



FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, FEBRUARY 24, 2014 – 6:00 PM

COUNCIL CHAMBERS, CITY HALL

AGENDA

1. Call to Order
2. Roll Call
3. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes
4. Approve the Finance, License and Regulation Committee Meeting minutes of February 10, 2014 meeting as distributed.
5. **LICENSES & PERMITS**
 - A. Original 2013-2014 Operator (Bartender) License applications filed by Dezaray J. Sharp, Kathlyn L. Thoms and Robert J. McGowan
 - B. Original Massage License Application filed by Loosen Up LTD, 201 N. Broad Street, Lake Geneva
 - C. Park Permit Application submitted by Ryan Stelzer on behalf of Lake Geneva Jaycees to use Flat Iron, Library and Seminary Parks for Venetian Festival on August 11-18, 2014 (*recommended by Board of Park Commissioners 2/5/14*)
 - D. Street Use Permit Application submitted by Ryan Stelzer on behalf of Lake Geneva Jaycees to use Wrigley Dr. from Center St. to Broad St. and parking stalls on west side of Center St. from Wrigley Dr. to 150 Center St. for Venetian Festival on August 12-18, 2014
 - E. Temporary Class “B” License application submitted by Ryan Stelzer on behalf of Lake Geneva Jaycees for the sale of fermented malt beverages at Flat Iron Park parking lot, 100 block of Center St., Lake Geneva, for Venetian Festival on August 12-18, 2014.
 - F. Park Permit Application filed by Andy Kerwin on behalf of Alzheimer’s Association of Southeastern Wisconsin for the 8th Annual Walk to End Alzheimer’s using Library Park on September 20, 2014 from 7 a.m. to 1 p.m. (*recommended by Board of Park Commissioners 2/5/14*)
6. Resolution 14-R04, approving a wage schedule for full-time, non-union Police Department employees
7. Resolution 14-R05, authorizing a write-off of Delinquent Personal Property Taxes in the amount of \$1,954.91

- 8.** Discussion/Recommendation on a contract with Springsted for a multi-jurisdiction classification/compensation study in conjunction with the Cities of Elkhorn and Delavan

9. Presentation of Accounts

- A.** Purchase Orders (None)
- B.** Prepaid Bills (None)
- C.** Regular Bills in the amount of \$239,869.94
- D.** Acceptance of Monthly Treasurer's Report for November, 2013

10. 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.

2/21/14 5:00PM

cc: Committee Members, Mayor & remaining Council, Administrator, City Clerk, Attorney, Treasurer



FINANCE, LICENSE & REGULATION COMMITTEE

MONDAY, FEBRUARY 10, 2014 – 6:00 PM

COUNCIL CHAMBERS, CITY HALL

MINUTES

- 1. Call to Order at 6:00pm**
- 2. Roll Call**
Present: Hill, Hougen, Mott, Kupsik, Lyon
Also Present: Mayor Connors, City Administrator Jordan, Comptroller Pollitt, Director of Public Works Winkler, Clerk Neubeck
- 3. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes**
None
- 4. Approve the Finance, License and Regulation Committee Meeting minutes of January 13, 2014 and January 27, 2014 meeting as distributed.**
Motion # 1: Alderman Mott moved to approve Finance, License and Regulation Committee Meeting minutes of January 13, 2014 and January 27, 2014 meeting as distributed, Alderman Kupsik seconded, and the motion passed unanimously.
- 5. LICENSES & PERMITS**
 - A. Original 2013-2014 Operator (Bartender) License application filed by Heather T. Bartolini**
Motion #2: Alderman Kupsik moved to recommend the City Council approve Original 2013-2014 Operator (Bartender) License applications filed by Heather T. Bartolini, Alderman Hougen seconded, and the motion passed unanimously.
 - B. Original Class “B” Fermented Malt Beverage & “Class C” Wine License application filed by Pie High Pizza LLC, 820 Williams Street, Lake Geneva, John J. Karabas, Agent**
Motion #3: Alderman Kupsik moved to recommend the City Council approve original Class “B” Fermented Malt Beverage & “Class C” Wine License application filed by Pie High Pizza LLC, 820 Williams Street, Lake Geneva, John J. Karabas, Agent , Alderman Lyon seconded, and the motion passed unanimously.
- 6. Discussion/Action on purchasing of up to three Microsoft Surface 2 tablets for Council use**
Chairwoman Hill asked if staff can purchase these without approval as well as where in the budget this is being paid from.

Administrator Jordan explained this purchase is over the threshold for staff to purchase; however, there is enough money in the information technology portion of the budget.

Motion #4: Chairwoman Hill moved to recommend the City Council approve staff to purchase up to three Microsoft Surface 2 tablet units from Comptroller's information technology budget not to exceed \$1,350, and Alderman Kupsik seconded.

Alderman Kupsik asked if there is adequate funding in the IT budget for the remaining tablets.

Administrator Jordan replied there is.

The motion passed unanimously.

7. Presentation of Accounts

A. Purchase Orders.

None

B. Prepaid Bills in the amount of \$71,360.73

Motion # 5: Alderman Kupsik moved to recommend the City Council approve Prepaid Bills in the amount of \$71,360.73, Alderman Lyon seconded, and the motion passed unanimously.

C. Regular Bills in the amount of \$156,939.67

Comptroller Pollitt read the bills over \$5,000.

Alderman Mott asked if there is an adequate supply of salt for the duration of the winter months.

Director Winkler replied there is an adequate supply of a sand and salt mixture; however, salt is unavailable for purchase at this time due to a shortage in the area.

Chairwoman Hill thanked the Street Department for their diligence with snow plowing operations.

Motion # 6: Alderman Kupsik moved to recommend the City Council approve Regular Bills in the amount of \$156,939.67, Alderman Lyon seconded, and the motion passed unanimously.

D. Acceptance of Monthly Treasurer's Report for October, 2013

Motion # 7: Alderman Kupsik moved to recommend the City Council accept the Monthly Treasurer's Report for October, 2013, Alderman Lyon seconded, and the motion passed unanimously.

8. Adjournment

Motion # 8: Alderman Kupsik moved to adjourn, Alderman Lyon seconded, and the motion passed unanimously.

The meeting adjourned at 6:16 pm.

Tim Neubeck, City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED
BY THE FINANCE, LICENSE & REGULATION COMMITTEE**



REGULAR CITY COUNCIL MEETING
MONDAY, FEBRUARY 24, 2014 – 7:00 PM
COUNCIL CHAMBERS, CITY HALL

AGENDA

1. Mayor Connors calls the meeting to order
2. Pledge of Allegiance – Alderman Hougen
3. Roll Call
4. Awards, Presentations, and Proclamations
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 Regular City Council Meeting minutes of February 10, 2014, as prepared and distributed
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. Original 2013-2014 Operator (Bartender) License applications filed by Dezaray J. Sharp, Kathlyn L. Thoms and Robert J. McGowan
 - B. Original Massage License Application filed by Loosen Up LTD, 201 N. Broad Street, Lake Geneva
 - C. Park Permit Application submitted by Ryan Stelzer on behalf of Lake Geneva Jaycees to use Flat Iron, Library and Seminary Parks for Venetian Festival on August 11-18, 2014 (*recommended by Board of Park Commissioners 2/5/14*)
 - D. Street Use Permit Application submitted by Ryan Stelzer on behalf of Lake Geneva Jaycees to use Wrigley Dr. from Center St. to Broad St. and parking stalls on west side of Center St. from Wrigley Dr. to 150 Center St. for Venetian Festival on August 12-18, 2014
 - E. Temporary Class “B” License application submitted by Ryan Stelzer on behalf of Lake Geneva Jaycees for the sale of fermented malt beverages at Flat Iron Park parking lot, 100 block of Center St., Lake Geneva, for Venetian Festival on August 12-18, 2014.

- F. Park Permit Application filed by Andy Kerwin on behalf of Alzheimer's Association of Southeastern Wisconsin for the 8th Annual Walk to End Alzheimer's using Library Park on September 20, 2014 from 7 a.m. to 1 p.m. (*recommended by Board of Park Commissioners 2/5/14*)

10. Items removed from the Consent Agenda

11. Plan Commission Recommendations – Alderman Hougen

- A. Resolution 14-R02, authorizing the issuance of a Conditional Use Permit to Immanuel Lutheran Church, 700 Bloomfield Road, Lake Geneva, WI 53147, for the installation of an electronic message center on a freestanding monument sign located at Immanuel Lutheran Church, 700 Bloomfield Road, Tax Key No. ZA4330 00001
- B. Resolution 14-R03, authorizing the issuance of a Conditional Use Permit to Kocourek Property Holdings LLC, 880 S. Lake Shore Drive, Lake Geneva, WI 53147, for a Group Development in the Central Business zoning district at 269 Broad Street, Tax Key No. ZOP 00262

12. Finance, License and Regulation Committee Recommendations – Alderman Hill

- A. Resolution 14-R04, approving a wage schedule for full-time, non-union Police Department employees
- B. Resolution 14-R05, authorizing a write-off of Delinquent Personal Property Taxes in the amount of \$1,954.91
- C. Discussion/Action on a contract with Springsted for a multi-jurisdiction classification/compensation study in conjunction with the Cities of Elkhorn and Delavan

13. Personnel Committee Recommendations – Alderman Kupsik

- A. Discussion/Action of changes to the Employee Handbook Appendix A – Organizational Chart
- B. Discussion/Action on hiring a Deputy City Clerk - Treasurer

14. Presentation of Accounts – Alderman Hill

- A. Purchase Orders (None)
- B. Prepaid Bills (None)
- C. Regular Bills in the amount of \$239,869.94
- D. Acceptance of Monthly Treasurer's Report for November, 2013

15. Mayoral Appointments – Mayor Connors

16. Closed Session

Motion to go into Closed Session pursuant to Wis. Stat. 19.85 (1)(e) for competitive bargaining reasons for Fire union negotiations (Administrator Jordan)

17. Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in Closed Session

18. 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.



REGULAR CITY COUNCIL MEETING
MONDAY, FEBRUARY 10, 2014 – 7:00 PM
COUNCIL CHAMBERS, CITY HALL

MINUTES

1. **Mayor Connors calls the meeting to order at 7:00pm**
2. **Pledge of Allegiance – Alderman Taggart**
3. **Roll Call**
Present: Hougen, Wall, Mott, Hill, Kupsik, Taggart, Lyon
Not Present: Kehoe
Also Present: City Administrator Jordan, Clerk Neubeck, Director of Public Works Winkler
4. **Awards, Presentations, and Proclamations**
 - A. **Recognition of Eagle Scouts from Troops 128, 235, and 239**
Mayor Connors recognized Clay Wahlstedt, Erich Fischer, Cameron Cullen, Dave Payson, and Zach Kieszkowski for achieving the rank of Eagle Scout.
 - B. **Beautification Committee – Mayor’s Christmas Decoration Awards**
The Beautification Committee announced their eleventh annual holiday decoration awards for small businesses, large businesses, and residential decorations.
5. **Re-consider business from previous meeting**
None
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.**
Terry O’Neill, 954 George Street, contended Administrator Jordan erred when he previously presented the Riviera Concourse leases. He suggested altering the qualifications for a commercial quadricycle per Ordinance 14-02.
7. **Acknowledgement of Correspondence**
None
8. **Approve Capital Project Workshop minutes of January 25, 2014 and Regular City Council Meeting minutes of January 27, 2014, as prepared and distributed**
Motion # 1: Alderman Kupsik moved to approve Capital Project Workshop minutes of January 25, 2014 and Regular City Council Meeting minutes of January 27, 2014, as prepared and distributed, Alderman Hougen seconded, and the motion passed unanimously.
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. Original 2013-2014 Operator (Bartender) License applications filed by Heather T. Bartolini

- B.** Original Class “B” Fermented Malt Beverage & “Class C” Wine License applications filed by Pie High Pizza LLC, 820 Williams Street, Lake Geneva, John J. Karabas, Agent

Motion #2: Alderman Kupsik moved to approve original 2013-2014 Operator (Bartender) License applications filed by Heather T. Bartolini and original Class “B” Fermented Malt Beverage & “Class C” Wine License applications filed by Pie High Pizza LLC, 820 Williams Street, Lake Geneva, John J. Karabas, Agent; Alderman Wall seconded, and the motion passed unanimously.

10. Items removed from the Consent Agenda

None

11. Second Reading Ordinance 14-02 amending Chapter 6, Alcohol Beverages of the Lake Geneva Municipal Code (prohibiting the consumption of fermented beverages on a commercial quadricycle)

Motion # 3: Alderman Kupsik moved to approve 14-02 amending Chapter 6, Alcohol Beverages of the Lake Geneva Municipal Code, and Alderman Hill seconded.

Alderman Lyon asked if this Ordinance is a specific response to the State of Wisconsin passing a law allowing consumption of alcohol on a commercial quadricycle.

Attorney Draper replied it is.

The motion passed six to one with Alderman Hougen dissenting.

12. Discussion/Action on Riviera Shop Leases

Administrator Jordan apologized he was in error in the lease amounts. He explained the spreadsheet analysis with what the lessees have been paying over the past eight years. He noted a jump came six years prior when electricity was factored directly into the leases.

Motion # 4: Alderman Wall moved to approve the Riviera shop leases, and Alderman Hougen seconded.

Alderman Hill asked about discrepancies in the spreadsheet and asked for the Harbormaster’s role in the leases.

Administrator Jordan replied the Harbormaster keeps the peace between the tenants. Going forward, the City Administrator and City Clerk will manage the leases.

The motion passed unanimously.

13. Finance, License and Regulation Committee Recommendations – Alderman Hill

- A. Discussion/Action purchasing of up to three Microsoft Surface 2 tablets for Council use**

Motion # 5: Alderman Hill moved to purchase up to three Microsoft Surface 2 tablets for roughly \$1,350 from the Comptroller’s IT budget, and Alderman Lyon seconded.

Alderman Hill explained this is a pilot program for paperless packets.

The motion passed unanimously.

14. Presentation of Accounts – Alderman Hill

- A. Purchase Orders (None)**

- B. Prepaid Bills in the amount of \$71,360.73**

Motion # 6: Alderman Hill moved to approve Prepaid Bills in the amount of \$71,360.73, and Alderman Kupsik seconded.

Alderman Kupsik asked if the service contract for the LUKE parking machines is in this amount.

Mayor Connors replied it is, but the contract for beach use LUKes is due later in the summer.

The motion passed unanimously.

C. Regular Bills in the amount of \$156,939.67

Alderman Hill read off the bills over \$5,000

Motion # 7: Alderman Hill moved to approve Regular Bills in the amount of \$156,939.67, Alderman Hougen seconded, and the motion passed unanimously.

D. Acceptance of Monthly Treasurer's Report for October, 2013

Motion # 8: Alderman Hill moved to accept the Monthly Treasurer's report for October, 2013, Alderman Kupsik seconded, and the motion passed unanimously.

