailing address is incomplete for a party, then notice shall be mailed to the address on the first page of this Agreement.

19. SEVERABILITY. If any provision of this Agreement shall be declared illegal or invalid for any reason, said illegality or invalidity shall not affect the remaining provisions hereof, but such illegal or invalid provision shall be fully severable, and this Agreement shall be interpreted and enforced as if such illegal or invalid provision had never been included herein.

20. COUNTERPARTS AND EXECUTION. This Agreement and any SOW may be executed in counterparts, each of which when so executed shall be deemed an original and all of which together shall constitute one and the same instrument. The counterparts may be executed by electronic signature and delivered by scanned signature or other electronic means by any of the parties to any other party and the receiving party may rely on the receipt of this Agreement so executed and delivered as if the original had been received.

21. **SURVIVAL.** The sections Term, Termination, Insurance, Indemnification, Limitation of Liability, Governing Law, Jurisdiction, Consent to Suit, Dispute Resolution Procedure, Confidentiality, and Non-Solicitation, of this Agreement and the payment obligations described in any SOW shall survive the termination or expiration of the Agreement or SOW.

22. **ENTIRE AGREEMENT.** This Agreement and all exhibits constitute the entire and only agreement between the Parties. Each party acknowledges that in entering into this Agreement it has not relied on any representation or undertaking, whether oral or in writing, except for those expressly stated herein. Any purchase order provided by the Client will be limited by, and subject to, the terms and conditions of this Agreement.

23. **NON-EXCLUSIVITY.** This Agreement is non-exclusive, and both Parties remain free to enter into similar agreements with third parties. During the term of this Agreement, GovHR may perform Services for any other clients, persons, or companies as GovHR sees fit, so long as the performance of such Services does not interfere with GovHR's performance of obligations under this Agreement, and do not create a conflict of interest.

24. **THIRD PARTY BENEFICIARIES.** Except as specifically set forth herein, nothing in this Agreement is intended or shall be construed to confer upon any person or entity, other than the parties hereto and their successors or assigns, any rights or remedies under or by reason of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Master Services Agreement.

**GOVHR USA, A DIVISION OF MGT OF
AMERICA CONSULTING, LLC**

LAKE GENEVA, WISCONSIN

Name: A. Trey Traviesa
Title: CEO
Date:

Name: Todd Krause
Title: Mayor
Date:

EXHIBIT A
EXECUTIVE RECRUITMENT STATEMENT OF WORK

As of August 16, 2024 (“Effective Date”), **GovHR, a division of MGT of America Consulting, LLC** (“GovHR”) and the **City of Lake Geneva, WI** (“Client”) execute this Statement of Work (“SOW”) pursuant to the Master Services Agreement between the Parties dated August 16, 2024 (“Agreement”).

1. PROJECT

Executive Recruitment for the position of City Administrator.

2. SCOPE

GovHR will provide recruitment and selection services in accordance with GovHR’s proposal dated June 27, 2024. All terms of the Proposal are incorporated herein by reference and supersede in the event of a conflict.

3. PERIOD OF PERFORMANCE/PROJECT TIMELINE

The term of this Statement of Work begins on the Effective Date and terminates upon project completion.

4. COMPENSATION AND REIMBURSABLE EXPENSES

A. Fee. The flat fee for the Recruitment Services described above is \$21,500.

B. Expenses. \$3,500 (not to exceed).

5. INVOICING AND PAYMENT

40% of Recruitment fee due upon contract execution.

40% of Recruitment fee and all expenses incurred to upon presentation of candidates.

The balance of the fees and all remaining expenses will be due upon completion of the recruitment.

Payment of invoices is due within thirty (30) days of receipt.

**GOVHR, A DIVISION OF MGT OF
AMERICA CONSULTING, LLC**

LAKE GENEVA, WISCONSIN

Name: A. Trey Traviesa

Name: Todd Krause

Proposal

JUNE 27, 2024



City Administrator Recruitment Services

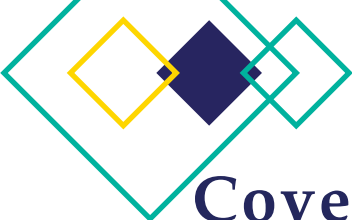
Lake Geneva,
Wisconsin

Submitted by:

MICHELE MORAWSKI
ASSISTANT DIRECTOR, CLIENT SERVICES
630 DUNDEE ROAD, SUITE 225
NORTHBROOK, IL 60062
224.415.3791
mmorawski@govhrusa.com

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Cover Letter



June 27, 2024

City Council
City of Lake Geneva
626 Geneva Street
Lake Geneva, WI 53147

Dear Council Members:

Thank you for the opportunity to provide you with a proposal for the City Administrator recruitment and selection process for the City of Lake Geneva (City). Our proposal provides the City with firm qualifications, key experience, a detailed work plan and timeline, and associated fees to provide services that exceed expectations. We provide a tailored, personal approach to executive recruitment and selection, and can adapt to your specific requirements for the position.

We have some very exciting news to share. GovHR USA (GovHR) has recently been acquired by MGT of America Consulting, LLC (MGT). MGT is a nationally respected leader in public sector management consulting and technology services with a long track record in support of state, local, and education clients. GovHR and MGT are joining forces to take the next step in offering integrated solutions that can accelerate our most important shared goal: dramatically improving lives by *advancing and lifting up the communities we serve*.

Our consultants have worked in all areas of local government leadership including city/county management, human resources, public safety, finance, public works, parks and recreation, and utilities. This combined hands-on knowledge and experience has made MGT and GovHR proven leaders in public sector consulting.

MGT CONTACT INFORMATION

MGT HEADQUARTERS	MGT of America Consulting, LLC 4320 West Kennedy Boulevard Tampa, Florida 33609 P: 813.327.4717 www.mgtconsulting.com FEIN: 81-0890071
PROPOSAL CONTACT	Michele Morawski, Assistant Director, Client Services 630 Dundee Road, Suite 225 Northbrook, Illinois 60062 224.415.3791 mmorawski@govhrusa.com

Thank you for the opportunity to submit a proposal to the City of Lake Geneva. Should you have questions on any aspect of this proposal, please contact **Michele Morawski** at **224.415.3791** or **mmorawski@govhrusa.com**.

Regards,

Patrick J. Dyer, Vice President, *Authorized to bind the firm*



Firm Profile

We impact the communities we serve – for good.

MGT began operations in 1974 as a public sector research firm. Since then, we have significantly expanded our consulting capabilities and client offerings. Today, we are a national consulting firm specializing in ***assisting clients to operate more efficiently and effectively.***

MGT has acquired a keen understanding of the structures, operations, and issues facing public entities. This understanding comes from **nearly 50 years** of experience providing innovative yet practical solutions to public sector clients. We provide objective, creative, expert services in the areas of human capital, finance, technology, programming, and planning. We draw on the expertise of our highly qualified staff, most of whom have prior careers at city-, county-, and state-level government offices. This insider's knowledge of government operations and structure gives MGT a competitive advantage and an ability to hit the ground running from the very start of a project.

MGT has successfully worked with clients on **more than 30,000 projects** to help them adapt to change while maintaining the vision and direction towards their short- and long-term goals. With the recent combination of GovHR, our firm includes **more than 600 professionals and administrative staff** to support our clients' success.

Our Commitment

MGT embraces the most complex challenges with deep commitment, agility, and local expertise to make a measurable and profound social impact. Simply stated, our promise is:

We improve lives by advancing and lifting up your community.

This purpose reflects the company's strong social conscience and service ethic that forms the core of the MGT "Why." MGT models this philosophy by systematically seeking out the highest-impact projects and relationships, encouraging community involvement, and investing in a collaborative and rewarding world-class work environment for employees.

Part of our success is based upon our ***promise to be flexible and responsive.*** We are acutely aware of the political, economic, social, and technological factors that impact today's public sector clients. MGT is structured into several primary consulting divisions to support these needs. **We are pleased to have the Government Consulting Experts within the MGT Performance Solutions Group responsible for leading the completion of this project.**



MGT FIRM AT A
GLANCE

Name: MGT of America Consulting, LLC (MGT)

Founded: 1974

Locations: Headquarters in Tampa, Florida; branch offices nationwide

Staff: 600+ consultants across the country

Structure: Privately held and client-driven

Cooperative Contracts:

Allied States Cooperative (ASC) #23-7449
The Interlocal Purchasing System (TIPS)
#220601

Lines of Business: Government Consulting; Education and Financial Solutions; Diversity and Inclusion; Human Capital; Cybersecurity and Technology

Performance Solutions

The MGT Performance Solutions team has an impressive track record of providing **customized solutions, objective research, creative recommendations, and quality products** that respond to each client's unique needs and time requirements. GovHR is now a part of MGT's Performance Solutions Team.

GovHR USA

GovHR was originally formed as Voorhees Associates in 2009, changed its name to GovHR USA in 2013, and joined MGT (**the nation's leading social impact firm**) in 2023. GovHR provides public management consulting services to local government clients and other public-sector entities across the country. GovHR offers customized executive recruitment services, management studies, and consulting projects for local government and organizations who work with local government. Additionally, GovHR's GovTempsUSA division provides interim staffing solutions to keep operations moving during the recruitment process.

GovHR's consultants are experienced executive recruiters who have conducted **over 1,250 recruitments** working with cities, counties, special districts, and other governmental entities of all sizes throughout the country. They have held leadership positions within local government, giving them an understanding of the complexities and challenges facing today's public sector leaders.

GOVHR'S LEADERSHIP



Heidi Voorhees
(847) 380-3240

HVoorhees@GovHRusa.com

Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients being repeat clients, attesting to the high quality of work performed for them. In addition to her 22 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as Village Manager for the Village of Wilmette, Illinois.



Joellen Cademartori
(847) 380-3238

JCademartori@GovHRusa.com

Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

The Social Impact of MGT's Work

*Impacting
Communities.
For Good.*



Defined by Our Impact

We understand the goals of the City of Lake Geneva and how this search process will ensure a diverse pool of highly qualified candidates for the City.

The MGT team empowers organizations to enhance their teams through innovations in people, processes, and technology to *lift and strengthen their human resources solutions.*

MGT's Primary Consulting Divisions

Our firm includes **more than 600 professionals and administrative staff** to support our clients' success. MGT is structured into the following primary consulting divisions, along with various internal infrastructure groups to support our operations and growth.



Performance Solutions

Our Performance Solutions team provides world-class financial, human capital and equity solutions which enable clients to fully realize the potential of their most valuable resources. Our team excels at fiscal management and operational efficiency assessments that help clients make data-driven decisions, anticipate workforce issues, and integrate technologies to empower our clients to generate critical income and elevate enterprise performance objectives.



Education Solutions

Our Education Solutions originate in our commitment to ensuring that every student has access to a high-quality education as they discover and realize their profound potential.

From pre-K-12 to higher education, we partner with schools, districts, state agencies and colleges and universities to deliver performance improvement and innovation and transformation planning and implementation.



Technology Solutions

Our Technology Solutions business supports state, local, education and private companies as they seek to improve and protect their network infrastructure and data for greater resiliency. We offer world-class IT infrastructure management, cyber security and strategic IT professional staffing. Our deep engineering expertise is foundational to all MGT's technology solutions.

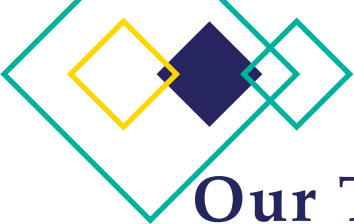
Why Choose MGT/GovHR?

- ✓ **Unparalleled Expertise and Level of Service.** With executive recruitment experience in 44 states, and in communities ranging in population from 1,000 to 3,000,000, we are a leader in the field of local government recruitment and selection. More than 40% of our clients are repeat clients, and 94% of surveys show our overall performance rating as **Outstanding** – indicating a plan to use our services and/or highly recommend us in the future.
- ✓ **Delivering the Best.** We conduct comprehensive **due diligence** on candidates. Our state-of-the-art process includes extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensuring successful recruitment for the City. We will provide important information to potential candidates by developing a high quality, thorough Recruitment Brochure reflecting the knowledge we will have about your community and your organization. Before we recommend a candidate to you, **we ask probing questions** that will verify their expertise during video interviews, reference calls, and news and social media searches.
- ✓ **A Partner from Start to Finish.** We are your partners in this important process. We welcome you to review all the resumes we receive, and we will share our honest assessment of the candidates. Our goal is your **complete satisfaction**. We can strategize with you on a variety of approaches for meeting your recruiting needs, including evaluation of internal candidates, identification of non-traditional candidates who meet your recruitment requirements, succession planning, and mentoring options. We are committed to working with you until you find the candidate that is the best fit for your position.
- ✓ **Services for Any Budget and Any Search.** We strive to meet the specific needs of our clients by offering several options for recruitment services to meet your budget. Our services range from Full Executive Recruitments to Virtual Recruitments and even simply Professional Outreach for those who want to reach a broader network. In the following proposal, we have provided the scope we believe **best fits your needs**.



"We were very impressed by how efficient they worked, their methodology, their insight, and their professionalism."

I would highly recommend MGT and hope to do business with them again for our next study."



Our Team

The success of a consulting engagement is founded on the qualifications of the project team and the way in which it is structured and managed.

MGT employs a team of professionals with backgrounds in local government and the not-for-profit sector. With the City's staffing needs in mind and due to the significance of this recruitment, we have assigned our highly knowledgeable and experienced consultant, Dave De Angelis. He will act as your project manager and primary point of contact for this project. His biography is attached as **Appendix A**.

Project Manager & Main Point of Contact



DAVE DE ANGELIS

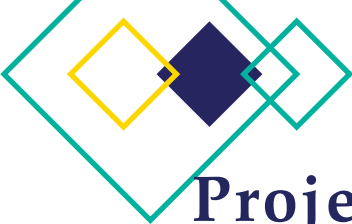
Senior Vice President
847-380-3240
DDeAngelis@GovHRusa.com

Proposal Inquiries



MICHELE MORAWSKI

Assistant Director
Client Services
224.415.3791
MMorawski@GovHRusa.com



Project Approach & Methodology

A detailed plan specifically designed for you.

Project Understanding

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search.

Our clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.



MGT: EXPERTS IN RECRUITING

"The coordination by the consultant helped to alleviate the workload of internal staff. Consultant was willing to customize the process based on the City's needs."

MGT Client Satisfaction Components



PHASE 1 Proposed Work Plan



Activities

MGT treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to successful recruitment. We gain this insight and information through meetings (one on one and in small groups),

surveys, and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

INFORMATION GATHERING

- ♦ One-on-one or group interviews with stakeholders identified by the City.
- ♦ Community forums (in-person or via video) can be used to gather input and feedback.
- ♦ Surveys can be used for department personnel and/or the community to gather feedback.
- ♦ Conversations/interviews with department heads.

A combination of the items listed above can be used to fully understand community and organizational needs and expectations for the position (this proposal includes 12 hours of meetings – additional meetings can be added for a fee of \$150/hour plus actual expenses if incurred). One organizational survey is included. A Community Survey can be conducted for \$2,500. Community Forums are conducted as an optional service.

Development of a **POSITION ANNOUNCEMENT** to be placed on websites and social media.

Development of a thorough **RECRUITMENT BROCHURE** for City review and approval.

Agreement on a detailed **RECRUITMENT TIMETABLE** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to the appointment of the finalist candidate.

PHASE 2 ADVERTISING, CANDIDATE RECRUITMENT, & OUTREACH

Activities

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. Our website is well known in the local government industry – we typically have 17,000+ visits monthly to our website and career center. Additionally, our weekly jobs listings are sent to over 8,000 subscribers.

Phase 2 will include the following:

- ♦ MGT consultants will personally identify and contact potential candidates.
- ♦ Develop a database of potential candidates from across the country unique to the position and to the City, focusing on:
 - Leadership and management skills.
 - Size of organization.
 - Experience in addressing challenges and opportunities also outlined in Phase 1.
 - The database will range from several hundred to thousands of names. An email campaign will be sent to each potential candidate.
- ♦ Placement of the Position Announcement:
 - Public sector online Career Centers.
 - **Social media:** LinkedIn (posted on MGT Executives LinkedIn news feeds to reach over 50,000 connections), Facebook, and Instagram.
 - MGT will provide the City with a list of advertising options for approval.

Activities

Phase 3 will include the following steps:

- ♦ Review and evaluation of candidates' credentials with consideration to the criteria outlined in the Recruitment Brochure.
- ♦ Candidates will be narrowed down to those that meet the qualification criteria.
- ♦ Candidate evaluation process:
 - Completion of a questionnaire explaining prior work experience.
 - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate.
 - References provided by the candidate are contacted.
 - Internet/Social Media search conducted on each finalist candidate.

All resumes will be acknowledged and inquiries from candidates will be personally handled by MGT, ensuring the City's process is professional and well regarded by all who participate.

PHASE 4 PRESENTATION OF RECOMMENDED CANDIDATES

Activities

Phase 4 will include the following steps:

- ♦ MGT will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- ♦ MGT will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" resume for each candidate so that credentials are presented in a uniform way.
- ♦ The City will receive a log of all applicants and may review resumes if requested.
- ♦ Report will arrive in advance of the Recruitment Report Presentation.

MGT will meet with the City to review the recruitment report and provide additional information on the candidates.

Activities

Phase 5 will include MGT completing the following steps:

- ♦ Develop the first and second round interview questions for City review and comment.
- ♦ Coordinate candidate travel and accommodations.
- ♦ Provide City with an electronic file that includes:
 - Candidates' credentials.

PROJECT APPROACH & METHODOLOGY

- Set of questions with room for interviewers to make notes.
- Evaluation sheets to assist interviewers in assessing the candidate's skills and abilities.

Background screening will be conducted along with additional references contacted:

MGT BACKGROUND SCREENING

- | | |
|--|---|
| ✓ Social Security Trace & Verification | ✓ County/Statewide Criminal |
| ✓ US Federal Criminal Search | ✓ Civil Search |
| ✓ Enhanced Verified National Criminal | ✓ Bankruptcy, Leans, and Judgements |
| – National Sex Offender Registry | ✓ Motor Vehicle Record |
| – Most Wanted Lists: Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Interpol | ✓ Education Verification – All Degrees Earned |
| – Office of Foreign Assets Control (OFAC) Terrorist Database Search | Optional: Credit Report – Transunion with score (based on position and state laws) |
| – Office of the Inspector General (OIG), General Services Administration (GSA), System for Award Management (SAM), Food and Drug Administration (FDA) | Optional: |
| – All felonies and misdemeanors reported to the National Database | – Professional License Verification |
| | – Drug Screen |
| | – Employment Verification |

MGT will work with you to develop an interview schedule for the candidates and coordinate travel and accommodations. MGT consultants will be present for all the interviews, serving as a resource and facilitator.

MGT will coordinate a 2-Step Interview process. The first-round interviews will include four to five candidates. The second-round interviews will include two or three candidates. MGT will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- ♦ Tour of City facilities.
- ♦ Interviews with senior staff.

PHASE 6
APPOINTMENT OF CANDIDATE

Activities

- ♦ MGT will assist you as much as requested with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- ♦ MGT will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Project Timeline

Based on our experience in conducting similar projects, we anticipate the proposed project can be completed within 14 weeks of project initiation as illustrated in **Exhibit 1**.