15. Mayoral Appointments – Mayor Connors

A. Appoint Coryn Commare to the Cemetery Board

Motion # 9: Alderman Hill moved to appoint Coryn Commare to the Cemetery Board, Alderman Wall seconded, and the motion passed unanimously.

16. Closed Session

Motion to go into Closed Session pursuant to Wis. Stat. 19.85 (1)(e) for competitive bargaining reasons for Fire union negotiations (Administrator Jordan)

Motion # 10: Alderman Hougen moved to go into Closed Session pursuant to Wis. Stat. 19.85 (1)(e) for competitive bargaining reasons for Fire union negotiations, Alderman Hill seconded, and the motion passed unanimously.

The meeting went into closed session at 7:50pm.

17. Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in Closed Session

Motion # 11: Alderman Hougen moved to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session, and the motion passed unanimously.

The meeting returned from closed session at 8:21pm.

Motion #12: Alderman Hill moved to instruct staff to move forward with the mediation as discussed during closed session, Alderman Kupsik seconded, and the motion passed unanimously.

18. Adjournment

Motion # 13: Alderman Mott moved to adjourn, Alderman Lyon seconded, and the motion passed unanimously.

The meeting adjourned at 8:22pm.

Tim Neubeck, City Clerk.

THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE COMMON COUNCIL

City of Lake Geneva

Licenses Issued between 2/24/2014 and 2/25/2014

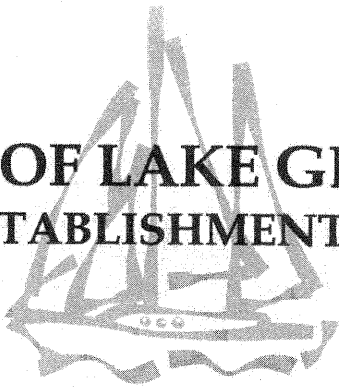
Date: 2/21/2014
 Time: 12:38 PM
 Page: 1

Operator's Regular

<u>Issued</u>	<u>License No</u>	<u>Customer</u>	<u>Address</u>	<u>Total</u>
2/24/2014	2013- 321	Dezaray J. Sharp Employer: Two Thumbs Up LLC	130 Cedar Ave. D/B/A Thumbs Up	30.00
2/24/2014	2013- 323	Robert J. McGowan Employer: Stop N Go #265	N2020 County Rd. H, Lot 5 896 Wells St.	30.00
2/24/2014	2013- 322	Kathlyn L. Thoms Employer: Stop N Go #265	Johnsburg, IL 600 896 Wells St.	30.00
Operator's Regular				90.00
Count:				3
Totals for this Type:				90.00

CITY OF LAKE GENEVA

MASSAGE ESTABLISHMENT APPLICATION



No tickets

Please Check:

Original License Application

Renewal of Current License

PLEASE FILL IN ALL BLANKS COMPLETELY, AS INCOMPLETE APPLICATIONS WILL BE REJECTED. ANNUAL LICENSE EXPIRES JUNE 30TH EACH YEAR. \$50.00 FEE IS PAYABLE TO THE CITY OF LAKE GENEVA AND DUE UPON APPLICATION.

NOTE: Application must be accompanied by the following documents:

- 1) Two 2"x 2" recent photographs of the applicant clearly showing his/her head and shoulders
- 2) Copy of applicant's diploma or certificate
- 3) Report of all massage technicians hired for the establishment, including names and current addresses
- 4) If the applicant business is a corporation, a report including names and current addresses of all officers, directors, and stockholders owning more than ten (10) percent of stock in the corporation

ANY APPLICATION SUBMITTED WITHOUT THE REQUIRED DOCUMENTATION SHALL BE CONSIDERED INCOMPLETE AND REJECTED.

BUSINESS INFORMATION

Trade Name: Loosen up Ltd

Corporate Name (if applicable): _____

Bus. Address (Physical): 201 N Broad, Lake Geneva, WI 53147

Mailing Address (if different): 24612 68th st

City, State, Zip: Paddock Lake, WI 53168

Phone: 708-860-0729 mobile Fax: _____

Please explain the nature of services to be provided: _____


Professional Massage Therapy Services

Swedish Massage, General Relaxation Massage, Deep Tissue Massage

Hot Stone Massage

The undersigned hereby swears, under penalty of law, that the foregoing information provided in this application is true and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE



DATE: 2-12-2014

For Office Use Only

Date Filed: 2-13-14

Receipt No: C140213-4

Total Amount: \$50.00

Forwarded to Police Department: 2-13-14

Background Completed: _____

Police Chief Recommendation: _____

Approved

Denied

Fingerprinted by LGPD: _____

Fingerprinting required for new establishments only.

Forwarded to Building Department: 2-17-14

Building Inspector Approval: [Signature]

Inspector approval required for new establishments only.

FLR Approval: _____

Council Approval: _____

License Issued: _____

License Number: _____

Copied to: Building & Zoning Police Chief Fire Chief

the Soma Institute

Has Conferred Upon

Terence M. Pisano

- t h e d i p l o m a o f -

Clinical Massage Therapy

*with all honors and privileges pertaining to this diploma.
In witness thereof this diploma bears the signature of the President
and seal of the school.*



National School of Clinical Massage Therapy

December 13, 2004

Date

A handwritten signature in cursive script, appearing to read "J. M. ...", written over a horizontal line.

President

Wisconsin Department of Safety and Professional Services

Web Applications

Wisconsin Credential Lookup

Credential Summary - Details

Credential Summary for 4901-146

Name:	pisano, terence m
Credential Type:	MASSAGE THERAPIST OR BODYWORK THERAPIST (146)
Credential Number:	4901-146
Location:	PADDOCK LAKE, WI
License Type:	regular
Status	License is current (Active)
Eligible To Practice:	credential license is current
First Fee Received:	YES

[Details](#)
[Requirements](#)
[Payments](#)
[Orders](#)
[Relationships](#)

Details

License current through:	02/28/2015
Granted date:	12/17/2010
Multi-state:	N
Orders:	NONE
Specialties:	NONE
Other Names:	NONE

Consistent with JCAHO and NCQA standards for primary source verification.
Data on this page is refreshed hourly.

Send Questions or Comments to dsps@wisconsin.gov

the Soma Institute

Has Conferred Upon

Heather Francisco

- t h e d i p l o m a o f -

Clinical Massage Therapy

*with all honors and privileges pertaining to this diploma.
In witness thereof this diploma bears the signature of the President
and seal of the school.*

December 13, 2004

Date

President



National School of Clinical Massage Therapy

A handwritten signature in cursive script, appearing to read "J. Moore", written over a horizontal line.

Wisconsin Department of Safety and Professional Services

Web Applications

Wisconsin Credential Lookup

Credential Summary - Details

Credential Summary for 4900-146

Name:	pisano, heather v
Credential Type:	MASSAGE THERAPIST OR BODYWORK THERAPIST (146)
Credential Number:	4900-146
Location:	PADDOCK LAKE, WI
License Type:	regular
Status	License is current (Active)
Eligible To Practice:	credential license is current
First Fee Received:	YES

[Details](#)
[Requirements](#)
[Payments](#)
[Orders](#)
[Relationships](#)

Details

License current through:	02/28/2015
Granted date:	12/02/2010
Multi-state:	N
Orders:	NONE
Specialties:	NONE
Other Names:	NONE

Consistent with JCAHO and NCQA standards for primary source verification.
Data on this page is refreshed hourly.

Send Questions or Comments to dsps@wisconsin.gov



CITY OF LAKE GENEVA EVENT PERMIT APPLICATION

PLEASE FILL IN ALL BLANKS COMPLETELY, AS INCOMPLETE APPLICATIONS WILL BE REJECTED. APPLICATIONS FOR STREET USE AND/OR PARK PERMITS SHALL BE SUBMITTED AT LEAST 10 WEEKS PRIOR TO THE PROPOSED EVENT DATE(S).

Section I - What type of Permit(s) will your event require?

- Parade & Public Assembly Permit.** Required for any public gathering or parade on public property.
 - If the event is a parade, please attach a map or description of the requested route to be traveled.

- Street Use Permit.** 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.

- Park Reservation Permit.** Required for reserving the use of a park facility or shelter. Please see the Parks Information Packet for more information about available parks and their amenities, park use policies and application procedures.

Provided in Spring when insurance is purchased

Section II - Applicant Information

1. Date of Application: 12-27-13
2. Applicant Name: Ryan Stelzer
3. Organization Name: Lake Geneva Jaycees
4. Organization Type: For Profit Non-Profit (501(c) 4) Tax ID: _____
5. Mailing Address: PO Box 411
6. City, State, Zip: Lake Geneva, WI 53147
7. Phone: 262-215-9112 E-mail: ryan.stelzer@yahoo.com
8. Applicant's Drivers License #: 5342-7338-3408-03 State license issued: WI
9. Event Chair/Contact Person: Ryan Stelzer Phone: 262-215-9112
10. Day of Event Contact Name: " Phone: "

13. Will there be fireworks or pyrotechnics at your event? Yes No
If yes, please attach a fireworks display permit or application.
14. Will your event include the sale of beer and/or wine? Yes No
If yes, please attach a completed Temporary Alcohol License Application.
15. Will you or any other vendors be selling food or merchandise? Yes No
If yes, please attach list of proposed vendors, including business name and type of food/merchandise sold.

Section IV - Street Use

Check if this section does not apply.

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

2. Will any parking stalls be used or blocked during the event? Yes No
If yes, where and how many:

3. Description of signage to be used during event:

Refer to attached sheet X

Section V- Fees

Application and Permit Fees	Unit Fee	Applicable Fee
Parade & Public Assembly Permit	\$0.00 (No Fee)	
Street Use Permit		
Application Fee - Events lasting 2 days or less	\$40.00	_____
Application Fee - Events lasting more than 2 days	\$100.00	_____
Parking stall use/blockage fee (per stall, per day)	\$10.00	_____
Park Reservation Permit		
Application Fee	\$25.00	<u>25.00</u>
Security Deposit		
Non-Profit or Resident		
49 Attendees or Less	\$50.00	_____
50-149 Attendees	\$100.00	_____
150 or more Attendees	Determined by Park Board	_____
Non-Resident		
49 Attendees or Less	\$100.00	_____
50-149 Attendees	\$150.00	_____
150 or more Attendees	Determined by Park Board	_____
Park Reservation Fees		
Non-Profit or Resident		
49 Attendees or Less	\$30.00	_____
50-149 Attendees	\$55.00	_____
150 or more Attendees	\$105.00	_____
Non-Resident		
49 Attendees or Less	\$75.00	_____
50-149 Attendees	\$125.00	_____
150 or more Attendees	\$225.00	_____
Subtotal: \$		<u>25.00</u>

Additional Equipment Requested

List any additional equipment requested. Please see the Parks Information Packet for amenities that are provided in each park at no charge. Requests for equipment are subject to availability.

Equipment (with delivery)	Deposit/Rental Fee	# Units Requested	Applicable Fee
Benches/10 per unit	\$50.00 deposit, \$30.00 per unit	<u>2</u>	_____
Picnic tables/5 per unit	\$50.00 deposit, \$75.00 per unit	<u>2</u>	_____
Barricades/10 per unit	\$30.00 per unit	<u>ALL</u>	_____
Fencing - Snow	\$30.00 per 50 feet	_____	_____
Trash Receptacles/5 per unit	\$50.00 deposit, \$30.00 per unit	<u>4</u>	_____
Subtotal: \$			<u>0.00</u>

Total due with application: \$ 25.00

Accepted by cash or checks (payable to the City of Lake Geneva)

Park Board Members and Lake Geneva City Council:

Event Information

10. The Lake Geneva Jaycees respectively request the use of Flat Iron, Seminary and Library Park for the 2014 Venetian Festival. Flat Iron and Seminary Parks are needed August 11th – August 18th with the festival running the 13th – 17th. Library Park would be needed August 16th and 17th. Activities in the parks will be consistent with previous years. Flat Iron Park will include a carnival, food booths sponsored by local civic organizations, main stage area, and beer garden. Seminary Park would include kiddie and youth rides/games. Library Park would be used on Saturday and Sunday for the annual Arts and Craft Fair, as well as the Jaycee Brat Stand. On Sunday night of the festival, a waterski show will take place along the beach followed by a lighted boat parade and a fireworks display.

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

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

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

- YMCA (Sold Funnel Cakes)
- American Legion (Sold Beef Teriyaki)
- Lions Club (sold corn and brats)
- Lakeland Animal Shelter (Sold Burgers)
- Boy Scouts (Sold Walking Tacos)

Street Use

1. The Jaycees request the following street use. The closure of Wrigley Dr. from Center St. north to the Geneva Towers from Tuesday, August 12 through Monday, August 18.

2. The Jaycees request the use of the parking stalls in the Flat Iron park parking lot, as well as the parking stalls on Center St from the Alley South to Wrigley Dr. during the Festival (Including Set-up and Clean-up). Additionally, we request the use of three parking spaces on either side of the East Walkway of Library Park on Saturday and Sunday, as well as parking stalls from the west end of Library Park East to Warren St. on Sunday. These parking spots are re-opened Sunday evening after the craft fair has been cleaned up. Also, to facilitate safe unloading for the craft fair, we request the use of all the parking stalls in front of Library Park from 6am – 10am on Saturday. All stalls with the exception of the six by the East Walkway will be re-opened by 10am.

Fees

The City of Lake Geneva has generously waived all fees in the past and we respectfully make that request again. The money raised at this event is used to facilitate projects and donations that benefit the City of Lake Geneva, its citizens, and many area non-profit groups. Any fees incurred would reduce dollar for dollar money available to support our community. Below are just some of the organizations/projects that the Jaycees have recently supported with the funds that have been raised through Venetian Festival.

Christmas Generosity – The Jaycees annually provide support to area families by providing winter coats, boots/shoes, clothes, and toys to over 120 kids each year. Members volunteer to purchase, wrap, and deliver these gifts.

Thanksgiving Generosity – Annually, we provide two truckloads of food to the Lake Geneva Food Pantry and WC Food Pantry. In addition, the Jaycees also provided 50 Turkey dinners and food gift cards for more than 40 families.

Lake Geneva Fire Dept – The Jaycees provided funds to purchase a Forced Entry Training Door for use by the LGFD, LGPD, and other local law enforcement agencies.

Leadership Dynamics – The Jaycees annually provide scholarships to students participating in the Leadership Dynamics Program at Badger High School. Last year, four \$500 scholarships were provided to graduating seniors.

YMCA – The Jaycees have supported the YMCA through various projects/donations including the renovation of the Gymnasium floor, the construction of the pool, and providing new uniforms for the baseball program.

Three Graces Fountain – Funds were provided for the renovation of the fountain in Flat Iron Park, as well as providing new benches for seating around the fountain.

City of Lake Geneva – The Jaycees purchased orange barricades to provide the city a better tool to manage traffic flow and pedestrian flow during large events and parades.

Safety Town – The Jaycees have teamed up with Leadership Dynamics to revamp the Safety Town program by providing new buildings and pedal cars to replace the old village and big wheels.

Open Arms Free Clinic – The Jaycees provided a multi-year commitment to Open Arms, the only free clinic available in Walworth County.

VIP Services – The Jaycees provided a multi-year financial commitment toward the new building capital campaign.

Geneva Lake Museum – The Jaycees have supported multiple specialty exhibits constructed by the museum including the most recent “Woodland People” exhibit.

Other Events – Venetian Festival also provides funds to allow the Jaycees to conduct other community events in Lake Geneva such as the Annual Easter Egg Hunt, Sandbox Fill and Punt, Pass, and Kick.

Other Donations – The Lake Geneva Jaycees, in the last 5 years, have provided over 150 separate donations to more than 50 organizations to help improve our community. We appreciate your consideration for the waiver of fees to help us continue to support the projects and organizations that make our community a great place to live.

Thank you for your consideration.

Sincerely,

Ryan Stelzer
Lake Geneva Jaycees
Venetian Festival Chairman

Other 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: Access to electrical in Flat Iron & Seminary, 11th - 18th
- Water Explain: Meter by Street Dep for carnival
- Traffic Control Explain: Sunday Evening by boat launch for ski show & by library park for craft fair
- Police Services Explain: General Patrol, bagging meters, barricades, clearing beach for fireworks, assist clearing beer garden
- Fire/EMS Services Explain: Fireworks loading/unloading
- Other Explain: Streets Dept Delivery of concrete blocks, empty small dumpsters by chamber, close streets (Wingley Dr)

Library Park 16th - 17th

Section VI - Signature of Applicant

"The information provided in this application is true and correct to the best of my knowledge and belief. I understand that cancellation of any event, for any reason, shall result in the forfeiture of permit fees. I understand that application fees are not refunded in the event the application is not approved. I understand that in addition to the schedule of fees, if any additional City services are requested or determined to be impacted, an additional fee will be charged for those services. I agree to comply with all applicable state, federal and municipal regulations and ordinances."

APPLICANT SIGNATURE:

[Signature] DATE: 12-27-13

For Office Use Only

Date Filed with Clerk: 12/27/13 Payment with application: \$ 25.00 Receipt: C131227-7
 (+ \$10 for Temp Beer Lic)

Departmental review (all that apply):

- Police Chief: Approved Denied Signed: [Signature]
 Additional services needed: _____
 Additional fees or deposit: _____
- Fire Chief: Approved Denied Signed: Burt Connelly
 Additional services needed: _____
 Additional fees or deposit: _____
- Street Dept.: Approved Denied Signed: [Signature]
 Additional services needed: _____
 Additional fees or deposit: _____

Committee/Council review (all that apply):

- Park Board: Meeting Date(s): 2-5-14 Approved Denied
 Reasons/Conditions: D. Hester
- Finance, License Regulation: Meeting Date(s): _____ Approved Denied
 Reasons/Conditions: _____
- Council: Meeting Date(s): _____ Approved Denied
 Reasons/Conditions: _____

Clerk's Office Completion:

Total Add'l fee/deposit to be collected: \$ — Receipt # _____
 Permit(s) issued: Parade/PA Street Use Park Permit
 Date of issue: _____ Deposit Returned: \$ _____ Deposit withheld: \$ _____
 Reason withheld: _____

APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

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

FEE \$ 10

Application Date: 12-27-13

Town Village City of Lake Geneva County of Walworth

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

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 8-12-104 and ending 8-18-104 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check appropriate box) Bona fide Club Church Lodge/Society Veteran's Organization Fair Association

(a) Name Lake Geneva Jaycees

(b) Address PO Box 411, Lake Geneva, WI 53147

(c) Date organized Town Village City

(d) If corporation, give date of incorporation

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

(f) Names and addresses of all officers:

President Hoss Rehberg 303 Devendorf St Elkhorn, WI 53121

Vice President Josh Spiegelhoff W3786 Locust Dr Lake Geneva, WI 53147

Secretary Rob Twynny 665 Maple St Lake Geneva, WI 53147

Treasurer Bryan Iwicki 321 N Carter St, Geneva City, WI 53128

(g) Name and address of manager or person in charge of affair: Ryan Stelzer 215 Skyline Dr Lake Geneva, WI 53147

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number 100 Block of Center St

(b) Lot Flat Iron Parking Lot Block

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

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

3. NAME OF EVENT

(a) List name of the event Venetian Festival

(b) Dates of event 8-12-14 - 8-18-14

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer Hoss Rehberg 12-27-13

Lake Geneva Jaycees (Name of Organization) Bryan Iwicki 12-27-13

Officer

Officer

Date Filed with Clerk 12-27-13

Date Reported to Council or Board

Date Granted by Council

License No.

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

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

Applicant Organization: Lake Geneva Jaycees

Name of Event: Venetian Festival

Date of Event: 8-12-14 - 8-18-14

Time of Event: 6:00 AM (Beginning) 12:30 AM (Ending)

Event Contact Person: Ryan Stelzer

Contact Phone: 262-215-9112 (Day)

_____ (Evening)

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

ADDITIONAL INFORMATION

May be Granted and Issued only to:

- (1) Bona fide clubs that have been in existence for at least 6 months prior to the date of application.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Church, lodge, or society that has been in existence for at least 6 months prior to the date of application.
- (4) Posts now or hereafter established of ex-servicemen's organizations.

Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (ss. 125.26(1) and 125.51(1)(a), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:

Class "B" (Beer):

- a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (s. 125.04(3)(f), Wis. Stats.)
- b. At least 15 days prior to the granting of the license for events lasting 4 or more days.

"Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.

- (4) Seller's Permit: Sec. 77.54 (7m), Wis. Stats., provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required.

Fee: Not to exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.)

Duration: The day, or consecutive days, that the specified event is in progress.

Restrictions:

- (1) License may not be issued to individuals.
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. They may not be issued for business or social meetings of the organization.
- (3) Licenses for club or organization meetings may be issued only to ex-servicemen's posts.
- (4) License may cover either a specified area or the entire picnic grounds.
- (5) License issued to a county or district fair must cover the entire fairground (ss. 125.26(6) and 125.51(10), Wis. Stats.)
- (6) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (s. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (7) Licensed operator(s) must be present at all times (ss. 125.26(6), 125.32(2) - Beer; 125.51(10), 125.68(2) - Wine; 125.17)
- (8) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (s. 125.32(6), Wis. Stats.)
- (9) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society or veterans' post in any 12 month period.
- (10) Licensed organizations must purchase their product from a licensed wholesaler.

NOTE: Most coolers presently on the market have a fermented malt beverage base allowing sale under a beer license, e.g. Bartles and James, Seagrams, etc.



CITY OF LAKE GENEVA EVENT PERMIT APPLICATION

PLEASE FILL IN ALL BLANKS COMPLETELY, AS INCOMPLETE APPLICATIONS WILL BE REJECTED. APPLICATIONS FOR STREET USE AND/OR PARK PERMITS SHALL BE SUBMITTED AT LEAST 10 WEEKS PRIOR TO THE PROPOSED EVENT DATE(S).

Section I - What type of Permit(s) will your event require?

- Parade & Public Assembly Permit.** Required for any public gathering or parade on public property.
- If the event is a parade, please attach a map or description of the requested route to be traveled.
- Street Use Permit.** 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.
- Park Reservation Permit.** Required for reserving the use of a park facility or shelter. Please see the Parks Information Packet for more information about available parks and their amenities, park use policies and application procedures.

Section II - Applicant Information

1. Date of Application: 1/31/14
2. Applicant Name: Andy Kerwin
3. Organization Name: Alzheimer's Association of SE Wisconsin
4. Organization Type: For Profit Non-Profit (501(c) 3) Tax ID: _____
5. Mailing Address: c/o Arbor Village of Geneva Crossing, 201 Townline Road
6. City, State, Zip: Lake Geneva, WI 53147
7. Phone: (262) 248-4558 E-mail: avillage@genevaonline.com
8. Applicant's Drivers License #: K650-0036-5296-09 State license issued: WI
9. Event Chair/Contact Person: Andy Kerwin Phone: (262) 903-4557
10. Day of Event Contact Name: Andy Kerwin Phone: (262) 903-4557

Section III - Event Information

1. Title of Event: 8th Annual Walk to End Alzheimer's
2. Date(s) of Event: Saturday September 20th, 2014
3. Location(s) of Event: Library Park
4. Hours: 7:00 AM Set-up, 10:00 AM Walk, 1:00 PM clean-up
Start Time End Time

5. Is the event open to the public? Yes No

6. Will you charge an admission fee? Yes No

7. Estimated Attendance Number: 500

8. Basis for Estimate: Previous 7 years

9. Will there be any animals? Yes No
If yes, what type and how many: Some dogs - 20 or so

10. Detailed description of proposed event (attach additional pages, if necessary):
walk is to raise awareness and fundraiser for the Alzheimer's Association of SE Wisconsin. Walk is 3 mile loop route along lakeshore or 1 mile walk in Maple Park neighborhood.

11. Description of plan for handling refuse collection and after-event clean-up:
John's disposal provides cartage + recycling for event. Walkers + committee cleans up park.

12. Description of plan for providing event security (if applicable):
We ask LGPD to come to park at 9:00 am and leave after walk starts. Squad is needed at Library Park + Maxwell St at 10:00 AM for walkers to cross safely

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

14. Will your event include the sale of beer and/or wine? Yes No
If yes, please attach a completed Temporary Alcohol License Application.

15. Will you or any other vendors be selling food or merchandise? Yes No
If yes, please attach list of proposed vendors, including business name and type of food/merchandise sold.

Alzheimer's Association of SE Wisconsin
T-shirts + misc "mission" orientated items

Section IV - Street Use

Check if this section does not apply.

1. Description of the portion(s) of road(s) to be used:
At crosswalk of Main Street + Maxwell Street

2. Will any parking stalls be used or blocked during the event? Yes No
If yes, where and how many:
In front of Library Park Jr Rescue Squad
and key participants of walk @
247, 248, 249, 250, 251, 252

3. Description of signage to be used during event:
Signs along walk to guide walkers
Banner signs at park used as information

Section V- Fees

Application and Permit Fees	Unit Fee	Applicable Fee
Parade & Public Assembly Permit	\$0.00 (No Fee)	
Street Use Permit		
Application Fee - Events lasting 2 days or less	\$40.00	_____
Application Fee - Events lasting more than 2 days	\$100.00	_____
Parking stall use/blockage fee (per stall, per day)	\$10.00	_____
Park Reservation Permit		
Application Fee	\$25.00	<u>75.00</u>
Security Deposit		
Non-Profit or Resident		
49 Attendees or Less	\$50.00	_____
50-149 Attendees	\$100.00	_____
150 or more Attendees	Determined by Park Board	_____
Non-Resident		
49 Attendees or Less	\$100.00	_____
50-149 Attendees	\$150.00	_____
150 or more Attendees	Determined by Park Board	_____
Park Reservation Fees		
Non-Profit or Resident		
49 Attendees or Less	\$30.00	_____
50-149 Attendees	\$55.00	_____
150 or more Attendees	\$105.00	<u>105.00</u> 50.00
Non-Resident		
49 Attendees or Less	\$75.00	_____
50-149 Attendees	\$125.00	_____
150 or more Attendees	\$225.00	_____
Subtotal: \$		<u>75.00</u>

Waive Security Deposit

Additional Equipment Requested

List any additional equipment requested. Please see the Parks Information Packet for amenities that are provided in each park at no charge. Requests for equipment are subject to availability.

Equipment (with delivery)	Deposit/Rental Fee	# Units Requested	Applicable Fee
Benches/10 per unit	\$50.00 deposit, \$30.00 per unit	_____	_____
Picnic tables/5 per unit	\$50.00 deposit, \$75.00 per unit	_____	_____
Barricades/10 per unit	\$30.00 per unit	_____	_____
Fencing - Snow	\$30.00 per 50 feet	_____	_____
Trash Receptacles/5 per unit	\$50.00 deposit, \$30.00 per unit	_____	_____
Subtotal: \$			_____

Total due with application: \$ 75.00
 Accepted by cash or checks (payable to the City of Lake Geneva)

Other 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: plug in for microphone + band after walk
- Water Explain: _____
- Traffic Control Explain: _____
- Police Services Explain: _____
- Fire/EMS Services Explain: _____
- Other Explain: _____

Section VI - Signature of Applicant

"The information provided in this application is true and correct to the best of my knowledge and belief. I understand that cancellation of any event, for any reason, shall result in the forfeiture of permit fees. I understand that application fees are not refunded in the event the application is not approved. I understand that in addition to the schedule of fees, if any additional City services are requested or determined to be impacted, an additional fee will be charged for those services. I agree to comply with all applicable state, federal and municipal regulations and ordinances."