Exhibit 1. Proposed Schedule

WORK PLAN TASKS	WEEK													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase 1: Position Assessment, Position Announcement, & Brochure														
Phase 2: Advertising, Candidate Recruitment, & Outreach														
Phase 3: Candidate Evaluation & Screening														
Phase 4: Presentation of Recommended Candidates														
Phase 5: Interviewing Process & Background Screening														
Phase 6: Appointment of Candidate														

Commitment to Diversity, Equity, & Inclusion in Recruitments

MGT is a leader in diversity, equity, and inclusion (DEI) consulting services, strategic planning, and organization transformation. MGT's experience working in diverse communities across the United States and working with organizations seeking to change organization culture is critical to the success of all our projects. We have a track record of building awareness, solutions, and direction for systemic change by generating transformative ideas and solutions, information, and practices into operational strategies, which help us stand out in all our projects.

MGT is also one of the original and premier disparity research firms in the country. Disparity studies were the first instance of bringing principles of diversity, equity, and inclusion into the public sector, through the procurement process, and since 1990, **MGT has conducted more than 230 public sector disparity studies**. These studies are designed to improve procurement departments, promote and advance equity, and improve economic outcomes for diverse communities that have been historically marginalized by analyzing policies, practices, and programs to increase the utilization of minority- and women-owned businesses. Clients that have conducted a disparity study are in the unique position to increase and improve systematic equity through procurement and contracting, which can ultimately promote economic empowerment by creating strong business and employment pipelines in communities of color.

MGT's GovHR also has a long-standing commitment to DEI. Since the firm's inception they have supported, with their time and financial resources, organizations that advance underrepresented populations in local government. These include the National Forum for Black Public Administrators, the Local Government Hispanic Network, The League of Women in Government, and CivicPride. Our Team Members have moderated and spoken on DEI topics at the International City and County Management Association conference and state conferences. Our employees and consultants have undergone Implicit Bias Training, and we are frequent speakers on incorporating equity and inclusion into all levels of local

government. Additionally, we provide a list of DEI resources on the homepage of the website at GovHRusa.com.

MGT's GovHR has formally partnered with the National Forum for Black Public Administrators' consulting arm, i4x, and in several recruitment and selection processes throughout the country including Toledo, OH; Fort Collins, CO; Ann Arbor, MI; Oakland, MI; and Arlington, TX. Our partnership reflects our mutual commitment to advancing DEI values and increasing the diversity of local government leaders at the highest levels of local government organizations.

MGT/GovHR's Recommendations to **RECRUIT** and Retain Top Talent

RESPONSIVE: ROLL OUT THE WELCOME MAT! Candidates may struggle with relocating for a new position as well as being concerned about the “fit” with a new team. It is important to include costs for your top candidate(s) to travel to your location for the final interview process. Our team will work with you to create a welcoming, informative experience for both you and the candidate(s).

ENCOURAGING: Employee development is a must-have in today's market. Candidates appreciate their employer investing in them as much as they are investing themselves in the job. Consider “up and coming” candidates who may lack one or two preferred skills and assign a mentor or invest in a course to encourage their professional development. A mentor/training program will also help establish a peer-to-peer connection and make them feel more comfortable about the transition to a new job.

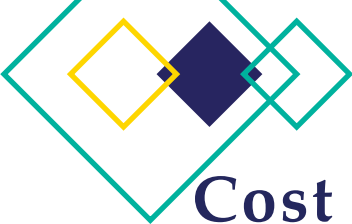
COMPETITIVE: Our team will guide you in offering a competitive market rate compensation and competitive benefits package attractive to today's candidates. Competitive employers must include relocation expenses and should consider signing bonuses and temporary housing.

RESOURCEFUL: Review your job description – do you need public sector experience? Are the years' experience you list essential, or can that be preferred? Consider a more resourceful approach when reviewing candidates' experience. Carefully assess requirements such as Certified Public Accountant (CPA), Professional Engineer, and others that will limit your talent pool – consider using the word “ideally” or “preferably.”

UNDERSTANDING: These past few years have, without a doubt, changed the work environment. Competitive employers have recognized this and are offering flexible/hybrid/remote work options. Those positions that offer this type of flexibility consistently receive a better candidate response rate.

INNOVATIVE: Think about what is unique and attractive about your community and organization and highlight that in your recruitment efforts. Talk about organizational culture and what your values are with respect to your employees. MGT will assist you in being as innovative as possible in your outreach.

TRANSPARENT: Some states now mandate listing salary ranges in any job advertisements or postings. More and more companies are showing at least a salary range in their postings to promote pay transparency and equity. Post the salary range you will use for hiring – it is public information. If we make it too difficult for candidates to find out the salary, they will move on to the next opportunity.



Cost Proposal

Defined by Impact. Driven by People.

Dedicated to the Community.

We take pride in customizing our client's needs — and we will work with you to ensure our fees are aligned with your expectations and budget.

Full Scope Recruitment

Summary of Costs	Price
Recruitment Fee	\$21,500
Recruitment Expenses (not to exceed) Expenses include candidate due diligence efforts	\$1,500
Advertising <i>*Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, Client is only billed for actual cost.</i>	\$2,000*
TOTAL:	\$25,000**

***Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the City for reimbursement.*

Possible in-person meetings could include:

- ♦ Recruitment brochure interview process
- ♦ Presentation of recommended candidates
- ♦ Interview Process

Any additional consultant visits requested by the City (beyond the three visits listed above) will be billed at \$150/hour. The additional visits may also result in an increase in the travel expenses billed.

*This fee does not include travel and accommodation for candidates interviewed.

Payment for Fees & Services

- ♦ **1st Invoice:** Contract Award (40% of the Recruitment Fee).
- ♦ **2nd Invoice:** Presentation of Candidates (40% of the Recruitment Fee & expenses incurred to date).
- ♦ **Final Invoice:** Completion of Recruitment (20% of the Recruitment Fee plus all remaining expenses).

Payment of invoices is due within thirty (30) days of receipt.

Our Guarantee – Full Scope Recruitment

MGT is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not select from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond Phase I advertising is requested, the City will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the City.

Upon appointment of a candidate, MGT provides the following guarantee: should the selected and appointed candidate, at the request of the City or the employee's own determination, leave the employ of the City within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within six months of the employee's departure.

Limited Scope Recruitment Scope of Services

MGT offers the option for a "Limited Scope" recruitment process, designed for clients who require only partial assistance with recruitment. The first several components of a Limited Scope Recruitment Process and a Full Recruitment and Selection Process are similar.

The consultant will:

- ♦ Meet with employees and other stakeholders.
- ♦ Develop a Recruitment Flyer for the position.
- ♦ Develop and place position announcements on websites and on social media outlets.
- ♦ Conduct outreach for candidates via personal and electronic contacts (up to 6 hours).
- ♦ Review all resumes.
- ♦ Conduct video interviews.
- ♦ Complete references for select candidates.
- ♦ Prepare an electronic Recruitment Portfolio that includes the information on the recommended candidates. This will be provided to the City a few days in advance of a candidate presentation meeting.

At this point in the Limited Scope Recruitment process, MGT involvement will be complete.

The key differences between the Limited Scope Recruitment Process and the Full Recruitment and Selection Process are:

- ♦ A Recruitment Flyer, instead of a full Brochure, will be prepared for the Limited Scope Recruitment.
- ♦ MGT will not conduct background investigations (court, credit, motor vehicle records checks, etc.)
- ♦ MGT will not offer any guarantee regarding the selection and tenure of the candidates. MGT will bill the City immediately after presentation of candidates and will not redo the recruitment and selection process if the City is unsuccessful in hiring someone from the group of recommended candidates.
- ♦ Development of interview questions, second interview questions, and assistance with contract negotiations will be the responsibility of the City.

Limited Scope Recruitment Price Proposal

Summary of Costs	Price
Recruitment Fee	\$20,000
Advertising <i>*Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, Client is only billed for actual cost.</i>	\$2,000*
TOTAL:	\$22,000**

***Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the City for reimbursement.*

Possible in-person meetings could include:

- ♦ Recruitment brochure interview process
- ♦ Presentation of recommended candidates

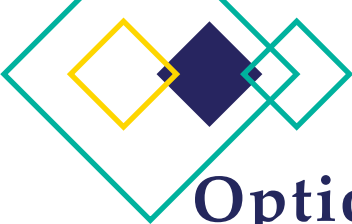
Any additional consultant visits requested by the City (beyond the two visits listed above) will be billed at \$150/hour. The additional visits may also result in an increase in the travel expenses billed.

*This fee does not include travel and accommodation for candidates interviewed.

Payment for Fees & Services

- ♦ **1st Invoice:** Contract Award (50% of the Recruitment Fee).
- ♦ **Final Invoice:** Completion of Recruitment (50% of the Recruitment Fee plus all expenses).

Payment of invoices is due within thirty (30) days of receipt.



Optional Services

The Nation's Recruitment Leader.

Having a solid plan in place is the only way to reach your long-term vision and goals, and we want to see you thrive. Our variety of services can be personalized to make the most of your strengths and give you an extra layer of support where you need it. We offer the following additional service offerings:

GOVTEMPSUSA

Need an Interim? GovTempsUSA, a division of MGT, specializes in the temporary placement of positions in local government. The firm offers short-term assignments in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their careers.

RECORDED ONE-WAY VIDEO INTERVIEW OF CANDIDATES

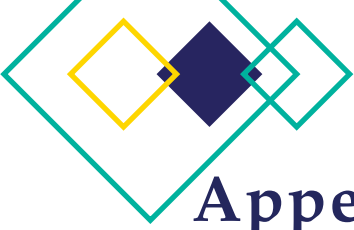
Candidates we recommend for your consideration can complete a one-way video interview with three to five questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview at a cost of \$100 per candidate.

LEADERSHIP/PERSONALITY TESTING

MGT has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the City is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC, and others. Depending on the evaluation type, selected fees can range between \$100 to \$500 per candidate.

360° EVALUATION

As a service to the City, we offer the option of providing you with a proposal for a 360° performance evaluation for the appointed position at six months into their employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the City feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, MGT will prepare a proposal for this service.



Appendix A. Consultant Biography

The biography of our proposed consultant is provided on the following page.



Senior Vice President | GovHR, within MGT's Social Impact Solutions

David De Angelis

David De Angelis is a Senior Vice-President with GovHR USA, working on both executive search, general management consulting assignments as well as interim administrator roles. He has more than 30 years of experience in local government administration and leadership.



David has experience as both a full-time elected mayor for the City of Muskego for nine years as well as Village Manager for Elm Grove for almost 21 years. In both communities he was an innovator for process change and further professionalization of the organizations while creating positive workplace collaborative improvements and collegial work environments. This was done both in the high growth 1990's and the fiscally challenging 2000's until today.

David has also completed multiple organizational evaluations for his communities over the years including upsizing and rightsizing operations, both of which were achieved with an attention to existing staffing and fiscal sustainability. David has had a direct hand in guiding human resources functions for both the City of Muskego and the Village of Elm Grove including the recruitment of all executive positions and department-level staff.

Since joining GovHR in August of 2023, David has been involved in or conducted 10 recruitments across multiple disciplines, including administrators, community development directors, Highway Commissioner, Criminal Justice Reform, Public Works Directors, and treasurer. Mr. De Angelis has proven himself to be a regional leader in intergovernmental cooperation working across all lines of government. He was a founding member of the Waukesha County Cooperation Council, Community Liaison for the regional sewage district (Milwaukee Metropolitan Sewerage District), and Chairmen of the Act 150 County Library Committee, as well as having been part of multiple regional studies through the Southeastern Regional Planning Commission and State of Wisconsin study committees.

Professional Education

Bachelor of Science in Business Management, Cardinal Stritch University

Certified Public Administrator, University of Wisconsin, Milwaukee

Credentialed Manager, ICMA (non-active)

Awards

American Planning Association Legislator of the Year Award 2002 Life

Lifesaving Award- City of Muskego

James R. Ryan Lifetime Achievement Award, Wisconsin Public Policy Forum

WCMA Lifetime Achievement Award

Memberships & Affiliations

Board of Directors – Past President Wisconsin City/County Management Association

Board of Directors – Past President of the Milwaukee Area Municipal Employers Association

Board of Directors – President (18 years) of League of Wisconsin Municipalities Mutual Insurance

Board of Directors – League of Wisconsin Municipalities

Board of Directors – Waukesha County Economic Development Corporation

Professional Development & Speaking Engagements

Guest lecturer University of Wisconsin – Milwaukee, MPA program

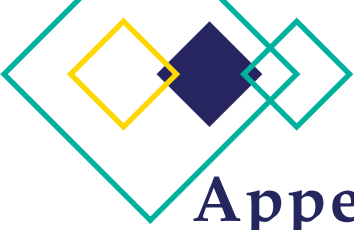
Presentations to GFOA WI on Tax Incremental Law Changes

Presentations to Wisconsin City/County Managers Associations on Law changes, management styles, and local government cooperation

Professional Background

30 Years of Experience in Local Government

- Village Manager, Elm Grove, WI, 2002-2023
- Mayor, City of Muskego, WI, 1993-2002



Appendix B. Client List

A list of the clients we have had the pleasure of partnering with that complements the City's recruitment request is provided on the following page.

City Management Client List

State	Client	Position Title	Year	Population
Alaska	Bethel	City Manager	2019	6,500
	Bethel	City Manager	2023	6,500
	Homer	City Manager (Professional Outreach)	2019	5,300
	Homer	City Manager (Professional Outreach)	2024	5,300
	Seward	City Manager	2019	2,693
	Unalaska	City Manager	2017	4,768
Arizona	Buckeye	City Manager	2021	69,744
	Kingman	City Manager	2023	34,669
California	Antioch	City Manager	2024	115,264
Colorado	Dacono	City Manager	2024	6,494
	Eagle	Town Manager	2017	6,739
	Englewood	City Manager	2019	34,957
	Loveland	City Manager	2024	82,460
	Bloomfield	Town Manager	2024	21,301
Connecticut	Cheshire	Town Manager	2017	29,261
	East Hampton	Town Manager	2019	13,000
	Enfield	Town Manager	2015	45,246
	Enfield	Town Manager	2018	45,246
	Enfield	Town Manager	2022	45,246
	Granby	Town Manager	2023	11,375
	Manchester	General Manager	2021	59,710
	Meriden	City Manager	2018	60,838
	Simsbury	Town Manager	2023	25,517
Delaware	Newark	City Manager	2018	33,398
Florida	Apopka	City Administrator	2024	55,496
	Lakeland	City Manager	2020	110,000
	Miami Beach	City Manager	2024	88,000
	Ponce Inlet	Town Manager	2022	3,411
Georgia	Albany	City Manager	2021	77,434
	Decatur	City Manager	2018	25,000
Illinois	Algonquin	Village Manager	2012	30,947
	Arlington Heights	Village Manager	2014	75,500
	Barrington	Village Manager	2018	10,455
	Bensenville	Village Manager	2015	20,703
	Bloomington	City Manager	2018	78,005
	Buffalo Grove	Village Manager	2010	42,909
	Carbondale	City Manager	2011	25,092
	Cary	Village Administrator	2011	17,840
	Centralia	City Manager	2020	13,000
	Clarendon Hills	Village Administrator	2014	8,653
	Clarendon Hills	Village Manager	2010	8,653

	Crest Hill	City Administrator	2015	21,169
	Crest Hill	City Administrator	2021	21,169
	Crest Hill	City Administrator	2024	21,169
	Decatur	City Manager	2014	76,178
	Decatur	City Manager	2018	76,178
	Decatur	Deputy City Manager	2019	76,178
	DeKalb	City Manager	2013	44,862
	DeKalb	City Manager	2018	43,849
	Dixon	City Manager	2015	18,601
	East Moline	City Administrator	2011	21,300
	East Moline	City Administrator	2016	21,300
	East Peoria	City Administrator	2016	23,503
	Effingham	City Administrator	2010	12,384
	Effingham	City Administrator	2018	12,577
	Elmhurst	City Manager	2010	46,387
	Forsyth	Village Administrator	2021	3,490
	Fox Lake	Village Administrator	2013	10,550
	Fox Lake	Village Administrator	2021	10,550
	Freeport	City Manager	2017	25,000
	Galesburg	City Manager	2010	33,706
	Galesburg	City Manager	2022	33,706
	Galesburg	City Manager	2023	33,706
	Geneseo	City Administrator (Virtual)	2019	6,500
	Glen Ellyn	Village Manager	2010	27,000
	Glencoe	Village Manager	2013	8,900
	Greenville	City Manager	2021	7,000
	Hanover Park	Village Manager	2012	38,510
	Highland Park	City Manager	2011	31,365
	Hinsdale	Village Manager	2013	17,631
	Homer Glen	Village Manager	2011	24,220
	Inverness	Village Administrator	2013	7,400
	Joliet	City Manager	2013	147,806
	Joliet	City Manager	2017	147,806
	Kenilworth	Village Manager	2012	2,562
	Kenilworth	Village Manager	2024	2,562
	La Grange	Village Manager	2022	15,610
	La Grange	Village Manager	2017	15,610
	Lake Barrington	Village Administrator	2022	4,879
	Lake Forest	City Manager	2018	19,375
	Lake Villa	Village Administrator	2013	8,774
	Lake Zurich	Village Manager	2015	19,967
	Libertyville	Village Manager	2016	20,431
	Lincoln	City Administrator	2014	14,500
	Lincolnshire	Village Manager	2012	7,500
	Lindenhurst	Village Administrator	2017	14,468
	Lisle Township	Township Administrator (Virtual)	2024	119,040
	Lombard	Village Manager	2013	43,815
	Long Grove	Village Manager	2023	8,153

	Marengo	City Administrator	2011	7,614
	McHenry	City Administrator	2023	27,135
	Mettawa	Part-time Village Administrator	2010	500
	Mokena	Village Administrator	2015	19,042
	Moline	City Administrator	2017	43,100
	Monmouth	City Administrator	2014	9,444
	Morton Grove	Village Administrator	2011	23,500
	Morton Grove	Village Administrator	2024	23,500
	Mt. Prospect	Village Manager	2015	54,771
	Mundelein	Village Administrator	2020	31,385
	New Lenox	Village Administrator	2011	25,000
	Niles	Village Manager	2021	30,001
	Normal	City Manager	2017	54,264
	North Chicago	Chief of Staff	2021	30,020
	Northbrook	Village Manager	2021	35,000
	Northfield	Village Manager	2023	5,400
	Oak Brook	Village Manager	2014	8,058
	Oak Brook	Village Manager	2021	8,058
	Oak Park	Village Manager	2021	52,000
	Oak Park Township	Township Manager	2023	51,774
	Orland Park	Village Manager	2016	60,000
	Orland Park	Village Manager	2019	60,000
	Palos Heights	City Administrator (Virtual)	2021	12,480
	Pekin	City Manager	2016	33,223
	Pingree Grove	Village Manager	2020	10,000
	Pingree Grove	Village Manager	2023	10,000
	Plainfield	Village Administrator	2021	41,734
	Princeton	City Manager	2011	7,700
	Princeton	City Manager	2019	7,700
	River Forest	Village Administrator	2010	11,635
	River Forest	Village Administrator	2021	11,635
	Rock Island	City Manager	2011	39,684
	Rock Island	City Manager	2021	39,684
	Savoy	Village Administrator (Virtual)	2020	8,607
	Schaumburg Township	Township Administrator (Virtual)	2021	140,000
	Schiller Park	Village Manager	2015	11,692
	Shorewood	Village Administrator	2018	17,495
	Skokie	Village Manager	2013	67,824
	Sycamore	City Manager (Professional Outreach)	2021	18,557
	Tinley Park	Village Manager	2013	56,831
	Vernon Hills	Village Manager	2021	25,911
	Villa Park	Village Manager	2022	22,038
	Volo	Village Administrator	2013	6,283
	Washington	City Administrator	2015	15,700
	Washington	City Administrator	2021	15,700
	Wauconda	Village Administrator	2013	14,125
	Wauconda	Village Administrator	2017	14,125
	Wauconda	Village Administrator	2021	14,125