APPLICANT SIGNATURE:

ARK DATE: 1-31-14

For Office Use Only

Date Filed with Clerk: 2-3-14 Payment with application: \$ 895 Receipt: C140217-1

Departmental review (all that apply):

- Police Chief: Approved Denied Signed: [Signature]
 Additional services needed: _____
 Additional fees or deposit: _____
- Fire Chief: Approved Denied Signed: _____
 Additional services needed: _____
 Additional fees or deposit: _____
- Street Dept.: Approved Denied Signed: _____
 Additional services needed: _____
 Additional fees or deposit: _____

Committee/Council review (all that apply):

- Park Board: Meeting Date(s): 2-5-14 Approved Denied
 Reasons/Conditions: [Signature]
- Finance, License Regulation: Meeting Date(s): _____ Approved Denied
 Reasons/Conditions: _____
- Council: Meeting Date(s): _____ Approved Denied
 Reasons/Conditions: _____

Clerk's Office Completion:

Total Add'l fee/deposit to be collected: \$ _____ Receipt # _____
 Permit(s) issued: Parade/PA Street Use Park Permit
 Date of issue: _____ Deposit Returned: \$ _____ Deposit withheld: \$ _____
 Reason withheld: _____

LAKE GENEVA

Lake Geneva

Library Park
Start/Finish at Balloon Arch

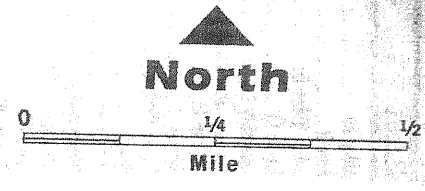
Note 1: Waterstop at Geneva Bay Estates Lakefront Access
Course Marshall at Bridge

Note 2: Caution: Stay on Path
KEEP OFF SEA WALL
Course Marshall on Wall

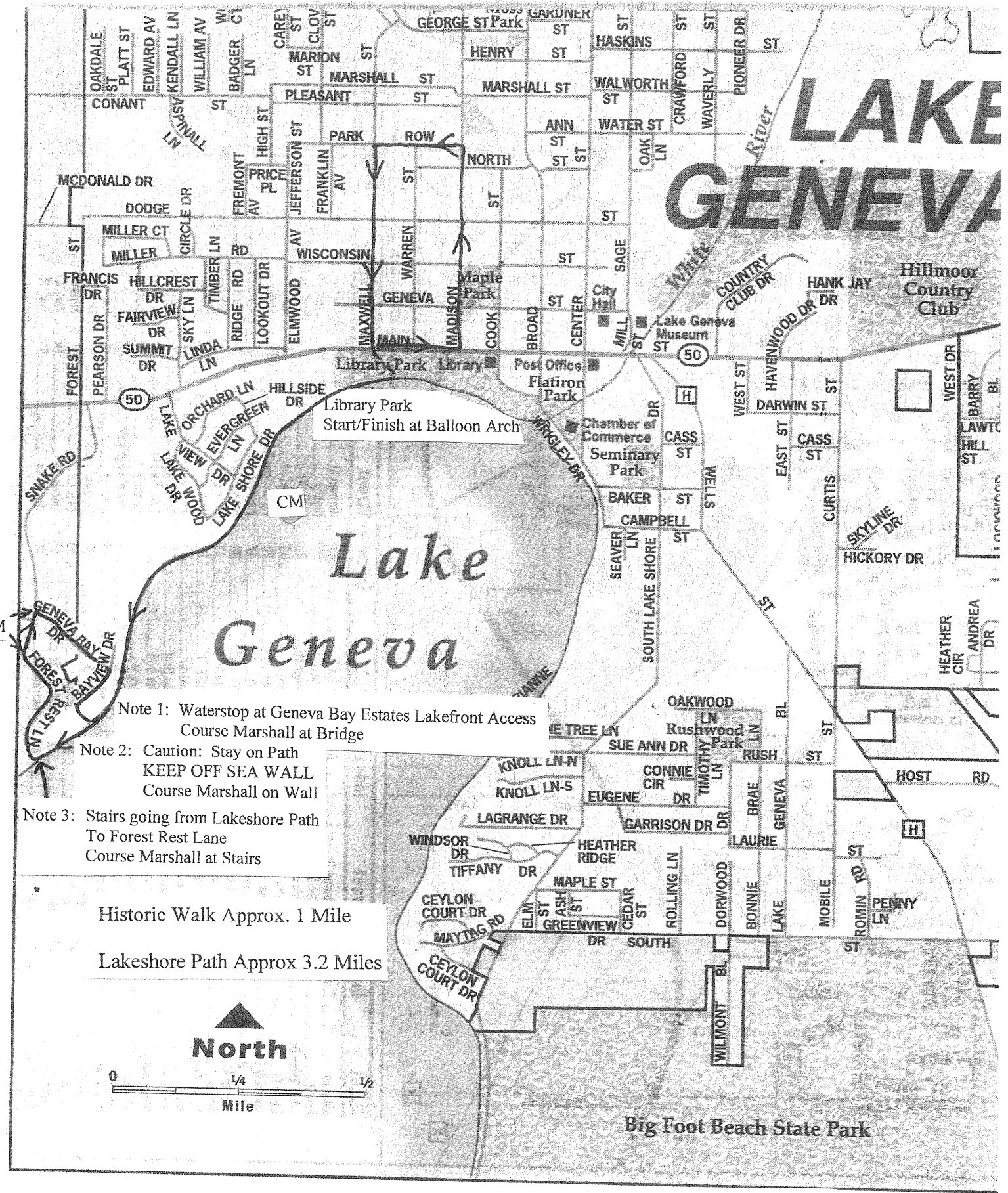
Note 3: Stairs going from Lakeshore Path
To Forest Rest Lane
Course Marshall at Stairs

Historic Walk Approx. 1 Mile

Lakeshore Path Approx 3.2 Miles



Big Foot Beach State Park



PARK

ROW

CM 5

CM 4

Walkers on S. Side of Park Row

NORTH ST.

STREET

STREET

STREET

DODGE

STREET

WISCONSIN

STREET

GENEVA

STREET

MAXWELL

WARREN

MADISON

Walkers on N. Side of Main

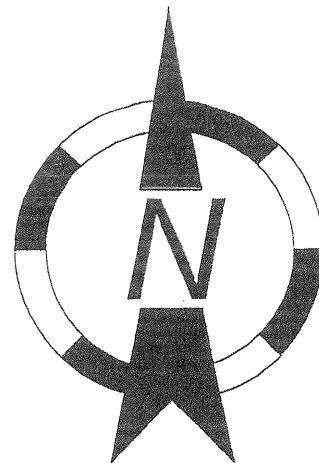
MAIN

STREET

CM 1

CM 2

CM 3



HISTORIC WALK

1 MILE

Walkers on W. Side of Madison

Walkers on W. Side of Maxwell

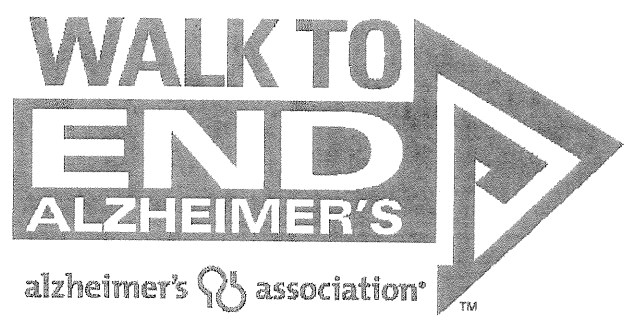
LIBRARY

PARK

Start/Finish at Balloon Arch

LAKE GENEVA

2012



JOIN US

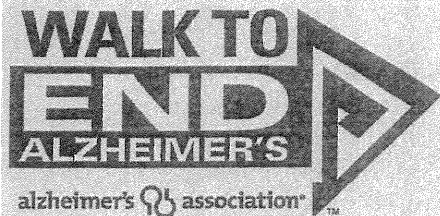
Mark your calendar for the 2012 Alzheimer's Association Walk to End Alzheimer's and unite in a movement to reclaim the future for millions. Join us as we walk to end Alzheimer's, the nation's sixth-leading cause of death and a disease that devastates millions of families across the country.

With your help, we can raise awareness and funds to enhance Alzheimer's care and support and advance critical research. Together, we are an unstoppable force in the fight against Alzheimer's.

Walk dates & locations:

- 09.08.2012 | Frame Park, Waukesha
- 09.15.2012 | Library Park, Lake Geneva
- 09.22.2012 | Regner Park, West Bend
- 09.29.2012 | UW-Parkside, Kenosha & Sports Core, Kohler
- 10.06.2012 | Moraine Park Technical College, Fond du Lac & Mount Mary College, Milwaukee

The end of Alzheimer's disease starts here.



09.15.2012

Library Park,
Lake Geneva

*Example of walk
timeline from 2012*

EVENT SCHEDULE

- 8:30 a.m.** Registration
Breakfast Food Provided by
Stinebrink's Piggly Wiggly
Promise Garden Tent
Merchandise Tent
Kids Zone Open
- 8:40 a.m.** Zumba Warm Up
- 9:40 a.m.** Opening Ceremony
Tom Hlavacek
Dr. Diana Kerwin
Sharon Jerousek
Nick Tzitzon, Presentation of Wally
Phillips Award

10:00 a.m. Walk Begins

10:30 a.m. The Petty Thieves

If you would like a team picture look for our
photographer!

RAFFLE DRAWING

- *For each \$100 raised, you will receive one raffle ticket*
Check-in at the Raffle Table after the walk
to see if you won!

**Various downtown businesses are offering discounts to
you as a walker!** Look for a sign in their window
designating participation.

COMMITTEE

Wendy Betley, Chair
Andy Kerwin, Chair
Dr. Diana Kerwin, Honorary Chair

Sonja Akright
Leslie Aronovitz
Jason Betley
Taylor Danz
Pat DeBruin
Diane Egan

Meg Gleason
Julie Juranek
Christine Kiesel
Jan Peterson
Betty Sanders
Sharon Shelton

**Thank you to all the committee members and
volunteers that have made this event possible!**

20th 2014

Alzheimer's Association Walk Saturday September 21st, 2013

Start time: 10:00 am from Library Park

Lakeshore Route:

Walkers proceed west on lakeshore path towards Geneva Bay Estates thru beach access to Bayview Drive and Geneva Bay Drive. (Approved from homeowners association for 2012 walk) Walkers will take left on Snake Road and proceed to Forest Rest Lane and take a left off of Snake Road onto Forest Rest Lane. (Approved from Forest Rest Lane homeowners association for 2012 walk). Walkers will stay on Forest Rest Lane and access lakeshore path at end of road. Walkers will take a left on lakeshore path and proceed back to Library Park.

Historic Walk Route:

Library Park to Maxwell Street crosswalk. Cross Main Street and make right on sidewalk running north of Main Street. Proceed on sidewalk to Madison Street. Make a left onto Madison Street sidewalk. Proceed north to Park Row. Left on Park Row to Maxwell Street. Cross Maxwell Street and make left on sidewalk on west side of Maxwell. Proceed south on Maxwell Street sidewalk to Main Street. Use crosswalk to cross Main Street and enter Library Park.

Details of walk day:

The morning of the event volunteers will begin setting up tables for registration of all walkers at 7:00am. There will be pre-walk entertainment and an opening ceremony. The walk will begin promptly at 10:00 am. Walkers can choose either the lakeshore or historic route. We will need Lake Geneva Police Department assistance at the crosswalk of Main Street. Most walkers will complete the walking route between 10:30 and 11:00. Musical entertainment will be provided to the returning walkers and play until 1:00. Hot dogs will be grilled on site and provided as a snack to the walkers. Raffle prizes will be given after the walk. All clean up will be complete by ~~2:00~~.

1:00

CONDITIONAL USE RESOLUTION 14-R02

A resolution authorizing the issuance of a Conditional Use Permit to Immanuel Lutheran Church, 700 Bloomfield Road, Lake Geneva, WI 53147

WHEREAS, the City Plan Commission has considered the application of Immanuel Lutheran Church, 700 Bloomfield Road, Lake Geneva, WI 53147

WHEREAS, the City Plan Commission held a Public Hearing thereon pursuant to proper notice given on February 17, 2014.

NOW, THEREFORE, BE IT RESOLVED, that the Zoning Administrator be, and is hereby authorized, to issue a Conditional Use Permit for the installation of an electronic message center on a freestanding monument sign located at Immanuel Lutheran Church, 700 Bloomfield Road, Tax Key No. ZA4330-00001.

Granted by action of the Common Council of the City of Lake Geneva this 24th day of February, 2014.

James R. Connors, Mayor

ATTEST:

Timothy Neubeck, City Clerk

CONDITIONAL USE RESOLUTION 14-R03

A resolution authorizing the issuance of a Conditional Use Permit to Kocourek Property Holdings LLC, 880 S. Lake Shore Drive, Lake Geneva, WI 53147

WHEREAS, the City Plan Commission has considered the application of Kocourek Property Holdings LLC, 880 S. Lake Shore Drive, Lake Geneva, WI 53147

WHEREAS, the City Plan Commission held a Public Hearing thereon pursuant to proper notice given on February 17, 2014.

NOW, THEREFORE, BE IT RESOLVED, that the Zoning Administrator be, and is hereby authorized, to issue a Conditional Use Permit for a Group Development in the Central Business zoning district at 269 Broad Street, Tax Key No. ZOP 00262

Granted by action of the Common Council of the City of Lake Geneva this 24th day of February, 2014.

James R. Connors, Mayor

ATTEST:

Timothy Neubeck, City Clerk

Resolution 14-R04

WHEREAS, the Police & Fire Commission on February 6, 2014 approved and recommends a 2% pay increase for 2014 for all Police Department full time, non-union positions, and

WHEREAS, the Police & Fire Commission eliminated the extra pay types for shift differential, longevity pay and educational credit pay and instead, approved and recommends an additional amount to be added to the base hourly rates, effective with the first payroll in March, 2014, and

WHEREAS, the Common Council has the final authority to approve or deny all employee compensation,

BE IT THEREFORE RESOLVED, that the Common Council of the City of Lake Geneva hereby establishes the following Wages for the Non-Represented Police Employees as noted below:

Position	2013 Base Hourly Rate	2% Increase effective 1-1-14	Hourly rate with the 2% increase	Additional per hour increase effective 3-13-14 payroll	New 2014 Hourly Rate	Holiday Pay + Supervisor Pay	2014 Total Annualized Wage (not including overtime)
As Approved by PFC:							
Police Chief Rasmussen	40.7500	0.8150	41.5650	0.71	42.2750	3,952.71	91,884.71
Assistant Police Chief Reuss	37.8325	0.7567	38.5892	0.68	39.2692	3,671.67	85,351.50
Police Lieutenant Gritzner	33.8442	0.6769	34.5211	0.62	35.1411	3,285.69	75,968.00
Sergeant Hall	29.7132	0.5943	30.3075	0.49	30.7975	3,779.56	67,477.96
Sergeant Way	29.7132	0.5943	30.3075	0.39	30.6975	3,770.21	67,261.78
Sergeant Derrick	29.7132	0.5943	30.3075	0.36	30.6675	3,767.41	67,196.92
Comm Supervisor Froggatt	21.9522	0.4390	22.3912	0.51	22.9012	3,041.27	50,407.91
Data Entry Bonk	19.1507	0.3830	19.5337	0.36	19.8937	1,860.06	43,238.99
Data Entry Povish	16.0128	0.3203	16.3331	0.36	16.6931	1,560.80	36,282.36
Dispatcher Barton	19.2591	0.3852	19.6443	0.36	20.0043	1,870.40	43,245.26
Dispatcher Holwick	19.2591	0.3852	19.6443	0.36	20.0043	1,870.40	43,245.26
Dispatcher Yakes	19.2591	0.3852	19.6443	0.36	20.0043	1,870.40	43,245.26
Dispatcher Moore	18.1130	0.3623	18.4753	0.36	18.8353	1,761.10	40,718.07
Dispatcher Cordes	14.3007	0.2860	14.5867	0.36	14.9467	1,397.52	32,311.81

Adopted this 24th day of February, 2014.

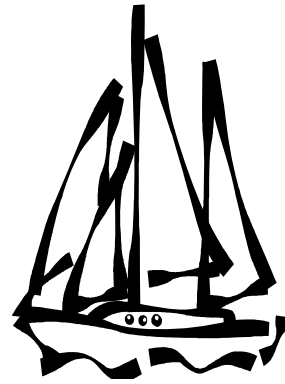
APPROVED:

James R. Connors, Mayor

ATTEST:

Timothy Neubeck, City Clerk

Memo



To: Mayor, Council, City Administrator, and Comptroller

From: Teresa M. Klein, Treasurer

Date: 2/20/14

Re: Delinquent Personal Property Tax Writeoffs

Per standard accounting practices, debts that the city is unable to collect should be written off.