	Willowbrook	Village Administrator	2019	8,967
	Woodridge	Village Administrator	2017	33,256
Indiana	Munster	Town Manager	2014	23,603
	St. John	Town Manager (Professional Outreach)	2020	18,047
Iowa	Bondurant	City Administrator	2017	5,493
	Burlington	City Manager	2011	25,663
	Indianola	City Manager	2022	15,833
	Knoxville	City Manager	2021	7,300
	Marshalltown	City Administrator	2024	27,338
	Muscatine	City Administrator	2020	23,819
	Newton	City Administrator	2016	15,000
	Washington	City Administrator	2011	7,266
	Webster City	City Manager	2016	8,000
	West Liberty	City Manager	2013	3,736
	Windsor Heights	City Administrator	2023	4,860
	Windsor Heights	City Administrator	2019	4,860
Kentucky	Paducah	City Manager	2021	24,850
	Paris	City Manager	2021	9,846
Maine	Bangor	City Manager	2021	33,039
Maryland	Greenbelt	City Manager	2016	23,753
	Hagerstown	City Administrator	2015	40,612
	Sykesville	Town Manager	2019	3,941
	Takoma Park	City Manager	2023	17,629
	Westminster	City Administrator	2021	18,522
Massachusetts	Cambridge	City Manager	2016	110,000
	Eastham	Town Administrator	2016	4,956
	Provincetown	Town Manager	2015	2,990
	Wayland	Town Manager	2022	13,882
	Williamstown	Town Manager	2015	8,400
	Williamstown	Town Manager	2021	8,400
Michigan	Adrian	City Administrator	2018	20,676
	Adrian	City Administrator	2020	20,676
	Albany	City Manager	2018	8,337
	Alpena	City Manager	2012	10,410
	Caro	City Manager	2012	4,208
	Charlotte	City Manager	2020	9,100
	Clawson	City Manager	2021	11,946
	Delta Charter Township	Township Manager	2014	32,400
	Eastpointe	City Manager	2019	32,673
	Ferndale	City Manager	2019	20,428
	Hamtramck	City Manager	2017	21,752
	Kalamazoo	City Manager	2013	75,000
	Lincoln Park	City Manager	2019	36,665
	Oakland Township	Township Manager	2013	16,779
	Oakland Township	Township Manager	2018	19,132
	Rochester	City Manager	2022	13,017
	Rochester	City Manager	2015	13,017
	Royal Oak	City Manager	2020	59,112

	Troy	City Manager	2018	83,181
	Troy	City Manager	2024	83,181
Minnesota	Becker	City Administrator	2021	4,874
	Blaine	Director of Administrative Services	2024	67,939
	Fairmont	City Administrator	2024	10,477
	Golden Valley	City Manager	2024	22,715
	Hibbing	City Administrator	2021	15,855
	Lindström	City Administrator	2023	4,888
	Minnetonka	City Manager	2022	53,953
	Scandia	City Administrator	2023	4,149
	St. Joseph	City Administrator	2022	7,342
	St. Louis Park	City Manager	2021	48,662
	Waconia	City Administrator	2021	13,500
Missouri	Ballwin	City Administrator	2020	30,181
	Cape Girardeau	City Manager	2020	38,000
	Ferguson	City Manager	2015	21,111
	Jackson	City Administrator	2024	15,702
	Maryland Heights	City Administrator	2015	27,436
	Ozark	City Administrator	2024	21,284
	Republic	City Administrator	2016	15,590
	South Lyon	City Manager	2018	11,327
	University City	City Manager	2017	35,172
	Warrensburg	City Manager	2021	20,200
	Webster Groves	City Manager	2020	22,800
	Wildwood	City Administrator	2014	35,517
	Wildwood	City Manager	2019	35,524
Nebraska	Nebraska City	City Administrator	2022	7,200
Nevada	Boulder City	City Manager	2021	16,207
New Hampshire	Portsmouth	City Manager	2019	21,796
New Jersey	Waldwick	Borough Administrator	2015	9,800
New York	Mamaroneck (Town)	Town Administrator	2021	29,156
	Mamaroneck (Village)	Village Manager	2018	19,426
	New Rochelle	City Manager	2022	79,067
	Scarsdale	Village Manager	2021	17,837
North Carolina	Albemarle	City Manager	2024	16,404
	Ayden	Town Manager	2023	5,000
North Dakota	Minot	City Manager	2020	45,700
Ohio	Oberlin	City Manager	2016	8,390
Pennsylvania	Ferguson Township	Township Manager	2017	18,300
	Ferguson Township	Township Manager	2022	18,300
	Mt. Lebanon	Municipal Manager	2015	33,137
	Patton Township	Township Manager	2022	15,801
	South Fayette Township	Township Manager	2018	14,416
Rhode Island	North Kingstown	Town Manager	2015	26,326
Tennessee	Oak Ridge	City Manager	2023	31,402
Texas	Burleson	City Manager	2011	36,990
	Burleson	City Manager	2018	43,960
	Missouri City	City Manager	2022	74,139

Vermont	Winooski	City Manager	2022	7,997
Virginia	Chesapeake	City Manager	2019	245,000
	Newport News	City Manager	2023	181,958
	Portsmouth	City Manager	2020	96,000
	Salem	City Manager	2019	25,643
	Virginia Beach	City Manager	2019	442,707
Washington	Burien	City Manager	2022	52,066
	Duvall	City Administrator (Professional Outreach)	2021	8,090
West Virginia	Bridgeport	City Manager	2019	8,582
	Bridgeport	City Manager	2021	8,582
	Morgantown	City Manager	2016	31,000
Wisconsin	Baraboo	City Administrator	2019	12,048
	Beaver Dam	City Administrator	2021	16,291
	Bellevue	Village Administrator	2018	15,524
	Beloit (City)	City Manager	2015	36,966
	Beloit (Town)	Town Administrator	2016	7,083
	Beloit (Town)	Town Administrator	2020	7,083
	Brown Deer	Village Manager	2012	12,000
	Burlington	City Administrator	2014	10,511
	Cedarburg	Town Administrator	2015	11,475
	Fond du Lac	City Manager	2012	43,021
	Fort Atkinson	City Manager	2012	12,300
	Franklin	Director of Administration	2019	36,155
	Glendale	City Administrator	2016	12,920
	Harrison	Village Manager	2021	13,185
	Hartford	City Administrator	2015	14,251
	Hobart	Village Administrator	2016	8,500
	Janesville	City Manager	2013	63,480
	Lake Geneva	City Administrator	2015	7,710
	Lisbon	Town Administrator/Clerk	2014	10,734
	Monroe	City Administrator	2020	10,827
	Oak Creek	City Administrator	2016	35,243
	Plymouth	City Administrator/Utilities Manager	2020	8,540
	Plymouth	Director of City Services	2010	8,540
	Prairie du Chien	City Administrator	2017	5,900
	Princeton	City Administrator	2010	1,504
	Rhineland	City Administrator	2018	7,800
	Richfield	Village Administrator	2009	11,500
	Rome	Town Administrator	2016	2,720
	Sheboygan	City Administrator	2023	48,327
	Shorewood	Village Manager	2017	13,331
	Waukesha	City Administrator	2012	71,158
	Waukesha	City Administrator	2014	71,158
	Waukesha	City Administrator	2023	71,158
	West Bend	City Administrator	2016	31,000
	Whitewater	City Manager	2012	14,300
	Whitewater	City Manager	2022	14,300

Request for Proposal (RFP) for Short-Term Rental (STR) Software Tracking, Monitoring, and Reporting for Municipalities

Introduction

The City of Lake Geneva, Wisconsin is seeking a comprehensive Short-Term Rental (STR) software solution to effectively track, monitor, and report on STR activity within our jurisdiction. This RFP outlines our requirements and invites qualified vendors to submit proposals detailing their capabilities to assist us in achieving our goals of promoting responsible STR operations and ensuring compliance with local regulations.

Background

Established in 1837, Lake Geneva was originally developed as a recreational retreat for upper-class families from the metropolitan areas of Chicago, Milwaukee, and Racine. Located on the eastern shore of Geneva Lake, the City of Lake Geneva is now a popular tourist destination as well as a vibrant full-service city. The 2020 census identified 8,277 residents but estimates in 2024 reach near 10,000. All STRs must be licensed by the State of Wisconsin as well as the city. Currently, there are approximately 86 licensed STRs in the city but it is believed there are many more operating illegally.

The Building and Zoning Department oversees the STR program and a full-time Code Enforcement officer manages STR monitoring and compliance. The challenge is locating unlicensed STRs, determining their level of rental activity, and bringing them into the STR-licensed program. It is believed that at least 100 additional STRs should be brought into compliance.

The current STR ordinance is soon to be strengthened and will be implemented at the end of the 2024 peak rental season. Distinguishing between Commercial Indoor Lodging properties located in the business district and STRs properties located in neighborhoods is needed.

Residents, particularly near the lake have voiced the strongest opposition to STRs because of noise, large groups, parking, and loss of a neighborhood environment. We are emphasizing resident reporting but further data is needed to track bookings and payment of room taxes.

Objectives

The primary objectives of implementing an STR software solution are to:

- **Identify and Track STRs:** Accurately identify and track all STRs operating within the City of Lake Geneva, including those listed on various platforms.
- **Monitor Compliance:** Ensure STR operators comply with local regulations, including licensing, occupancy limits, and safety standards.
- **Facilitate Enforcement:** Streamline the enforcement process by providing tools to identify and address non-compliant STRs.
- **Collect and Manage Data:** Collect and manage data on STR activity, including occupancy rates, rental income, and complaints.
- **Generate Reports:** Generate comprehensive reports to support data-driven decision-making and policy development.

- **Enhance Transparency and Communication:** Provide a platform for transparent communication and information sharing with residents, STR operators, and other stakeholders.

Requirements

The ideal STR software solution should offer the following functionalities:

1. STR Identification and Tracking

- **Platform Integration:** Seamlessly integrate with major STR listing platforms (e.g., Airbnb, VRBO, Booking.com, Facebook Marketplace) to identify, verify, and track listings within the City of Lake Geneva. **In addition, verify all listing platforms by websites, posts, and advertisements including web links/URLs.**
- **Address Verification:** Accurately verify and validate STR addresses to ensure accurate tracking and enforcement **such as tax records and property photos.**
- **Owner and Operator Identification:** Collect and maintain information on STR owners and operators.
- **License and Permit Tracking:** Track and manage STR licenses and permits to ensure compliance.

2. Compliance Monitoring

- **Automated Compliance Checks:** Automatically check STR listings against local regulations to identify potential violations **and confirm that company personnel have verified the data.**
- **Complaint Management:** Provide a system for receiving, tracking, and addressing complaints related to STRs.
- **Enforcement Tools:** Provide tools to facilitate enforcement actions, such as issuing notices of violation or generating reports for legal proceedings.

3. Data Collection and Management

- **Data Aggregation:** Collect and aggregate data from various sources, including STR platforms, tax collection systems, and complaint records.
- **Data Analysis:** Provide tools for analyzing STR data to identify trends, patterns, and areas of concern.
- **Data Sharing:** Enable secure sharing of STR data with relevant departments and agencies.

4. Reporting

- **Customizable Reports:** Generate customizable reports on STR activity, compliance, and enforcement efforts.
- **Data Visualization:** Present data in visually appealing and easy-to-understand formats, such as charts, graphs, and maps.
- **Public-Facing Dashboard:** Provide a public-facing dashboard to share relevant STR data with residents and other stakeholders.

5. Communication and Engagement

- **Resident Portal:** Provide a portal for residents to submit concerns, and complaints, access information, and stay informed about STR activity. Confidentially, track residents who frequently report concerns or complaints.
- **STR Operator Portal:** Provide a portal for STR operators to register, submit required information, and access relevant resources.
- **Communication Tools:** Facilitate communication and engagement with residents, STR operators, and other stakeholders.

6. Additional Features

- **Tax Collection and Remittance:** Integrate with room tax collection systems to facilitate the collection and remittance of STR room taxes.
- **Mapping and GIS Integration:** Integrate with Geographic Information System (GIS) tools to visualize and analyze STR data spatially.
- **Scalability:** Accommodate the City of Lake Geneva's current and future needs as STR activity grows or regulations change.

Proposal Submission

Interested vendors should submit a proposal that includes the following information:

- **Company Overview:** Provide a brief overview of your company, including its history, size, and experience in providing STR solutions to municipalities.
- **Solution Overview:** Describe your STR software solution in detail, highlighting its key features and benefits.
- **Implementation and Support:** Outline your implementation process and ongoing support services.
- **Pricing and Contract Terms:** Provide detailed pricing information and contract terms.
- **References:** Provide a list of municipalities that are currently using your solution.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Functionality:** The extent to which the proposed solution meets the requirements outlined in this RFP.
- **Ease of Use:** The user-friendliness and intuitiveness of the software interface for both municipal staff and the public.
- **Data Security and Privacy:** The measures in place to ensure the security and privacy of sensitive data.
- **Integration Capabilities:** The ability of the solution to integrate with existing municipal systems and third-party tools.
- **Customer Support:** The quality and responsiveness of customer support services.
- **Pricing:** The overall cost-effectiveness of the proposed solution.

Timeline

- **RFP Release Date:** TBD
- **Proposal Submission Deadline:** October 1, 2024
- **Vendor Presentations:** October 7-11, 2024

- **Contract Award:** November 1, 2024

Contact Information

For any questions or clarifications regarding this RFP, please contact:

Building & Zoning Department

626 Geneva Street
Lake Geneva, WI 53147

Fred Walling
Building & Zoning Administrator
bzadmin@cityoflakegeneva.gov
Phone: 262-248-3911

We look forward to receiving your proposals and partnering with a vendor who can provide a comprehensive STR software solution to support our efforts in managing and regulating STRs within our municipality.

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Bank account = "43257"

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

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

Invoice.Batch = "07192024","07262024","07292024","07312024","0"

Check Issue Date	Check Number	Vendor Number	Payee	Amount
07/31/2024	62024	6858	ELAN FINANCIAL SERVICES	10,351.54
07/19/2024	86272	2108	AT&T LONG DISTANCE	354.44
07/19/2024	86273	2109	AT&T MOBILITY	715.77
07/19/2024	86274	5770	AT&T TELECONFERENCE SERVICES	31.52
07/19/2024	86275	6214	CAPITAL ONE	86.78
07/19/2024	86276	73	CORPUS, MARIANA	1,000.00
07/19/2024	86277	6129	DE LAGE LANDEN FINANCIAL SERVICES INC	253.75
07/19/2024	86278	2409	DOMINION VOTING SYSTEMS INC	338.41
07/19/2024	86279	6474	GFC LEASING-WI	247.81
07/19/2024	86280	72	JENDRA, AMY	1,000.00
07/19/2024	86281	71	JENKNER, LISA	840.00
07/19/2024	86282	70	LIEBICH, DEVIN	1,000.00
07/19/2024	86283	5001	VERIZON WIRELESS	38.01
07/19/2024	86284	5071	WE ENERGIES	55.06
07/19/2024	86285	6755	ZMUDZINSKI, ELIZABETH	45.00
07/29/2024	86294	6160	AMAZON CAPITAL SERVICES	6,339.93
07/29/2024	86295	2104	AT&T	5,488.40
07/29/2024	86296	6767	AT&T	338.90
07/29/2024	86297	79	BANDO JR, SALVATORE	400.00
07/29/2024	86298	76	BAUR, NATALIE	910.00
07/29/2024	86299	3354	BRENT SPOTZ	47.08
07/29/2024	86300	6263	CHARTER COMMUNICATIONS	359.97
07/29/2024	86301	6263	CHARTER COMMUNICATIONS	339.96
07/29/2024	86302	7052	JOHNSON TRACTOR	16,575.49
07/29/2024	86303	6524	JONES, HEATHER	5,959.94
07/29/2024	86304	3233	RHYME BUSINESS PRODUCTS	155.54
07/29/2024	86305	5071	WE ENERGIES	449.15
07/29/2024	86306	5428	CITY OF LAKE GENEVA POLICE DEPT	148.41
Grand Totals:				53,870.86

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
11-00-00-21100	.00	16,680.97-	16,680.97-
11-00-00-44140	400.00	.00	400.00
11-10-00-51390	60.60	.00	60.60
11-12-00-52210	82.04	.00	82.04
11-12-00-53100	137.20	.00	137.20
11-12-00-53610	155.54	.00	155.54
11-14-30-53100	314.65	.00	314.65
11-14-30-53110	338.41	.00	338.41

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
11-15-10-53100	450.73	.00	450.73
11-15-10-54500	140.52	.00	140.52
11-16-10-52210	1,030.83	.00	1,030.83
11-16-10-52240	239.94	.00	239.94
11-16-10-53500	26.94	.00	26.94
11-21-00-52210	1,293.05	.00	1,293.05
11-21-00-52220	4.78	.00	4.78
11-21-00-52620	2,894.49	.00	2,894.49
11-21-00-53120	144.65	.00	144.65
11-21-00-53300	34.22	.00	34.22
11-21-00-53310	57.86	.00	57.86
11-21-00-53610	3.76	.00	3.76
11-22-00-51150	50.89	.00	50.89
11-22-00-51380	286.52	.00	286.52
11-22-00-52175	291.58	.00	291.58
11-22-00-52210	1,234.77	.00	1,234.77
11-22-00-52240	62.67	.00	62.67
11-22-00-53100	44.54	.00	44.54
11-22-00-53120	2.99	.00	2.99
11-22-00-53400	253.75	.00	253.75
11-22-00-53410	618.63	.00	618.63
11-22-00-53500	1,215.44	.00	1,215.44
11-22-00-53510	31.99	.00	31.99
11-22-00-58000	70.79	.00	70.79
11-22-00-58100	242.59	.00	242.59
11-22-00-58110	115.88	.00	115.88
11-24-00-53100	2,209.94	.00	2,209.94
11-32-10-52210	257.27	.00	257.27
11-32-10-52240	60.28	.00	60.28
11-32-10-52500	877.83	.00	877.83
11-32-10-53400	184.52	.00	184.52
11-32-10-53410	324.15	.00	324.15
11-32-10-53990	169.86	.00	169.86
11-32-13-52200	71.73	.00	71.73
11-32-13-54100	111.80	.00	111.80
11-34-10-52610	20.39	.00	20.39
11-51-10-52240	25.50	.00	25.50
11-52-00-52240	9.57	.00	9.57
11-52-00-53400	14.99	.00	14.99
11-52-01-52240	9.90	.00	9.90
40-00-00-21100	250.00	5,583.29-	5,333.29-
40-52-11-53990	28.87	.00	28.87
40-54-10-53520	19.49	.00	19.49
40-55-10-23530	5,000.00	.00	5,000.00
40-55-10-46740	.00	250.00-	250.00-
40-55-10-52210	54.43	.00	54.43
40-55-10-52240	41.33	.00	41.33
40-55-10-53160	126.60	.00	126.60
40-55-20-52210	312.57	.00	312.57
42-00-00-21100	.00	416.65-	416.65-
42-34-50-52210	54.81	.00	54.81
42-34-50-52500	78.08	.00	78.08
42-34-50-53100	259.76	.00	259.76

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
42-34-50-53400	24.00	.00	24.00
43-00-00-21100	.00	1,020.92-	1,020.92-
43-22-00-17010	1,020.92	.00	1,020.92
47-00-00-21100	.00	6,865.32-	6,865.32-
47-00-00-57212	5,833.34	.00	5,833.34
47-70-00-57155	1,031.98	.00	1,031.98
48-00-00-21100	.00	59.10-	59.10-
48-00-00-52210	44.78	.00	44.78
48-00-00-52240	14.32	.00	14.32
50-00-00-21100	.00	16,575.49-	16,575.49-
50-32-00-58000	16,575.49	.00	16,575.49
61-00-00-21100	.00	275.27-	275.27-
61-00-00-53500	115.00	.00	115.00
61-00-00-53510	39.99	.00	39.99
61-00-00-93601	66.39	.00	66.39
61-00-00-93602	53.89	.00	53.89
62-00-00-10700	768.93	.00	768.93
62-00-00-21100	.00	769.41-	769.41-
62-00-00-92100	.48	.00	.48
99-00-00-21100	3.91	5,878.35-	5,874.44-
99-00-00-52110	1,579.04	.00	1,579.04
99-00-00-52210	255.95	.00	255.95
99-00-00-52220	35.92	.00	35.92
99-00-00-53100	109.53	.00	109.53
99-00-00-53120	14.77	.00	14.77
99-00-00-53500	117.48	.00	117.48
99-00-00-54100	442.01	.00	442.01
99-00-00-54110	1,400.11	3.91-	1,396.20
99-00-00-54120	99.95	.00	99.95
99-00-00-54140	232.79	.00	232.79
99-00-00-54150	569.61	.00	569.61
99-00-00-54155	11.64	.00	11.64
99-00-00-55120	195.61	.00	195.61
99-00-00-55140	54.23	.00	54.23
99-00-00-55150	277.90	.00	277.90
99-00-00-55170	234.00	.00	234.00
99-00-00-55320	247.81	.00	247.81
Grand Totals:	54,378.68	54,378.68-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Bank.Bank account = "43257"

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

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

Invoice.Batch = "07192024","07262024","07292024","07312024","0"

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Batch =

"08072024","08072024A","08072024B","P08092024","P08092024A","P08092024B","F08092024","F08092024A","F08092024B","F08092024C"

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
4IMPRINT INC				
27666592	07/16/2024	GROWLER, LID, EASTON VACU	11-22-00-57360 DONATION PURCHASES	1,005.45
Total 4IMPRINT INC:				1,005.45
A.J. ANICH LUMBER COMPANY				
79412A	06/26/2024	MATERIALS FOR NO PARKING	11-21-00-53420 PD SPECIAL EQUIPMENT	162.50
Total A.J. ANICH LUMBER COMPANY:				162.50
ALL PRO CLEANING SYSTEMS				
3611	07/16/2024	BUILDING CLEANING	99-00-00-53600 LIBRARY BLDG MAINT SERVICES	2,990.00
3611	07/16/2024	BUILDING CLEANING	99-00-00-53600 LIBRARY BLDG MAINT SERVICES	198.00-
Total ALL PRO CLEANING SYSTEMS:				2,792.00
AO BAUER GLASS INC				
85088	07/08/2024	FRONT COUNTER WINDOW RE	11-16-10-52400 CITY HALL BUILDING REPAIRS	176.44
Total AO BAUER GLASS INC:				176.44
APG SOUTHERN WISCONSIN				
REIMB JAZZ F	07/30/2024	TOURISM GRANT REIMB-JAZZ	47-70-00-57150 PROMOTIONAL GRANT	15,000.00
Total APG SOUTHERN WISCONSIN:				15,000.00
ASPHALT CONTRACTORS INC				
APPLICATION	05/23/2024	2023 MARIANE TERRANCE AND	43-32-10-17010 STREET IMP PROGRAM	23,107.16
Total ASPHALT CONTRACTORS INC:				23,107.16
ASSOCIATED APPRAISAL CONSULTANTS INC				
175611	08/01/2024	AUG 2024 ASSESSMENT SVC	11-15-40-52100 ASSESSOR CONTRACTED SERVICES	3,541.67
Total ASSOCIATED APPRAISAL CONSULTANTS INC:				3,541.67
AURORA MEDICAL GROUP				
1123496	06/16/2024	PRE-EMPLOYMENT TESTING-	11-22-00-58400 PRE-EMPLOYMENT TESTING	1,823.00
1394838	07/08/2024	BLOOD DRAW	11-21-00-53800 PD SPECIAL INVESTIGATIONS	175.00
Total AURORA MEDICAL GROUP:				1,998.00
AUTOMATIC ENTRANCES OF WI INC				
2039501	07/29/2024	AUTOMATIC DOOR MAINT.-RES	99-00-00-53600 LIBRARY BLDG MAINT SERVICES	370.00
Total AUTOMATIC ENTRANCES OF WI INC:				370.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
BATZNER PEST CONTROL				
63033616	07/11/2024	RIV PEST CONTROL	40-55-20-53600 RIV MAINTENANCE SERVICE COSTS	173.03
Total BATZNER PEST CONTROL:				173.03
BEARINGS INC SOUTH				
603735	07/18/2024	BANDED BELT	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	874.27
Total BEARINGS INC SOUTH:				874.27
BLACKHAWK TECHNICAL COLLEGE				
S0343714	07/03/2024	MCNEIL-TRAINING	11-21-00-54100 PD TRAINING EXPENSES	250.00
Total BLACKHAWK TECHNICAL COLLEGE:				250.00
BOTTS WELDING & TRK SERV INC				
702896	07/30/2024	CUSTOME HOSE ASSEMBLY	11-32-10-53500 BLDG MAINT SUPPLIES-STR DEPT	600.72
Total BOTTS WELDING & TRK SERV INC:				600.72
BOUND TREE MEDICAL LLC				
85367368	06/03/2024	SHARPS CONTAINER, SPIT HO	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	19.48
85392977	06/25/2024	CURAPLEX,HAND RINSE,DRUG	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	314.58
85399348	07/01/2024	KIT, HARD CASE	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	274.32
85399349	07/01/2024	CURAPLEX,ARS NEEDLE,TOWE	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	480.41
85411276	07/11/2024	BURETROL, IV SET, STETHOSC	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	324.93
85414264	07/15/2024	DRUG LOCK, PULL TIGHT SEAL	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	37.49
85414265	07/15/2024	CURAPLEX COLD PACK LRG, C	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	66.43
Total BOUND TREE MEDICAL LLC:				1,517.64
BREEZY HILL NURSERY				
INV/2024/2655	07/19/2024	LANDSCAPE MAINT	11-52-00-53620 GROUNDS FERTILIZER/WEED CONTR	260.10
Total BREEZY HILL NURSERY:				260.10
BRIAN WALES, PIANO TUNER				
7-6-24	07/06/2024	PIANO TUNING-7/6 EVENT	40-55-10-46740 UPPER RIVIERA REVENUE	170.00
Total BRIAN WALES, PIANO TUNER:				170.00
BRODART CO				
B6808298	06/22/2024	YOUTH BOOKS	99-00-00-54110 LIBRARY YOUTH MATERIALS	361.66
B6812958	06/29/2024	ADULT BOOKS	99-00-00-54100 LIBRARY ADULT MATERIALS	278.24
B6812958	06/29/2024	NON-PRINT/ADULT AUDIO BOO	99-00-00-54140 LIBRARY NONPRINT MATERIALS	18.38
B6813484	06/29/2024	YOUTH BOOKS	99-00-00-54110 LIBRARY YOUTH MATERIALS	10.63
B6816266	07/06/2024	YOUTH BOOKS	99-00-00-54110 LIBRARY YOUTH MATERIALS	157.67
B6819818	07/13/2024	YOUTH BOOKS	99-00-00-54110 LIBRARY YOUTH MATERIALS	11.66
B6819884	07/13/2024	ADULT BOOKS	99-00-00-54100 LIBRARY ADULT MATERIALS	896.61
B6819884	07/13/2024	NON-PRINT/ADULT AUDIO BOO	99-00-00-54140 LIBRARY NONPRINT MATERIALS	74.18
B6823878	07/19/2024	YOUTH BOOKS	99-00-00-54110 LIBRARY YOUTH MATERIALS	2.40-
B6823940	07/20/2024	ADULT BOOKS	99-00-00-54100 LIBRARY ADULT MATERIALS	1,223.99
B6823940	07/20/2024	NON-PRINT/ADULT AUDIO BOO	99-00-00-54140 LIBRARY NONPRINT MATERIALS	23.98
B6828889	07/27/2024	ADULT BOOKS	99-00-00-54100 LIBRARY ADULT MATERIALS	518.10
B6828889	07/27/2024	NON-PRINT/ADULT AUDIO BOO	99-00-00-54140 LIBRARY NONPRINT MATERIALS	30.70
B6829056	07/27/2024	YOUTH BOOKS	99-00-00-54110 LIBRARY YOUTH MATERIALS	405.74

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total BRODART CO:				4,009.14
BUMPER TO BUMPER				
662-486254	05/07/2024	SWITCHES	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	7.09
662-489327	07/24/2024	HYDRAULIC OIL	11-32-10-53410 VEHICLE-FUEL & OIL	286.17
662-489380	07/25/2024	TEARDROP PULL BAR	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	24.09
662-489502	07/29/2024	STANDARD CAPSULE	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	8.19
Total BUMPER TO BUMPER:				325.54
BUREAU OF CORRECTIONAL ENTERPRISES				
#306-195760	07/23/2024	BATHROOM SUPPLIES	11-16-10-53500 CITY HALL BLDG MAINT SUPPLIES	180.58
#306-195760	07/23/2024	C-FOLD TOWELS	11-51-10-52400 MUSEUM-MAINTENANCE & REPAIRS	33.22
Total BUREAU OF CORRECTIONAL ENTERPRISES:				213.80
CDW GOVERNMENT				
RQ46761	06/05/2024	TUF GAMING CURVED MON	11-22-00-54500 FIRE IT SERVICES	340.74
SF61870	07/09/2024	CRADLEPOINT RENEWAL	11-22-00-54500 FIRE IT SERVICES	2,500.00
SJ02051	07/15/2024	DELL 7010,TANDBERG RDX QUI	11-22-00-58500 EQUIPMENT OUTLAY	1,105.55
SJ86807	07/17/2024	MICROSVR,SATA, REMOVABLE	11-22-00-58500 EQUIPMENT OUTLAY	2,203.20
Total CDW GOVERNMENT:				6,149.49
CHUDADA, JOHN				
REFUND JUL	07/19/2024	REFUND-PURCHASED COMM B	40-52-11-46760 BOAT LAUNCH RAMP INCOME	90.00
Total CHUDADA, JOHN:				90.00
CINTAS FIRE PROTECTION				
0F36690116	07/25/2024	ANNUAL FIRE EXT TESTING MA	11-32-10-53600 ST DEPT BLDG MAINT SERV COSTS	445.22
Total CINTAS FIRE PROTECTION:				445.22
CINTAS FIRST AID & SAFETY				
5221699901	07/23/2024	FIRST AID CABINET RESTOCK	11-32-10-53900 FIRST AID AND SAFETY SUPPLIES	78.98
Total CINTAS FIRST AID & SAFETY:				78.98
CITY OF LAKE GENEVA BID				
MURALS IN M	07/22/2024	REIMB-MURALS IN MOTION	47-70-00-57150 PROMOTIONAL GRANT	23,549.00
Total CITY OF LAKE GENEVA BID:				23,549.00
CLEAN WATER ENGINEERING LLC				
1071	07/03/2024	COMM PLUMBING INSP-JUNE	11-24-00-52190 CONTRACT BUILDING INSPECTOR	270.00
Total CLEAN WATER ENGINEERING LLC:				270.00
COLUMN SOFTWARE PBC				
757B236D-000	07/02/2024	LN-LAGOON	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	258.00
757B236D-000	07/09/2024	LN-PUBLIC NOTICE	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	145.14
CB1F7F24-000	07/03/2024	LN-ABSENTEE BALLOT	11-00-00-13910 A/R BILL OUTS	164.24
CB1F7F24-000	07/03/2024	LN-ABSENTEE BALLOT	11-14-30-53110 BALLOTS/OTHER ELECTION EXPENSE	20.51
CB1F7F24-000	07/03/2024	LN-AUG 2024 PUBLIC TEST	11-00-00-13910 A/R BILL OUTS	45.84
CB1F7F24-000	07/03/2024	LN-AUG 2024 PUBLIC TEST	11-14-30-53110 BALLOTS/OTHER ELECTION EXPENSE	5.73

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
CB1F7F24-000	07/26/2024	LN-GENERAL LEGAL NOTICE	11-10-00-53150 PUBLICATION FEES REIMBURSABLE	76.86
Total COLUMN SOFTWARE PBC:				716.32
DEKIND COMPUTER CONSULTANTS				
39064-1	06/03/2024	O365-JULY 2024	11-21-00-53050 DATA PROCESSING	416.00
39064-2	06/03/2024	O365-JUL 2024	11-22-00-54500 FIRE IT SERVICES	508.00
39307-1	07/01/2024	O365-AUG 2024	11-21-00-53050 DATA PROCESSING	416.00
39307-2	07/01/2024	O365-AUG 2024	11-22-00-54500 FIRE IT SERVICES	508.00
39549	08/01/2024	IT SERVICES-SEPT 2024	11-15-10-54500 COMPUTER IT SVC & EQUIPMENT	7,633.00
39549-1	08/01/2024	O365-SEPT 2024	11-21-00-53050 DATA PROCESSING	416.00
39549-2	08/01/2024	O365-SEPT 2024	11-22-00-54500 FIRE IT SERVICES	508.00
Total DEKIND COMPUTER CONSULTANTS:				10,405.00
DEL'S SERVICE				
DELJUN2024	07/01/2024	GASOLINE	11-32-10-53410 VEHICLE-FUEL & OIL	2,894.20
DELJUN2024	07/01/2024	GASOLINE	42-34-50-53410 VEHICLE SUPPLIES-FUEL	91.55
Total DEL'S SERVICE:				2,985.75
DINGES FIRE COMPANY				
54492	06/07/2024	FAST LOC KIT-LONG	11-22-00-52175 2% FIRE DUES EXPENSES	555.55
54495	06/07/2024	LOCKWOOD HOOK, 6', 12' DRY	11-22-00-52175 2% FIRE DUES EXPENSES	795.43
54766	06/13/2024	2.5 QUICLOC MT PLATE	11-22-00-52175 2% FIRE DUES EXPENSES	107.78
55736	06/24/2024	4" OR 5" STORZ MOUNTING PL	11-22-00-52175 2% FIRE DUES EXPENSES	2,307.30
56054	07/03/2024	MILWAUKEE M18 16" PPV CHAR	11-22-00-52175 2% FIRE DUES EXPENSES	6,004.00
56522	07/19/2024	LION REDZONE PARTICULATE	11-22-00-52175 2% FIRE DUES EXPENSES	610.61
56573	07/22/2024	LOCKWOOD HOOK OAL 10FT	11-22-00-52175 2% FIRE DUES EXPENSES	232.73
56673	07/25/2024	MENS KNOCKDOWN ELITE BO	11-22-00-58000 FIRE EQUIPMENT/SUPPLIES	430.00
56698	07/26/2024	ELK-O-LITE, MONITORS, HAND	11-22-00-52175 2% FIRE DUES EXPENSES	3,597.93
Total DINGES FIRE COMPANY:				14,641.33
DUNN LUMBER				
1699742	04/24/2024	4 CYCLE FUEL	11-22-00-53410 FD FUEL EXPENSE	68.97
1763380	07/01/2024	NO PARKING SIGNS MATERIAL	11-21-00-53420 PD SPECIAL EQUIPMENT	77.92
1765172	07/02/2024	BAR & CHAIN OIL QT STIHL	11-22-00-53510 EQUIP MAINT SUPPLIES-FIRE DEPT	37.75
1772928	07/11/2024	WHEEL BARROW	40-54-10-53520 BEACH MAINTENANCE SUPPLIES	119.99
1774843	07/14/2024	PLIERS-RIOT GEAR EQUIP	11-21-00-53420 PD SPECIAL EQUIPMENT	43.35
177530	07/15/2024	KEYS CUT ON SINGLE SIDE	11-52-00-53500 BLDG MAINT SUPPLIES-PARKS	8.37
1775475	07/15/2024	KEYS CUT ON SINGLE SIDE	11-52-00-53500 BLDG MAINT SUPPLIES-PARKS	2.79
1779391	07/18/2024	CHLORINE LIQ GAL, MULIPURP	40-55-20-53500 BLDG MAINT SUPPLIES-LOWER RIV	82.72
1780304	07/19/2024	ANGLE BROOM, RUST/STAIN R	11-52-00-53400 PARKS OPERATING SUPPLIES	57.96
1783750	07/23/2024	MOP HANDLE	11-52-00-53500 BLDG MAINT SUPPLIES-PARKS	31.99
1783750-1	07/23/2024	OIL	11-32-10-53410 VEHICLE-FUEL & OIL	149.36
1786392	07/25/2024	ULTRA COVER 2X GLOSS	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	13.98
1786426	07/25/2024	ELECTRICAL TAPE, SPARK PLU	48-00-00-53400 CEM OPERATING SUPPLIES	40.34
1788902	07/29/2024	EMT CONDUIT	11-32-10-53500 BLDG MAINT SUPPLIES-STR DEPT	65.98
1789272	07/29/2024	SLOW MOVING VEHICLE SIGN	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	26.99
1789279	07/29/2024	WTHRFLEX HOSE-BEACH HOU	40-54-10-53520 BEACH MAINTENANCE SUPPLIES	37.99
1790306	07/30/2024	5/8X50 WTHRFLEX HOSE	40-54-10-53520 BEACH MAINTENANCE SUPPLIES	37.99
Total DUNN LUMBER:				904.44
EAGLE MEDIA INC				
00139319	07/01/2024	GRITZNER	11-21-00-51380 PD UNIFORM ALLOWANCE	257.50

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
00139414	06/14/2024	NEW OFFICER-PONYTAIL CAPS	11-21-00-51380 PD UNIFORM ALLOWANCE	108.00
00139454	06/26/2024	RODRIGUEZ	11-21-00-51380 PD UNIFORM ALLOWANCE	143.16
00139640	07/10/2024	CSO-PONYTAIL HATS	11-21-00-51390 PART TIME UNIFORM EXPENSE	113.40
00139711	07/24/2024	HINZPETER, C.	11-21-00-51380 PD UNIFORM ALLOWANCE	102.98
Total EAGLE MEDIA INC:				725.04
ELKHORN NAPA AUTO PARTS				
339983	07/23/2024	FILTER	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	13.04
339990	07/23/2024	FILTERS	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	266.98
340038	07/24/2024	OIL GARBAGE TRUCK # 33	11-32-10-53410 VEHICLE-FUEL & OIL	167.04
340040	07/24/2024	HALOGEN SEALED BEAMS GA	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	55.96
340042	07/24/2024	AC REFRIGERANT	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	29.99
340385	07/29/2024	INCANDESCENT SLD BMS	11-32-10-53500 BLDG MAINT SUPPLIES-STR DEPT	14.29
Total ELKHORN NAPA AUTO PARTS:				547.30
EMERGENCY COMMUNICATION SYSTEMS				
4225	06/13/2024	GROUP31-SIREN BATTERY	11-29-00-52100 STORM SIRENS MAINT. & REPAIRS	2,433.75
Total EMERGENCY COMMUNICATION SYSTEMS:				2,433.75
EMS MANAGEMENT & CONSULTANTS INC				
EMS-005720	06/30/2024	EMS BILLING-JUNE24	11-22-00-52140 OUTSIDE BILLING SERVICES	4,856.10
Total EMS MANAGEMENT & CONSULTANTS INC:				4,856.10
ENTRANCE SYSTEMS LLC				
48864	07/16/2024	DPW GATE REPAIR	11-32-10-53600 ST DEPT BLDG MAINT SERV COSTS	1,128.44
Total ENTRANCE SYSTEMS LLC:				1,128.44
FIRST CARE TACTICAL LLC				
1465	06/25/2024	POUCHES-RIP AWAY,TACTICAL	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	526.89
Total FIRST CARE TACTICAL LLC:				526.89
FORD OF LAKE GENEVA				
86167	07/03/2024	205-20 DRIVERS SEAT REPLAC	11-21-00-53610 PD EQUIP MAINT SERV COSTS	674.88
86236	07/08/2024	219 CSO ALTENATOR	11-21-00-53610 PD EQUIP MAINT SERV COSTS	592.72
86292	07/05/2024	213-OIL CHANGE	11-21-00-53610 PD EQUIP MAINT SERV COSTS	66.15
86342	07/08/2024	206 OIL CHANGE	11-21-00-53610 PD EQUIP MAINT SERV COSTS	64.25
86347	07/08/2024	205-23 OIL CHANGE	11-21-00-53610 PD EQUIP MAINT SERV COSTS	64.25
86437	07/17/2024	219 OIL CHANGE	11-21-00-53610 PD EQUIP MAINT SERV COSTS	61.25
86480	07/22/2024	205-23 TIRE REPAIR	11-21-00-53610 PD EQUIP MAINT SERV COSTS	46.30
86495	07/24/2024	207 OIL CHANGE, PATCH TIRE	11-21-00-53610 PD EQUIP MAINT SERV COSTS	125.85
Total FORD OF LAKE GENEVA:				1,695.65
GAGE MARINE CORP				
240008	07/12/2024	DECKING REPAIR-AFTER STOR	40-52-10-52640 BUOYS & BOAT STALLS-REPAIRS	276.00
240381	07/18/2024	RIVIERA PIER REPAIR	40-55-30-52640 PIER REPAIRS	2,010.16
Total GAGE MARINE CORP:				2,286.16
GALLS LLC				
028435534	07/08/2024	SEVEN SECTION COMMENDATI	11-22-00-51380 FIRE DEPT UNIFORMS	634.80