Listed on Resolution Number 14-R05 are the accounts that we have been unable to collect for the past several years. The accounts selected to be written off are all closed, or in bankruptcy.

Be advised that these accounts are still at the collection agency, which is actively trying to collect on these bad debts.

If you have any questions regarding these accounts or the complete listing of Delinquent Personal Property Tax accounts, please let me know.

Teresa M Klein, Treasurer

Resolution No: 14-R05

WHEREAS, the Common Council approved the 2013 operating budget for the General Fund, and

WHEREAS, it has been determined that certain delinquent personal property tax accounts from 2010-2012 have balances that should be written off with the agreement of the City Administrator, and

WHEREAS, these unpaid balances have been turned over to the City's collection agency for continued efforts to secure payment, and

WHEREAS, the operating budget includes a budgeted account that is designated for this purpose, which has a current balance of \$2,000.00, and

WHEREAS, it is the desire to have the City's accounts be current to properly reflect the financial status of the city in accordance with Generally Accepted Accounting Principles,

BE IT THEREFORE RESOLVED, that the Common Council approve this resolution to write off \$1,954.91 in the fiscal year 2013 for the delinquent personal property taxes as follows:

<u>Business</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>TOTAL</u>
A La Mode Threads		3.56	17.01	20.57
Advanced Real Estate Group		47.51	121.50	169.01
Aislinge Gallery of Fine Art		5.10	24.30	29.40
Alternative Health Associates		21.90		21.90
At Your Service		20.95	2.44	23.39
Chair Covers & More		20.38		20.38
Deneckes Computer Service		7.64	36.46	44.10
Direct Buy Digital		73.14		73.14
El Palenque			806.72	806.72
EverArt			19.45	19.45
Geneva Java			138.50	138.50
Great Crepe		50.95	242.99	293.94
Healing Body & Soul		9.68		9.68
Life Skills Hypnosis Center	1.01		4.85	5.86
Los Otates		38.20		38.20
Oxford Times-Fancy Fakes		12.73	60.74	73.47
Premier Mortgage		76.00		76.00
Roof Restorers		55.10		55.10
Salon A		4.06		4.06
Shear Elegance			21.89	21.89
Scents & Sensibilities		2.85	7.30	10.15
	1.01	449.75	1,504.15	1,954.91

Adopted this 24th day of February, 2014.

APPROVED:

James R. Connors, Mayor

ATTEST:

Timothy Neubeck, City Clerk

DELINQUENT PERSONAL PROPERTY TAXES
11-00-00-1232
12/31/2013

	YEAR	ORIGINAL BALANCE	Adjustments/ Chargebacks	Write-offs	Collections	BALANCE 12/31/2013
Life Skills Hypnosis Center	2010	4.32	(3.31)	Resol 14-R5		1.01
Flores Financial Services	2010	947.87	-			947.87
Germaine's Fashion Gallery	2010	110.12	-			110.12
RRB Bicycles & Access	2010	319.55	-			319.55
TLC Home Improvement	2010	38.86	-			38.86
Wesley Inn	2010	174.87	-			174.87
<hr/>						
A La Mode Threads	2011	15.22	(11.66)	Resol 14-R5		3.56
Advanced Real Estate Gr	2011	108.77	(61.26)	Resol 14-R5		47.51
Aislinge Gallery of Fine Art	2011	21.76	(16.66)	Resol 14-R5		5.10
Alternative Health Associates	2011	93.54	(71.64)	Resol 14-R5		21.90
At Your Service	2011	187.55	(166.60)	Resol 14-R5		20.95
Body Logic Fitness	2011	660.15	-			660.15
Chair Covers & More	2011	87.01	(66.63)	Resol 14-R5		20.38
Dairy Queen	2011	2,378.71	-		(2,100.00)	278.71
Deneckes Computer Service	2011	32.63	(24.99)	Resol 14-R5		7.64
Direct Buy Digital	2011	167.50	(94.36)	Resol 14-R5		73.14
Global Gourmet	2011	84.84	(64.98)			19.86
Great Crepe	2011	217.55	(166.60)	Resol 14-R5		50.95
Healing Body & Soul	2011	41.32	(31.64)	Resol 14-R5		9.68
Los Otates	2011	163.17	(124.97)	Resol 14-R5		38.20
Meinel Electrical Contracting	2011	108.77	-			108.77
Niko LLC	2011	650.44	(498.13)			152.31
Oxford Times-Fancy Fakes	2011	54.39	(41.66)	Resol 14-R5		12.73
Premier Mortgage	2011	174.03	(98.03)	Resol 14-R5		76.00
Roof Restorers	2011	126.16	(71.06)	Resol 14-R5		55.10
Salon A	2011	17.39	(13.33)	Resol 14-R5		4.06
Scents & Sensibilities	2011	6.52	(3.67)	Resol 14-R5		2.85
<hr/>						
A LA MODE THREADS	2012	17.01	-	Resol 14-R5		17.01
ADVANCED Real Estate Group	2012	121.50	-	Resol 14-R5		121.50
AISLINGE GALLERY OF FINE ART	2012	24.30	-	Resol 14-R5		24.30
AT YOUR SERVICE	2012	2.44	-	Resol 14-R5		2.44
CHOPPERS CUSTOM LEATHER	2012	242.99	-			242.99
Deneckes Computer Service LLC	2012	36.46	-	Resol 14-R5		36.46
EI Palenque	2012	806.72	-	Resol 14-R5		806.72
EverArt	2012	19.45	-	Resol 14-R5		19.45
Geneva Java	2012	138.50	-	Resol 14-R5		138.50
Global Gourmet	2012	94.76	-			94.76
Great Crepe	2012	242.99	-	Resol 14-R5		242.99
Greenberg-Begun Mgmt LLC	2012	121.50	-			121.50
J'MARC GRAPHICS	2012	102.05	-			102.05
Jorge Martinez-Apt. Rentals	2012	34.01	-			34.01
Kettle Moraine Manufactured Housing Inc	2012	242.99	-			242.99
LAKE GENEVA AUTO DETAIL	2012	92.34	-			92.34
Life Skills Hypnosis Center	2012	4.85	-	Resol 14-R5		4.85
MARTIN ARANDA	2012	182.24	-			182.24
McDermott Design Group Inc.	2012	102.05	-			102.05
Meinel Electrical Contracting aka Priority Elec.	2012	121.50	-			121.50
OXFORD TIMES-FANCY FAKES	2012	60.74	-	Resol 14-R5		60.74
Paradise Golf Park	2012	31.58	-			31.58
PLACES II TRAVEL	2012	92.34	-			92.34
ROYCETERA	2012	70.47	-			70.47
RRB Bicycles	2012	420.36	-			420.36
SCENTS & SENSIBILITIES	2012	7.30	-	Resol 14-R5		7.30
SHEAR ELEGANCE	2012	21.89	-	Resol 14-R5		21.89
<hr/>						
Totals		10,448.34	(1,631.18)		(2,100.00)	<u>6,717.16</u>
				1,954.91		

CITY OF LAKE GENEVA

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www.cityoflakegeneva.com



TO: MAYOR JIM CONNORS AND COMMON COUNCIL

FROM: CITY ADMINISTRATOR DENNIS JORDAN

A handwritten signature in blue ink that reads "Dennis E. Jordan".

DATE: FEBRUARY 24, 2014

RE: COMPENSATION AND CLASSIFICATION PLAN

Background: The cities of Delavan, Elkhorn and Lake Geneva prepared a joint RFP for a compensation and classification system. With the passage of Acts 10 and 32 the cities believed it best to update their plans to ensure they were competitive with other cities and the private sector. The City of Lake Geneva has not had a study of this nature done in at least 30 years. Also, with all of the changes the City has experienced in the past 15 years, it will be very helpful to update many of the City's job descriptions.

The cities believed there would be savings if all three were to take part in the study because the firm doing the study would have to contact each of the cities for comparables. The cities received five proposals and selected three companies to make presentations. Each City had three representatives on the group that interviewed the applicants. Mayor Jim Connors, Personnel Committee Chair Al Kupsik and I represented the City of Lake Geneva. The applicants that were interviewed were:

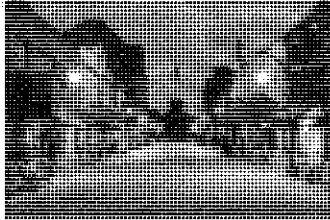
PAA - Oshkosh, WI

McGrath Human Resources Group – Wonder Lake, IL

Springsted – Milwaukee, WI

The group unanimously selected Springsted. The price list supplied by Springsted depicted what the costs would be if all cities took part of the study, only two or one. All plan on participating, so the cost will be \$16,675. Staff recommends taking it out of the miscellaneous account in the City Administrator's budget that was set aside for various plan upgrades. Staff is looking for approval by the Council so the three cities can move forward on the project. This will come back to the Council to approve the contract that is being prepared by Springsted and the three cities. Nothing will be done until the contract is approved by all three cities.

Recommendation: Approve the proposal submitted by Springsted in the amount of \$16,675 to be funded by the City Administrator's miscellaneous account.



PRESENTATION TO

Cities of Delavan, Elkhorn and Lake Geneva, Wisconsin Multi-Jurisdiction Classification/Compensation Study

Joe Murray, Vice President
Ann Antonsen, Vice President

February 6, 2014

Public Sector Advisors


 Springsted

About Springsted

- Independent public financial advisory and management consulting firm since 1959
- Serving Wisconsin clients since 1959 – Lake Geneva since 2011
- Company headquarters in St. Paul, MN with six regional offices, including Milwaukee (early 1980's)
- Provide local experience and understanding with national perspective
- More than 65 professional staff
 - Many are former local government and human resources professionals

Public Sector Advisors

1

 Springsted

About Springsted *cont.*

- Springsted has over 25 years of experience providing human resource and management consulting services – including classification and compensation studies
- Expanding Wisconsin and Midwest presence in organizational management and human resources
 - Current Wisconsin classification & compensation studies in process include the Cities of Eau Claire & La Crosse, Dunn County and Towns of Menasha & Rib Mountain
- Springsted ranks as one of the top human resources and management consulting firms in the United States
- Springsted conducted nearly 600 OM/HR projects from 2009-2012, including more than 150 classification and compensation studies

Our Classification and Compensation Study Philosophy

- Employees are a City's most valuable resource, they should be treated fairly and equitably
- Compensation should be viewed equitably both internally and externally
- Classification and compensation plans should be understandable to employees, managers, the governing bodies and citizens
- Process must have *process credibility* (reasonable & fair) and *outcome credibility* (comprehensive, complete, consistent & unbiased)

Springsted Team



Ann Antonsen

Lead Consultant
20+ Years Experience
200+ Classification /
Compensation Studies



Julie Urell

Senior Project Manager
Project Support



Joe Murray

Project Coordinator

Proposed Services

- Project initiation - Communication
- Employee orientation sessions and department head interviews
- Data collection – Position Analysis Questionnaire (PAQ)
- Interview/Audit at least one position per class
- Analyze and update existing position descriptions (Elkhorn) /
Develop new position descriptions (Delavan & Lake Geneva)
- Review FSLA status and ADA compliance
- Job evaluation – SAFE® System
- Market survey – Wages & Benefits – Public & Private Sector

Proposed Services *cont.*

- Review and analyze current compensation structure, benefits and policies
- Review and recommend on each City's pay philosophy and compensation policy
- Recommend revisions/development of compensation system
- Develop implementation strategies
- Develop performance management system

Proposed Services *cont.*

- Coordinate/Communicate with Management Teams throughout
- Present final classification and compensation report
- Conduct appeals
- Provide SAFE® System for City ongoing maintenance
- Staff training
- Post contract maintenance

Cost Proposal

Cities of Delavan, Elkhorn & Lake Geneva Multi-Community Classification & Compensation Study Cost Proposal

	Delavan	Elkhorn	Lake Geneva
Professional Fee	\$ 15,875	\$ 12,250	\$ 15,500
+ Not to Exceed Expenses	\$ 1,500	\$ 1,500	\$ 1,500
+ Salary Survey			
Alone	\$ 5,250	\$ 5,250	\$ 5,250
2 Communities	\$ 3,000	\$ 3,000	\$ 3,000
All 3 Communities	\$ 2,000	\$ 2,000	\$ 2,000
< Multi-Community Discount >			
Alone	\$ -	\$ -	\$ -
2 Communities	\$ (1,588)	\$ (1,225)	\$ (1,560)
All 3 Communities	\$ (2,381)	\$ (1,838)	\$ (2,325)
Total Not-to-Exceed Price			
Alone	\$ 22,625	\$ 19,000	\$ 22,250
2 Communities	\$ 18,789	\$ 15,525	\$ 18,450
All 3 Communities	\$ 16,894	\$ 13,913	\$ 16,675

Why Springsted?

- Comprehensive and proven classification and compensation study methodology
- Wisconsin, Midwest and national experience
- Understand the environmental sensitivity in a *post Act 10/32 World*
- Dedicated staff and resources to complete study on-time and on-budget
- Service tailored to each City
 - Thorough market analysis
 - Detailed matching of position descriptions to market data
 - Well thought-out recommendations for implementation

Tammy LeBord

Why Springsted? *cont.*

- Our Service Team
 - Experience
 - Range
 - Depth
- Confidence in final system:
 - Equitable – internally & externally
 - Attract and retain quality individuals while respecting taxpayers' expectations
 - Flexible, implementable & useable

Questions?

Ann Antonsen

aantonsen@springsted.com

651.223.3057

Joe Murray

jmurray@springsted.com

414.220.4257

Our Mission - Springsted provides high quality, independent financial and management advisory services to public and non-profit organizations, and works with them in the long-term process of building their communities on a fiscally sound and well-managed basis.

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TO: MAYOR CONNORS & COMMON COUNCIL

FROM: CITY CLERK TIM NEUBECK

A handwritten signature in black ink, appearing to read "T. Neubeck", is written over the printed name of the City Clerk.