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total GALLS LLC:				634.80
GAPPA SECURITY SOLUTIONS				
29978	07/23/2024	DOOR LOCK	11-32-10-53500 BLDG MAINT SUPPLIES-STR DEPT	52.25
Total GAPPA SECURITY SOLUTIONS:				52.25
GENEVA LAKE ENVIRONMENTAL				
AUG 2024	08/01/2024	AUGUST PAYMENT 2024	40-54-10-57300 GLAKE ENVIRONMENTAL AGENCY	10,000.00
Total GENEVA LAKE ENVIRONMENTAL:				10,000.00
GENEVA LAKE WATER SAFETY				
2024	08/01/2024	2024 CONTRIBUTION	40-54-10-57200 WATER SAFETY PATROL	41,045.00
Total GENEVA LAKE WATER SAFETY:				41,045.00
GFC LEASING-WI				
I00937080	07/17/2024	COPIER LEASE	99-00-00-55320 LIBRARY EQUIP LEASES & MAINT	247.81
Total GFC LEASING-WI:				247.81
GFL ENVIRONMENTAL				
V20000015522	07/15/2024	MALLARD RIDGE WASTE	11-36-00-52960 SOLID WASTE-STREET DEPT	916.50
V20000015561	07/31/2024	ST SWEEPINGS DISPOSAL	11-36-00-52960 SOLID WASTE-STREET DEPT	1,809.77
Total GFL ENVIRONMENTAL:				2,726.27
GIRAFFE ELECTRIC II INC				
24-0345	07/03/2024	RECEPTION TRACK LIGHTING I	99-00-00-53600 LIBRARY BLDG MAINT SERVICES	1,196.00
Total GIRAFFE ELECTRIC II INC:				1,196.00
GORDON FLESCH COMPANY INC				
IN14549858	02/05/2024	COPIER	99-00-00-55320 LIBRARY EQUIP LEASES & MAINT	179.60
IN14590909	03/05/2024	COPIER	99-00-00-55320 LIBRARY EQUIP LEASES & MAINT	151.16
IN14632903	04/05/2024	COPIER	99-00-00-55320 LIBRARY EQUIP LEASES & MAINT	205.10
IN14673076	05/05/2024	COPIER	99-00-00-55320 LIBRARY EQUIP LEASES & MAINT	217.56
IN14749360	07/05/2024	COPIER	99-00-00-55320 LIBRARY EQUIP LEASES & MAINT	178.84
Total GORDON FLESCH COMPANY INC:				932.26
HEIN ELECTRIC SUPPLY COMPANY				
S100091908.0	07/24/2024	STREET LIGHTS	11-34-10-52610 STREET LIGHTS REPAIRS	4,841.18
Total HEIN ELECTRIC SUPPLY COMPANY:				4,841.18
HUMPHREYS CONTRACTING LLC				
7/24/2024	07/24/2024	LIONS DEN ROOFING	43-52-00-53000 PARKS AND REC CAPITAL PROJECTS	20,200.00
Total HUMPHREYS CONTRACTING LLC:				20,200.00
ILLINOIS TOLLWAY				
G12500001025	07/03/2024	TOLLWAY FEES	11-22-00-53990 FIRE MISCELLANEOUS EXP	2.35

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total ILLINOIS TOLLWAY:				2.35
INGRAM LIBRARY SERVICES				
82609532	07/03/2024	ADULT BOOKS	99-00-00-54100 LIBRARY ADULT MATERIALS	36.68
82609533	07/03/2024	ADULT BOOKS	99-00-00-54100 LIBRARY ADULT MATERIALS	18.09
82609534	07/03/2024	ADULT BOOKS	99-00-00-54110 LIBRARY YOUTH MATERIALS	987.70
82624779	07/05/2024	ADULT BOOKS	99-00-00-54100 LIBRARY ADULT MATERIALS	23.53
82624780	07/05/2024	YOUTH MATERIALS	99-00-00-54110 LIBRARY YOUTH MATERIALS	90.05
82798574	07/18/2024	YOUTH MATERIALS	99-00-00-54110 LIBRARY YOUTH MATERIALS	15.42
82809012	07/19/2024	YOUTH MATERIALS	99-00-00-54110 LIBRARY YOUTH MATERIALS	199.14
82809013	07/19/2024	YOUTH MATERIALS	99-00-00-54110 LIBRARY YOUTH MATERIALS	99.94
82809014	07/19/2024	YOUTH MATERIALS	99-00-00-54110 LIBRARY YOUTH MATERIALS	61.07
82809015	07/19/2024	YOUTH MATERIALS	99-00-00-54110 LIBRARY YOUTH MATERIALS	537.94
82809016	07/19/2024	YOUTH MATERIALS	99-00-00-54110 LIBRARY YOUTH MATERIALS	166.47
82809017	07/19/2024	ADULT BOOKS	99-00-00-54100 LIBRARY ADULT MATERIALS	22.36
82817853	07/19/2024	ADULT NON PRINT	99-00-00-54140 LIBRARY NONPRINT MATERIALS	141.48
82817854	07/19/2024	YOUTH MATERIALS	99-00-00-54110 LIBRARY YOUTH MATERIALS	6.47
82827287	07/21/2024	ADULT NON PRINT	99-00-00-54140 LIBRARY NONPRINT MATERIALS	303.69
82827288	07/21/2024	ADULT NON PRINT	99-00-00-54140 LIBRARY NONPRINT MATERIALS	77.52
82851810	07/23/2024	YOUTH MATERIALS	99-00-00-54110 LIBRARY YOUTH MATERIALS	51.13
82851811	07/23/2024	YOUTH MATERIALS	99-00-00-54110 LIBRARY YOUTH MATERIALS	13.01
82894829	07/25/2024	YOUTH MATERIALS	99-00-00-54110 LIBRARY YOUTH MATERIALS	48.16
82894830	07/25/2024	ADULT BOOKS	99-00-00-54100 LIBRARY ADULT MATERIALS	22.56
82951269	07/29/2024	CREDIT MEMO/YOUTH MATERI	99-00-00-54110 LIBRARY YOUTH MATERIALS	24.40-
82959102	07/30/2024	YOUTH BOOKS AND MATERIAL	99-00-00-54110 LIBRARY YOUTH MATERIALS	26.31
82959103	07/30/2024	YOUTH BOOKS	99-00-00-54110 LIBRARY YOUTH MATERIALS	11.66
Total INGRAM LIBRARY SERVICES:				2,935.98
ITU ABSORBTECH INC				
8364986	07/03/2024	MAT SERVICE-RIV	40-55-10-53600 UPPER RIVIERA MAINTENANCE	2,605.06
8372954	07/19/2024	MAT SERVICE-SHOP	11-32-10-53600 ST DEPT BLDG MAINT SERV COSTS	97.08
8372955	07/19/2024	FLOOR MATS	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	136.73
M000059759	07/10/2024	MAT 4X6 (4), MAT 4X10 (10)	40-55-10-53600 UPPER RIVIERA MAINTENANCE	2,525.52-
Total ITU ABSORBTECH INC:				313.35
JACOBS GLOBAL				
279120	07/05/2024	TUB GRINDER-HAMMER/SPACE	43-32-10-17020 DPW CAPITAL PROJECTS	3,275.42
279488	07/26/2024	ROD	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	752.18
279489	07/26/2024	CREDIT FOR REPLACEMENT	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	903.38-
Total JACOBS GLOBAL:				3,124.22
JAMES IMAGING SYSTEMS INC				
1461995	07/15/2024	JULY, APR-JULY OVERAGE	11-21-00-55310 COPY MACHINE & SHREDDING SVC	790.05
1465133	07/25/2024	BW/COLOR METERS	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	60.63
Total JAMES IMAGING SYSTEMS INC:				850.68
JEFFERSON FIRE & SAFETY INC				
IN316116	06/28/2024	HONEYWELL COAT, PANT	50-22-00-58000 FIRE EQUIPMENT PURCHASES	13,386.83
IN316117	06/28/2024	ELKHART SMOOTH BORE TIP,	11-22-00-52175 2% FIRE DUES EXPENSES	5,622.19
Total JEFFERSON FIRE & SAFETY INC:				19,009.02

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
JERRY WILLKOMM INC				
425941	07/09/2024	5W-20 55 GAL	11-32-10-53410 VEHICLE-FUEL & OIL	585.20
Total JERRY WILLKOMM INC:				585.20
JOHNSON CONTROLS FIRE PROTECTION LP				
52104782	07/17/2024	DRY SPRINKLER	11-16-10-52400 CITY HALL BUILDING REPAIRS	5,100.08
Total JOHNSON CONTROLS FIRE PROTECTION LP:				5,100.08
JUNG, EDMUND J				
LGWI-21-2155:	06/11/2024	EMS REFUND	11-22-00-46240 FIRE/EMS BILLING REVENUE	559.60
Total JUNG, EDMUND J:				559.60
KAPUR & ASSOCIATES INC				
126624	07/22/2024	SUMMERHAVEN PH 3	11-00-00-13910 A/R BILL OUTS	518.60
126626	07/22/2024	SYMPHONY BAY PH 6	11-00-00-13910 A/R BILL OUTS	1,454.24
126627	07/22/2024	STONE RIDGE PH 3	11-00-00-13910 A/R BILL OUTS	765.00
126628	07/22/2024	SYMPHONY BAY PH 7	11-00-00-13910 A/R BILL OUTS	1,364.00
126631	07/22/2024	GENEVA SQ FRONT OUTLOT	11-00-00-13910 A/R BILL OUTS	325.00
126641	07/22/2024	190 E MAIN ST	11-00-00-13910 A/R BILL OUTS	130.00
126642	07/22/2024	1310 MAIN ST	11-00-00-13910 A/R BILL OUTS	195.00
126643	07/22/2024	LARKIN CSM - ETZ	11-00-00-13910 A/R BILL OUTS	130.00
126647	07/22/2024	2024 GAP PROP PW	11-30-00-52160 CITY ENGINEERING FEES	1,920.44
Total KAPUR & ASSOCIATES INC:				6,802.28
KNOX COMPANY				
INV-KA-240854	11/17/2023	1 YR CLOUD LICENSE	11-22-00-54500 FIRE IT SERVICES	584.00
Total KNOX COMPANY:				584.00
LAKE GENEVA UTILITY				
404 EVAN DR	07/02/2024	404 EVAN DR	45-00-00-24520 WATER IMPACT FEES	2,530.00
404 EVAN DR	07/02/2024	404 EVAN DR	45-00-00-24530 SEWER IMPACT FEES	4,103.00
Total LAKE GENEVA UTILITY:				6,633.00
LANGE ENTERPRISES INC				
88119	07/09/2024	12X18 THIS CAMERA RECORDS	11-62-01-53400 HILLMOOR OPERATING SUPPLIES	89.70
88154	07/12/2024	PARKING RULE SIGNS-HILLMO	11-62-01-53400 HILLMOOR OPERATING SUPPLIES	235.70
88154-1	07/12/2024	CONTACT POLICE FOR DETAIL	11-34-10-53750 TRAFFIC CONTROL STREET SIGNS	166.69
Total LANGE ENTERPRISES INC:				492.09
MACQUEEN EQUIPMENT				
P34648	07/15/2024	SWEEPER PARTS	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	37.55
Total MACQUEEN EQUIPMENT:				37.55
MALEK & ASSOCIATES CONSULTANTS				
6478	07/09/2024	FIRE ALARM REVIEW 1351 ELK	11-22-00-57500 SPRINKLER SYSTEMS EXPENSES	495.00
Total MALEK & ASSOCIATES CONSULTANTS:				495.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
MARED MECHANICAL				
CTRCT-INV000	07/24/2024	HVAC PMS	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	1,900.02
SV-INV002007	07/09/2024	HVAC-CHILLER VALVE REPAIR	11-16-10-52400 CITY HALL BUILDING REPAIRS	3,960.00
Total MARED MECHANICAL:				5,860.02
MARIO TROMBETTA				
23229	07/11/2024	204-800 RADIO	11-21-00-53610 PD EQUIP MAINT SERV COSTS	340.00
Total MARIO TROMBETTA:				340.00
MGT OF AMERICA CONSULTING				
MGT35875	07/12/2024	TEMP CLERK	11-14-30-51100 CITY CLERK SALARY	2,625.00
Total MGT OF AMERICA CONSULTING:				2,625.00
MID-STATE EQUIPMENT				
N42624	07/06/2024	JOHN DEERE TRACTOR REPAI	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	741.14
Total MID-STATE EQUIPMENT:				741.14
MM SCHRANZ ROOFING INC				
18207	05/24/2024	ROOF REPAIR	99-00-00-53600 LIBRARY BLDG MAINT SERVICES	911.00
Total MM SCHRANZ ROOFING INC:				911.00
NORTHWIND PERENNIAL FARM				
10941	06/14/2024	GARDEN CARE JUNE 2024	99-00-00-53600 LIBRARY BLDG MAINT SERVICES	880.00
Total NORTHWIND PERENNIAL FARM:				880.00
NYQUIST COMMUNICATIONS				
1312	07/18/2024	COMMUNICATIONS-2ND QUAR	11-21-00-52620 PD COMMUNICATION SYS MAINT FEE	1,000.00
1312	07/18/2024	DATA-2ND QUARTER IT	11-21-00-53050 DATA PROCESSING	8,600.00
1313	07/18/2024	2ND QTR IT SVCS	11-22-00-54500 FIRE IT SERVICES	200.00
Total NYQUIST COMMUNICATIONS:				9,800.00
ODP BUSINESS SOLUTIONS LLC				
373447470001	07/11/2024	POPUP POSTITS, KLEENEX, FIL	11-16-10-53100 CITY HALL OFFICE SUPPLIES	34.27
373447470001	07/11/2024	TIME CARDS	42-34-50-53100 OFFICE SUPPLIES	7.48
376504009001	07/26/2024	COPY PAPER/YLW HIGHLIGHTE	11-16-10-53100 CITY HALL OFFICE SUPPLIES	216.80
376504009001	07/26/2024	COPY PAPER	42-34-50-53100 OFFICE SUPPLIES	42.36
376504009001	07/26/2024	YLW HIGHLIGHTERS	11-15-10-53100 ACCTG OFFICE SUPPLIES	5.25
Total ODP BUSINESS SOLUTIONS LLC:				306.16
PESCHES GREENHOUSE				
26644	06/14/2024	FLOWERS-ERIKISON	11-22-00-53990 FIRE MISCELLANEOUS EXP	60.00
Total PESCHES GREENHOUSE:				60.00
PFI FASHIONS INC				
112083	07/02/2024	UNIFORM POLOS (BLK/YLW & D	42-34-50-51380 PARKING UNIFORMS	1,002.07
112086	07/01/2024	UNIFORM HATS COOL CAP	42-34-50-51380 PARKING UNIFORMS	158.76

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total PFI FASHIONS INC:				1,160.83
PHIL'S ELECTRIC DRAIN				
257456	07/11/2024	PULL URINAL TO ROD LINE- LIB	11-52-00-52410 BLDG MAINT&REPAIR-PARKS	220.00
Total PHIL'S ELECTRIC DRAIN:				220.00
PLAYAWAY PRODUCTS LLC				
469385	07/22/2024	YOUTH MATERIALS	99-00-00-54110 LIBRARY YOUTH MATERIALS	67.99
469698	07/23/2024	YOUTH MATERIALS	99-00-00-54110 LIBRARY YOUTH MATERIALS	218.46
470372	07/30/2024	YOUTH MATERIALS	99-00-00-54110 LIBRARY YOUTH MATERIALS	55.09
470427	07/30/2024	ADULT AUDIOBOOKS	99-00-00-54140 LIBRARY NONPRINT MATERIALS	1,210.62
Total PLAYAWAY PRODUCTS LLC:				1,552.16
POMP'S TIRE SERVICE INC				
60342676	07/19/2024	TIRE REPLACEMENT-#17	11-32-10-52500 ST DEPT EQUIPMENT REPAIRS	1,190.36
Total POMP'S TIRE SERVICE INC:				1,190.36
PREMISTAR-WISCONSIN				
SI2252679	07/29/2024	HVAC MAINT CNTRT-PYMT 2 OF	99-00-00-53600 LIBRARY BLDG MAINT SERVICES	943.00
Total PREMISTAR-WISCONSIN:				943.00
PROPAC INC				
384180	06/26/2024	VERTICAL FLAG, BASE WATER	11-29-00-54140 MEDICAL RESERVE CORPS	4,756.08
Total PROPAC INC:				4,756.08
QUILL LLC				
39348102	07/01/2024	COPY PAPER	99-00-00-53100 LIBRARY OFFICE SUPPLIES	36.49
39530433	07/15/2024	PAPER, CORRECTION TAPE, LA	11-21-00-53100 PD OFFICE SUPPLIES	141.59
39553737	07/16/2024	FOAM SOAP	99-00-00-53100 LIBRARY OFFICE SUPPLIES	84.00
Total QUILL LLC:				262.08
RELIANT FIRE APPARATUS				
CI007934	06/20/2024	E2822-ADJUSTABLE SHELF, WA	11-22-00-58000 FIRE EQUIPMENT/SUPPLIES	216.62
CI007936	06/20/2024	ENG2822, SHELF	11-22-00-58000 FIRE EQUIPMENT/SUPPLIES	384.23
CI008023	07/10/2024	E2822, SHELF	11-22-00-58000 FIRE EQUIPMENT/SUPPLIES	355.84
Total RELIANT FIRE APPARATUS:				956.69
RELIANT FIRE APPARATUS INC				
CI007935	06/20/2024	E2822-SHELVES	11-22-00-58000 FIRE EQUIPMENT/SUPPLIES	1,208.53
Total RELIANT FIRE APPARATUS INC:				1,208.53
RHYME BUSINESS PRODUCTS				
36980271	07/10/2024	SHARP COPIER-JUL 2024	11-12-00-53610 EQUIPMENT MAINT SERVICE COSTS	155.54
Total RHYME BUSINESS PRODUCTS:				155.54
ROTE OIL				
241920806	07/10/2024	722.5 GAL ON ROAD	11-32-10-53410 VEHICLE-FUEL & OIL	2,395.80

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
241920807	07/10/2024	353.8 GAL OFF ROAD	11-32-10-53410 VEHICLE-FUEL & OIL	1,079.09
241940811	07/12/2024	334.8 GAL ONROAD	11-32-10-53410 VEHICLE-FUEL & OIL	1,110.20
241940812	07/12/2024	159.8 GAL OFF ROAD	11-32-10-53410 VEHICLE-FUEL & OIL	487.40
242010624	07/19/2024	293.9 GAL ON ROAD	11-32-10-53410 VEHICLE-FUEL & OIL	962.82
242010625	07/19/2024	116.7 GAL ON ROAD	11-32-10-53410 VEHICLE-FUEL & OIL	341.92
242081623	07/26/2024	282.4 ON ROAD	11-32-10-53410 VEHICLE-FUEL & OIL	925.14
242081624	07/26/2024	138.9 GAL OFF ROAD	11-32-10-53410 VEHICLE-FUEL & OIL	406.98
94240601	06/30/2024	FUEL-JUNE	11-21-00-53410 PD FUEL EXPENSE	4,277.81
Total ROTE OIL:				11,987.16
SALSBURY INDUSTRIES INC				
6129399	06/25/2024	BUNK ROOM	43-22-00-17010 FD CAPITAL PROJECTS	16,418.79
Total SALSBURY INDUSTRIES INC:				16,418.79
SALTYSHIFT4 LLC				
1002	06/19/2024	ADVANCED INSPECTION & CLE	11-22-00-58200 STATE MANDATED EQUIP TESTING	9,975.00
1005	06/27/2024	GEAR REPAIR	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	740.00
1007	07/22/2024	GEAR REPAIR	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	368.00
Total SALTYSHIFT4 LLC:				11,083.00
SHRED-IT				
800756306	06/25/2024	SHREDDING SVC-JUNE	11-21-00-55310 COPY MACHINE & SHREDDING SVC	101.97
8007869520	07/25/2024	SHREDDING SVC-JUL	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	30.03
Total SHRED-IT:				132.00
SIREN SERVICES LLC				
3058	06/17/2024	ENG2850-STATE TESTING	11-22-00-58200 STATE MANDATED EQUIP TESTING	1,893.84
3059	06/17/2024	E2821	11-22-00-58200 STATE MANDATED EQUIP TESTING	1,617.56
3060	06/17/2024	E2861-STATE TESTING	11-22-00-58200 STATE MANDATED EQUIP TESTING	1,852.08
3061	06/17/2024	E2820-STATE TESTING	11-22-00-58200 STATE MANDATED EQUIP TESTING	1,471.95
3151	07/13/2024	AMB 2-NEW OIL FILTER	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	462.80
3153	07/13/2024	AMB 1 OIL/FILTER CHANGE	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	381.39
Total SIREN SERVICES LLC:				7,679.62
TAPCO INC				
I783720	07/29/2024	MAIN/WELLS PED. BUTTON	11-34-10-52600 REPAIRS-TRAFFIC SIGNALS,ETC	325.00
Total TAPCO INC:				325.00
THOMSON REUTERS - WEST				
850136729	05/01/2024	CLEAR-MAY	11-21-00-53800 PD SPECIAL INVESTIGATIONS	206.64
850429416	07/01/2024	CLEAR-JULY	11-21-00-53800 PD SPECIAL INVESTIGATIONS	206.64
Total THOMSON REUTERS - WEST:				413.28
TOP PACK DEFENSE				
13615	07/08/2024	HALL	11-21-00-51380 PD UNIFORM ALLOWANCE	392.96
13666	07/09/2024	BODY ARMOR-NELSON,BROW	11-21-00-57370 BODY ARMOR EXPENDITURES	11,830.00
13667	07/09/2024	NELSON	11-21-00-51380 PD UNIFORM ALLOWANCE	267.30
13669	07/09/2024	S. HINZPETER	11-21-00-51380 PD UNIFORM ALLOWANCE	215.10
13670	07/09/2024	TRIPP	11-21-00-51380 PD UNIFORM ALLOWANCE	258.30
13671	07/09/2024	SARLES	11-21-00-51380 PD UNIFORM ALLOWANCE	212.40

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
13672	07/09/2024	KELLER	11-21-00-51380 PD UNIFORM ALLOWANCE	42.30
13744	07/20/2024	HINZPETER, S	11-21-00-51380 PD UNIFORM ALLOWANCE	105.00
13777	07/26/2024	RODRIGUEZ	11-21-00-51380 PD UNIFORM ALLOWANCE	136.80
13781	07/26/2024	GRITZNER	11-21-00-51380 PD UNIFORM ALLOWANCE	103.99
Total TOP PACK DEFENSE:				13,564.15
TOTAL PARKING SOLUTIONS INC				
106892	07/11/2024	CMS MONITORING JUL	42-34-50-54500 SUPPORT CONTRACTS	3,445.00
106899	07/16/2024	TPS PAY BY TEXT JUNE 2024	42-34-50-54500 SUPPORT CONTRACTS	1,981.35
TOTAL PARKING SOLUTIONS INC:				5,426.35
TRANS UNION LLC				
06412466	06/25/2024	CREDIT SUMMARY	11-22-00-58400 PRE-EMPLOYMENT TESTING	63.23
Total TRANS UNION LLC:				63.23
TRI-TECH FORENSICS INC				
01043642	07/24/2024	POLICE LINE TAPE	11-21-00-53420 PD SPECIAL EQUIPMENT	125.45
Total TRI-TECH FORENSICS INC:				125.45
ULTIMATE WINDOW LLC				
479452	07/12/2024	WINDOW CLEANING	40-55-10-53600 UPPER RIVIERA MAINTENANCE	1,200.00
Total ULTIMATE WINDOW LLC:				1,200.00
UNIFORM SHOP, THE				
347017	07/10/2024	TIETZ	11-21-00-51380 PD UNIFORM ALLOWANCE	71.95
347018	07/10/2024	GRITZNER	11-21-00-51380 PD UNIFORM ALLOWANCE	195.90
347273	07/17/2024	GRITZNER	11-21-00-51380 PD UNIFORM ALLOWANCE	73.00
Total UNIFORM SHOP, THE:				340.85
UNITED LABORATORIES				
INV411725	07/09/2024	BATHROOM CLEANER	11-52-00-53500 BLDG MAINT SUPPLIES-PARKS	991.68
Total UNITED LABORATORIES:				991.68
VETERAN VEHICLE REPAIR LLC				
4734	04/29/2024	CAR 4-OIL/FILTER CHANGE, TIR	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	241.86
4766	05/02/2024	CAR 1-OIL/FILTER CHANGE, TIR	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	83.66
5252	07/22/2024	UTILITY 1-OIL/FILTER CHANGE,	11-22-00-52400 EQUIPMENT REPAIRS-FIRE DEPT	1,796.66
Total VETERAN VEHICLE REPAIR LLC:				2,122.18
WALWORTH COUNTY SHERIFF				
132264	07/02/2024	JURIS COST SHARING 2024, M	11-22-00-54500 FIRE IT SERVICES	855.77
132307	07/08/2024	RANGE-JUNE	11-21-00-54100 PD TRAINING EXPENSES	150.00
Total WALWORTH COUNTY SHERIFF:				1,005.77
WARD, IRENE				
LGWI-23-2115:	06/11/2024	EMS REFUND	11-22-00-46240 FIRE/EMS BILLING REVENUE	112.95

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total WARD, IRENE:				112.95
WELDERS SUPPLY CO				
3092312	06/30/2024	LARGE OXYGEN	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	9.30
3100238	07/24/2024	ACETYLENE & OXYGEN	11-32-10-53400 OPERATING SUPPLIES-STREET DEPT	218.29
3100612	07/25/2024	33# PROPANE HAZMAT	11-32-10-53410 VEHICLE-FUEL & OIL	303.35
Total WELDERS SUPPLY CO:				530.94
WI DEPARTMENT OF TRANSPORTATION				
395-00003531	06/03/2024	MAIN ST DESIGN-WIS DOT	43-32-10-17010 STREET IMP PROGRAM	10,672.02
395-00003531	06/03/2024	MAIN ST DESIGN-WIS DOT	43-32-10-17010 STREET IMP PROGRAM	14,963.65
395-00003531	06/03/2024	HWY 120 IMPROVE PROJECT	43-32-10-17010 STREET IMP PROGRAM	374.38
Total WI DEPARTMENT OF TRANSPORTATION:				26,010.05
WI ELEVATOR INSPECTION INC.				
19437	07/29/2024	ANNUAL ELEV INSP-RIV	40-55-20-53600 RIV MAINTENANCE SERVICE COSTS	120.00
19438	07/29/2024	ELEVATOR INSPECTION	11-16-10-53600 CITY HALL MAINT SERVICE COSTS	240.00
Total WI ELEVATOR INSPECTION INC.:				360.00
WISCONN VALLEY MEDIA GROUP				
145359	05/29/2024	ADV FOR BID-LIONS DEN VETS	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	90.02
145962	06/05/2024	LN-CONDITIONAL USE PERMIT	11-10-00-53140 OFFICIAL PUBLICATIONS & NOTICE	48.28
Total WISCONN VALLEY MEDIA GROUP:				138.30
WT COX INFORMATION SERVICES				
3138767	07/31/2024	MILWAUKEE JOURNAL SENTIN	99-00-00-54120 LIBRARY MAGAZINES & NEWSPAPER	62.84
Total WT COX INFORMATION SERVICES:				62.84
ZOLL MEDICAL CORPORATION				
4003795	07/02/2024	MASIMO, PEDS ADHESIVE SEN	11-22-00-58100 EMS EQUIPMENT/SUPPLIES	433.00
90100530	05/15/2024	PREVENTATIVE MAINTENANCE	11-22-00-58200 STATE MANDATED EQUIP TESTING	2,430.00
Total ZOLL MEDICAL CORPORATION:				2,863.00
Grand Totals:				397,267.47

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

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:
Detail report.
Invoices with totals above \$0.00 included.
Only unpaid invoices included.
Invoice.Batch =
"08072024","08072024A","08072024B","P08092024","P08092024A","P08092024B","F08092024","F08092024A","F08092024B","F08092024C"
Invoice Detail.GL account (2 Characters) = {<>} "61"
Invoice Detail.GL account (2 Characters) = {<>} "62"

RESOLUTION OF THE COMMON COUNCIL			
Resolution authorizing the issuance of a Precise Implementation Plan (PIP) for the construction of a new single-family home for Bryan and Mary Durkin, 817 N. Knoll Ln. in the Planned Development (PD) zoning district Tax Key No. ZA442700001 & ZA442700002.			
Committee:	Plan Commission approved August 19, 2024		
Fiscal Impact:	N/A		
File Number:	24-R55	Date:	August 26, 2024

WHEREAS, the City Plan Commission has considered the application of a Precise Implementation Plan (PIP) for the construction of a new single-family home for Bryan and Mary Durkin, 817 N. Knoll Ln.in the Planned Development (PD) zoning district Tax Key No. ZA442700001 & ZA442700002.

WHEREAS The City Plan Commission held a Public Hearing thereon pursuant to proper notice given on August 8, 2024.

NOW, THEREFORE, BE IT RESOLVED, that the Zoning Administrator, is hereby authorized, to issue a Precise Implementation Plan (PIP) for the construction of a new single-family home for Bryan and Mary Durkin, 817 N. Knoll Ln.in the Planned Development (PD) zoning district.

Tax Key No. ZA442700001 & ZA442700002

to include all affirmative findings of fact and note staff recommendations,

Granted by action of the Common Council of the City of Lake Geneva this 26th day of August 2024.

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

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

Todd Krause, Mayor

Date _____

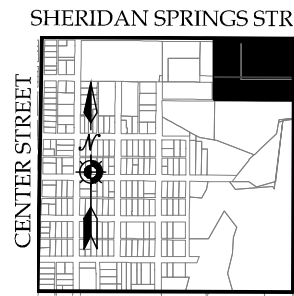
Attest:

Vanessa Jahns Deputy City Clerk

Date _____

CERTIFIED SURVEY MAP

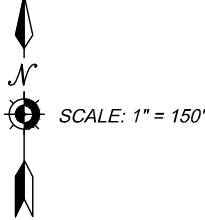
Being a part of Lots 1, 2, 3, 4, 5, 6, 7, and 8, and all of Lots 9, 10, 11, 12, 13, 14, 15, and 16, and a vacated alley, all in Block 1; part of Lots 1, 2, 3, 4, and 9, and all of Lots 10, 11, and 12, and a vacated alley, all in Block 2; part of Lot 4, and all of Lots 1, 2, and 3, all in Block 10; all of Lots 1, 2, 3, 4, 5, 6, 7, and 8, all in Block 11; and vacated Grove Street and Allendale Avenue, all being in Geneva Lake Crawford Manufacturing Company's Addition to the City of Lake Geneva, located in the Northeast 1/4 of the Southeast 1/4, of Section 25, Township 2 North, Range 17 East, City of Lake Geneva, Walworth County, Wisconsin



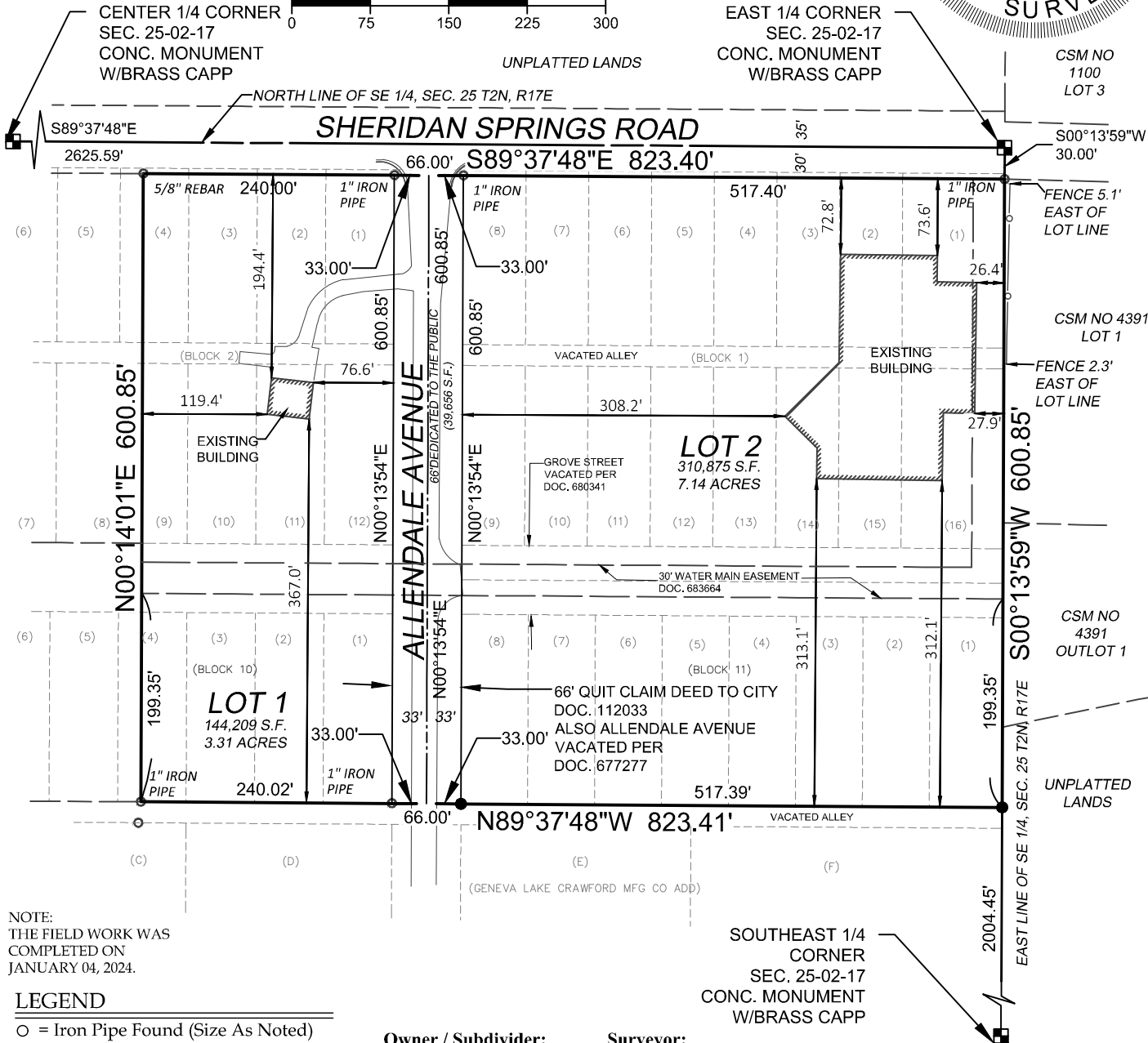
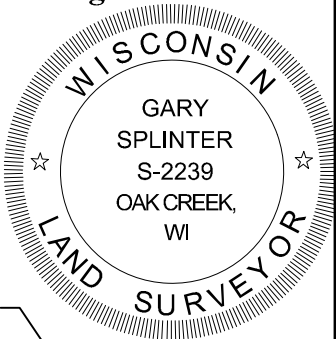
LOCATION MAP
SE 1/4 SEC. 25-02-17

NORTH REFERENCED TO THE WISCONSIN COORDINATE SYSTEM (WCCS), WALWORTH ZONE, NAD 1983 (11), THE NORTH LINE OF THE SE 1/4 OF SECTION 25-02-17, BEARING S89°37'48"E.

- PROPOSED CSM**
- Note:**
- The field work was completed on January 4, 2024.
 - Quit Claim Deed Doc No. 80042 (Rec on 7/06/1959) is Fee title to Lake Geneva, lands dedicated for highway purposes.
 - Doc. No. 677277 (Rec. on 4/22/1974) vacated Allendale Avenue.



For Recording Use



NOTE:
THE FIELD WORK WAS
COMPLETED ON
JANUARY 04, 2024.

LEGEND

- = Iron Pipe Found (Size As Noted)
- = Iron Pipe Found Set (18" x 1 1/4" O.D. weighing 1.13 lbs/foot)
- (M) = Measured

Owner / Subdivider:
Stahli USA, Inc.
200 Sheridan Springs Road
Lake Geneva, WI 53147

Surveyor:
KAPUR
1224 South Pine Street.
Burlington, WI 53105
(262) 767-2747



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

11/01/2023

THIS INSTRUMENT DRAFTED BY BRIAN M. DODGE

CERTIFIED SURVEY MAP

Being a part of Lots 1, 2, 3, 4, 5, 6, 7, and 8, and all of Lots 9, 10, 11, 12, 13, 14, 15, and 16, and a vacated alley, all in Block 1; part of Lots 1, 2, 3, 4, and 9, and all of Lots 10, 11, and 12, and a vacated alley, all in Block 2; part of Lot 4, and all of Lots 1, 2, and 3, all in Block 10; all of Lots 1, 2, 3, 4, 5, 6, 7, and 8, all in Block 11; and vacated Grove Street and Allendale Avenue, all being in Geneva Lake Crawford Manufacturing Company's Addition to the City of Lake Geneva, located in the Northeast 1/4 of the Southeast 1/4, of Section 25, Township 2 North, Range 17 East, City of Lake Geneva, Walworth County, Wisconsin

SURVEYOR'S CERTIFICATE:

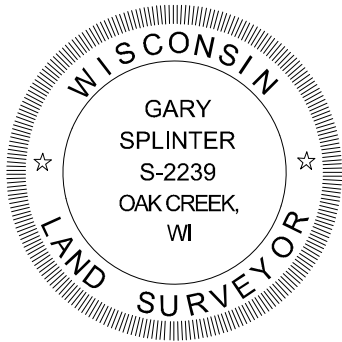
I, Gary Splinter, Professional Wisconsin Land Surveyor, do hereby certify that at the direction of Stahli USA, Inc, I have surveyed, divided and mapped the land shown and described hereon,being a part of the Northeast 1/4 of the Southeast 1/4 of Section 25, Town 02 North, Range 17 East in the City of Lake Geneva, Walworth County, Wisconsin, which is bounded and described as follows:

Commencing at the East 1/4 corner of said Southeast 1/4; thence South 00°13'59” West along the east line of said Southeast 1/4, 30.00 feet to the south line of Sheridan Springs Road and the point of beginning; thence continue South 00°13'59” West along said east line and the east line of said Geneva Lake Crawford Manufacturing Company's Addition to the City of Lake Geneva, 600.85 feet to the southeast corner of Lot 1 of said Block 11; thence North 89°37'48” West along the south lines of Block 11 and Block 10 of said Subdivision, 823.41 feet; thence North 00°14'01” West 600.85 feet to the south line of Sheridan Springs Road; thence South 89°37'48” East along said south line, 823.40 feet to the point of beginning.