DATE: FEBRUARY 24, 2014

RE: EMPLOYEE HANDBOOK APPENDIX A – ORGANIZATIONAL CHART REVISIONS

Background: At the January 27, 2014 Common Council meeting, the Organizational Chart was referred back to the Personnel Committee to ensure the reporting structure was accurate. The following changes were recommended at the February 20, 2014 Personnel meeting:

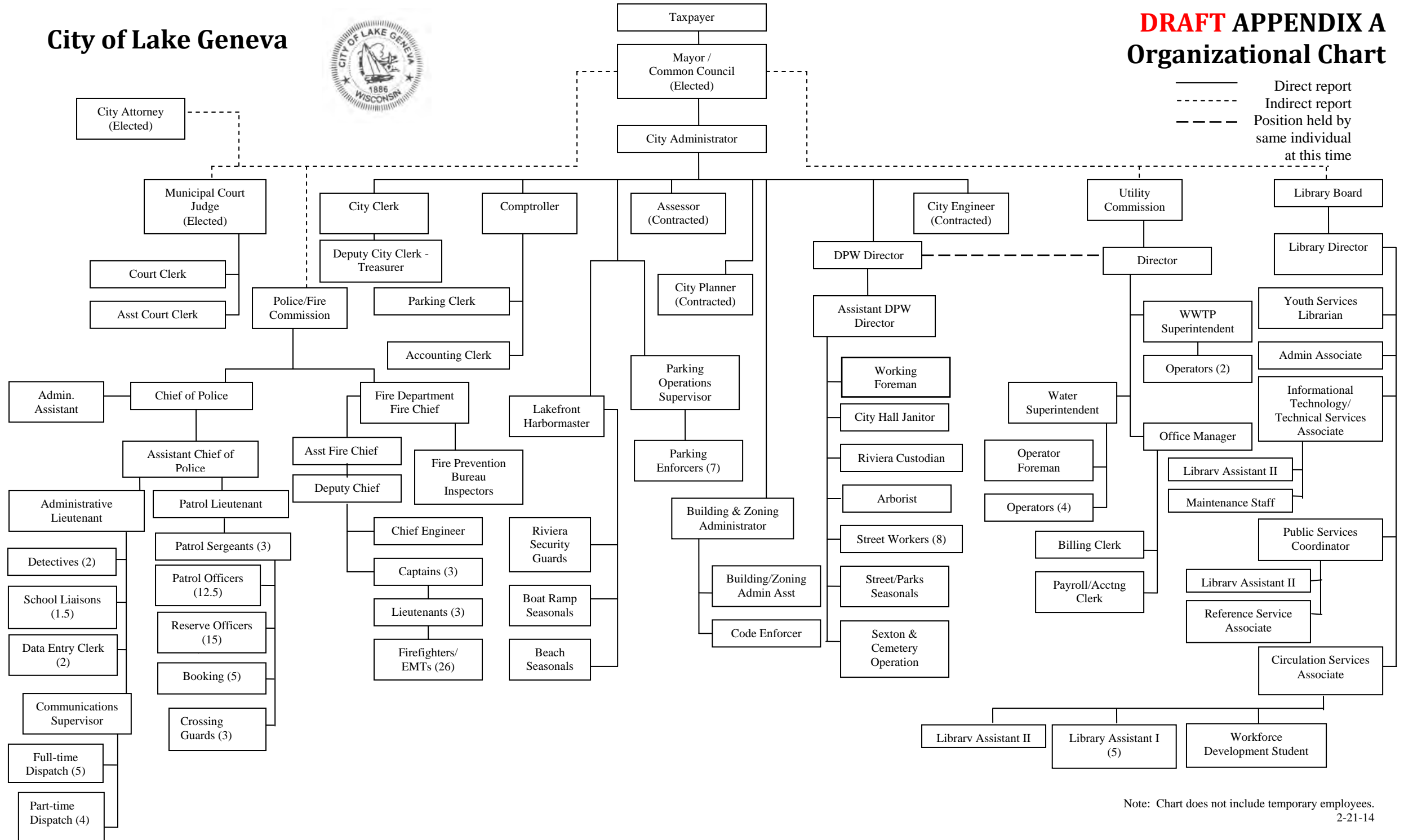
- A solid line between “City Administrator” and “Mayor/Common Council (elected)” boxes
- A line between “DPW Director” and “Director” to establish the fact DPW Director Winkler simultaneously holds both positions but noting this may not always be the case
- A legend explaining what the line types signify
- Moving the “Detectives (2)” so as to signify that box reports to the “Administrative Lieutenant” and has no reports

Recommendation: Approve the Employee Handbook Appendix A – Organizational Chart as distributed.

City of Lake Geneva



DRAFT APPENDIX A Organizational Chart



————— Direct report
 - - - - - Indirect report
 - - - - - Position held by same individual at this time

Note: Chart does not include temporary employees.
2-21-14

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TO: MAYOR JIM CONNORS & COMMON COUNCIL

FROM: CITY CLERK TIM NEUBECK

A handwritten signature in black ink, appearing to read "T. Neubeck", is written over the printed name of the City Clerk.

DATE: FEBRUARY 24, 2014

RE: DEPUTY CITY CLERK-TREASURER JOB DESCRIPTION

Background: In 2012, a referendum approving a charter ordinance took place which turned the City Treasurer position from an elected to an appointed position and combined it with the Deputy City Clerk position. This will go into effect May 1, 2014 at the end of the incumbent City Treasurer's term. Staff feels it in the best interest of the City to have a candidate ready to take over in this position by that date and have already budgeted necessary overlap for training purposes between the incumbent Deputy City Clerk, City Treasurer, and the new Deputy City Clerk-Treasurer should the need arise.

The Personnel Committee approved the attached job description during their February 20, 2014 meeting. However, there is confusion of statutory duties between the City Clerk, City Comptroller, and the Deputy City Clerk-Treasurer as it currently stands in the municipal code because the City Comptroller's role is not distinctively outlined by ordinance. Because the Deputy City Clerk – Treasurer is an officer of the City per the City's charter, an ordinance will need to be enacted at a later date which specifically delineates the duties between the City Clerk, City Comptroller, and the Deputy City Clerk-Treasurer. Should the need arise to alter this job description as a result, the Personnel Committee will recommend the City Council to do so.

Recommendation: Approve the Deputy City Clerk-Treasurer Job Description as distributed and authorize staff to advertise the position.



CITY OF LAKE GENEVA JOB DESCRIPTION

TITLE:	Deputy City Clerk - Treasurer	REPORTS TO:	City Clerk
DEPARTMENT:	City Clerk's Office	POSITIONS SUPERVISED:	None
FLSA STATUS:	Non-Exempt	UNION:	None
SALARY RANGE:	\$35,000 - \$39,000	DATE APPROVED/AMENDED:	

The following job description duties are illustrative, and the person holding the position may be required to perform other duties of a similar nature or otherwise related to the position.

POSITION SUMMARY

The Deputy City Clerk – Treasurer aids the City Clerk in the discharge of statutory duties, and performs the duties of the City Clerk in the clerk's absence. The duties of the City Clerk and deputies are described in Wisconsin State Statute §62.09(11). The Deputy City Clerk - Treasurer provides support in all other areas as assigned by the City Clerk to ensure effective accomplishment of City objectives.

ESSENTIAL FUNCTIONS:

1. Aids in performance of duties of the Clerk Clerk's Office under the Clerk's direction.
2. Performs the duties of the City Clerk in the absence of the Clerk.
3. Contributes to the maintenance of the official City documents and files. Stores, retrieves and maintains documents in the electronic document management system. Assists with public records requests as assigned.
4. Drafts, types, proofs, copies and files correspondence and other records accurately.
5. Aids the City Clerk in the preparation and distribution of Committee and Council information when necessary. Assists with preparing, posting and distributing meeting agendas and minutes. Prepares meeting minutes from audio tapes as assigned. Assists with monthly meetings calendar and electronic message board. Attends Committee, Council and other meetings when necessary.
6. Assists with election administration, including voter registration, absentee balloting, entering voter information into Statewide Voter Registration System (SVRS), setting up and testing machines, setting up polling places, maintaining equipment and signs, organizing and ordering election supplies, post-election paperwork, election inspector training and other duties as assigned.
7. Processes City licenses and permits at renewal time and throughout the year, including distributing and collecting applications, invoicing, receipting payment, entering in License Manager and mailing. Distributes copies of approved permits to appropriate officials. Maintains the permitted events calendar. Processes security deposits for park reservation permits. Answers questions and provides general information regarding licensing processes. Suspends or revokes permits and licenses for non-compliance.

8. Invests City funds not immediately needed with approval of the Comptroller.
9. Maintains an open checking account sufficient to meet current City expenses.
10. Reviews the Comptroller's bank account reconciliations
11. Aids the City Administrator, City Clerk, and Comptroller in the preparation and review of the annual City budget.
12. Acts as a check signer in conjunction with the Mayor and City Clerk.
13. Oversees the real estate and personal property tax process including mailing tax bills, receiving payment, maintaining records, reporting to the necessary State and County agencies, and paying other jurisdictions their portion of the tax roll required by law.
14. Backs up Parking Clerk and Accounting Clerk in carrying out City Hall front counter/customer service operations, including answering phone calls, assisting walk-ins, issuing beach tags, issuing work permits, notarizing City-related documents, issuing parking stickers, receipting payments, issuing boat launch season passes, dog/cat licensing and providing general assistance to the public.
15. Assists the Clerk with maintaining the City website and social media sites.
16. Processes City Hall meeting room and Riviera reservation requests and maintains the reservations calendar.
17. Other duties as assigned.

SPECIAL REQUIREMENTS & SKILLS

- Knowledge of:
 - Operations, services, and activities of a municipality including the policies and procedures related to the function and statutory obligations of the Treasurer & City Clerk's Offices.
 - Election processes.
 - The real estate and personal property tax process
 - Basic accounting
 - Business letter writing and basic report preparation techniques.
 - Modern office procedures, methods, and equipment including computers and related software applications such as word processing, spreadsheets, and databases.
 - Office management principles, methods, and procedures.
 - Principles and procedures of record keeping and filing.
 - Practices used in minute taking and preparation.
 - Methods and techniques of proper phone etiquette and providing excellent customer service.
 - Principles, practices, methods and techniques applicable to administering a City-wide records management program;
 - Bid advertising and opening procedures;

- Methods and techniques for administering of the telephone and voice mail systems.
 - English usage, spelling, grammar, and punctuation.
 - Pertinent Federal, State and local laws, codes, and regulations including those governing
 - the maintenance of records by a public agency.
 - Mathematical principles.
- Ability to:
 - Perform responsible and difficult administrative and secretarial support duties involving the use of independent judgment and personal initiative.
 - Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
 - Learn, interpret, and apply administrative and departmental policies and procedures.
 - Provide information and organize material in compliance with laws, regulations and policy.
 - Work cooperatively with other departments, City officials, and outside agencies. Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.
 - Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
 - Type at a speed necessary for successful job performance.
 - Research, compile, and interpret data.
 - Independently prepare clear, concise, and accurate records, reports, and correspondence.
 - Operate office equipment including computers and supporting word processing and spreadsheet applications.
 - Implement and maintain filing systems and records management systems.
 - Maintain confidentiality of information.
 - Work independently in the absence of supervision.
 - Plan and organize work to meet changing priorities and deadlines.
 - Take responsibility for and exercise good judgment in recognizing the scope of authority to be exercised in the capacity of a deputy to a public officer.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish and maintain effective working relationships with those contacted in the course of work.
- Experience and Training Guidelines- *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*
 - Education/training equivalent to the completion of an Associate degree from an accredited college, supplemented by specialized training in office administrative procedures, or a closely related field.
 - Four (4) years of increasingly responsible administrative and/or secretarial experience involving direct support for executive-level officials, experience handling a high level of public contact; administrative experience in a municipal or other governmental agency preferred.
 - Possession of, or ability to obtain, a commission as a Notary Public is desired. Possession of, or ability to obtain, certification as a Certified Municipal Clerk is highly desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is frequently required to sit; stand; walk; talk or hear; use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stoop, kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONDITIONS OF EMPLOYMENT

This position is subject to the terms and conditions of the City of Lake Geneva Employee Handbook, as may be amended, and is classified as a Regular Full-Time Employee. The normal work week is 40 hours, however, hours may fluctuate and occasionally may exceed 40 hours in a work week during tax season, election time and dependent upon needs of the office.

**City of Lake Geneva
Council Meeting
February 24, 2014**

Accounts Payable Checks - through 2/20/14

	<u>Fund #</u>	
1. General Fund	11	\$ 105,867.85
2. Debt Service	20	\$ 94.84
3. TID #4	34	\$ -
4. Lakefront	40	\$ 52,297.42
5. Capital Projects	41	\$ -
6. Parking	42	\$ 19,626.48
7. Cemetery	48	\$ 430.29
8. Library Fund	99	\$ 2,077.56
9. Impact Fees	45	\$ 59,475.50
10. Tax Agency Fund	89	\$ -
Total All Funds		<u><u>\$239,869.94</u></u>

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

COUNCIL MEETING DATE OF: 2/24/2014

TOTAL UNPAID ACCOUNTS PAYABLE - THROUGH 2/20/14 239,869.94

ITEMS > \$5,000

Clean Air Concepts - Fire Dept Exhaust System	59,475.50
Geneva Lake Law Enforcement - 2014 Contribution	48,174.00
Johns Disposal Service Inc - February Refuse & Recycling Service	37,032.44
Walworth County Public Works - November & January Sand/Salt Mix	24,166.01
Alliant Energy - January Electric Bills	20,359.51
Newport West - 2013 Keefe Lot Revenue Share	13,669.01
Rote Oil Company - February Diesel	5,008.38

Balance of Other Items \$ **31,985.09**

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CITY OF LAKE GENEVA
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/25/2014

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A+	A+ GRAPHICS & PRINTING						
4667	02/04/14	01	OLD TIME NEWSLETTER	1170005720		02/25/14	60.00
						INVOICE TOTAL:	60.00
						VENDOR TOTAL:	60.00
ALLIANT	ALLIANT ENERGY						
RE021114	02/18/14	01	INV 101952-010-SNAKE RD/HWY 50	1134105222		02/25/14	10.77
		02	INV 106985-010-STREET LIGHTS	1134105223			7,247.61
		04	INV 124743-010-S LAKE SHORE DR	1152005222			21.73
		05	INV 127818-010-W HWY 50 BLOCK	1134105222			10.77
		06	INV 140837-010-S LAKE SHORE DR	1134105222			7.58
		07	INV 147744-014-1070 CAREY	1132105222			172.07
		08	INV 178856-010-GEORGE ST	1134105222			7.58
		09	INV 184924-010-COBB PARK	1152005222			8.05
		10	INV 188965-013-1065 CAREY	1132105222			842.27
		11	INV 216918-010-CITY HALL	1116105222			2,361.63
		12	INV 239783-010-CENTRAL SCHOOL	1152005222			8.05
		13	INV 243947-013-1055 CAREY	1132105222			201.65
		14	INV 268954-010-FLAT IRON PK	1152005222			214.43
		15	INV 279779-010-918 MAIN ST	9900005222			818.35
		16	INV 292807-010-WELLS ST	1134105222			81.74
		17	INV 302769-011-DUNN BASEBALL	1152005922			403.99
		20	INV 318816-010-HWY 50/HWY 12	1134105222			10.13
		21	INV 335773-010-WELLS ST	1134105222			9.74
		22	INV 336765-010-FLAT IRON PK	1152005222			17.18
		23	INV 355867-010-DODGE ST	1134105222			8.08
		24	INV 375931-010-RIVIERA	4055305222			2,088.87
		25	INV 392817-010-LIBRARY PK	1152005222			36.64
		27	INV 433829-010-FIRE HOUSE	1122005222			925.40
		28	INV 433906-010-HAVENWOOD	1134105222			7.28
		30	INV 489578-003-MUSEUM	1151105222			661.37
		31	INV 492771-003-GENEVA SQ	1134105223			40.40
		32	INV 514311-001-BAKER/SEMINARY	1152005222			11.04
		33	INV 517852-001-SAGE ST/DUNN	1129005222			9.03