I further certify that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes, Chapter A-E 7, of the Wisconsin Administrative Code, and with the subdivision control ordinances for the City of Lake Geneva, Walworth County, in surveying, dividing and mapping said land, and that this map is a correct representation of all exterior boundaries of the land surveyed and the land division thereof made.

Dated this ____ day of _____, 2024.

Gary Splinter S-2239



City of Lake Geneva Approval

The land division, as represented on this certified survey map, is hereby approved by the City of Lake Geneva on this ____ day of _____, 2024.

Lana Kropf, Clerk

Charlene Klein, Mayor

CERTIFIED SURVEY MAP

Being a part of Lots 1, 2, 3, 4, 5, 6, 7, and 8, and all of Lots 9, 10, 11, 12, 13, 14, 15, and 16, and a vacated alley, all in Block 1; part of Lots 1, 2, 3, 4, and 9, and all of Lots 10, 11, and 12, and a vacated alley, all in Block 2; part of Lot 4, and all of Lots 1, 2, and 3, all in Block 10; all of Lots 1, 2, 3, 4, 5, 6, 7, and 8, all in Block 11; and vacated Grove Street and Allendale Avenue, all being in Geneva Lake Crawford Manufacturing Company's Addition to the City of Lake Geneva, located in the Northeast 1/4 of the Southeast 1/4, of Section 25, Township 2 North, Range 17 East, City of Lake Geneva, Walworth County, Wisconsin

OWNER'S CERTIFICATE:

Stahli USA, Inc, as owner, does hereby certify that said company has caused the land described on this map to be surveyed, divided, mapped and dedicated as represented hereon in accordance with Chapter 236.34 of the Wisconsin State Statutes, and Chapter 32, of the City of Lake Geneva Ordinance.

IN WITNESS WHEREOF, Stahli USA, Inc has caused these presents to be signed by:

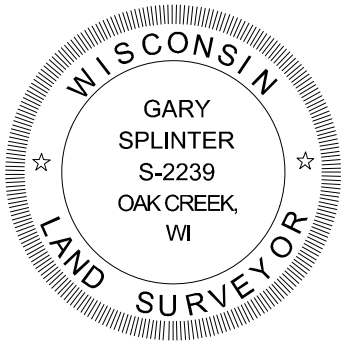
_____, Member

on this _____ day of _____, 2024.

STATE OF WISCONSIN)
_____ COUNTY) ss

PERSONALLY came before me this _____ day of _____, 2024,
Member, and to me known to be the person who executed the foregoing instrument and acknowledges the same.

Print Name: _____
Notary Public-State of Wisconsin
My Commission Expires, is Permanent _____



STAFF REPORT
To Lake Geneva Plan Commission
Meeting Date:
August 19, 2024

Agenda Item: 9

Applicant:

Stahli USA, Inc.
200 Sheridan Springs Road
Lake Geneva, WI 53147

Request: Stahli CSM review dedicating public road right-of-way along Allendale Avenue Tax Key No. ZGC00001 & ZGC00002 (200 Sheridan Road)

Description:

This request is to approve a Certified Survey Map (CSM) dedicating 66-ft public road right-of-way along Allendale Avenue and establishing Lot 1 and Lot 2 to the West and East of Allendale Avenue, respectively.

This request is to approve the proposed Certified Survey Map Project No. ____ for the property located on Sheridan Springs Road. The land separation will create 2 buildable lots with this request and provides dedication of the existing Allendale Avenue to the public. The dedication allows for Allendale Avenue to be recommended for public roadway accepted by the City. Over the years' the City has maintained and utilized Allendale Avenue as it is the preferred access to the Wastewater Treatment Facility for many operations.

1. Lot 1 – 144,209 square feet (3.31 acres)
2. Lot 2 – 310,875 square feet (7.14 acres)

Action by the Plan Commission:

Recommendation to the Common Council on the proposed (CSM)

As part of the consideration of the requested CSM, the Plan Commission is required to:

- Provide the Common Council with a *recommendation* regarding the proposed CSM review.

Staff Recommendation on the proposed

1. Staff recommends that the Plan Commission recommend *approval* of the Certified Survey Map (CSM): as submitted and approval from Walworth County Land Use Zoning.

City of Lake Geneva

APPLICATION FOR LAND DIVISION REVIEW



CERTIFIED SURVEY MAP or



SUBDIVISION PLAT

NAME AND ADDRESS OF CURRENT OWNER:

Stahli USA, Inc.
200 Sheridan Springs Road
Lake Geneva, WI 53147

TELEPHONE NUMBER OF CURRENT OWNER: (608) 359-2274

OWNER SIGNATURE: M. Huff

EMAIL ADDRESS: m.huff@stahliusa.com

PROJECT ADDRESS 200 Sheridan Springs Road - Lake Geneva TAX KEY NUMBER: 86C 00001
WI 53147

NAME AND ADDRESS OF APPLICANT:

Stahli USA, Inc.
200 Sheridan Springs Road
Lake Geneva, WI 53147

TELEPHONE NUMBER OF APPLICANT: 847 (719) 0360

EMAIL ADDRESS: m.huff@stahliusa.com

NAME AND ADDRESS OF SURVEYOR:

Kapur
1224 S. Pine Street
Burlington, WI 53105

TELEPHONE NUMBER OF SURVEYOR: 262 (758) 6032

SHORT STATEMENT DESCRIBING PURPOSE OF APPLICATION:

Change ownership of Attendale Road from Stahli USA, Inc.
to the City of Lake Geneva.

SUBMITTAL CHECKLIST

- _____ LOCATION MAP SHOWING LOCATION OF PARCELS TO BE DIVIDED OR PARTIALLY DIVIDED WITH TOWN OR TOWNS, AND PARCELS WITHIN 1,000-FT OF BOUNDARY OF SUBJECT PROPERTY.
- _____ SKETCH MAP TO APPROXIMATE SCALE SHOWING ENTIRE PARCELS TO BE DIVIDED OR PARTIALLY DIVIDED, AND SHOWING THE APPROXIMATE CONFIGURATION OF PROPOSED LOTS AND ROADS WITHIN THOSE PARCELS.
- _____ CITY OF LAKE GENEVA SIGNATURE BLOCK ON FACE OF CSM OR PLAT, PER STATE STATUTES.
- _____ PROVIDE 1 FULL SET AND 8 - 11" X 17" COPIES OF CSM OR PLAT PRIOR TO PLACEMENT ON PLAN COMMISSION AGENDA.
- _____ PROVIDE 1 DIGITAL COPY OF THE FULL APPLICATION PACKET TO THE LAKE GENEVA BUILDING AND ZONING DEPARTMENT AT BZADMIN@CITYOFLAKEGENEVA.COM OR BZCLERK@CITYOFLAKEGENEVA.COM

I AM AWARE THAT THE CITY OF LAKE GENEVA IS ACTIVELY ENGAGED IN THE REVIEW, APPROVAL OR DENIAL OF LAND DIVISIONS WITHIN ITS EXTRATERRITORIAL LAND DIVISION REVIEW AREA.

I UNDERSTAND THAT THE CITY OF LAKE GENEVA LAND DIVISION ORDINANCE REQUIRES THE CITY TO DENY LAND DIVISIONS WHICH CREATE NEW, BUILDABLE PARCELS OR LOTS WITHIN THE EXTRATERRITORIAL AREA WITH OVERALL DENSITY THAT EXCEEDS MORE THAN ONE DWELLING UNIT PER THIRTY-FIVE ACRES UNLESS THE CITY DETERMINES THAT THE LAND DIVISION CONSTITUTES INFILL DEVELOPMENT.

3/13/2024
DATE


SIGNATURE OF APPLICANT

_____ Cost Recovery # _____
Petitioner Name _____ Project Address _____
OFFICE USE ONLY _____ Description of Request _____

Agreement for Services

REIMBURSABLE BY THE PETITIONER / APPLICANT. The city may retain the services of the professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the City's review of a proposals coming before the Plan commission and/or Common Council. The submittal of a development proposal application or petition by a Petitioner shall be construed as an agreement to pay for such professional review services applicable to the proposal including any financing charges that may accrue. The City applies the charges for these services to the Petitioner. The City Administrator at any time may require an applicant to submit an advance deposit of **\$500 to \$5,000 depending on the complexity and anticipated involvement of the City's consultants** or continuing advance deposits against future billings by the City for recovery of costs provide by this ordinance 98-935(4). **An advanced deposit shall be required for the application related to Extraterritorial matters.** Surplus deposits shall be returned to the Applicant at the conclusion of the project.

Stahl USA, Inc., as applicant/petitioner for
Project: Allendale
Project Address: 200 Sheridan Springs Road, Lake Geneva, WI 53147
Parcel No. 26c 00001
Name: Stahl USA, Inc.
Address: 200 Sheridan Springs Road
Lake Geneva, WI 53147
Cell Phone: (608) - 359 - 2274 Phone: (847) - 719 - 0360
Email: m.huff@stahlusa.com
Dated this 13th Day of March, 20 24
Matt Huff
Printed Name of Applicant / Petitioner
Matt Huff
Signature of Applicant/Petitioner

Applicant/Petitioner agrees that in addition to those normal costs payable by an applicant/petitioner (e.g., filing or permit fees, publication expenses, recording fees, etc.), that in the event the action applied or petitioned for requires the City of Lake Geneva, in the judgment of its staff, to obtain additional professional service(s), (e.g., engineering, surveying, planning, legal) than would be routinely available "in house" to enable the City to properly address, take appropriate action on, or determine the same, applicant/petitioner shall reimburse the City for the costs thereof

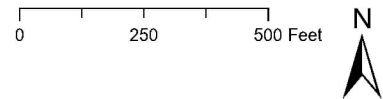
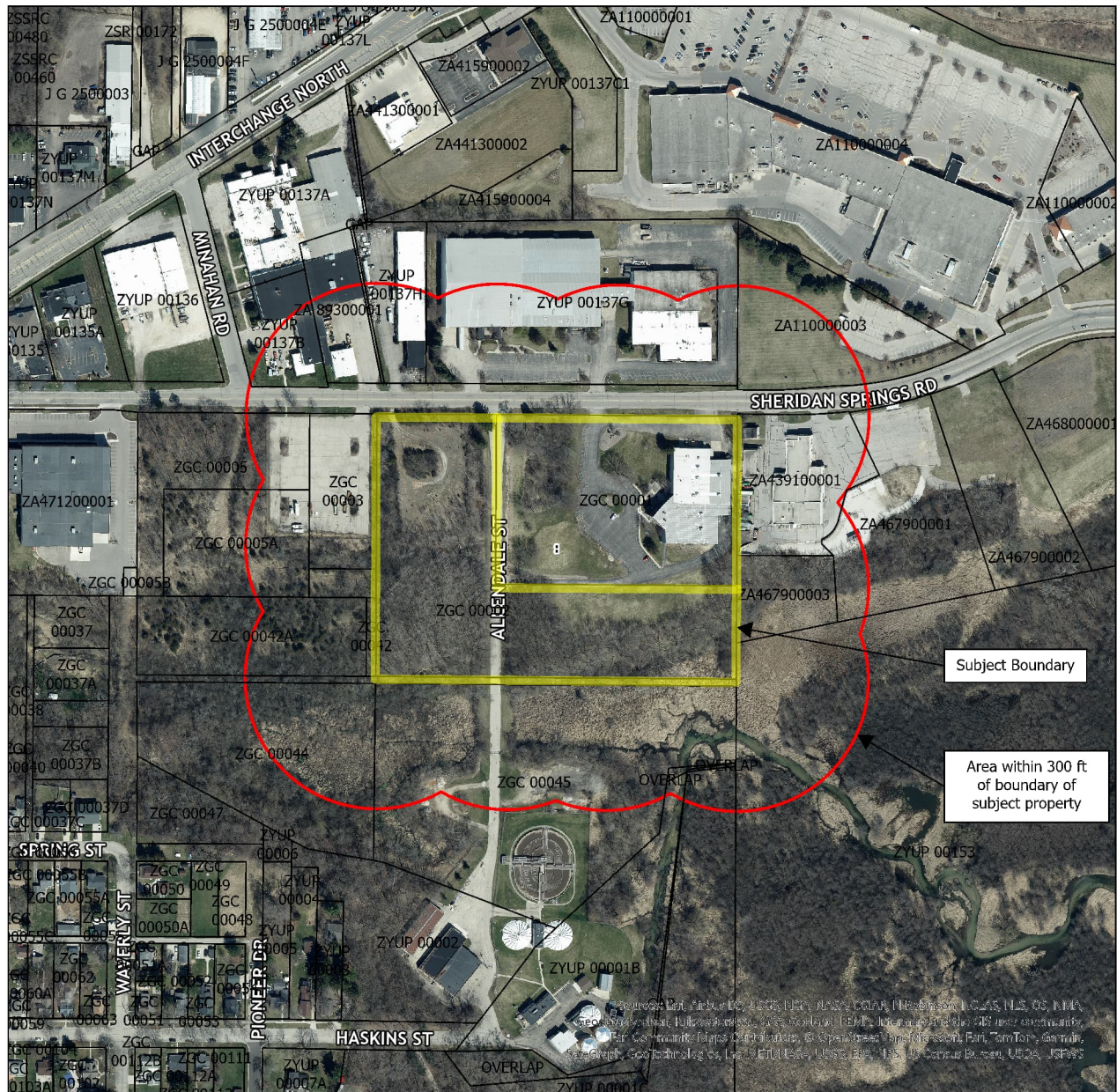
Section 98-935 Fees:

(1) Fees for Procedures or Permits Requested by a Private Party: The fees for the procedures and permits established by this Chapter shall be established by resolution of the Common Council of the City of Lake Geneva

(2) Fees for Procedures Requested by the City of Lake Geneva: There shall be no fee in the case of applications filed in the public interest by the Common Council or the Plan Commission, other agency, or official of the City of Lake Geneva.

(3) Payment of Fees: Fees shall be payable at the time applications are filed with the appropriate officer of the City (per the requirements of this Chapter), and are not refundable.

(4) Professional Consultant Review Services: The City may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the City's review of a proposal coming before the Plan Commission. The City may apply the charges for these services to the Petitioner. The City will require the Petitioner to sign a professional consultant review services form. The City Administrator at any time may require an applicant to submit an advance deposit of **\$500 to \$5,000 depending on the complexity and anticipated involvement of the City's consultants** or continuing advance deposits against future billings by the City for recovery of costs provide by this ordinance 98-935(4). **An advanced deposit shall be required for the application related to Extraterritorial matters.** The City may delay acceptance of the application or petition as complete, or may delay final approval of the proposal, until such fees are paid by the Petitioner. The submittal of a development proposal application or petition by a Petitioner shall be construed as an agreement to pay for such professional review services applicable to the proposal. Review fees which are applied to a Petitioner, but which are not paid, may be assigned by the City as a special assessment to the subject property.



July 19, 2024

Tax Key	Owner	Address	Address 2	City	State	Zip Code
ZGC 00044	WPC GENEVA LLC	W405 COUNTY RD L		EAST TROY	WI	531202406
ZGC 00045	CITY OF LAKE GENEVA	626 GENEVA ST		LAKE GENEVA	WI	531470000
ZYUP 00001B	CITY OF LAKE GENEVA	626 GENEVA ST		LAKE GENEVA	WI	531470000
ZGC 00003	WPC GENEVA LLC	300 INTERCHANGE N		LAKE GENEVA	WI	531478916
ZA467900001	CITY OF LAKE GENEVA	626 GENEVA ST		LAKE GENEVA	WI	53147
ZYUP 00137B	WPC GENEVA LLC	W405 COUNTY RD L		EAST TROY	WI	531202406
ZA 89300001	WPC GENEVA LLC	W405 COUNTY RD L		EAST TROY	WI	531202406
ZYUP 00137H	SOMEWHERE ELSE LLC	661 S LAKESHORE DR		LAKE GENEVA	WI	53147
ZYUP 00137G	AZENE LLC	201 SHERIDAN SPRINGS RD		LAKE GENEVA	WI	53147
ZA110000003	WISCONSIN GENEVA SQUARE INVESTORS LLC	2737 CENTRAL ST		EVANSTON	IL	60201
ZYUP 00001C	CITY OF LAKE GENEVA	626 GENEVA ST		LAKE GENEVA	WI	53147
ZGC 00042A	WPC GENEVA LLC	W405 COUNTY RD L		EAST TROY	WI	531202406
ZGC 00005	WPC GENEVA LLC	W405 COUNTY RD L		EAST TROY	WI	53120
ZGC 00005A	WPC GENEVA LLC	W405 COUNTY RD L		EAST TROY	WI	53120
ZYUP 00153	CITY OF LAKE GENEVA	626 GENEVA ST		LAKE GENEVA	WI	53147
ZA439100001	JBST LG LLC	120 SHERIDAN SPRINGS RD		LAKE GENEVA	WI	53147
ZA467900003	CITY OF LAKE GENEVA	626 GENEVA ST		LAKE GENEVA	WI	53147

SHERIDAN SPRINGS ROAD

QC DEED NORTH
5.25'
DOC. 80042

VACATED ALLENDALE AVENUE
FUTURE ALLENDALE AVENUE

TAX ID ZGC 00001

LOT 1

building

LOT 2

building

GROVE STREET
VACATED PER
DOC. 680341

30' WATER MAIN
EASEMENT
DOC. 683664

VACATED GROVE STREET

TAX ID ZGC 00002

66' QC DEED TO
CITY
DOC. 112033
ALSO ALLENDALE
AVENUE
VACATED PER
DOC. 677277

EMPLOYEE LEASING AGREEMENT

THIS EMPLOYEE LEASING AGREEMENT (this "Agreement") is made by **GOVTEMPSUSA a division of MGT of AMERICA CONSULTING, LLC** ("GovTemps"), and the **CITY OF LAKE GENEVA** (the "Client"). GovTemps and the Client can be individually identified as a ("Party") and collectively as the ("Parties"). GovTemps and the Client agree as follows:

SECTION 1 SCOPE OF AGREEMENT

Section 1.01. Assigned Employee. The Client will lease certain employees of GovTemps, and GovTemps will lease to the Client, the personnel identified in attached Exhibit A, (the "Assigned Employee"). **Exhibit A** identifies the temporary position and/or assignment (the "Assignment") the Assigned Employee will fill at the Client, and it further identifies the base compensation for each Assigned Employee, as of the effective date of this Agreement. **Exhibit A** may be amended from time to time by a replacement **Exhibit A** signed by both GovTemps and the Client. GovTemps, as the common law employer of Assigned Employee, has the sole authority to assign and/or remove the Assigned Employee, provided however, that the Client may request, in writing, that GovTemps remove or reassign the Assigned Employee. Any such request will not be unreasonably withheld by GovTemps. The Parties understand and acknowledge that the Assigned Employee is subject to the Client's day-to-day supervision.

Section 1.02. Independent Contractor. GovTemps is and remains an independent contractor, and not an employee, agent, partner of, or joint venturer with, the Client. GovTemps has no authority to bind the Client to any commitment, contract, agreement or other obligation without the Client's express written consent.

SECTION 2 SERVICES AND OBLIGATIONS OF GOVTEMPS AND CLIENT

Section 2.01. Payment of Wages. GovTemps will, to the extent applicable and/or required by law, timely pay the wages and related payroll taxes of the Assigned Employee from GovTemp's own account in accordance with federal and Illinois law and GovTemps' standard payroll practices. GovTemps will withhold from such wages all applicable taxes and other deductions elected by the Assigned Employee. The Client acknowledges that GovTemps may engage a financial entity to maintain its financing and record keeping services, which may include the payment of wages and related payroll taxes in accordance with this Section 2.01. The Client agrees to cooperate with any such financial entity to ensure timely payment of wages, related payroll taxes, and any applicable fees pursuant to this Section 2.01. As to Assigned Employees, GovTemps will comply with the Immigration Reform and Control Act of 1986, Title VII of the Civil Rights Act of 1964, as amended, (Title VII), the Americans With Disabilities Act of 1990 (ADA), the Age Discrimination in Employment Act (ADEA), the Equal Pay Act of 1963, the Civil Rights Acts of 1866 and 1871 (42 U.S.C. § 1981), the Family and Medical Leave Act of 1993, the Fair Labor Standards Act of 1938, the National Labor Relations

Act, the Employee Retirement Income Security Act ("ERISA") of 1974, and any other federal, state or local statute, state constitution, ordinance, order, regulation, policy or decision regulating wages and the payment of wages, prohibiting employment discrimination or otherwise establishing or relating to rights of Assigned Employee.

Section 2.02. Workers' Compensation. To the extent required by applicable law, GovTemps will maintain in effect workers' compensation coverage covering its Assigned Employee's work in an Assignment. Any applicable coverage under this Agreement terminates on the Termination Date of this Agreement.

Section 2.03. Employee Benefits. GovTemps will provide to Assigned Employee those employee benefits identified in the attached **Exhibit B**. GovTemps may amend or terminate any of its employee benefit plans according to their terms. All employee benefits, including severance benefits for Assigned Employee will be included in Fees payable to GovTemps under Section 3.01 of this Agreement.

Section 2.04. Maintenance and Retention of Payroll and Benefit Records. GovTemps will maintain records of all wages and benefits paid and personnel actions taken by GovTemps in connection with any of the Assigned Employee(s). GovTemps will retain control of such records and make them available for inspection as required by applicable federal, state or local laws.

Section 2.05. Other Obligations of GovTemps. GovTemps will comply with any federal, state and local law applicable to its Assigned Employee(s). GovTemps will comply with the requirements of the federal Patient Protection and Affordable Care Act (ACA).

Section 2.06. Direction and Control. The Parties agree and acknowledge that the Client has the right of direction and control over the Assigned Employee, including matters of discipline, excluding removal or reassignment, as provided for by Section 1.01. The Assigned Employee(s) will be supervised, directly and indirectly, and exclusively by the Client's supervisory and managerial employees.

Section 2.07. Obligations of the Client. Pursuant to this Agreement the Client covenants, agrees and acknowledges:

(a) The Client will provide the Assigned Employee with a suitable workplace, that complies with US Occupational Safety and Health Administration ("OSHA") statutes and regulations, and all other health and safety laws, regulations, ordinances, directives, and rules applicable to the Assigned Employee and the Assigned Employee's workplace. The Client agrees to comply, at its expense, with all health and safety directives from GovTemps' internal and external loss control specialists, GovTemps' workers' compensation carrier, or any government agency having jurisdiction over the place of work. The Client will provide and ensure use of all functional personal protective equipment as required by any federal, state or local law, regulation, ordinance, directive, or rule or as deemed necessary by GovTemps' workers' compensation carrier. GovTemps and/or its insurance carriers have the right to inspect the Client's premises to ensure that the Assigned Employee is not exposed to an unsafe work place. GovTemps'

rights under this paragraph do not diminish or alter the Client's obligations to the Assigned Employee under applicable law, or its obligations to GovTemps under this Agreement;

(b) With respect to the Assigned Employee, the Client will comply with all applicable labor and employment-related laws and regulations, and any other federal, state or local statute, state constitution, ordinance, order, regulation, policy or decision, prohibiting employment discrimination, or otherwise establishing or relating to the terms and conditions of Assigned Employee's Assignment;

(c) The Client retains the right to exert sufficient direction and control over the Assigned Employee as is necessary to conduct the Client's business and operations, without which, the Client would be unable to conduct its business, operation or to comply with any applicable licensure, regulatory or statutory requirements;

(d) The Client cannot remove or reassign the Assigned Employee unless mutually agreed to in writing by GovTemps and the Client in accordance with Section 1.01 of this Agreement. Client will timely confer with GovTemps regarding any concern or complaint regarding Assigned Employee's performance or conduct under this Agreement;

(e) The Client will not pay wages, salaries or other forms of direct or indirect compensation, including employee benefits, to Assigned Employee. Client represents that its actions under this Agreement do not violate its obligations it may have under any collective bargaining agreement;

(f) The Client must report to GovTemps any injury to any Assigned Employee of which it has knowledge within twenty-four (24) hours of acquiring such knowledge. If any Assigned Employee is injured in the course of performing services for the Client, the Client must follow the procedures and practices regarding injury claims and reporting; and

(g) The Client must report all on the job illnesses, accidents and injuries of the Assigned Employee to GovTemps within twenty-four (24) hours following notification of said injury by Assigned Employee or Assigned Employee's representative.

SECTION 3 FEES PAYABLE TO GOVTEMPS

Section 3.01. Fees. The Client will pay GovTemps fees for the services provided under this as fully identified on **Exhibit A**, as amended.

Section 3.02. Payment Method. Every two (2) weeks during the term of this Agreement, GovTemps will invoice in writing the Client for the fees owed under this Agreement. Within thirty (30) days following receipt of such invoice, the Client must pay all invoiced amounts by check, wire transfer or electronic funds transfer to GovTemps to an account or lockbox as designated on the invoice. Late payments will be subject to all applicable interest payments or service charges provided by state or local law. In addition to charging interest or

service charges provided by applicable law, GovTemps may, upon written notice to Client, suspend performance of services under this Agreement while any amount due is past due and remains unpaid.

SECTION 4 INSURANCE

Section 4.01. General and Professional Liability Insurance. The Client must maintain in full force and effect at all times during the term of this Agreement a Comprehensive (or Commercial) General Liability and Professional Liability (if applicable) insurance policy or policies (the "Policies"), with minimum coverage in the amount of \$1,000,000 per occurrence, \$3,000,000 aggregate. In the alternative, as applicable, the Client may maintain in full force and effect at all times during the term of this Agreement a self-insured retention ("SIR") which provides the same minimum coverage limits as set forth above. In the event such SIR exists and applies to this Agreement, the Client agrees to fully discuss the SIR's parameters with GovTemps and its relationship to the Policies. At a minimum, the Policies must insure against bodily injury and property damage liability caused by on-premises business operations, completed operations and/or products or professional service and non-owned automobile coverage.

Section 4.02. Certificate of Insurance. Upon request, the Client will promptly issue to GovTemps one or more Certificates of Insurance, verifying the Client's compliance with the provisions of Section 4.01.

Section 4.03. Automobile Liability Insurance. If the Assigned Employee drives a Municipal or personal vehicle for any reason in connection with their Assignment, the Client must maintain in effect automobile liability insurance insuring the Assigned Employee, GovTemps and the Client against liability for bodily injury, death and property damage.

SECTION 5 DURATION AND TERMINATION OF AGREEMENT

Section 5.01. Term and Effective Date. The Effective Date of this Agreement is the date that this Agreement is last signed by GovTemps on the signature page (the "Effective Date"). The period during which the Assigned Employee works at the Client is defined as the ("Term"). The Term commences on the Effective Date and will continue for the period identified on the attached Exhibit A, or until it is terminated in accordance with the remaining provisions of this Section 5. For the purposes of this Agreement, the date on which this Agreement expires and/or is terminated is the ("Termination Date").

Section 5.02. Termination of Agreement for Failure to Pay Fees. If the Client fails to timely pay the fees required under this Agreement, GovTemps may give the Client notice of its intent to terminate this Agreement for such failure and if such failure is remedied within ten (10) days, the notice will be of no further effect. If such failure is not remedied within the ten (10) day period, GovTemps has the right to terminate the Agreement upon expiration of such remedy period.

Section 5.03. Termination of Agreement for Material Breach. If either Party materially breaches this Agreement, the non-breaching Party must give the breaching Party written notice of its intent to terminate this Agreement for such breach and if such breach is remedied within ten (10) days, the notice will be of no further effect. If such breach is not remedied within the ten (10) day period, the non-breaching Party has the right to immediately terminate the Agreement upon expiration of such remedy period.

SECTION 6 NON-SOLICITATION

Section 6.01. Non-Solicitation. The Client acknowledges GovTemps' legitimate interest in protecting its business for a reasonable time following the termination of this Agreement. Accordingly, the Client agrees that during the Term of this Agreement and for a period of two (2) years thereafter, the Client will not solicit, request, entice or induce Assigned Employee to terminate their employment with GovTemps, and the Client will not hire Assigned Employee as a permanent or temporary employee.

Section 6.02. Injunctive Relief. The Client recognizes that the rights and privileges granted by this Agreement are of a special, unique, and extraordinary character, the loss of which cannot reasonably or adequately be compensated for in damages in any action at law. Accordingly, the Client understands and agrees that GovTemps is entitled to equitable relief, including a temporary restraining order and preliminary and permanent injunctive relief, to prevent or enjoin a breach of Section 6.01 of this Agreement. The Client also understands and agrees that any such equitable relief is in addition to, and not in substitution for, any other relief to which GovTemps can recover.

Section 6.03. Survival. The provisions of Section 6 survive the expiration or termination of this Agreement.

SECTION 7 DISCLOSURE AND INDEMNIFICATION PROVISIONS

Section 7.01. Indemnification by GovTemps. GovTemps agrees to indemnify, defend and hold the Client and its related entities or their agents, representatives or employees (the "Client Parties") harmless from and against all claims, liabilities, damages, costs and expenses ("Losses") (a) arising out of GovTemps' breach of its obligations under this Agreement, (b) related to the actions or conduct of GovTemps and its related business entities, their agents, representatives, and employees (the "GovTemps Parties"), taken or not taken with respect to the Assigned Employees that relate to events or incidents occurring prior or subsequent to the term of this Agreement, and (c) arising from any act or omission on the part of GovTemps or any of the GovTemps Parties.

Section 7.02. Indemnification by the Client. The Client agrees to indemnify, defend and hold the GovTemps Parties harmless from and against all Losses (a) arising out of the Client's breach of its obligations under this Agreement, (b) relating to any activities or conditions associated with the Assignment, and (c) arising from any act or omission on the part of the Client or any of the Client Parties.

Section 7.03. Indemnification Procedures. The Party seeking indemnity (the "Indemnified Party") from the other Party (the "Indemnifying Party") pursuant to this Section 7, must give the Indemnifying Party prompt notice of any such claim, allow the Indemnifying Party to control the defense or settlement of such claim and cooperate with the Indemnifying Party in all matters related thereto. However, prior to the Indemnifying Party assuming such defense and upon the request of the Indemnified Party, the Indemnifying Party must demonstrate to the reasonable satisfaction of the Indemnified Party that the Indemnifying Party (a) is able to fully pay the reasonably anticipated indemnity amounts under this Section 7 and (b) will take steps satisfactory to the Indemnified Party to ensure its continued ability to pay such amounts. In the event the Indemnifying Party does not control the defense, the Indemnified Party may defend against any such claim at the Indemnifying Party's cost and expense, and the Indemnifying Party must fully cooperate with the Indemnified Party, at no charge to the Indemnified Party, in defending such potential Loss, including, without limitation, using reasonable commercial efforts to keep the relevant Assigned Employee available. In the event the Indemnifying Party controls the defense, the Indemnified Party is entitled, at its own expense, to participate in, but not control, such defense. The failure to promptly notify the Indemnifying Party of any claim pursuant to this Section will not relieve such Indemnifying Party of any indemnification obligation that it may have to the Indemnified Party, except to the extent that the Indemnifying Party demonstrates that the defense of such action was materially prejudiced by the Indemnified Party's failure to timely give such notice.

Section 7.04. Survival of Indemnification Provisions. The provisions of Section 7 survive the expiration or termination of this Agreement.

SECTION 8 MISCELLANEOUS PROVISIONS

Section 8.01. Amendments. This Agreement may be amended at any time and from time to time, but any amendment must be in writing and signed by all the Parties to this Agreement, except for changes to the fees provided for in Section 3.

Section 8.02. Binding Effect. This Agreement inures to the benefit of and binds the Parties and their respective heirs, successors, representatives and assigns. Neither Party may assign its rights or delegate its duties under this Agreement without the express written consent of the other Party, which consent will not be unreasonably withheld.

Section 8.03. Counterpart Execution. This Agreement may be executed and delivered in any number of counterparts, each of which will be an original, but all of which together constitutes one and the same instrument. This Agreement may be executed and delivered via facsimile or electronic mail.

Section 8.04. Entire Agreement. This Agreement constitutes the entire agreement between the Parties regarding GovTemps' placement of the Assigned Employee with the Client, and contains all of the terms, conditions, covenants, stipulations, understandings and provisions agreed upon by the Parties. This Agreement supersedes and takes precedence over all proposals, memorandum agreements, tentative agreements, and oral agreements between the Parties, made prior to and including the Effective Date of this Agreement not specifically identified and

incorporated in writing into this Agreement. No agent or representative of either Party has the authority to make, and the Parties will not be bound by or liable for, any statement, representation, promise, or agreement not specifically set forth in this Agreement.

Section 8.05. Further Assurances. The Parties will execute and deliver any and all additional papers, documents, and other assurances and do any and all acts and things reasonably necessary in connection with the performances of their obligations under this Agreement.

Section 8.06. Gender. Whenever the context herein so requires, the masculine, feminine or neuter gender and the singular and plural number include the other.

Section 8.07. Section Headings. Section and other headings contained in this Agreement are for reference purposes only and do not affect in any way the meaning or interpretation of this Agreement.

Section 8.08. Severability. If any part or condition of this Agreement is held to be void, invalid or inoperative, such shall not affect any other provision hereof, which will continue to be effective as though such void, invalid or inoperative part, clause or condition had not been made.

Section 8.09. Waiver of Provisions. The failure by one Party to require performance by the other Party shall not be deemed to be a waiver of any such breach, nor of any subsequent breach by the other Party of any provision of this Agreement, and shall not affect the validity of this Agreement, nor prejudice either Party's rights in connection with any subsequent action. Any provision of this Agreement may be waived if, but only if, such waiver is in writing signed by the Party against whom the waiver is to be effective.

Section 8.10. Confidentiality. Each Party will protect the confidentiality of the other's records and information and must not disclose confidential information without the prior written consent of the other Party. Each Party must reasonably cooperate with the other Party regarding any Freedom of Information Act (FOIA) or the State of Wisconsin's Open Records Law's request calling for production of documents related to this Agreement.

Section 8.11. Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of Wisconsin applicable to contracts made and to be performed entirely within such state, except the law of conflicts.

Section 8.12. Force Majeure. GovTemps will not be responsible for failure or delay in assigning its Assigned Employee to Client if the failure or delay is caused by labor disputes and strikes, fire, riot, terrorism, acts of nature or of God, or any other causes beyond the control of GovTemps.

SECTION 9 DISPUTE RESOLUTION

Section 9.01. Good Faith Attempt to Settle. The Parties will attempt to settle any dispute arising out of or relating to this Agreement, or the breach thereof, through good faith negotiation between the Parties.

Section 9.02. Governing Law/Jurisdiction. If a dispute cannot be settled through good faith negotiation within thirty (30) days after the initial receipt by the allegedly offending party of written notice of the dispute, then the controversy or claim may be adjudicated by a federal or state court. Venue and jurisdiction for any action under this Agreement is Walworth County, Wisconsin. This Agreement and any amendments hereto will be governed by and construed in accordance with the laws of the State of Wisconsin.

Section 9.03. Attorneys' Fees. The Parties agree that, in the event of litigation under this Agreement, each Party is liable for only those attorneys' fees and costs incurred by that Party.

SECTION 10 NOTICES

Section 10.01. Notices. All Notices given under this Agreement must be written and may be given by personal delivery, first class U.S. Mail, registered or certified mail return receipt requested, overnight delivery service, or electronic mail.

Notices will be deemed received at the earlier of actual receipt or three (3) days from mailing date. Notices must be sent to the Parties at their respective addresses shown below. A Party may change its address for notice by giving written notice to the other Party.

If to GovTemps:

GovTemps/MGT Consulting
790 Frontage Road Suite 213
Northfield, Illinois 60093
Attention: Michael J. Earl
Telephone: 224-261-8366
Electronic Mail: mearl@govhrusa.com

If to Client:

CITY OF LAKE GENEVA
626 Geneva Street
Lake Geneva, Wisconsin 53147
Attention: Mayor Todd Krause
Telephone: 262-215-0514
Electronic Mail: mayor@cityoflakegeneva.com

[Signatures on following page]

IN WITNESS WHEREOF, the Parties executed this Agreement on the Effective Date, which is the date this Agreement is last signed by GovTemps.

GOVTEMPSUSA, A division of MGT of AMERICA CONSULTING, LLC

By  _____

Name: A. Trey Traviesa
Title: CEO – GovTemps/MGT Consulting

EFFECTIVE DATE: August 5, 2024

CLIENT



Official Stamp
Todd Krause
Mayor

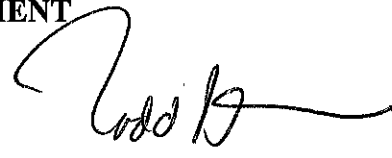
By  _____
Name: Todd Krause
Title: Mayor

EXHIBIT A
Assigned Employee and Base Compensation

ASSIGNED EMPLOYEE: David DeAngelis

POSITION/ASSIGNMENT: Interim City Administrator

POSITION TERM: August 5, 2024 – December 6, 2024

Upon mutual agreement of both parties, the agreement may be extended up to March 7, 2025. Either party may terminate the agreement at any time by providing two weeks advance written notice.

BASE COMPENSATION: \$126/hour. Hours per week will vary but are anticipated to average 20 hours/week and will be determined between the client and the employee and may include a hybrid work structure. Hours worked shall be reported via a timesheet and emailed to payroll@govtempsusa.com on the Monday after the prior work week.

OTHER – MILEAGE/TRAVEL EXPENSE: Employee will receive one hour time credit each week to compensate for mileage travel expense.

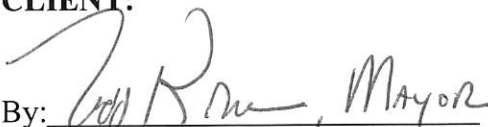
The parties hereby represent and warrant that the individuals whose signatures appear below are authorized by resolution or by their position with that party to enter into and execute this Exhibit A and any amendment thereto on that party's behalf.

GOVTEMPSUSA/MGT CONSULTING:

By: 

Date: 7/29/2024

CLIENT:

By:  Mayor

Date: July 26, 2024

This Exhibit A fully replaces all Exhibits A dated prior to the Effective Date of this Agreement.



Official Stamp
Todd Krause
Mayor