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ALLIANT	ALLIANT ENERGY						
RE021114	02/18/14	34	INV 544872-001-VETS PK/TOWNLIN	1152015222		02/25/14	153.51
		35	INV 560544-002-1003 HOST DR	1122005222			548.09
		36	INV 589078-001-RUSH ST	1152005222			23.44
		37	INV 589905-001-BEACH HOUSE	4054105222			338.89
		38	INV 590084-001-DONIAN PK	1152005222			143.97
		39	INV 594309-001-STREET LIGHTS	1134105223			299.20
		40	INV 605259-001-GENEVA ST LOT	1134105223			228.42
		41	INV 614948-001-VETS PK SCOREBO	1152015222			187.55
		43	INV 621606-001-WELLS ST	1134105222			9.34
		44	INV 621825-001-S WELLS	1134105222			9.78
		46	INV 626232-001-HWY 50/HWY 12	1134105222			42.86
		47	INV 627270-001-730 MARSHALL ST	1129005222			18.42
		48	INV 628749-001-W COOK SIREN	1129005222			11.27
		49	INV 640082-001-201 EDWARDS SIR	1129005222			10.53
		50	INV 652115-002-WALMART	1134105223			106.31
		51	INV 653994-001-HWY 120/TOWNLIN	1134105222			108.63
		52	INV 654168-001-HWY 50 SIGNAL	1134105223			171.26
		53	INV 656566-001-HWY 120/BLOOMFI	1134105223			122.13
		54	INV 657276-002-389 EDWARDS	1134105223			101.19
		55	INV 675414-001-VETS PK PAVILN	1152015222			176.20
		56	INV 679833-001-LOT LITE	1134105223			317.46
		59	INV 696255-001-SHARED SAVINGS	9900005663			10.73
		60	INV 696255-001-SHARED SAVINGS	9900005623			129.09
		61	INV 696255-001-SHARED SAVINGS	2081005664			7.72
		62	INV 696255-001-SHARED SAVINGS	2081005625			87.12
		63	INV 699860-001-IMPOUND	1121005222			64.19
		64	INV 703098-001-LIB PK RESTROOM	1152005222			31.12
		65	INV 703615-001-MAIN ST LIGHTS	1134105223			251.74
		66	INV 710858-001-INTRCHG N SIGNL	1134105223			58.52
		67	INV 278857-010-OAK HILL CEM	4800005222			30.87
		68	INV 551929-001-OAK HILL CEM	4800005222			316.53
						INVOICE TOTAL:	20,359.51
						VENDOR TOTAL:	20,359.51

BOLD BOLD TECHNOLOGIES

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CITY OF LAKE GENEVA
DETAIL BOARD REPORT

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BOLD	BOLD TECHNOLOGIES						
140099	01/15/14	01	ALARM MONITORING SVC-2014	1115105450		02/25/14	1,200.00
						INVOICE TOTAL:	1,200.00
						VENDOR TOTAL:	1,200.00
BOTTS	BOTTS WELDING & TRK SERV INC						
561256	02/12/14	01	PLOW WING FIX-TK 27	1132105250		02/25/14	308.32
						INVOICE TOTAL:	308.32
						VENDOR TOTAL:	308.32
BSL	BADGER STATE LOGISTICS						
239301	02/07/14	01	SIDEWALK ICE SALT	1132125340		02/25/14	547.12
						INVOICE TOTAL:	547.12
						VENDOR TOTAL:	547.12
BUMPL	BUMPER TO BUMPER AUTO PARTS						
662-283628	02/04/14	01	WIPER BLADES-TK 23	1132105351		02/25/14	11.98
						INVOICE TOTAL:	11.98
662-283665	02/05/14	01	WIPER BLADE-TK 26	1132105351		02/25/14	5.49
						INVOICE TOTAL:	5.49
662-283964	02/11/14	01	TAIL LIGHT-TK 23	1132105250		02/25/14	29.98
						INVOICE TOTAL:	29.98
						VENDOR TOTAL:	47.45
CITYDE	CITY OF DELAVAN						
WARRANT-2/14	02/17/14	01	WARRANT-PATERSON S492551-3	1112002428		02/25/14	10.00
						INVOICE TOTAL:	10.00
						VENDOR TOTAL:	10.00
CLEAN	CLEAN AIR CONCEPTS						

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CITY OF LAKE GENEVA
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CLEAN	CLEAN AIR CONCEPTS						
PSI14-0077	01/27/14	01	EXHAUST SYSTEM	4522005962		02/25/14	59,475.50
						INVOICE TOTAL:	59,475.50
						VENDOR TOTAL:	59,475.50
DIGIT	DIGITAL PAYMENT TECHNOLOGIES						
193168	02/01/14	01	MAR EMS FEES	4234505450		02/25/14	2,835.00
						INVOICE TOTAL:	2,835.00
						VENDOR TOTAL:	2,835.00
DOWN	DOWN TO EARTH CONTRACTORS INC						
5468	01/27/14	01	HAUL SNOW-1/27/14	1132125220		02/25/14	440.00
						INVOICE TOTAL:	440.00
5474	02/04/14	01	SNOW REMOVAL-2/6/14	1132125220		02/25/14	280.00
						INVOICE TOTAL:	280.00
						VENDOR TOTAL:	720.00
DUNN	DUNN LUMBER & TRUE VALUE						
549068	01/10/14	01	TRAINING RM-ST SEIZURE	1121005738		02/25/14	71.08
						INVOICE TOTAL:	71.08
550096	01/24/14	01	CLEANER	1122005350		02/25/14	11.79
		02	DISCOUNT	1100004819			-0.59
						INVOICE TOTAL:	11.20
550556	01/27/14	01	SILICONE SPRAY	1122005351		02/25/14	35.94
		02	DISCOUNT	1100004819			-1.80
						INVOICE TOTAL:	34.14
550766	01/30/14	01	STARTER FLUID	4800005340		02/25/14	1.00
						INVOICE TOTAL:	1.00

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DUNN	DUNN LUMBER & TRUE VALUE						
551085	02/03/14	01	LATCH PIN-LIGHT TOWER	1121005361		02/25/14	3.99
		02	DISCOUNT	1100004819			-0.20
						INVOICE TOTAL:	3.79
551123	02/03/14	01	FAUCET CONNECTORS	1116105350		02/25/14	3.60
		02	DISCOUNT	1100004819			-0.18
						INVOICE TOTAL:	3.42
551244	02/04/14	01	WIRE PLUGS,CONNECTORS	1122005351		02/25/14	27.95
		02	DISCOUNT	1100004819			-1.40
						INVOICE TOTAL:	26.55
551315	02/05/14	01	BATTERIES	1132105340		02/25/14	22.99
						INVOICE TOTAL:	22.99
551618	02/10/14	01	STREET ELBOW-TK 21	1132105250		02/25/14	4.78
		02	DISCOUNT	1100004819			-0.24
						INVOICE TOTAL:	4.54
551656	02/10/14	01	BATTERIES, LAMPHOLDERS	1132105350		02/25/14	21.57
		02	DISCOUNT	1100004819			-0.33
						INVOICE TOTAL:	21.24
551859	02/12/14	01	SIDE BOARD FIX-TK 25	1132105250		02/25/14	33.18
						INVOICE TOTAL:	33.18
551881	02/12/14	01	PAINT-TK 25	1132105250		02/25/14	39.24
		02	DISCOUNT	1100004819			-0.11
						INVOICE TOTAL:	39.13
						VENDOR TOTAL:	272.26
ECKLR	RICHARD LEE ECKLUND						
REIMB-1/14	02/03/14	01	ACADEMY MILEAGE-JAN	1121005330		02/25/14	210.91

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ECKLR	RICHARD LEE ECKLUND						
REIMB-1/14	02/03/14	02	ACADEMY MEALS-JAN	1121005331		02/25/14	42.29
						INVOICE TOTAL:	253.20
						VENDOR TOTAL:	253.20
GATEWAY	GATEWAY TECHNICAL COLLEGE						
2/14	02/10/14	01	CHINA WEST CHGBK PYMT	1100002440		02/25/14	64.02
						INVOICE TOTAL:	64.02
						VENDOR TOTAL:	64.02
GLLEA	GENEVA LAKE LAW ENFORCEMENT						
26	02/15/14	01	2014 CONTRIBUTION	4054105721		02/25/14	48,174.00
						INVOICE TOTAL:	48,174.00
						VENDOR TOTAL:	48,174.00
GRABE	GRABER MANUFACTURING INC						
55184	02/05/14	01	BIKE RACKS-12	4234505399		02/25/14	1,790.00
						INVOICE TOTAL:	1,790.00
						VENDOR TOTAL:	1,790.00
GRAYS	GRAYS INC						
31392	02/05/14	01	CURB BUMPERS,BOLTS-PLOW	1132125250		02/25/14	248.80
						INVOICE TOTAL:	248.80
						VENDOR TOTAL:	248.80
HESTA	HE STARK AGENCY INC						
6089CRTPRK-1/14	02/04/14	01	JAN COLLECTION FEES	1112005214		02/25/14	2.50
						INVOICE TOTAL:	2.50
6089PARK-1/14	01/31/14	01	JAN COLLECITON FEES	4234505216		02/25/14	296.06
						INVOICE TOTAL:	296.06

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HESTA	HE STARK AGENCY INC						
6089PARK-11/13	11/27/13	01	NOV COLLECTION FEES	4234505216		02/25/14	309.13
						INVOICE TOTAL:	309.13
6089PARK12/13	12/31/13	01	DEC COLLECTION FEES	4234505216		02/25/14	596.44
						INVOICE TOTAL:	596.44
						VENDOR TOTAL:	1,204.13
ITU	ITU ABSORB TECH INC						
5807681	02/14/14	01	MATS	1116105360		02/25/14	83.95
						INVOICE TOTAL:	83.95
						VENDOR TOTAL:	83.95
JERRY	JERRY WILLKOMM INC						
204031	01/24/14	01	1505 GALS GAS	1132105341		02/25/14	4,814.50
						INVOICE TOTAL:	4,814.50
						VENDOR TOTAL:	4,814.50
JOHNS	JOHNS DISPOSAL SERVICE INC						
3700	02/07/14	01	FEB SVC	1136005294		02/25/14	26,283.04
		02	FEB SVC	1136005297			10,749.40
						INVOICE TOTAL:	37,032.44
						VENDOR TOTAL:	37,032.44
JOURN	JOURNAL SENTINEL INC						
73266-2014	02/17/14	01	2014 SUBSCRIPTION	9900005412		02/25/14	298.63
						INVOICE TOTAL:	298.63
						VENDOR TOTAL:	298.63
JTSCH1	LAKE GENEVA JOINT SCHOOL						
2/14	02/10/14	01	CHINA WEST CHGBK PYMT	1100002440		02/25/14	299.93
						INVOICE TOTAL:	299.93
						VENDOR TOTAL:	299.93

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LARRY	LARRY'S TOWING & RECOVERY						
22139	02/01/14	01	TOWING	1134105290		02/25/14	145.00
						INVOICE TOTAL:	145.00
22241	01/31/14	01	TOWING	1134105290		02/25/14	145.00
						INVOICE TOTAL:	145.00
						VENDOR TOTAL:	290.00
LGHS	LAKE GENEVA/GENOA CITY UNION						
2/14	02/10/14	01	CHINA WEST CHGBK PYMT	1100002440		02/25/14	148.64
						INVOICE TOTAL:	148.64
						VENDOR TOTAL:	148.64
LGREG	LAKE GENEVA REGIONAL NEWS						
1031766	12/19/13	01	TAX NOTICE AD	1115305310		02/25/14	68.80
						INVOICE TOTAL:	68.80
1032605	12/26/13	01	TAX NOTICE AD	1115305310		02/25/14	68.80
						INVOICE TOTAL:	68.80
1033852	01/09/14	01	LN CHICAGO PIZZA LIQ LIC	1110005315		02/25/14	18.63
						INVOICE TOTAL:	18.63
1034253	01/06/14	01	LN 11/25 COUNCIL MINUTES	1110005314		02/25/14	313.93
						INVOICE TOTAL:	313.93
1034342	01/16/14	01	LN 12/9 COUNCIL MINUTES	1110005314		02/25/14	206.19
						INVOICE TOTAL:	206.19
1034344	01/16/14	01	LN 12/16 COUNCIL MINUTES	1110005314		02/25/14	37.92
						INVOICE TOTAL:	37.92
1034971	01/23/14	01	LN ORD 14-01	1110005314		02/25/14	178.92
						INVOICE TOTAL:	178.92

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LGREG	LAKE GENEVA REGIONAL NEWS						
1035002	01/23/14	01	LN 12/23 COUNCIL MINUTES	1110005314		02/25/14	152.98
						INVOICE TOTAL:	152.98
1035174	01/23/14	01	RESORTER AD,BRIDAL GUIDE	4055105316		02/25/14	216.54
						INVOICE TOTAL:	216.54
1035626	01/23/14	01	HW AD-PARKING SUPERVISOR	4234505399		02/25/14	51.60
						INVOICE TOTAL:	51.60
1035627	01/23/14	01	HW AD-CONCESSIONS	1152005399		02/25/14	103.20
						INVOICE TOTAL:	103.20
1036679	01/30/14	01	HW AD-PARKING SUPERVISOR	4234505399		02/25/14	51.60
						INVOICE TOTAL:	51.60
1036692	01/30/14	01	HW AD-CONCESSIONS	1152005399		02/25/14	103.20
						INVOICE TOTAL:	103.20
						VENDOR TOTAL:	1,572.31
LOIS	LOIS TIRE SHOP INC						
339902	01/22/14	01	TIRES-TK 16	1132105250		02/25/14	704.96
						INVOICE TOTAL:	704.96
339946	01/22/14	01	TIRE PRICE ADJMT-TK 16	1132105250		02/25/14	-50.00
						INVOICE TOTAL:	-50.00
340199	01/28/14	01	LOADER TIRES SERVICE CALL	1132105250		02/25/14	190.00
						INVOICE TOTAL:	190.00
						VENDOR TOTAL:	844.96
MARED	MARED MECHANICAL						
85097	01/31/14	01	ZONE VALVE REPLACEMENT	1116105240		02/25/14	207.00
						INVOICE TOTAL:	207.00

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MARED	MARED MECHANICAL						
85098	01/31/14	01	HEATING MOTOR REPLACEMENT	1151105240		02/25/14	665.01
						INVOICE TOTAL:	665.01
85102	01/31/14	01	HEAT SYSTEM FIX	1116105240		02/25/14	1,825.96
						INVOICE TOTAL:	1,825.96
						VENDOR TOTAL:	2,697.97
MIDST	MID-STATE EQUIPMENT						
V25261	02/07/14	01	V-BELT	4800005250		02/25/14	45.51
						INVOICE TOTAL:	45.51
						VENDOR TOTAL:	45.51
MINUT	MINUTEMAN PRESS						
19292	02/13/14	01	BUSINESS CARDS-ROBERS, GREGOLES	1124005310		02/25/14	57.15
		02	BUSINESS CARDS-CITY CLERK	1114305310			38.08
		03	BUSINESS CARDS-CITY ADMIN	1114205310			19.07
		04	BUSINESS CARDS-HARBORMASTER	4055205399			38.08
						INVOICE TOTAL:	152.38
						VENDOR TOTAL:	152.38
MONRO	MONROE TRUCK EQUIPMENT						
392128	02/06/14	01	WING SPRING-PLOW TK 27	1132125250		02/25/14	122.10
						INVOICE TOTAL:	122.10
						VENDOR TOTAL:	122.10
NAPAE	ELKHORN NAPA AUTO PARTS						
930634	02/03/14	01	LIGHT BULBS-SANDER	1132105250		02/25/14	35.16
						INVOICE TOTAL:	35.16
931582	02/11/14	01	PWR STEERING, TRANS FLUIDS	1132105340		02/25/14	57.66
						INVOICE TOTAL:	57.66
						VENDOR TOTAL:	92.82

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 DETAIL BOARD REPORT

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	DUE DATE	ITEM AMT

NEWPO	NEWPORT WEST						
LOT SHARE-2013	02/18/14	01	KEEFE LOT REVENUE SHARE-2013	4234505850		02/25/14	13,669.01
						INVOICE TOTAL:	13,669.01
						VENDOR TOTAL:	13,669.01
OFFIC	OFFICE DEPOT						
692193924001	01/28/14	01	ENVELOPES-1099 FORMS	1115105310		02/25/14	19.29
						INVOICE TOTAL:	19.29
693056487001	01/31/14	01	POCKET FOLDERS, STORAGE BIN	1124005310		02/25/14	33.34
		02	ACCORDIAN FOLDERS	1116105310			22.44
						INVOICE TOTAL:	55.78
						VENDOR TOTAL:	75.07
PNC	PNC BANK						
0032-2/14	02/06/14	01	LAKESIDE BAIT-AUGER,BIT,SHIELD	1132125340		02/25/14	120.98
		02	GODADDY-DOMAIN RENEWALS	1115105450			89.99
		03	HYATT-LODGING-FOSTER	1132135410			220.00
		04	UWGB-CLERKS INSTITUTE	1114305332			459.00
		05	CITY OF MADISON-PARKING	1114205330			13.50
		06	MADISON-WPELRA CONF LODGING	1114205331			70.00
						INVOICE TOTAL:	973.47
0437-2/14	02/06/14	01	BALLAST,CLEANER	1116105350		02/25/14	41.36
						INVOICE TOTAL:	41.36
1831-2/14	02/06/14	01	QUICK N SAVE-GAS-AIRBOAT,SAWS	1122005341		02/25/14	69.10
		02	USPS-POSTAGE-MALEK	1122005312			5.60
		03	EMERGENCYSTUFF-BOOKS-FIRE INSP	1122005412			223.88
		04	USPS-POSTAGE-GUETZKE	1122005312			52.08
						INVOICE TOTAL:	350.66
						VENDOR TOTAL:	1,365.49
ROTE	ROTE OIL COMPANY						

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CITY OF LAKE GENEVA
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ROTE	ROTE OIL COMPANY						
302282	02/03/14	01	317 GALS CLEAR DIESEL	1132105341		02/25/14	1,108.23
						INVOICE TOTAL:	1,108.23
302298	02/05/14	01	128.3 GAL CLEAR DIESEL	1132105341		02/25/14	448.54
						INVOICE TOTAL:	448.54
302328	02/13/14	01	561.5 GAL CLEAR DIESEL	1132105341		02/25/14	2,086.52
		02	407 GAL DYED DIESEL	1132105341			1,365.09
						INVOICE TOTAL:	3,451.61
						VENDOR TOTAL:	5,008.38
SEYMO	SEYMOUR KREMER KOCH						
35614	02/05/14	01	ATTY SUB-CONFLICT	1113105214		02/25/14	40.00
						INVOICE TOTAL:	40.00
						VENDOR TOTAL:	40.00
SIMPLX	SIMPLEXGRINNELL						
69792031	02/03/14	01	SPRINKLER SYS FIX	1116105240		02/25/14	689.00
						INVOICE TOTAL:	689.00
						VENDOR TOTAL:	689.00
SUN	SUN LIFE FINANCIAL						
RE021114	02/20/14	01	CEM DISABILITY-MAR	4800005137		02/25/14	26.84
		03	LIB DISABILITY-MAR	9900005137			70.76
		04	PD DISABILITY-MAR	1110205134			456.22
		05	STREET DISABILITY-MAR	1110205134			171.60
		06	WATER DISABILITY-MAR	1100001634			121.06
		07	WWTF DISABILITY-MAR	1100001634			87.77
		08	C HALL DISABILITY-MAR	1110205134			138.67
						INVOICE TOTAL:	1,072.92
						VENDOR TOTAL:	1,072.92

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T0000821 KELSEY NICHOLS							
REFUND	02/10/14	01	NICHOLS SEC DEP 2/8/14	4055102353		02/25/14	1,000.00
		02	NICHOLS SEC GRD/SETUP 2/8/14	4055104674			-479.50
						INVOICE TOTAL:	520.50
						VENDOR TOTAL:	520.50
T0000822 JAMES PREUSSER							
REFUND	02/12/14	01	PREUSSER SEC DEP 11/8/14	4055102353		02/25/14	1,000.00
		02	PREUSSER RIV CANCEL FEE 11/8	4055104674			-100.00
						INVOICE TOTAL:	900.00
						VENDOR TOTAL:	900.00
TBURL TOWN OF BURLINGTON							
WARRANT-2/14	02/05/14	01	WARRANT-MEINEN 13-5005	1112002222		02/25/14	149.00
						INVOICE TOTAL:	149.00
						VENDOR TOTAL:	149.00
UNITE UNITED LABORATORIES							
INV073909	02/10/14	01	CLEANER	1152005350		02/25/14	428.40
						INVOICE TOTAL:	428.40
						VENDOR TOTAL:	428.40
USCELL US CELLULAR							
370020503-2/14	02/07/14	01	CELL PLAN-FEB	1100002159		02/25/14	185.28
		02	CELL PLAN-FEB	1132105221			60.27
						INVOICE TOTAL:	245.55
RE021114	02/12/14	01	HARBORMASTER CELL-FEB	4055105221		02/25/14	16.03
		02	MAYOR'S CELL-FEB	1116105221			12.38
		03	BLDG INSP CELL-FEB	1124005262			19.63
		05	CITY ADMIN CELL-FEB	1116105221			53.60

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USCELL US CELLULAR							
RE021114	02/12/14	07	BEACH CELL-FEB	4054105221		02/25/14	4.51
		08	PARKING MTR 1 CELL-FEB	4234505221			6.08
		09	PARKING MTR 2 CELL-FEB	4234505221			5.17
		10	CITY HALL CELL-FEB	1116105221			7.96
		12	PARKING SUPERVISOR-FEB	4234505221			16.39
		13	CEMETERY CELL-FEB	4800005221			9.54
						INVOICE TOTAL:	151.29
						VENDOR TOTAL:	396.84
VERIZON VERIZON WIRELESS							
9719011816	01/23/14	01	CELL CHGS-JAN	1122005221		02/25/14	250.62
						INVOICE TOTAL:	250.62
9719335954	02/01/14	01	AIR CARDS-JAN	1129005221		02/25/14	40.01
						INVOICE TOTAL:	40.01
9719336559	02/01/14	01	CELL CHGS-JAN	1121005221		02/25/14	479.81
						INVOICE TOTAL:	479.81
9719487908	02/03/14	01	AIR CARDS-JAN	1121005221		02/25/14	361.09
						INVOICE TOTAL:	361.09
						VENDOR TOTAL:	1,131.53
VILLTW VILLAGE OF TWIN LAKES							
EHLERS	02/12/14	01	CONF LODGING-EHLERS	1115105332		02/25/14	99.00
						INVOICE TOTAL:	99.00
						VENDOR TOTAL:	99.00
WAHPC WI ASSOC OF HISTORIC							
DUES-2014	02/16/14	01	ANNUAL DUES-2014	1170005720		02/25/14	40.00
						INVOICE TOTAL:	40.00
						VENDOR TOTAL:	40.00

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WALCC	WALWORTH COUNTY CLERK OF COURT						
WARRANT-2/14	02/17/14	01	WARRANT-GROLEAU 12SC2088	1112002428		02/25/14	626.50
						INVOICE TOTAL:	626.50
						VENDOR TOTAL:	626.50
WALCOP	WALWORTH COUNTY PUBLIC WORKS						
11199026S	11/30/13	01	SAND/SALT MIX-NOV	1132125340		02/25/14	2,067.75
						INVOICE TOTAL:	2,067.75
12/13	12/31/13	01	BRIDGE INSPECT-2013	1132105370		02/25/14	196.19
						INVOICE TOTAL:	196.19
12259026S	01/25/14	01	SAND/SALT MIX-JAN	1132125340		02/25/14	21,902.07
						INVOICE TOTAL:	21,902.07
						VENDOR TOTAL:	24,166.01
WALCOT	WALWORTH COUNTY TREASURER						
2/14	02/10/14	01	CHINA WEST CHGBK PYMT	1100002440		02/25/14	207.78
						INVOICE TOTAL:	207.78
						VENDOR TOTAL:	207.78
WIDNR	WI DEPT OF NATURAL RESOURCES						
CHARGEBACK-2/14	02/10/14	01	CHINA WEST CHGBK PYMT	1100002440		02/25/14	9.06
						INVOICE TOTAL:	9.06
						VENDOR TOTAL:	9.06
WIHIST	WI HISTORICAL SOCIETY						
MFO-1916	02/18/14	01	LG REGIONAL NEWS MICROFILM	9900005413		02/25/14	750.00
						INVOICE TOTAL:	750.00
						VENDOR TOTAL:	750.00
WMJA	WI MUNICIPAL JUDGES ASSOC						

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CITY OF LAKE GENEVA
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WMJA	WI MUNICIPAL JUDGES ASSOC						
DUES-2014	02/17/14	01	2014 DUES	1112005332		02/25/14	100.00
						INVOICE TOTAL:	100.00
						VENDOR TOTAL:	100.00
YARDD	YARD DOGGS LLC						
1101-1/14	01/10/14	01	SHOVEL/SALT-1/10	1132125344		02/25/14	510.00
						INVOICE TOTAL:	510.00
1101-1/14A	01/20/14	01	SHOVEL/SALT-1/20	1132125344		02/25/14	790.00
						INVOICE TOTAL:	790.00
1101-1/14B	01/22/14	01	SHOVEL/SALT-1/22	1132125344		02/25/14	390.00
						INVOICE TOTAL:	390.00
1101-1/14C	01/27/14	01	SHOVEL/SALT-1/27	1132125344		02/25/14	40.00
						INVOICE TOTAL:	40.00
1101-1/14D	01/30/14	01	SHOVEL/SALT-1/30	1132125344		02/25/14	90.00
						INVOICE TOTAL:	90.00
1101-1/14E	01/31/14	01	SHOVEL/SALT-1/31	1132125344		02/25/14	540.00
						INVOICE TOTAL:	540.00
						VENDOR TOTAL:	2,360.00
						TOTAL ALL INVOICES:	239,869.94

City of Lake Geneva

Treasurer's Report as of NOVEMBER 30, 2013

WALWORTH STATE BANK	Cash Activity			Cash Balances		
	Type	Expenditures	Receipts	Transfers	Oct-13	Nov-13
City Expenses & Collections	General Checking	686,194.32	434,645.96	900,000.00		
City Net Payroll	General Checking	387,725.14				
City Health Claims	General Checking	205,652.99		626.31		
General Checking		1,279,572.45	434,645.96	900,626.31	538,816.50	594,516.32
PNC BANK						
Municipal Justice Trust Account	Municipal Court Checking			(626.31)	626.31	-
Savings Account	Police Seizure Account				14,272.98	14,272.98
TOTALS		1,279,572.45	434,645.96	900,000.00	553,715.79	608,789.30

Talmer Bank & Trust		Cash Activity			Cash Balances		
Type	Expenditures	Receipts	Transfers	Oct-13	Nov-13		
US Bank							
Talmer Bank	Tax Receipts	363.61	0.16		2,915.43	2,551.98	
Talmer Bank	TID #4 Money Market		0.01		148.51	148.52	
	TID #4 Certificate of Deposit				58,675.50	58,675.50	
Talmer Bank & Trust	TOTALS	363.61	0.17	-	61,739.44	61,376.00	

Other Banks		Cash Activity			Cash Balances		
Type	Expenditures	Receipts	Transfers	Oct-13	Nov-13		
PNC Bank	General Checking						
BMO Harris Bank	TID #4 Certificates of Deposit			601,824.51	601,824.51		
Community Bank of Delavan	TID #4 Certificates of Deposit			622,168.20	622,168.20		
Community Bank of Delavan	TID #4 CDARS			1,200,000.00	1,200,000.00		
Community Bank of Delavan	TID #4 Money Market		1,792.82	3,504.26	5,297.08		
Hometown Bank	Fire/EMS Billing Revenue						
Other Banks	TOTALS	-	1,792.82	-	2,427,496.97	2,429,289.79	

Local Govt Investment Pool		Cash Activity			Cash Balances		
Type	Expenditures	Receipts	Transfers	Oct-13	Nov-13		
LGIP Acct #1	General	91,975.14	(402,432.00)	6,362,949.80	6,052,492.94		
LGIP Acct #4	Treasurer	0.01		84.04	84.05		
LGIP Acct #5	Impact Fees-Fire	4.53		61,459.69	61,464.22		
LGIP Acct #6	Impact Fees-Fire	5.01		68,022.45	68,027.46		
LGIP Acct #7	TID #4	2,737.74	(500,000.00)	4,466,206.89	3,968,944.63		
LGIP Acct #8	Capital Projects	23.58		320,055.55	320,079.13		
LGIP Acct #9	Public Library	6.82	1,995.00	90,855.52	92,857.34		
LGIP Acct #10	Impact Fees-Library	11.56	(1,995.00)	158,724.82	156,741.38		
LGIP Acct #11	Capital Projects						
Local Govt Investment Pool	TOTALS	94,764.39	(902,432.00)	11,528,358.76	10,720,691.15		

GRAND TOTAL ALL BANKS	1,279,936.06	531,203.34	(2,432.00)	14,571,310.96	13,820,146.24
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James M. Klein, Treasurer

Attest: